

# CITY OF LANESBORO SNOWPLOWING POLICY

September 1996

Amended: February 2, 2015, January 7<sup>th</sup>, 2019

- A. Introduction: The City of Lanesboro believes that it is in the best interest of the residents for the City to assume basic responsibility for control of snow and ice on city streets. Reasonable ice and snow control are 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 use city employees, equipment and private contractors from time to time.
- B. When will the City start snow or ice control operations: The Street Department will decide when it is appropriate to begin snow or ice control operations. The criteria for that decision are:
1. Indeterminate Snow accumulation;
  2. Drifting of snow that causes problems for travel;
  3. Icy conditions which seriously affect travel;
  4. Time of snowfall in relation to heavy use of streets.

The City will institute a No Parking zone in the Downtown area. This area will be marked No Parking from 2 a.m. to 7 a.m. from November 1st to April 1st of each year. The purpose of this zone is to allow Street Department personnel to clear the area prior to the usual heavy traffic. Violators of this policy face the potential of being ticketed and/or towed.

- C. How snow will be plowed: Snow will be plowed in a manner so as to minimize any traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right. The discharge shall go onto the boulevard area of the street. When a plow goes on a bridge, the driver shall slow down so that the snow does not go over the bridge if possible. In times of extreme snowfall, streets will not always be cleared of snow immediately.
- D. Snow removal: The Street Department will determine when snow will be removed by truck or pushed from the area. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel and budget availability. The snow will be removed and hauled to a snow storage area.
- E. Priorities and schedule for which streets will be plowed: The City has classified city streets based on the street function, traffic volume, and importance to the welfare of the community. Those streets classified as "Snow Plow Routes" will be plowed first. These are high volume which connect major sections of the city and provide access for emergency fire, police and medical services.

The second priority streets are those streets providing access to schools and commercial businesses. The third priority streets are low volume residential streets. The fourth priority areas are alleys and city parking lots.

- F. Work schedule for snowplow operators: Snowplow operators will be expected to work eight-hour shifts. In severe snow emergencies, operators sometimes have to work in excess of eight- hour shifts.

However, because of budget and safety concerns, no operator shall work more than a twelve-hour shift in any twenty-four-hour period. Operators will take fifteen-minute breaks every two hours; with a thirty-minute meal break after four hours.

- G. Equipment Operation: Due to personnel constraints the City recognizes that equipment operators will generally work alone. They shall maintain radio contact and periodic checks must be made by staff to ensure that the operators are alert. Operators shall routinely stop to clear windows, windshield, headlights, strobes, brake lights, and turn signals. Operators shall have appropriate cold weather clothing with them. Operators must verify that vehicles and equipment are ready for use as well be familiar with the equipment prior to beginning work.
- H. Weather conditions: 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.
- I. Use of sand, salt and other chemicals: The City will use sand, salt 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.
- J. Sidewalks: The City will maintain some of the sidewalks in the city, especially on Parkway Ave. from the Sons of Norway building to the school, as there is are a limited number of personnel available, the city will maintain these sidewalks after the streets have been plowed. Residents are reminded that according to Section 92.01 of the Lanesboro City Ordinance, snow and ice must be cleared from all sidewalks within twenty-four-hours. The Street Department will direct the removal of snow from these sidewalks and the home owner will be billed or assessed for the clean-up. Independent contractors may be hired by the city to clean these sidewalks instead of city employees.
- K. Flexibility: The City reserves the right to modify the programs and procedures listed in this policy at any time and for any reason deemed necessary. Weather conditions, snow and ice amounts, equipment breakdowns all can affect the methods used to clear the streets.

By order of the City Council this policy is hereby adopted on the 7<sup>th</sup> day of January, 2019.

## **Attachment 1 – Snow Removal Plan**

The standard for clearing city streets, during a normal snow fall are: Group 1 (2 1/2 hours), group 2 (4 hours), group 3, and group 4 should be completed by noon the following day. These standards may change and once again are subject to the severity of snow and ice. Listed below are the streets and areas to be plowed by Street Dept. in level of priority:

### Group 1

1. Coffee Street (W) open fire hall, city shop
2. Hillcrest, Kenilworth (N), Elmwood (E) and Ridgeview
3. Auburn Ave. (S) and Circle Drive
4. Pleasant Street to Bus garage
5. Kirkwood

### Group 2

1. Brooklyn and Little Norway areas
2. Sylvan Park ~~area~~ Road
3. Remainder of Hill area including alleys
4. Complete street clearing
5. Downtown alleys and areas not cleared prior

### Group 3

1. Community Hall Sidewalks
2. Parkway Avenue Sidewalk from Sons of Norway to School
3. Chamber of Commerce Depot building
4. Museum
5. Parking lots

### Group 4

1. Complete street clearing
2. Downtown, CSAH 8/Coffee Street parking areas
3. Push corners back for visibility in residential areas

## Attachment 2 –Winter Weather Event Plan

In the event the City of Lanesboro receives severe winter weather conditions, the following plan will be initiated.

This plan's success will be based upon effective use of personnel from throughout the city. As a result, annual training and orientation will be conducted in the late fall and early snow season.

This plan elicits the use of all city equipment capable of being effective in the management of winter weather events. In addition to identifying personnel for the operation of each piece of equipment, this plan assumes that personnel from the various city buildings will perform their own shoveling and sanding.

### Procedures:

1. Public Works, through consultation with the City Administrator, will determine when the Winter Weather Plan is to be implemented.
2. Upon implementation, personnel affected will be notified. As well Public Notice will be posted on the City Website, as well as additional measures to notify the community.
3. The initial emphasis shall be given to major streets and arteries for traffic.
4. A notice for no parking on City streets will be posted, parking in City parking lots is encouraged.

## Attachment 3 – Light Snowfall of 1” or less and/or ice accumulations

In the event of snowfall of one inch or less, or the accumulation of ice, the Street Department will focus on the following areas in order to ensure the safety of the community:

1. Coffee Street West to Rochelle Avenue North – Fire, Ambulance, and Street Departments
2. Elmwood Street from Parkway Avenue North to Kenilworth Avenue North
3. Kenilworth Avenue North going North until Beacon Street
4. Hillcrest Avenue going East to Ridgeview Lane
5. Ridgeview Lane
6. Auburn Avenue South from Whittier Street going South to Zenith Street
7. Zenith Street
8. Viking Drive, Terrace Street, and Rochelle Avenue South from Whittier to Highway 16
9. Norway Drive
10. Calhoun Avenue North from Dupont to Coffee Street
11. Auburn Avenue North

Other areas may be addressed as needed according to the Street Department.