

**SNOW/ICE MAINTENANCE
POLICY**

City of Willmar, Minnesota

**Dated: February, 1992
Revised: November 20, 1996
Revised: January 5, 2004
Revised: November 9, 2004**

Introduction

The City of Willmar assumes basic responsibility for the control of snow and ice on city streets. Reasonable snow and ice control is necessary for routine travel and emergency services. The city will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The city will utilize city employees, city equipment and/or private contractors when necessary to provide this service.

Equipment

The city shall acquire, maintain, repair, and replace equipment on a timely basis as the city's established budget shall allow. To provide for utilization of equipment in a cost effective manner, the city may use regular city trucks, motor graders, front end loaders and any other regular equipment as may be useful for control of snow and ice. Equipment that can be used only for snow and ice control shall be acquired and utilized only if deemed absolutely essential.

Whenever existing snow removal heavy equipment is broken down for an excess of eight hours during a declared snow emergency, the Public Works Superintendent may rent equipment. The Public Works Director shall be notified of this decision immediately. A written report to include equipment down, reason for renting, estimated rental period, rental company, rental machine identification, rental rate, and estimate of total cost shall be submitted within 48 hours.

When the Public Works Superintendent determines that the policy levels of service cannot be provided by city forces, he shall report to the Public Works Director the following information:

1. Additional time required to provide desired levels of service using just city forces.
2. Additional equipment and/or manpower support required to achieve desired levels of service.
3. Estimated number of hours equipment and/or manpower will be required.

The Public Works Director will then take the following action:

1. Determine availability of contractor equipment.
2. Estimate cost of contracted service required.
3. Determine availability of funds to meet estimated costs.

4. Based on information supplied, the Public Works Director shall determine whether to contract for additional service or equipment, or accept reduced levels of service.

If contracted service or equipment is secured, the Public Works Director shall provide the City Administrator with a report containing the following information:

1. Purpose of contracting snow removal.
2. Estimated time and cost of contracted services.
3. Time and date contract began.

In the absence of the Public Works Director, the Public Works Superintendent shall have full authority under this section and shall communicate any decisions or actions resulting in extraordinary expenditures to the City Administrator. For the purpose of this section, extraordinary expenditures are defined as greater than \$5,000.

The Public Works Superintendent shall have full authority to contract for any necessary hauling of snow from the Central Business District (CBD).

Minimum Levels of Service

The following are minimum levels of service that can be expected. The city will strive to achieve better results if possible.

Snow and/or ice control may be terminated at any time the Public Works Superintendent or his designee determine that rising temperatures, visibility and/or the rate of accumulation make the control unsafe, ineffective or unnecessary.

Should a subsequent storm occur within the minimum times for service, then such subsequent storm shall become the storm referred to in this policy.

1. Snow removal and/or sanding operations shall begin when snow accumulation reaches 1 1/2 inches or when ice occurs on designated primary snow emergency streets, and shall continue periodically throughout the duration of the storm. It is the intention of the City to keep these routes open to traffic, if possible, during a storm; however, it is not the intent to keep them snow or ice free.
2. All designated secondary snow emergency streets shall be open to traffic (two lanes) within 12 hours after the snow storm subsides.
3. All remaining through streets shall be open to traffic (two lanes) within 36 hours after the snowstorm subsides.
4. All public streets shall be open to traffic (one lane) within 60 hours (alleys 84 hours) after a snowstorm subsides.
5. All primary and secondary snow emergency routes and streets adjacent to schools shall be plowed curb to curb within four days after all streets are open, unless snow is of such depth that snow hauling is necessary.
6. Central Business District streets shall generally be plowed in the same manner as all other city streets. The Public Works Superintendent or his designee may elect to plow downtown streets during evening or early morning hours to avoid traffic and

parked vehicle congestion. CBD streets may be plowed outward or to the center of the street at the discretion of the Public Works Superintendent or his designee. City owned parking lots are generally plowed at the same time as downtown streets. Snow may be piled for removal after snow is hauled from downtown streets.

7. CBD snow hauling, if necessary, shall begin after all streets have been plowed.
8. All public streets and alleys shall be opened to functional traffic patterns within ten working days after a snowstorm subsides.
9. Salt and sand operations shall provide bare pavement when conditions allow for all primary snow emergency routes, skid resistance at school crossings, stop signs and isolated icy areas. General snow pack on residential streets shall not be sanded.
10. Snow depth at the corners of intersections shall be reduced to 36 inches or less following other necessary operations. The Public Works Superintendent or his designee shall have the authority to determine the scheduling and priority of this function.
11. Snow will be hauled from bridges, if necessary, after the CBD has been hauled.
12. Certain streets within the city are maintained by Kandiyohi County and fall under county maintenance policies.
13. Certain streets within the city are maintained by the Minnesota Department of Transportation and fall under state maintenance policies.
14. Bike paths will be kept open when possible and cost effective.

15. A declaration of emergency may include all or part of the city (CBD).

16. The City will make every effort to remove snow curb to curb to provide access to mailboxes for postal delivery. However, it shall be the resident's responsibility to ensure that final cleaning and access to mailboxes is adequate to make delivery.

Snow Emergency Routes

The following streets are designated primary snow emergency routes:

Business 71-23	from C.S.A.H. 24 to Abbott Drive SE South
3rd Street SW	from T.H. 12 to Becker Avenue SW
Becker Avenue SW	from 1st Street to 3rd Street SW
U.S. Trunk Hwy. 12 (State maintained)	from 30 th Street NW to 28 th Street SE

The following streets are designated secondary snow emergency routes:

Trott Avenue	from 28 th Street SW to Lakeland Drive SE
Willmar Avenue (CSAH 23)	from T.H. 40 to Lakeland Drive SE
*19th Avenue South (County maintained)	from Willmar Avenue SE to CSAH 23
Gorton Avenue NW	from 30th Street NW (CSAH 5) to 7th Street NW
Ella Avenue NW	from 7th Street NW to Business 71-23
*Civic Center Drive (County maintained)	from Business 71-23 to 30th Street NE (CSAH 9)
15th Avenue NW (CSAH 24)	from 30th Street NW (CSAH 5) to 1st Street North (CSAH 41)
30th Street NW (CSAH 5)	from 15th Avenue NW (CSAH 24) to T.H. 12

15th Street SW	from Trott Avenue SW to 19th Avenue SW (CSAH 15)
Kandiyohi Avenue	from 1 st Street to 15 th Street SW
7th Street West	from County Fairgrounds to 19th Avenue SW (CSAH 15)
CSAH 41	from 15th Avenue NW (CSAH 24) to County Fairgrounds
Julii Street SE	from Trott Avenue SE to Minnesota Avenue SE
Minnesota Avenue SE	from Julii Street SE to 9th Street SE
9th Street SE	from Minnesota Avenue SE to Willmar Avenue SE (CSAH 23)
*Lakeland Drive (County maintained)	from Civic Center Drive to Willmar Avenue SE (CSAH 23)
23rd Street SE	T.H. 12 to Willmar Avenue SE (CSAH 23)
Becker Avenue	15 th Street SW to Lakeland Drive
5 th Street SW	19 th Avenue SW to Benson Avenue

Method of Plowing Snow

Snow will be plowed in a manner so as to minimize traffic obstructions. With the exception of the Central Business District, the snow will be plowed from the center of the street outward. For narrow streets, the Public Works Superintendent or his designee may choose to plow from one side to the other. Snow shall be plowed and pushed from left to right and discharged on the edge of the street or on adjacent right-of-way without regard for sidewalks and/or driveways. The City shall not be responsible for plowing snow from any sidewalks and/or driveways.

Hauling of Snow

Where space does not allow for snow to be piled outside the driving lanes, the city will remove the snow by hauling. Timing of such hauling shall be at the discretion of the Public Works Superintendent or his designee.

Weather Conditions

Snow and ice control operations will be conducted only 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.

Dispatching of Equipment

Dispatching of equipment shall be determined by the Public Works Superintendent or his designee. Plowing and/or sanding operations may occur during the assigned work shift or on a specific situation call out. If the specific situation is on a primary snow emergency route, the response shall be as soon as possible if men and equipment are available and it is more than six (6) hours until a work shift is to begin. Once a work shift has ended, the Public Works Superintendent or his designee has the discretion of

responding immediately to other specific situations or waiting until a new work shift begins.

For emergency vehicles responding to emergency situations (fire medical, police) within the city, necessary men and equipment will be dispatched as soon as possible.

Damage to Personal Properties

Only those properties which are installed properly and allowed by city ordinance to be adjacent to streets and **damaged by actual contact** with city equipment, will be considered for repair or replacement at city expense. Damage to sprinkler systems, trees, shrubbery and other landscaping will not be considered for compensation.

Damage to personal vehicles will be considered only if they are legally parked and only if physically contacted by equipment.

Plowing of Private Property

Unless there is direct benefit to city operations or unless emergency vehicles need access, there shall be no plowing of private property with city equipment.

Municipal Code Sections

Listed below are the Municipal Code Sections related to the Snow and Ice Maintenance Policy:

Section 13-70(c): Deposit on boulevards, public streets. It shall be unlawful, and a nuisance prohibited by the terms of this section, for the owner, tenant, occupant or person in charge of any real property to move, transport, carry or otherwise cause to be moved any snow, ice, or rubbish accumulations from private property to or upon the boulevards, public streets, crosswalks, or sidewalks of the city. This section shall not, however, prohibit the cleaning of public sidewalks of ice and snow accumulations only, and the placing of such accumulations only, upon the boulevards of the city, and for areas within the Central Business District, from placing snow accumulations on sidewalks unto the public streets.

Section 13-79(d): Removal by city. The city may remove snow, ice, dirt, or rubbish remaining on a public sidewalk twenty-four (24) hours after deposit thereon. The cost incurred by the city in removing the snow, ice, dirt, or rubbish shall be billed to the property owner. If the property owner fails to reimburse the city for the costs incurred, the cost shall be certified to the County Auditor, following fourteen (14) day's notice and hearing, for collection as a special assessment.

Section 15-59(a): Snow emergencies. Declaration of emergency. A period of snow emergency shall be declared by the Public Works Superintendent or the Superintendent's designee and shall take effect no earlier than four (4) hours after such declaration. A declaration of snow emergency shall be publicized by news media announcements during such four-hour period, and it shall be the responsibility of the Public Works Superintendent or the Superintendent's designee to cause such publication.

Review of Policy

The city will keep on file comments and complaints received regarding this policy. This policy will be reviewed periodically. Any review will consider comments or complaints received since the last review.