

CITY OF BRECKENRIGE

SNOW REMOVAL AND ICE CONTROL POLICY

OBJECTIVE & GOAL: It is the City Breckenridge's objective to provide timely, efficient and cost-effective snow and ice control on City streets for the safety and benefit of the City's residents and the general motoring public. The primary goal is to keep main arterials passable for emergency vehicles and public transportation. The secondary goal is to clear snow and control ice on all other streets as quickly as possible.

PROCEDURE: The objective and goals stated above will be achieved by implementation and execution of the procedures and tasks outlined in the second section of this document and titled Snow Removal and Ice Control Practices and Procedures.

Due to the many variables that are inherent in Minnesota weather, each storm and/or weather event may require slightly different effort and/or emphasis on any number of maintenance tasks, which together, determine the overall winter maintenance, snow removal or ice control strategy. Conditions are evaluated using information provided by weather forecasts, the Breckenridge Police Department, and visual verification.

Although it is not possible to maintain snow and ice-free roads during a storm, the Public Works Department will conduct plowing operation, as needed, through snowstorms to keep Emergency and Special Facility Routes open for vehicles. All operational decisions will be based upon this goal.

Removal of snow and ice from public streets and public parking lots is considered an emergency operation that takes precedence over other tasks of the Public Works Department. If another emergency arises during snow removal operations, the Director of Public Services will decide which emergency has priority.

COMMAND: Direction of all winter maintenance activities for the City of Breckenridge is vested with the Director of Public Services or designee.

COMMENCING SNOW PLOWING, ANTI-ICING AND DEICING OPERATIONS: The Public Works Foreman shall decide when snow and ice control operations shall begin. During nights and weekends the Breckenridge Police Department may advise the Public Works Foreman when road conditions appear to warrant mobilization of snow removal or ice control activities.

SNOW PLOWING: Generally, snow removal operations will not begin until at least two inches of snow has accumulated on the streets within a 24 hour period. However, based upon weather information reports and previous accumulations of snow and ice on the streets, the Public Works Foreman may decide to begin snow removal operations when greater or lesser accumulations have occurred, or when drifting snow is accumulating on the streets.

Snow removal operations will generally be performed in late night and early morning hours when traffic is at a minimum for safety reasons and to avoid blocking parked cars on the streets or blocking driveways while residents are away from home. However, the Public Works Foreman may decide to perform snow removal operations at any time to prevent or minimize the accumulation of packed snow that may cause rutting. Daytime plowing will generally require a second overnight operation

immediately following daytime operations for cleanup from parked cars, traffic, property owners' driveway snow removal operations, and for hauling operations and parking lot cleaning.

ICE CONTROL: Ice control may be addressed during the actual storm as seen effective and following the storm. It should be noted that salt has a much slower effect on melting snow and ice at temperatures below 20 degrees and is not effective below 0 degrees. Ice control in advance of a storm requires pretreatment with a liquid anti-icing agent for which the City is not equipped. Establishing a pretreatment ice control strategy would require a significant investment in equipment which would be seldom used in the typical winter season.

CONTRACTING: Most snow and ice control operations are performed by City Crews. However, the City may use both City resources and private contractors to provide this service. The Director of Public Services may decide to use contractor services, based on the duration, intensity, and nature of the storm. Contractor services may be utilized for hauling snow, with City resources normally being sufficient for snow plowing, loading snow to haul, and most post-storm operations.

The Public Works Foreman will maintain a list of contractors with their equipment and personnel they have available, and their current hourly rates. In the fall of the year, the Director of Public Services will contact contractors to determine their availability for snow and ice control and their hourly rates.

EXTRAORDINARY 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 Emergency and Special Facilities Routes, primary transportation routes, and emergency service delivery locations and may be performed on a limited scale.

Snow and ice control operations will 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.

COMMUNICATIONS: All Public Works rolling stock are equipped with high band radios capable of transmitting and receiving. Each plow and equipment operator is assigned a unique number. Radios are also maintained at the Public Works Shop, facilitating the operators' ability to communicate with the Wilkin County Dispatch Center. A radio is also located in City Hall to allow administrative staff to communicate with operators in emergency situations.

PUBLIC SERVICE ANNOUNCEMENTS: The Public Works Department provides information to the local radio stations on road conditions during storms and on the local public access TV Channel 12 and on the City's website (breckenridgemn.net) encouraging public cooperation during snowstorms.

REGULATING PARKING: The City of Breckenridge Ordinance 180.9 restricts parking on all streets and avenues between the hours of 2:00 AM and 6:00 AM when the vehicle will interfere with street cleaning and/or snow removal. Police will tow any and all vehicles that are parked on the streets in violation of this ordinance.

SIDEWALKS: Snow removal from sidewalks abutting City-owned property will be conducted as soon as possible during winter storms, based on personnel availability. However, maintaining safe roadways will take priority over sidewalks.

RESPONSIBILITIES AND CONCERNS OF RESIDENTS: Residents are responsible for removing snow and ice from sidewalks abutting their property as per Ordinances 161-2 and 161-4. Residents are prohibited from depositing snow or ice from driveways and walkways in the streets. No person, firm, or corporation owning or occupying or using any private property in the City of Breckenridge shall haul, move into, or dump on any street, alley, or public way in the City of Breckenridge, any snow which has accumulated or located on such private property. In the Business Area (Minnesota Avenue from the North Dakota/Minnesota bridge to 8th Street intersection, Highway 75 from Beede Avenue to Minnesota Avenue, Nebraska Avenue from 4th Street North to 6th Street North, and North 6th Street from Minnesota Avenue to Nebraska Avenue) snow removal from sidewalks, but not driveways or parking lots, may be deposited in the streets for removal by the City.

The right of way (ROW) is generally 80' wide or wider and may extend up to 30 feet back of curb. By City ordinances the owner of the property abutting the ROW is required to maintain the area back of curb, including sidewalks. Property owners often confuse that area as their own property. Homeowner often cultivate extensions of their lawns, install landscape materials, or erect fences or stone walls in these boulevard areas, which may improve the appearance of the street, but often interferes with maintenance in the roadway. The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks, and other City and public uses, and during snow plowing operations snow from public streets is routinely plowed onto the boulevard area back of the curb.

A common complaint by the public is that snow is deposited in driveways and walkways. Snow is not intentionally or carelessly 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. When there is a large accumulation of snow, the plows will be able to open only the driving lanes on their initial shift prior to 9 AM, and would need to make additional passes to clear snow from the full width of the street the next day. This blocks the driveway twice and therefore is done only when no feasible alternative is available.

SNOW REMOVAL FROM PRIVATE PROPERTY: The City will only plow or sand public streets, driveways, or walkways, and will not remove snow from or sand private parking lots or driveways. The City does not normally provide winter maintenance for other public agencies.

DAMAGE TO PRIVATE PROPERTY: The City will only be responsible to repair or replace damaged property having been in **actual contact** with snow removal equipment that is on private property and not within the public right-of-way, with the exception of mailboxes. 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 rocks, and lawn/landscaping irrigation systems.

MAILBOXES: It is the responsibility of the resident to maintain their mailbox in a state of good repair, and of sufficient strength to withstand normal maintenance operations. A mailbox damaged as a result of **direct contact** by City snow removal equipment will be temporarily repaired within 24 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 mailbox mounted on a 4 by 4 inch treated wood post, or, if the property owner prefers to make his/her own repairs or replacement, will pay the owner the actual cost of materials based on paid invoices, not to exceed \$75.00.

MANAGING COMPLAINTS AND REQUESTS FOR SERVICE: During snow and ice control operations, numerous inquiries, complaints, and requests for service are received by the Public Works Department clerical staff. The Public Works Department will take measures to keep clerical staff informed and updated regarding snow and ice removal operations (e.g., schedules and breakdowns).

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

- Safety issues affecting the public or City staff shall be forwarded immediately by radio or telephone, or hand delivered to the Public Works Foreman or the appropriate personnel, as determined in advance by the Director of Public Services.
- Non-safety related issues shall be forwarded to the Director of Public Services in a timely manner.
- Property damage (e.g., mailboxes and sod) shall be recorded and forwarded to the Director of Public Services by email immediately upon receipt.

If City Hall is closed all inquiries are done by the Wilkin County Dispatch Center and forwarded to Public Works personnel.

EQUIPMENT: The Public Works Department utilizes all the assets of the department as needed to address snow emergencies. Snow equipment shall be operational by November 1st. Equipment with multiple uses may not be converted for snow operations until needed or the secondary use operations cease for the season.

MANPOWER: The Public Works Department has primary responsibility for removing snow and ice from city streets and sidewalks. The Department has five (5) full-time personnel. In addition, Public Utilities Personnel report to the Director of Public Services to assist during snow removal and ice control operations.

During major snowstorms the City may utilize private contractors who are called out and directed by the Public Works Foreman.

WEATHER MONITORING: The Public Works Department monitors the National Weather Service website (www.crh.noaa.gov/ifps) for weather forecast and advisories.

PLOW ROUTE PRIORITIES: The Public Works Department assigns priorities for winter maintenance activities in order to maximize the effectiveness of their efforts for the motoring public.

POST STORM OPERATIONS:

Snow Removal:

- Downtown Business District will be maintained as soon as possible during business hours. The main snow clearance and removal effort will be done during the parking curfew. Work will generally begin around 1 AM to windrow the snow. Loading and hauling will begin around 3 AM and will usually be complete by 7 AM.
- City Parking Lots will be maintained by plowing during the winter storm. Snow will be removed and salt and sand will be applied after the storm as determined necessary by the Public Works Foreman.
- Intersections: Snow from intersections will be cleared as necessary to provide adequate sight distance. Intersections on arterials and collectors will be first priority, followed by intersections in vicinity of the schools.
- Cul-de-sacs bulbs will have snow cleared and hauled out when space for snow storage becomes inadequate for subsequent snow plowing operations.

Sanding:

- Intersections and curves on arterial and collector streets will be sanded on a daily basis after a storm and usually daily during the winter when ice and snow is present on the pavement.
- As conditions warrant, yield controlled intersections and curves on local streets will be sanded.
- Generally a salt/sand mixture will be applied. When temperatures are below zero sanding is ineffective because it will not stick in place and is swept aside by traffic.

Cutting and Widening:

- Consideration will be given to beginning snow removal operations to prevent or minimize the accumulation of packed snow which may cause rutting.
- Snow banks resulting from the previous accumulations will be pushed back, or shelved, to make space for future snow storms as the Public Works Foreman determines necessary.
- Packed snow and ice that results in heavy rutting or irregularities will be cut with motor graders.
- Cutting and widening Priorities will be the same as Plow Route Priorities. Alley widening will immediately follow street widening.
- All cutting and widening operations will try and keep snow from driveway but there will be times when snow will be placed in driveways and walkways.

SIDEWALK SNOW REMOVAL: The City removes snow only from sidewalks abutting City-owned parcels. Sidewalk snow clearance will not begin until all other snow removal operations are in progress and/or complete. If there are insufficient personnel available to conduct sidewalk snow removal operations, as well as street and road clearance, the street and roads shall take priority.

Chapter 161. STREETS AND SIDEWALKS

City of Breckenridge, MN
Friday, October 4, 2013

Article I. Snow and Weeds

§ 161-2. Removal of snow and ice.

All snow and ice remaining on the public sidewalk more than 18 hours after its deposit thereon is a public nuisance. The owner and occupant of any property adjacent to a public sidewalk shall use due diligence to keep such walks safe for pedestrians. No such owner or occupant shall allow snow or ice to remain on the walk longer than 18 hours after its deposit thereon.

§ 161-4. Notice of violation of snow and ice removal-provisions; failure to comply; assessment of costs.

- A. In the event that any person fails to remove snow or ice from the sidewalks within the required time, the Codes Administrator, City Engineer or other designated representative of the city shall mail or deliver a written notice to the owner or occupant of the abutting property ordering removal of such snow or ice within 12 hours.
- B. If such snow or ice is not removed within such time, the Codes Administrator or City Engineer shall cause such snow and ice to be removed. A record showing the cost of such removal adjacent to each separate lot and parcel shall then be delivered to the City Clerk-Treasurer. The City Clerk-Treasurer shall then bill the property owner or occupant for the cost of such removal.
- C. The cost of such removal shall constitute a perpetual lien against the abutting property and, if not promptly paid, shall be levied as a special assessment.
- D. Notwithstanding anything in this article to the contrary, when it is not possible to notify the owner or occupant or in cases where an owner or occupant has ignored a previous notice, no notice need be given.

Chapter 180. VEHICLES AND TRAFFIC

§ 180-6. Vehicles operated in violation of signs; erection of signs for street cleaning or repair or snow removal; seasonal parking prohibition.

- A. No person shall operate, park, place or leave any vehicle anywhere in the City of Breckenridge in a manner contrary to or in violation of any sign or traffic control device erected or placed by order of the City Council or the Police Department of the city acting under the direction of the City Council.
- B. Whenever it is necessary to improve, repair, clean or remove snow from the streets, parking lots or other public places, the Chief of Police or the City Engineer or their designated representatives may erect signs which further prohibit or limit parking on such streets, parking lots and other public places and maintain them on such streets, parking lots and other public places for as long as it is necessary to accomplish such improvement, repair, cleaning or snow removal. All such special signs shall be posted at least 24 hours in advance of such improvement, repair, cleaning or snow removal except in emergencies or in situations where it is not practical to post such signs for so long a period.
- C. No parking shall be allowed on City streets from 2:00 a.m. to 6:00 a.m. from November 1 through April 1.

[Added 5-3-2010 by Ord. No. 477]

§ 180-9. All-night parking restricted for street cleaning and snow removal.

[Amended 3-17-1986 by Ord. No. 395] No person shall park, place or leave any vehicle on any street or avenue in the City of Breckenridge, Minnesota, on any day between the hours of 2:00 a.m. and 6:00 a.m. whenever the parking of such vehicle on such street or avenue will interfere with street cleaning or snow removal.