



Snow and Ice Control Policy

City of Cloquet, Minnesota

I. Scope

Effective snow and ice control is achieved through planning, preparation and observation of good tactical procedures.

II. General

- A. The removal of snow and ice from City streets is one of the most important jobs confronting maintenance personnel during the winter season. To neglect such operations could lead to complete shutdown of City transportation, especially during severe snow and ice storms. Our streets have cost the motorist large sums of money; therefore, they expect to travel on well-maintained roadways throughout the year
- B. The City of Cloquet 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 is necessary for routine travel and emergency services. Safety for the motorist and serviceability of streets are the primary consideration of the maintenance crews. Snow and ice removal operations must be carried out so as to provide reasonable safety for the Public as well as the employees. 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/or private contractors to provide this service.
- C. In addition to the responsibility for public streets and alleys, the City provides snow removal and/or ice control for public parking areas, fire station driveways, and other public sidewalks and trails as determined by the City Council.
- D. Snow removal and ice control operation in the City are normally performed by Streets, Utilities and Park Maintenance personnel under the general guidelines of the Director of Public Works. Resident questions, concerns, or comments are normally routed to the Public Works Department. Calls requiring service will be transferred to the appropriate supervisor for scheduling. Emergency complaints will be handled in an expeditious manner as resources are available. During normal business hours (8:00 a.m. - 4:30 p.m., Monday - Friday) residents can report a concern at 879-6758. After hours emergencies can be reported at 624-0391.
- E. This policy does not relieve the operator of private vehicles, pedestrians, property owners, residents and all others that may be using public facilities, of their responsibility to act in a reasonable, prudent and cautious manner given the prevailing conditions.

III. Policy Statement

- A. These recommended levels of service should be interpreted as policy for maintenance operations although it is expected that the Public Works Department will continue to exercise judgement in situations where maintenance requirements differ from the guidelines. While variations in local conditions must be considered, consistency should be exercised in an effort to comply with policy.

- B. The Street Department Supervisor of his/her assigned designee will decide when to begin snow or ice control operations. The criteria for that decision are:
- Snow accumulation of 2 inches or more.
 - Drifting of snow that causes problems for travel.
 - Icy conditions that seriously affect travel.
 - Time of Snowfall in relation to heavy use of streets.
- C. Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not generally be conducted for snowfalls of less than 2 inches.
- D. 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, limited visibility or other.

IV. Operations Guidelines

- A. 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 “tandem/priority grader routes” will be plowed first. These are higher volume streets which connect major sections of the City and provide access for Emergency, Fire, Police, and Medical services.

The second priority streets are those providing access to schools and commercial businesses. These are identified as “priority” streets within each individual truck route. The third priority streets are low volume residential streets. Fourth priority areas are alleys and City parking lots. Fifth priority will be given to any city sidewalks or trails identified for plowing.

During significant and severe storms, the city must be prepared to move personnel and equipment to maintain priority routes first. In fulfilling the need to have all priority streets safe and passable, when resources are limited, plowing of all other streets may be stopped at any time so resources can be shifted to priority routes.

- B. The following guidelines are based on an anticipated average snowstorm of two to six inches falling in a six to eight hour period. Modifications would be expected pending the severity and timing of the storm.

During winter storms, a winter maintenance schedule may be employed required staggered work hours in order to provide the coverage desired.

Priority levels of servicing that are described are for weekdays that are workdays. Saturdays, Sundays, and Holidays may receive a reduced level of service according to the resources available.

Each snowplow priority route shall be reviewed annually and necessary changes made depending on resources available.

V. Call Outs

- A. During normal working hours, the Police Department, the Public Works Director or his/her designee shall be responsible for monitoring street and weather conditions and initiation of snow and ice control procedures.

- B. After hours, on weekend, and during holidays, the Police Department shall notify the Public Works Director or his/her designee when snow and ice conditions warrant crew alert.
- C. Persons authorized to call out City snow and ice control personnel are the on-duty Police Officer and/or the Public Works Director or his/her designee.

VI. Snow Removal

- A. It is the City's general intent to perform snow removal and ice control in such a manner that is complementary to the existing overnight on-street parking prohibition. As such, a normal winter maintenance schedule would begin work at 3:00 a.m. the day following a snow event. Cloquet's Municipal Code, Section 5.4.05 states as follows: During the period from November 1st of each year to March 31 of the following year, no person, persons, firm or corporation shall park any motor vehicle on the streets, alleys, boulevards, sidewalks or public grounds within the corporate limits of the City between the hours of three o'clock a.m. and six o'clock a.m. It shall be the duty of the Police Department to cause any motor vehicle that is so parked between three o'clock a.m. and six o'clock a.m. to be removed and impounded, and the motor vehicle shall not be released until the fees for towing and storage of the vehicle are paid to the bailee holding the vehicle. Those fees will be in addition to any fine otherwise imposed for the violation of this Section.
- B. Removal of snow and ice from the roadway is an emergency operation and normally takes precedence over other work. This means that the roadways should be cleared and widened as rapidly as possible.

Snow will be plowed in a manner so as to minimize traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from the left to right. The discharge shall go onto the boulevard area of the street. When a plow goes over a bridge, the driver shall slow down so that snow does not go over the bridge if possible. In times of extreme snowfall, all streets may not be completely cleared of snow.

- C. The principle operations of snow removal are:
 - Snow plowing to begin after any appreciable accumulation of snow, and to continue plowing before snow becomes packed by traffic.
 - The spreading of chemicals and abrasives at intersections, hills, curves, bridges, and railroad crossings. The need for additional applications of abrasives and chemicals will depend on the length of the storm and the chemicals action on the surface.
- D. Care should be taken not to knock over rural style mailboxes or to unnecessarily obstruct intersecting roads and streets or private drives. Property owners are responsible for clearing their mailboxes, sidewalks, and drives. Care must also be taken to prevent damage to guardrails, signs, light standards, boulevards, etc. Sign and markers obstructed by snow should be cleared as soon as possible so they can be seen within reasonable distances.
- E. At railroad crossings and other obstructions the plow blade should be raised in time to avoid damaging the obstacle and/or the plow blade.
- F. The use of motor graders still remains one of the most effective methods for the removal of snow and ice accumulations. Tandem use of graders and other snow removal equipment will be used whenever possible to expedite clearing of roadways.

- G. Trucks, graders and spreading equipment shall be flushed and cleaned free of all snow and road chemicals periodically as time and work schedule permit. Major cleaning should be accomplished during a normal work day after cessation of the storm.

VII. Ice Control

- A. The primary materials used in maintaining roads in a reasonably safe and serviceable condition throughout the winter season are sodium chloride and various types of abrasives. The combination of materials used to combat any particular storm condition usually depends on such variables as temperature, traffic, wind and time of day. Temperature plays an important role because Sodium Chloride becomes virtually ineffective at temperatures below 0 degrees Fahrenheit. Desired effectiveness and economic considerations are also very important.
- B. Abrasives should be treated with chloride to prevent freezing in storage and as an aid to anchoring the material to the road surface when spread. Experience has shown that traffic and wind will sweep untreated sand from the road surface.
- C. The City is concerned about the effects of salt on the environment and will limit its use for that reason. Therefore, it is the policy of the City to utilize salt, where necessary, to provide for traction, but is not intended to provide bare pavement during winter conditions. Application of salt is generally limited to priority routes, steep grades, and intersections. Application is limited on lower volume streets.

VIII. Trucking of Snow

The Street Department Supervisor or his/her designee will determine when snow will be removed by truck from an 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, with the exception of Cloquet Avenue.

Snow removal operations may be delayed depending on weather conditions, personnel and budget availability. Snow will be removed and hauled to designated snow storage areas. The snow storage areas will be located so as to minimize run off and environmental problems.

The City Council will normally identify those streets where snow will regularly be hauled by truck. These routes are intended to be areas with wide streets where no public boulevard exists for the purpose of snow storage. Those business and property owners adjacent to designated snow removal routes will be permitted to place snow from the public sidewalk onto the street for removal by City forces. In no case shall snow from privately owned parking lots or driveways be placed on any public roadway.

IX. Work Schedule for Snow Plow Operators

Snowplow operators will be expected to work assigned shifts; however, because of safety concerns, no operator shall normally work more than a twelve (12) hour shift in any twenty-four hour period. Operators will take regular lunch break. After a twelve (12) hour day, the operators may be replaced if additional qualified personnel are available.

X. Mailboxes & Property Damage

Snow plowing and ice control 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 that typically extends approximately 10-15 feet beyond the curb location.

The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks, and other City uses. However, certain private improvements such as mailboxes are required within this area.

Therefore, the City will cooperate with the property owner to determine if the damage is the responsibility of the City and when it will be the responsibility of the resident. The City accepts responsibility for mailboxes that are placed in the road right-of-way if the damage is by physically being struck by a plow blade, wing, or other piece of equipment. If a mailbox, conforming to US postal requirements, is damaged due to the direct contact by a snow removal vehicle, the City, at its option, will repair or replace at a cost not to exceed the current City standard for mailbox construction.

If a mailbox is damaged due to any indirect cause, such as the weight of plowed snow, the City will not participate in the cost of repair or replacement. Mailboxes should be constructed sturdily enough to withstand snow rolling off a plow or wing. Therefore, damage resulting from snow is the responsibility of the resident. The City will repair or replace mailboxes in those instances where the City is responsible for the damage.

Damage to fences, trees, or other structures will not be repaired or replaced by the City if they are within the public right-of-way. Turfed areas that are scraped or gouged by City equipment will be repaired by top dressing and seeding the following spring. Residents are requested to assist by watering the areas that are repaired.

XI. Driveways

One of the most frequent and most irritable problems in removal of snow from public streets is the snow deposited in driveways during plowing operations. Snow accumulated on the plow blade has no place to go but in the boulevard (right-of-way) areas, which includes driveways. The plow drivers make every attempt to minimize the amount of snow deposited on driveways, but the amount can still be significant. Regardless, the City does not possess the resources to attempt to provide private driveway cleaning after plowing public roads. Property owners should also use the (non-improved) boulevard areas for storage of snow blown or thrown from their driveways, private sidewalks, etc. Under Minnesota State Law no person shall deposit snow on the improved portion of a publicly dedicated street, alley, sidewalk, bike path, and trail way or parking lot.

XII. Mail Delivery

The snow plow operators make every effort to remove snow as close to the curb line as practical and to provide access to mailboxes for the postal service. However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident and subject to the delivery requirements of the United States postal service.

XIII. Sidewalks/Trails

The City generally provides winter maintenance on only a select number of public sidewalks and trails. The types of winter maintenance are typically sweeping, plowing, and snow blowing. The City Council will normally identify those sidewalks and trails to be maintained by the City.

XIII. Traffic Regulations

The City recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 while actually engaged in work on streets, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on city streets have discretion to disregard traffic laws set forth in Chapter 169, except for laws relating to impaired driving and school

children safety, when in their judgement, it is safe to disregard such laws. The privileges granted herein to operators of snow removal and ice control vehicles shall apply only if the vehicle is equipped with one or more lighted lamps displaying a flashing, oscillating, or rotating amber light placed in such positing on the vehicle as to be visible throughout an arc of 360 degrees.

XIII. Deviation from Policy

The Public Works Director or his/her designee may deviate from this policy when in his or her judgement it is in the best interest of the city or in necessary because of budget needs, safety concerns or other circumstances. Those city employees and/or contractors affected will be notified immediately by phone of such changes. Any change in priority lasting more than 48 hours should be documented in writing and the public should be informed of such changes through normal methods used by the city for emergency notifications.

XIV. Street Maintained by Other Agencies

In rural areas not contiguous with other City owned and maintained roadways, it is difficult to provide cost effective services for snow and ice control with City forces and equipment. In such instances, the City has commonly contracted with Carlton County to provide these services on a time and materials basis. The cost of said services are reviewed and agreed upon with County each year. A map of current City owned routes plowed by the County is attached.

Adopted by the City Council of the City of Cloquet on this 6th day of December, 2016.

Dave Hallback, Mayor

ATTEST:

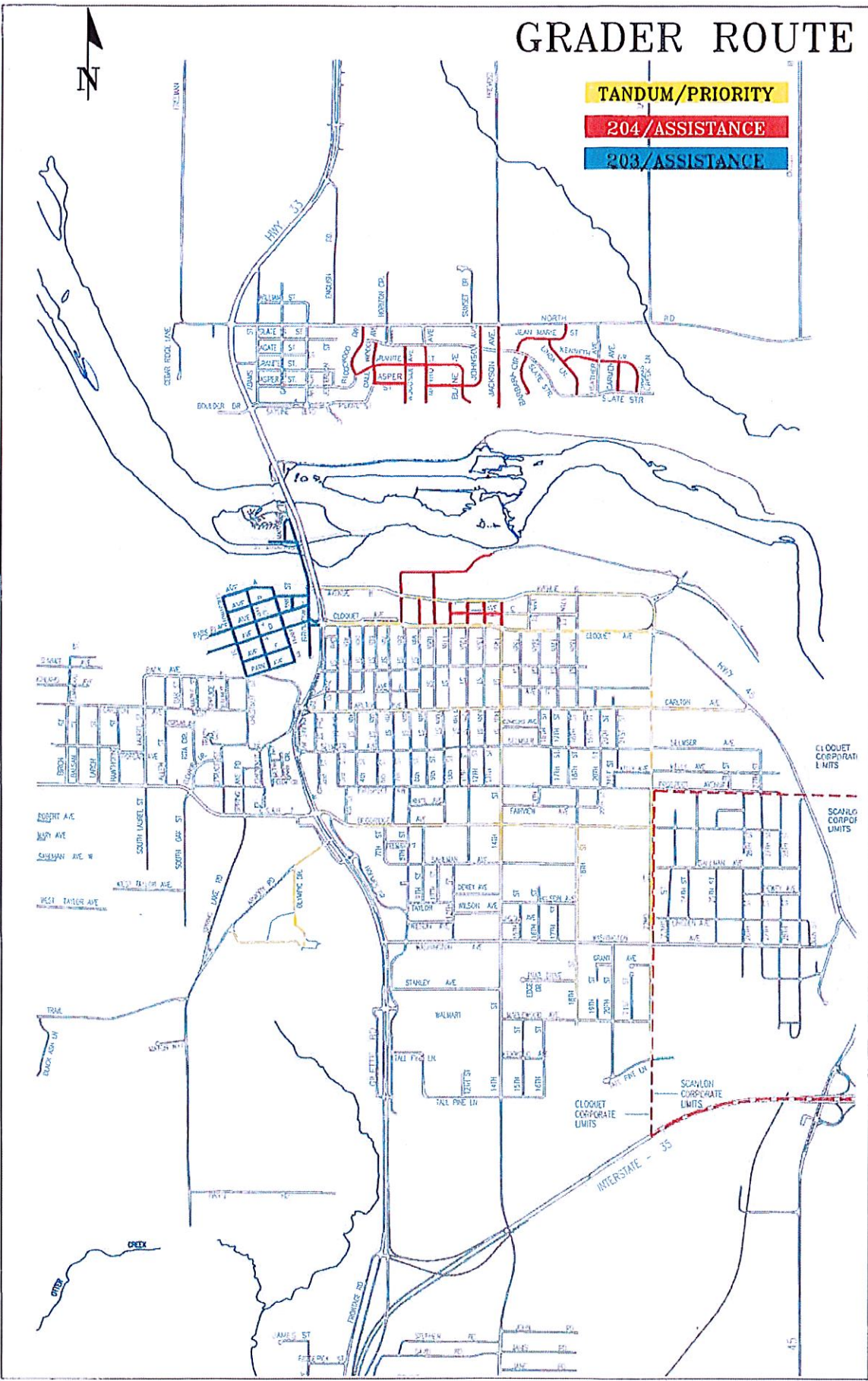
Brian Fritsinger, City Administrator

GRADER ROUTE

TANDUM/PRIORITY

204/ASSISTANCE

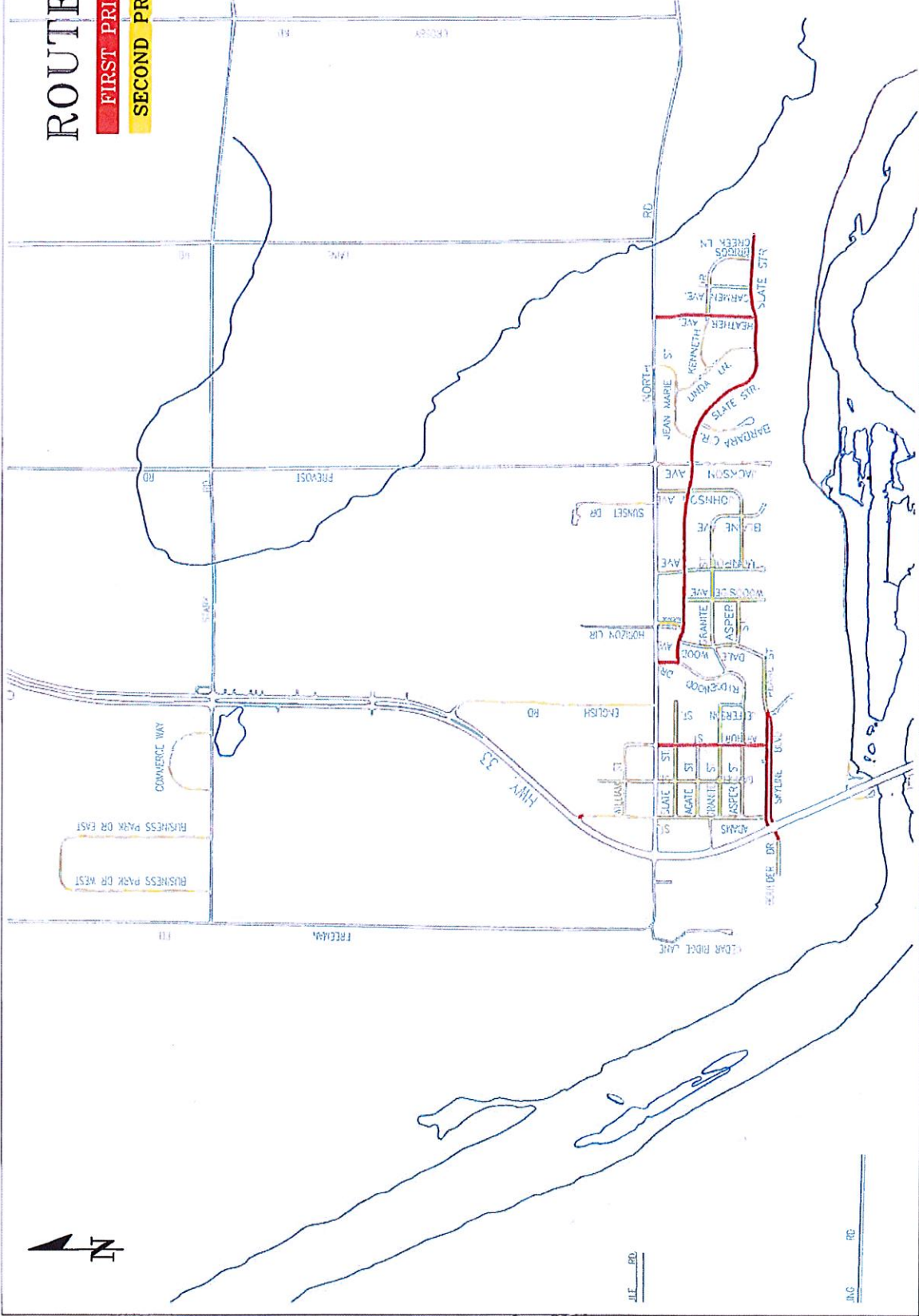
203/ASSISTANCE



ROUTE #1

FIRST PRIORITY

SECOND PRIORITY

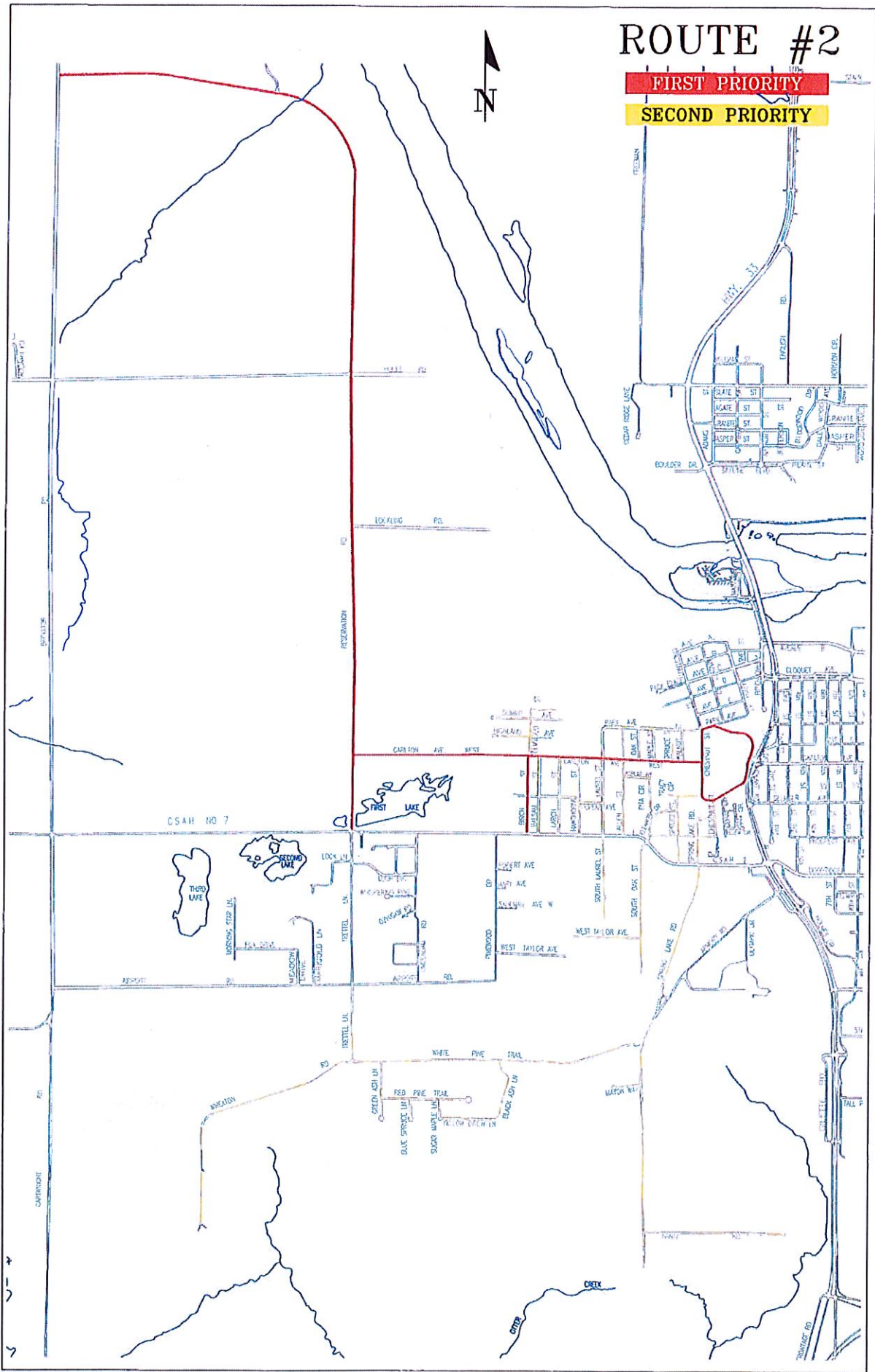


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JAG RD

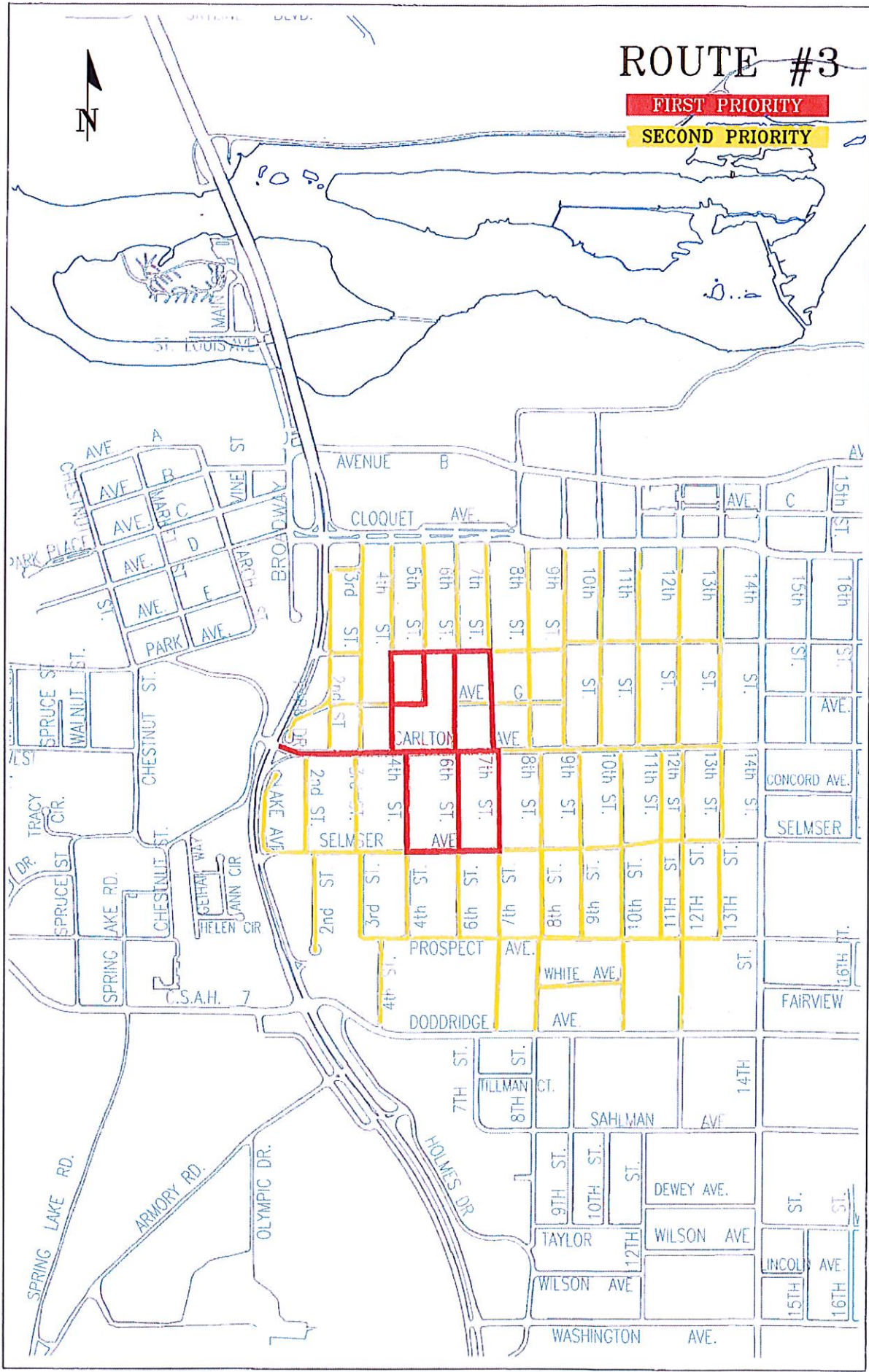
ROUTE #2

FIRST PRIORITY
SECOND PRIORITY



ROUTE #3

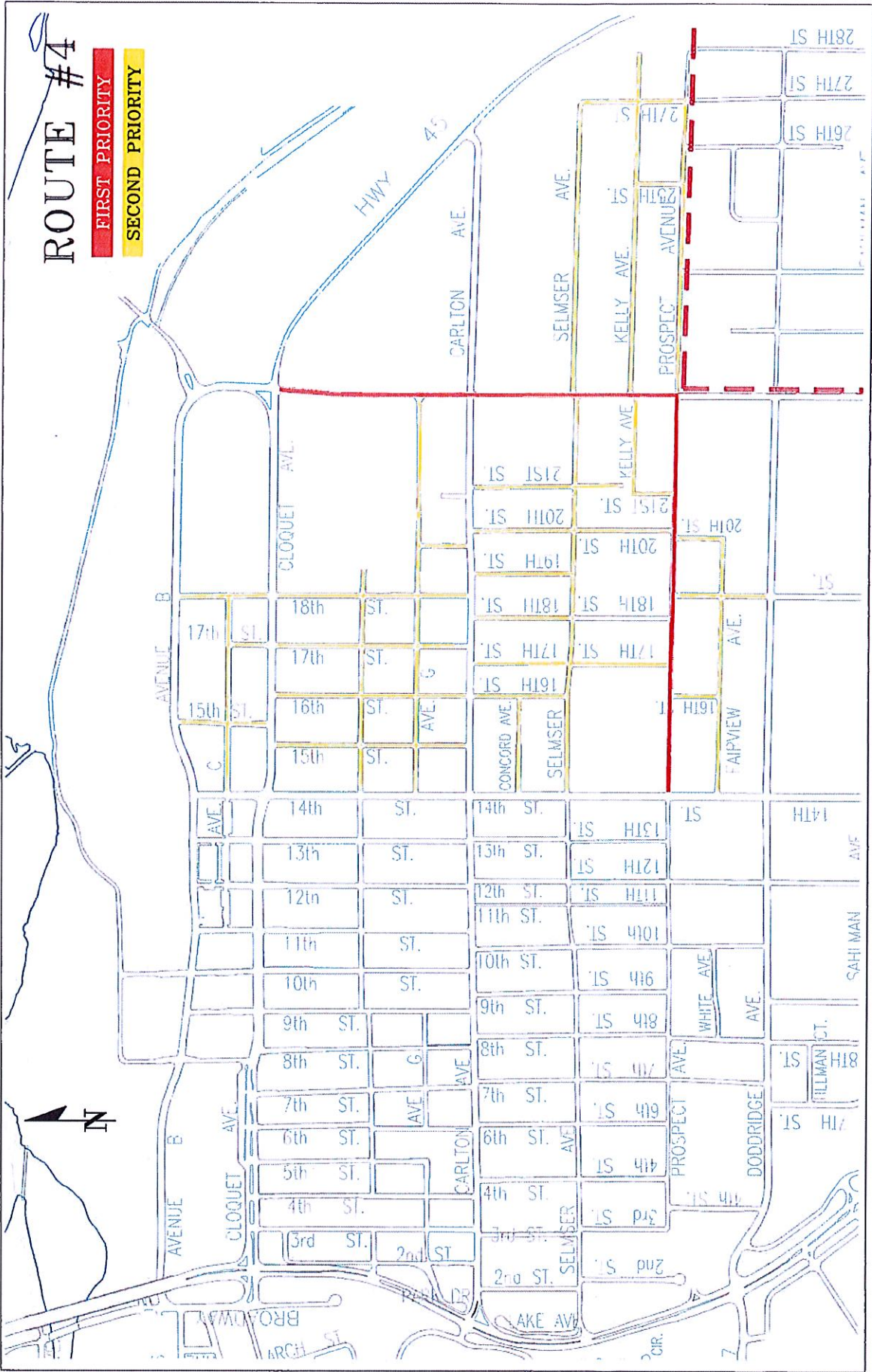
FIRST PRIORITY
SECOND PRIORITY



ROUTE #4

FIRST PRIORITY

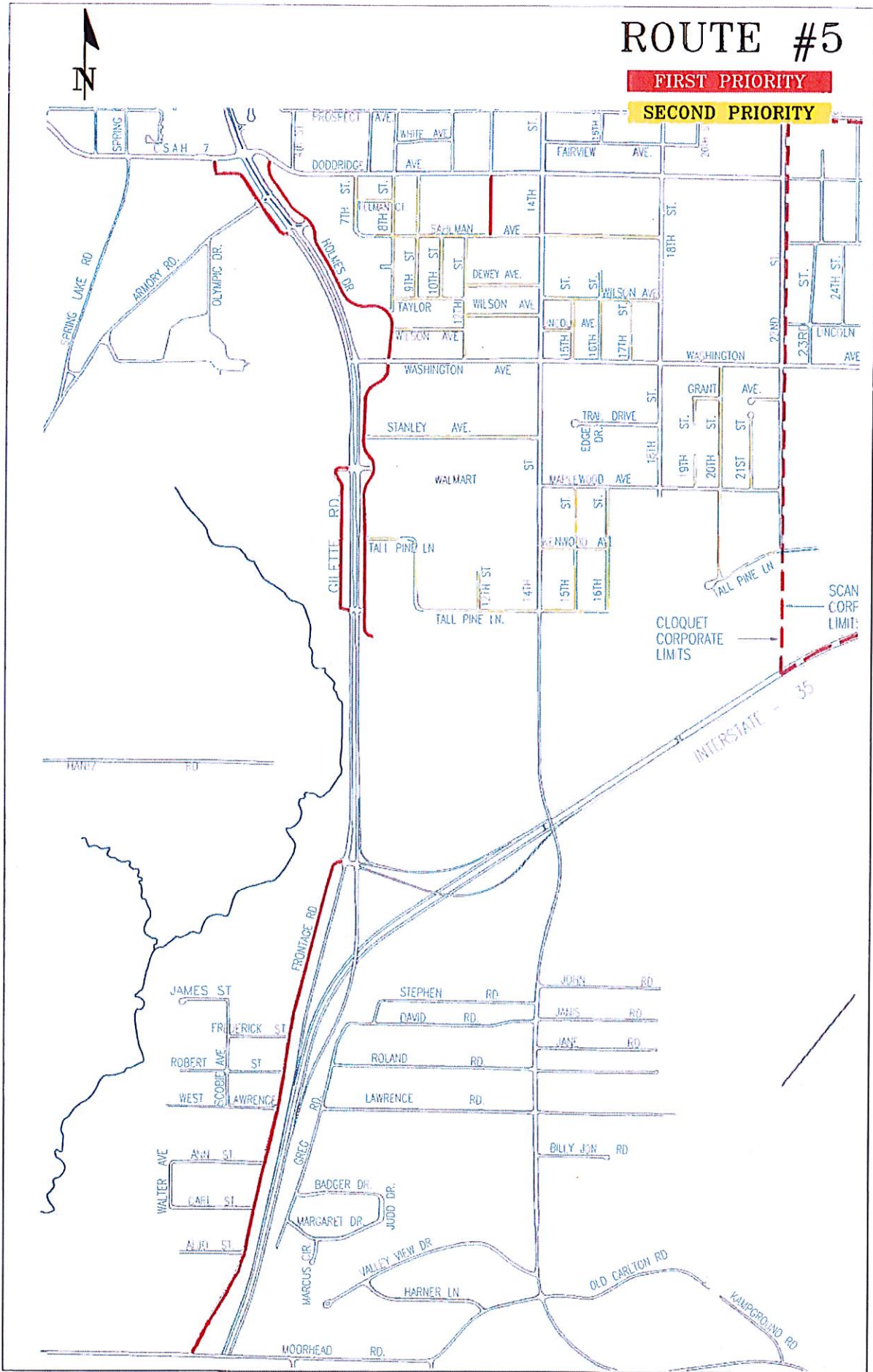
SECOND PRIORITY



ROUTE #5

FIRST PRIORITY

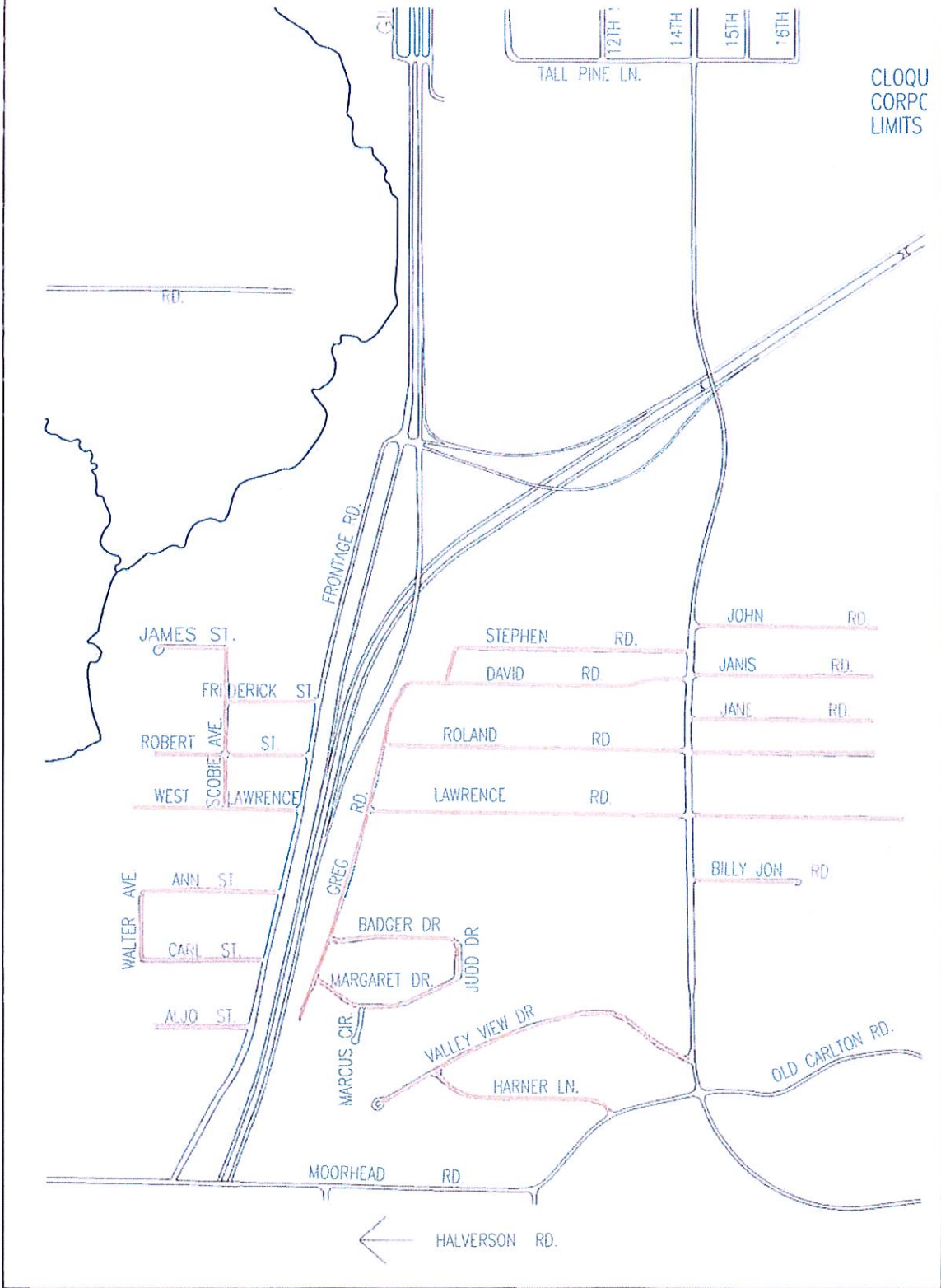
SECOND PRIORITY





ROUTE #6

COMPLETED AFTER
ALL OTHER ROUTES

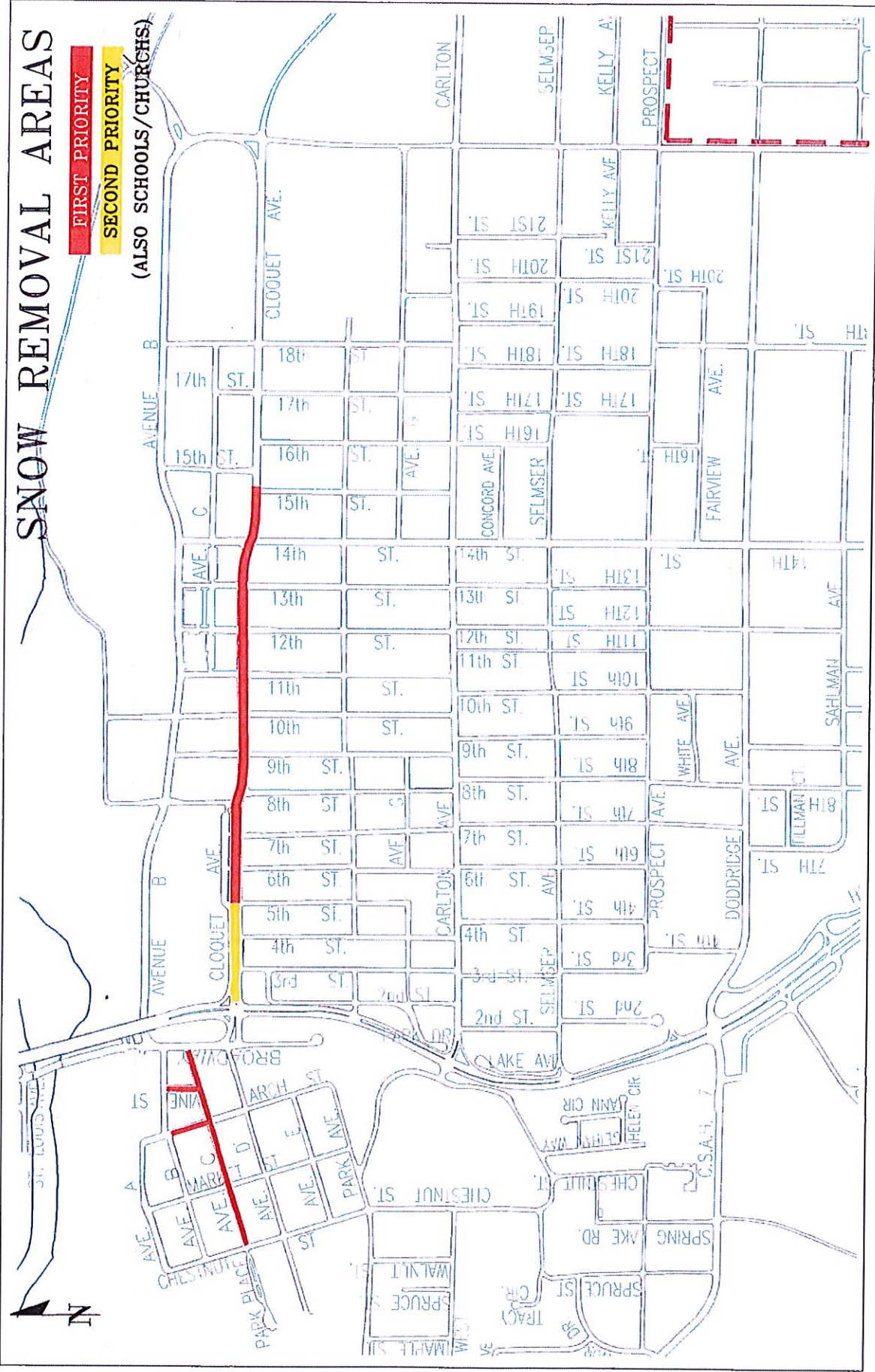


SNOW REMOVAL AREAS

FIRST PRIORITY

SECOND PRIORITY

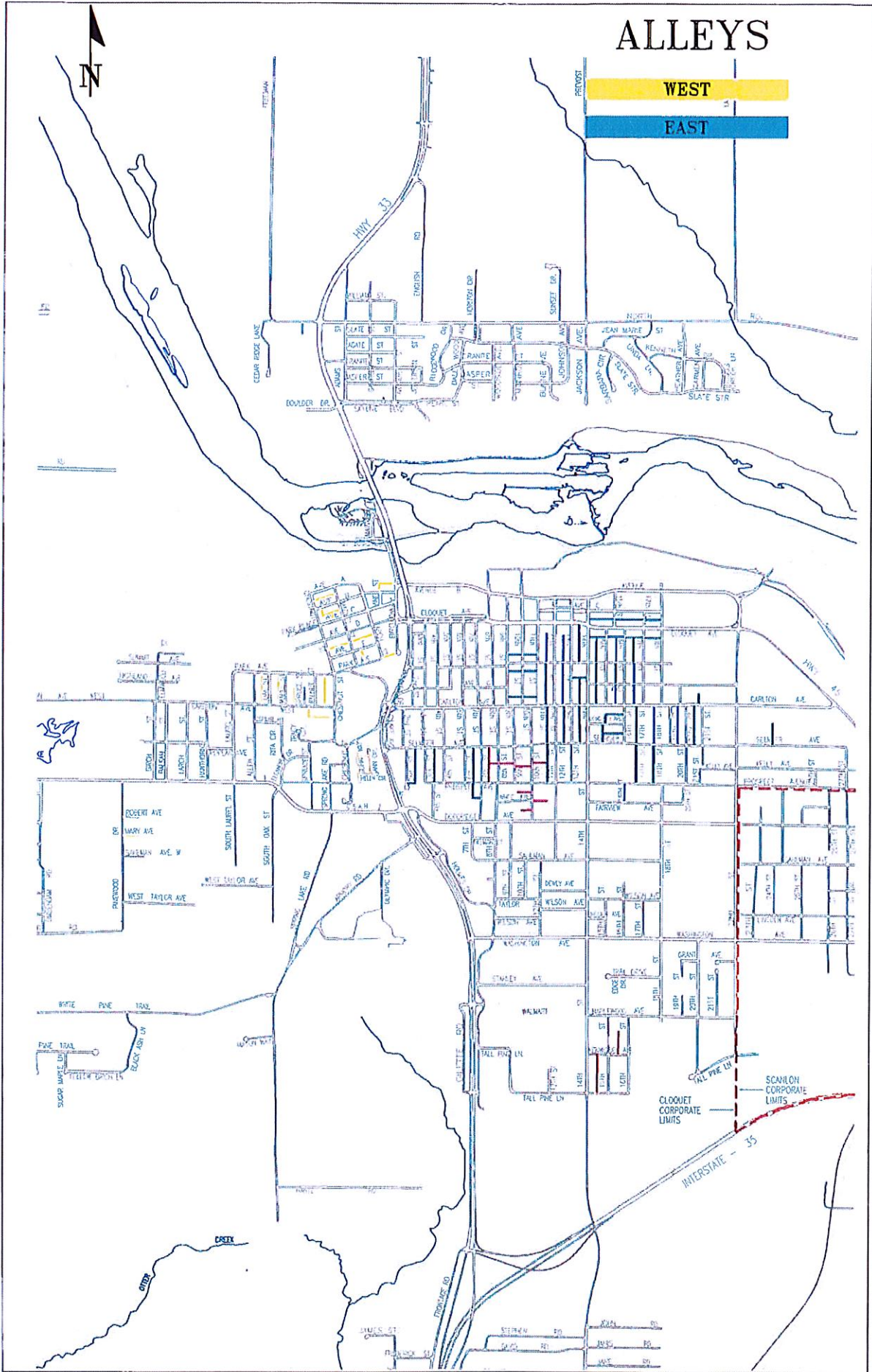
(ALSO SCHOOLS/CHURCHS)



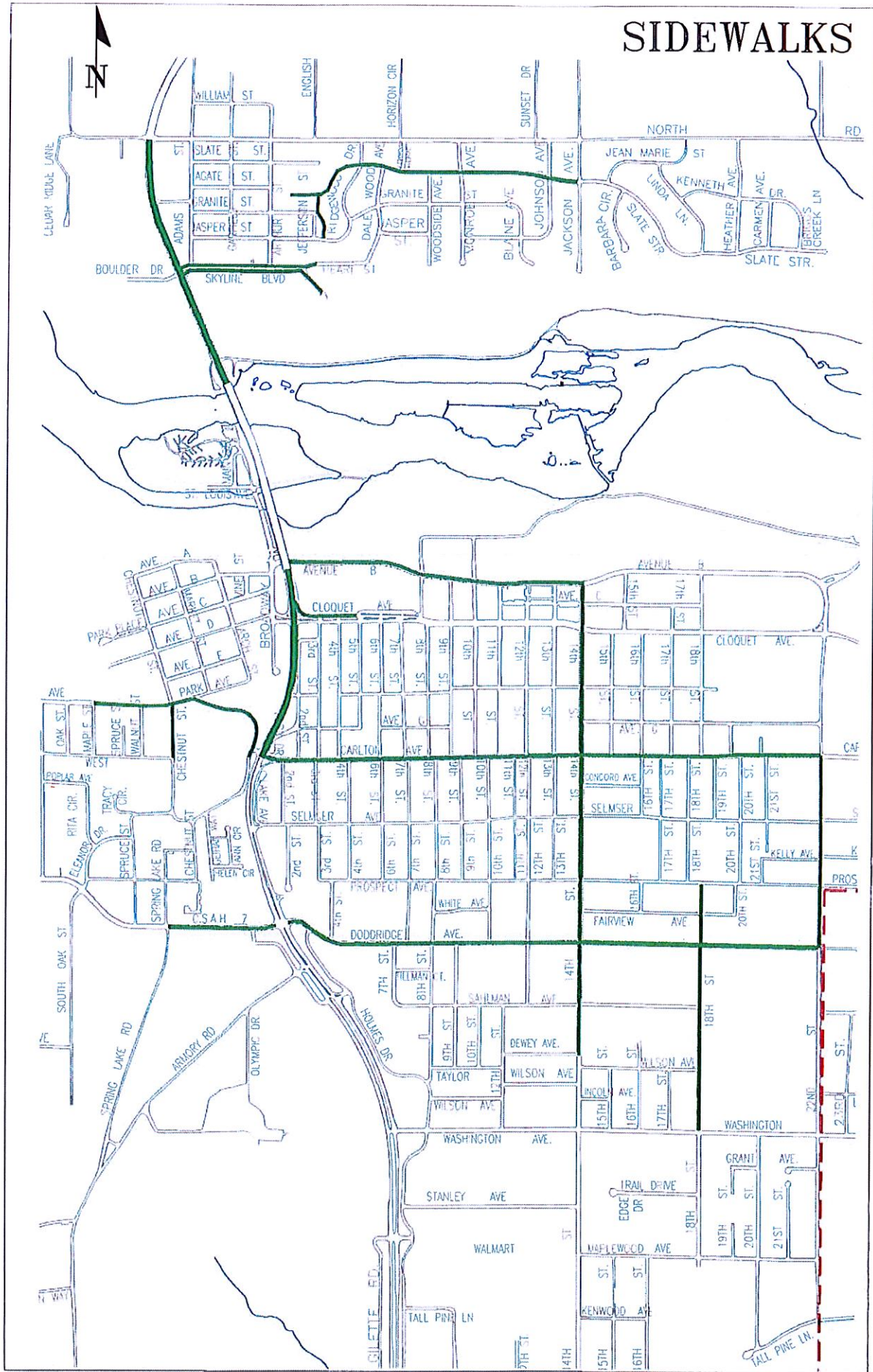
ALLEYS

WEST

EAST



SIDEWALKS





CITY OF CLOQUET
MINNESOTA

- STATE PLOWS, SANDS, & MAINTAINS
- COUNTY PLOWS, SANDS, & MAINTAINS
- - - COUNTY PLOWS & SANDS, CITY MAINTAINS
- - - CITY PLOWS, SANDS, & MAINTAINS

