

City of Glenwood  
P. O. Box 254  
Glenwood, MN 56334

Snow Plowing/Removal Guideline

December 8, 2015

**\*REVISED 11/10/16 PER MnDOT'S NEW POLICIES\***

**\*\*REVISED 1/8/2019 PER MnDOT AND COMPLETE STREETS PROJECT\*\***

**Intent**

The City of Glenwood budgets funds for the removal of ice and snow from City streets, avenues, alleys, and parking lots. It is the intent of the City to remove ice and snow in a timely manner in order to provide for safe travel for the greatest number of vehicles. The operation is conducted in a cost-effective manner and within the constraints created by funding, equipment, personnel, and extreme weather conditions.

Each year the Public Works Department determines priority routes within the City. Within each route, area streets and avenues are classified according to street function, relative traffic observed, and importance to the community. Those streets classified as Priority streets will be plowed first. These high-volume streets connect major parts of the city and provide access for emergency, fire, police, and medical services. Priority streets also include streets leading to hospital, school, nursing homes, and commercial business.

**The Public Works Director and/or designee reserve the right to adjust all times and procedures to fit each individual snow or ice event.**

**Guidelines**

The Public Works Director and/or his designee monitors street conditions and notifies appropriate personnel of snow and ice conditions needing attention.

The Public Works Director and/or designee is responsible for making the decision to call out personnel and equipment to begin snow and ice control operations.

The Public Works Director has responsibility and flexibility in determining plow routes and the timing of operations in accordance with established priorities. The Director shall retain the authority and flexibility to determine if snow should be hauled during snow plowing of the first day or during removal in the central business district the second day of the event and to adjust routes based on storm conditions, staff, equipment availability, and/or other conditions that may warrant change.

## **Starting the Snow Plowing Operations**

Snow plowing and/or ice control will begin under the direction of the Public Works Director and/or designee. In his/her absence, the Street Lead Person will determine what and when operations will begin. In general, operations shall begin as follows:

- A. Snow accumulation of 2.0 inches or more.
- B. Drifting of snow which may warrant partial or full operations, depending on conditions.
- C. Icy conditions which seriously affect travel.
- D. Time of snowfall in relationship to heavy traffic usage.

When a snowfall or snowstorm is in progress during daylight hours, the Public Works Director or designee will continuously monitor conditions to warrant plowing or sanding. There are not available personnel to staff a 24-hour operation of snow removal.

Snow removal operations generally commence the morning after snow has stopped falling or blowing, typically at 3:00 a.m.

Snow shall be plowed in a manner to minimize traffic obstructions. The snow shall be plowed from the center of the street outward, from left to right, with the discharge going into the boulevard without regard for sidewalks and/or driveways. The City shall not be responsible for plowing snow from any sidewalks and/or driveways.

It is the departmental goal to have the residential street system cleaned after a "typical" snowfall in approximately 12 hours, with exception of the Central Business District. Depending on snowfall, conditions, and duration of storm, clean-up operations can fluctuate greatly. In times of extreme snowfall, streets may not always be cleaned of snow the day following a storm. Alternate routes may have to be taken until streets are cleaned.

## **Snow Removal Procedures**

In general, this timeline may be used but is not limited to:

12:00 to 3:00 a.m. - Snow removal operations may begin, loader and motor grader operations are first to prepare for removal.

3:00 to 4:00 a.m. - The remainder of personnel may begin plowing, blowing, and hauling snow.

6:00 a.m. - Usually by this time enough streets and avenues are ready for salt/sand treatment and the sanding operation may begin.

**The Public Works Director and/or designee reserve the right to adjust all times and procedures to fit each individual snow or ice event.**

Central Business District plowing begins at approximately 2:00 a.m. Snow is ridged away from the curb, where a rotary blower loads snow into trucks. Snow is removed from approximately 31 blocks of downtown in this manner, including Minnesota Avenue and Franklin Street. Also one block of snow is removed on Fourth Avenue Southeast for the elementary school, depending on snowfall amount. 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. Any snow removal other than downtown may be delayed, depending on conditions, personnel, and equipment availability. Generally, operations shall continue until all streets are passable. Widening and clean-up operations may continue on the following work day, depending on conditions and circumstances.

Snow removed from any property other than City property or right-of-way will be billed to the owner of that property. The charge will be determined by the City Administrator and the Public Works Director, at a rate of \$500.00 per hour, with a minimum charge of \$500.00. Snow or ice put in City streets is also a misdemeanor and will be enforced.

### **Sand and Salt**

The City is concerned about the effect of sand/salt and other chemicals on the environment and will limit its use for that reason. Application of sand/salt will generally be intersections, steep grades, and moderate volume streets. Application is limited on lower volume streets, cul-de-sacs, and dead end streets. The City is not responsible for damage to grass or other vegetation caused by the sand/salt mixture, therefore will not make repairs to compensate for damage to turf areas in the street right-of-way.

### **Suspension of Operations**

Safety of the plow operators and the public is of utmost importance. Therefore, snow plowing operations may be terminated after 10-12 hours to allow personnel time for rest. There may be times when this is not possible, depending on the storm conditions and other circumstances. Operations may be suspended during periods of limited visibility and/or severe cold. Any decision to suspend operations will be made by the

Public Works Director and/or his designee. If operations are suspended, the City will still provide access for emergency, fire, police, and medical services during a major snow or ice storm.

### **Property Damage**

Snow plowing operations can 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 10-15 feet beyond the curb line. The actual purpose of the right-of-way is to provide room for snow storage, utilities, sidewalks, and other City uses. Certain private improvements, such as mailboxes, are required within this area. Damage from snow rolling off the blade is the responsibility of the resident. Lawns that are scraped or gouged by City equipment will be repaired the following spring. In instances where there is disagreement as to the source of the damage and the responsibility of repairs, the City Administrator and/or Public Works Director will determine responsibility.

### **Driveway/Sidewalks**

One of the most frequent and irritating problems in removal of snow from streets is the snow deposited in driveways and on sidewalks during plowing operations. Snow accumulated on the plow blade has no place to go but in the driveway and on boulevards and sidewalks. The operators try to minimize the amount of snow deposited in driveways and sidewalks, but the amount can still be significant. City personnel do not provide driveway and sidewalk cleaning.

Snow from residential sidewalks and driveways is not allowed to be blown or shoveled into City streets. **Snow or ice deposited onto City streets is also a misdemeanor and will be enforced. Residents in violation of this will be charged for snow removal at \$500.00 per hour, a minimum of \$500.00.**

### **Mail Delivery**

Plow operators make every effort to remove snow as close to the curb line as practical. It is not possible to provide perfect conditions for access to mailboxes for postal department delivery. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

## **Complaints**

All complaints must be directed to City Hall, written, signed, and dated by the persons filing the complaint. Complaints involving access to property or problems requiring immediate attention will be handled on a priority basis. It should be understood that complaint responses are done to ensure that the provisions of this guideline have been fulfilled and that all residents of the City have been treated uniformly. It is the City's intention to log all complaints and comments, so to improve the policy as necessary, while taking into consideration the limited resources available. All complaints must be directed to City Hall, written, signed, and dated by the persons filing the complaint. All complaints will be addressed in a timely manner and in the order in which they are received at City Hall.

## **Sidewalks**

The City will maintain the sidewalks on or adjacent to City property. In case of a snowfall or snowstorm during the working day, these areas will be shoveled intermittently throughout the day.

All areas listed will be shoveled in accordance with our City Ordinance - 24 hours in the business district, 36 hours in residential with regard to budgets and staffing. Chemical agents will be used in order to make areas safe for pedestrian traffic.

SIDEWALKS: City Hall, Glenwood Public Library, City parking lot, and the municipal liquor store. STEPS: Village Inn lots to alley.

All sidewalks within the business district of Glenwood must be cleared of snow within 24 hours. This is to include blowing snow, drifting snow, and freezing rain. All snow needs to be removed from the curb line to one (1) foot into the roadway to allow the snowplow operator to reach as much snow as possible during wind-row operations. Snow removal from sidewalks must be done prior to 2:00 a.m. of Day 2 in order for snow in the central business district to be removed in a cost-effective, orderly manner.

All sidewalks within the residential district of Glenwood must be cleared of snow within 36 hours. This is to include blowing snow, drifting snow, and freezing rain.

The City may cause to be removed all snow and/or ice for any default of City Ordinance Section 7.05 "Ice and Snow On Public Sidewalks." The owner of the abutting property will be invoiced for snow removal based on the City's current fee schedule.

## **Parking on City Streets**

Parking on City streets during a snow period is restricted. A snow period is any snow of 2.0 inches or more, blowing or drifting on City streets, to cause the Public Works Department to plow snow or cause any snow removal.

Citizens are expected to pay attention to weather forecasts and plan for snow periods. Snow plowing announcements are broadcast on KMGK and KIKV radio stations, and notices are periodically printed in the Pope County Tribune. Vehicles left on City streets during snow periods may be ticketed or towed to facilitate plowing. The decision to ticket or tow will be based on clearing the street and will be made by the City of Glenwood Public Works Department and/or the Glenwood Police Department.

Citizens with off-street parking available will be expected to use off-street parking and not park on City streets during snow events. Available off-street parking is defined as ability to stack vehicles behind one another in a driveway or to utilize yard space to facilitate parking. Vehicles parked on City streets during a snow period may be ticketed and/or towed at the vehicle owner's expense.

Citizens with no off-street parking may park on City streets that are not restricted or signed but must move their vehicle to a plowed section of street prior to 8:00 a.m. during snowplowing operations.

No vehicles are allowed to park on City streets within the commercial district from 12:01 a.m. to 6:00 a.m. year-around for maintenance purposes. Any vehicle in the way of snow removal or street maintenance in the commercial district during the designated period will be towed at the vehicle owner's expense. On any street other than commercial, no parking between 12:01 a.m. and 12:01 p.m.

The normal procedure(s) or routine for any snow removal event is that the snow will be plowed from 4:00 a.m. to 12:00 p.m. on all City streets. The following day, snow will be hauled from commercial areas from 2:00 a.m. to 12:00 p.m. Routes, routines, and procedures (s) for any snow removal may be changed without notice to meet weather conditions.

## **Parking Lots**

Parking lot owners are responsible for clearing their parking lots. Snow may **not** be deposited or piled on City property or right-of-way.

Snow piled in the wind-row from any private parking lot during snow removal will be charged to the parking lot owner at a rate of \$500.00 per hour, with a minimum charge of \$500.00, and a misdemeanor charge will be enforced.

