

SNOW & ICE CONTROL POLICY

3-14-16

1. **Statement of Intent**

It is the intent of City of Grand Rapids and the Public Works Department to the extent reasonably possible to provide safe travel for the pedestrian, bicyclist and motorist. The City recognizes the importance of maintaining passable streets for emergency vehicles and the general public. The Department shall work toward the goal of providing safe pedestrian, bicycle and traffic flow in an efficient and cost effective manner.

2. **Snow and Ice Control**

(This policy supersedes all previously written documents and unwritten policies on the subject of snow and ice control.)

Subject to the discretion of the Public Works Director the following policies apply:

- A. All Department of Public Works personnel shall be available for snow and ice control operations.
- B. Snowplow operators shall not exceed 12 hours in one shift without approval of the Public Works Director or designee. No more than 16 continuous hours total.
- C. Late spring and early snowfalls may be left on roadways if melting is determined to be eminent or if substantial damage will be caused by plows to the pavement structure or boulevards.
- D. Clearing of intersection snow banks will be accomplished when determined by the Public Works Director or designee to be needed on collector and arterial streets and near schools.
- E. Depositing snow from private property in any fashion by property owners or contractors onto a public street or highway is illegal and punishable as a misdemeanor according the Minnesota Statute 160.27.

3. **Operations**

- A. Prior to the crews being called out for snow plowing operations and post storm clean up, the Public Works Department shall inform the Police Department of this action.
- B. Plowing operations shall be scheduled for each event which results in an accumulation of two or more inches of snow. Typically, plowing crews will be scheduled to start at 3:30 a.m. However, the starting time may vary, depending on snow accumulations and/or road conditions.
- C. Plowing operations on Priority I roads (defined below) may be repeated, in the event of a continuous snowfall. It may be necessary to plow the Priority I Roadways more than once during the same snowfall. This is to prevent the buildup of packed snow and ice on the Priority I Roadways.

4. **Priorities**

- A. Priority is given to those roadways designated as arterial and collector streets. Residential roadways and alleys are a secondary priority. Personnel and equipment are assigned to specific routes in order to provide an efficient and balanced approach to the snow and/or ice removal process.

Priority I Streets

1. 7th Avenue E between Highway 169 E and 33rd Street SE.
 2. 7th, 10th, 11th, 13th, 17th, 21st and 29th Streets between Highway 169 S and 7th Avenue SE.
 3. 25th Street between Highway 169 S and 2nd Ave SE.
 4. 2nd Ave SE from 10th Street SE south to the south of 29th St SE.
 5. 5th Street N between 20th Avenue NW and 13th Ave NE.
 6. Horseshoe Lake Road and Isleview Road.
 7. Also categorized as Priority I are all designated school bus routes as defined by Independent School District #318. This is done in an effort to assure safe passage of all school busses within the City limits.
- B. With the exception of CBD designations, the above mentioned Priority I streets are to be plowed with traffic, starting with the center, plowing to the curb. These streets have the highest traffic volume and serve as borders when plowing Priority II streets.
- C. The entire Central Business District is classified Priority I as it pertains to routine CBD snow plowing and removal. The following streets are windrowed to the middle. In doing so, plowing is done against traffic in order to take advantage of the plow's wings and all intersections are cleared for safe passage.
1. 2nd Street NW from 169 N to the alley west of 1st Ave NW.
 2. 2nd Ave NW from 3rd Street NW to Highway 2 W.
 3. 1st Avenue from 1st Avenue and 2nd Street NW to 1st Avenue and Highway 2 W.
 4. 3rd Street from Highway 169 N and 3rd Street NW to 3rd Street and 2nd Avenue NW.
 5. 3rd Street from Highway 169 N to 1st Avenue NE.
 6. 1st Avenue NE from 1st Avenue NE and 3rd Street to Highway 2 E.
 7. 5th Street N from 10th Avenue NW to 3rd Avenue NE.
 8. 1st Avenue NW, Pokegama Avenue N, 1st Avenue NE and 2nd Avenue NE between Highway 2 E and 5th Street N.
 9. 1st Avenue NW and Pokegama Avenue N between 5th Street N and 6th Street N.
 10. 4th Ave NE between Highway 2 E and 5th St NE.

Windrows left in front of the Fire Hall doors on 5th Street NE will be left in such a manner as to provide access. This is done to assure unobstructed departure of all emergency vehicles.

Removal of windrowed snow is scheduled after a determination is made that the Priority II streets (defined below) and alleys have been plowed during the initial shift.

Priority II Streets

All remaining residential streets and alleys are to be plowed as part of the initial shift operations. The only exception would be if the work shift exceeded 12 hours.

5. Snow Removal

- A. Upon completion of the initial shift of snow plowing, snow removal in the CBD, MN/DOT highways and County road systems within the City Limits is scheduled. To the extent possible, removal will consist of full width parking stalls to prevent obstruction of the travel lanes. It will also aid proper visibility at intersections and walking for pedestrians.
- B. Upon completion of snow removal on the MN/DOT highway systems, snow removal on bus routes and school areas is scheduled, when the snow bank obstructs visibility or narrows the roadway to a degree that would be deemed unsafe.

- C. All snow removal is given second priority to snow plowing. In the event of back to back snowstorms or snow accumulations that warrant re-plowing, all snow removal will be delayed until plowing is complete. Only after completion of snow plowing will snow removal be rescheduled.
- D. In the event of plowable snow being forecasted, snow removal may be stopped in order to prepare equipment for snow plowing.
- E. Scheduling over-time weekend work as it pertains to snow removal is determined by financial considerations.

6. Sanding/Liquid De-Icers

- A. It shall be the policy of the City to consider cost, environmental impact of salt and chemical usage as well as safety of the motoring public when establishing application rates and locations for application.
- B. Sand or salt shall be applied to the street surface in such quantities so as to provide a level of skid resistance with standards normally experienced on city streets throughout the State of Minnesota. It is recognized that a bare pavement policy is not possible at all times during winter periods in the northern regions of the country.
- C. Liquid de-icing may be used both as a de-icing agent to melt ice deposits and aid in their removal and as an anti-icing agent to prevent the frozen precipitation from accumulating on the roadway surface.
- D. De-icing priorities are the same as snow plowing priorities in regards to which areas are de-iced first.
- E. When the Public Works Department is notified of an excessively slippery intersection an attempt will be made to have it de-iced as soon as reasonably possible.

7. Call-Outs

- A. During normal working hours, the Police Department, the Public Works Director or designee shall be responsible for monitoring street and weather conditions and initiation of snow and ice control procedures.
- B. After hours, on weekends, and during holidays the Police Department shall notify the Public Works Director or designee when snow and ice conditions warrant crew alert.
- C. Persons authorized to call out the City Snow and Ice Control Personnel:
 - 1. On-Duty Police Officer,
 - 2. Public Works Director or Public Works Leadperson (in absence of Public Works Director).
- D. Procedures to be used for call-outs:
 - 1. POLICE: If in the judgment of the on-duty officer, following the criteria established below, there should be a call-out, the officer should refer to the Public Works Call-Out list. During after hours, the officer may elect to contact the Sheriff's Dispatch for assistance, the Public Works Director at Cell#259-8688, Home 999-5076, Office 326-7480 or the Public Works Lead at 244-7895.

2. **OTHERS:** Call the Police Department at 326-3464. If after hours, on a weekend or a Holiday, press “one” following the voice message and the Itasca County Dispatch will answer and relay concerns to the On-Duty Police Officer. The On-Duty Police Officer will check the complaint prior to calling City Snow and Ice Control Personnel out.
 3. **CALL-OUT POLICY AND ROAD DESIGNATION:** Please refer to the City of Grand Rapids Public Works Call-Out Policy and Road Designation and its corresponding City Map for clarification of road maintenance. This document is located on the last two pages of this policy.
- E. Criteria to be used for determining the necessity of calling out the sander:
1. Extremely hazardous conditions. For example, vehicles are unable to stop safely at controlled intersections, or vehicles cannot stop safely on Powers Hill.
 2. When hills near schools and on school bus routes become slippery and meet the criteria in (1) above.
 3. Creation of hazardous road conditions by unusual circumstances, i.e., fire, water spills, etc.
- F. General procedures for de-icing coordination:
1. If Police require de-icing services during the normal work schedule or at periods when the de-icer is operating, the Police should contact the operator (radio call #296, #289 or #287) and give the requirements. If there is no response, contact the Public Works Director (radio call #250, or call 259-8688, 326-7480).
 2. The operator will call the Police Department when they arrive to work, so they may coordinate special requirements with them. He will also notify the Police Department when he is finished.
- G. The de-icing of private property by City Staff is prohibited.

8. Sidewalk Plowing

- A. The City of Grand Rapids currently plows and removes snow from designated sidewalks within the City Limits. This function is placed in a third level priority, after all streets have been plowed and snow has been removed.
- B. Two different distinctions apply to the Sidewalk Plowing section of the Snow and Ice Control Policy.
 1. The City recognizes its duty to remove snow from sidewalks that is placed there as a result of street plowing. It recognizes when the snow is plowed to the middle of the street, the efficiency of plowing the sidewalks first. This work will be scheduled when practical and in accordance with the priorities identified in the Snow and Ice Control Policy. Sidewalk snow plowing and ice removal is the responsibility of the adjacent property owner as outlined in the Municipal Code Sec. 58-3 (see insert).

Sec. 58-3. Snow or ice removal.

(a) This section applies in all areas of the city except those zoned PU, S-PU, CD, AG and A.

(b) It shall be unlawful for the owners of any building in the business district in front of which building or adjacent to which a sidewalk has been constructed for the use of the public, to allow any accumulation of snow or ice to remain upon the sidewalk after the snow or ice has ceased to be deposited thereon.

(c) All snow and ice remaining upon public sidewalks in the business district is declared to constitute a public nuisance, and all persons owning vacant property adjacent to such public walks are required to abate such nuisance or cause the nuisance to be abated within 12 hours after the snow or ice has ceased to be deposited on the sidewalk.

(d) The public works director may cause to be removed from all such public sidewalks, beginning not less than 12 hours after any snow or ice has ceased to fall, all snow and ice which may be discovered thereon, and he shall keep a record of the cost of removal and the lot or lots adjacent to which such accumulation was found and removed. The right of the director to remove snow and ice from public sidewalks does not, in any manner, place an affirmative duty upon the city to remove snow or ice from public sidewalks.

(e) The city attorney when so directed by the public works director shall extend the cost of removal of snow or ice as a special tax against the lots or parcels of ground abutting of which walks were cleared, and such special tax shall at the time of certifying taxes to the county auditor be certified for collection as other special taxes are certified and collected.

(f) The city shall, at the direction of the council, bring suit in any court of competent jurisdiction to recover from the person owning land adjacent to which sidewalks were cleared by the city the cost of such clearing and the cost of suit in a civil action.

(g) If the council so directs, any person who violates this section shall be prosecuted and if convicted shall be punishable by the penalty provided for violation of this Code.
(Code 1978, § 7.02)

State law reference—Authority to compel snow or ice removal from sidewalks and assess cost of removing same again abutting property owner, Minn. Stat. § 412.221, subd. 6.

2. Removal of snow and ice on sidewalks resulting from the natural accumulation is the responsibility of the building owner or person owning land adjacent to which a sidewalk has been constructed for the use of the public.

Priority I

All sidewalks within the CBD area, sidewalks adjacent to the MN/DOT systems, River Road between Highway 169 S to 7th Avenue S.E. and the west side of 7th Avenue S.E. between River Road and Highway 2 E and north on the east side of Highway 38 N from the intersection of Highway 2 W to 14th Street NW and the sidewalk around Crystal Lake and back to Highway 38 are plowed during the initial snowplow shift.

Priority II

As manpower and weather conditions dictate, as determined by the Public Works Director, other residential sidewalks where the sidewalk is adjacent to the curb will be scheduled for removal. All other residential sidewalk plowing is the responsibility of the adjacent property owner as per Ordinance 58-2 and 58-3.

B. In the CBD area, clearing of handicapped curb cuts and pedestrian crosswalks shall be the responsibility of the City.

C. Exceptions:

1. Areas where the distance between buildings and other obstacles will not accommodate angle sidewalk plows.
2. During equipment breakdowns.
3. During successive snowstorms, when all available operators are confined to street snow plowing and removal equipment.

9. Property Damage

It is recognized by the City that on occasion private property is damaged during snow and ice control operations. Where this happens it shall be the policy of the City to handle damages in the following manner.

A. Mailboxes

1. Where mailboxes are placed adjacent to the street it shall be the policy of the City that snow shall be plowed as close a practicable to the curb to allow for passage of traffic and mail delivery. It shall be the responsibility of the property owner to keep piled snow away from mailboxes so mail can be delivered.
2. Where damage to the mailbox occurs such damage shall be investigated by the Public Works Director. If it is determined that the weight of the snow caused the damage, the City will not assume responsibility for repair of the mailbox. Where evidence indicates that physical contact between the plow and the mailbox occurred, the City will assume responsibility for repair, provided the mailbox was properly placed.

10. Boulevard Sod

It shall be the policy of the City to repair turf damage done by City equipment. Maintenance will repair the damage by re-laying the turned up pieces of sod or by placing black dirt and grass seed down.

CITY OF GRAND RAPIDS PUBLIC WORKS CALL-OUT POLICY/ROAD DESIGNATION AND CONTACTS

Persons authorized to call-out the Public Works Crew:

1. On-Duty Police Officer
2. Fire Chief or designee
3. Public Works Director or designee (PW Lead Person in absence of PW Director)
4. If in the judgment of the On-Duty Grand Rapids Police Officer, for a routine call-out, he or she should refer to the Public Works Call-Out List.
5. All after hours call-out requests should be confirmed by the Grand Rapids Police Dept, Public Works Director or the Public Works Lead Person before calling an employee out.

Road Designation:

The State of Minnesota, Itasca County and the City of Grand Rapids are all road authorities within the City Limits of Grand Rapids. On the attached map, roadways in red are City streets, MNDOT Trunk Highways are in green and County roads are in blue. MNDOT maintains all their Trunk Highways within the City Limits. All County roads within the City Limits are maintained by the County.

Grand Rapids City Limits Snow and Ice Control Contacts:

- A. To notify maintenance staff with any concerns regarding State Hwy 2, Hwy 169 and Hwy 38, within the City Limits, contact the **State Patrol** at their “non-emergency” number: **651-582-1544**.
- B. To notify maintenance staff with any concerns regarding County Roads within the City Limits, such as River Road (3), Golf Course Rd (23), County Roads 63 and 76 contact the **Itasca County Sheriff** at their “non-emergency” number: **218-326-3477**.
- C. To notify maintenance staff with any concerns regarding City streets contact the **Grand Rapids Police Department** at their “non-emergency” number: **218-326-3464**.

MNDOT Contacts for Signals/Lighting and Malfunctions and Emergency Situations

The road authority for all MNDOT signalized intersections is MNDOT. For any signal/lighting emergency situation or signal system malfunction, please call the **MNDOT State Patrol’s** “non-emergency” of **651-582-1544** or utilize the call-out procedure list provided below. To report a burned out signal light bulb during business hours, please contact the Public Works Administrative Assitant, Cindy Lyman at 326-7481 or Public Works Director, Jeff Davies at 326-7480 or Cell# 218-259-8688.

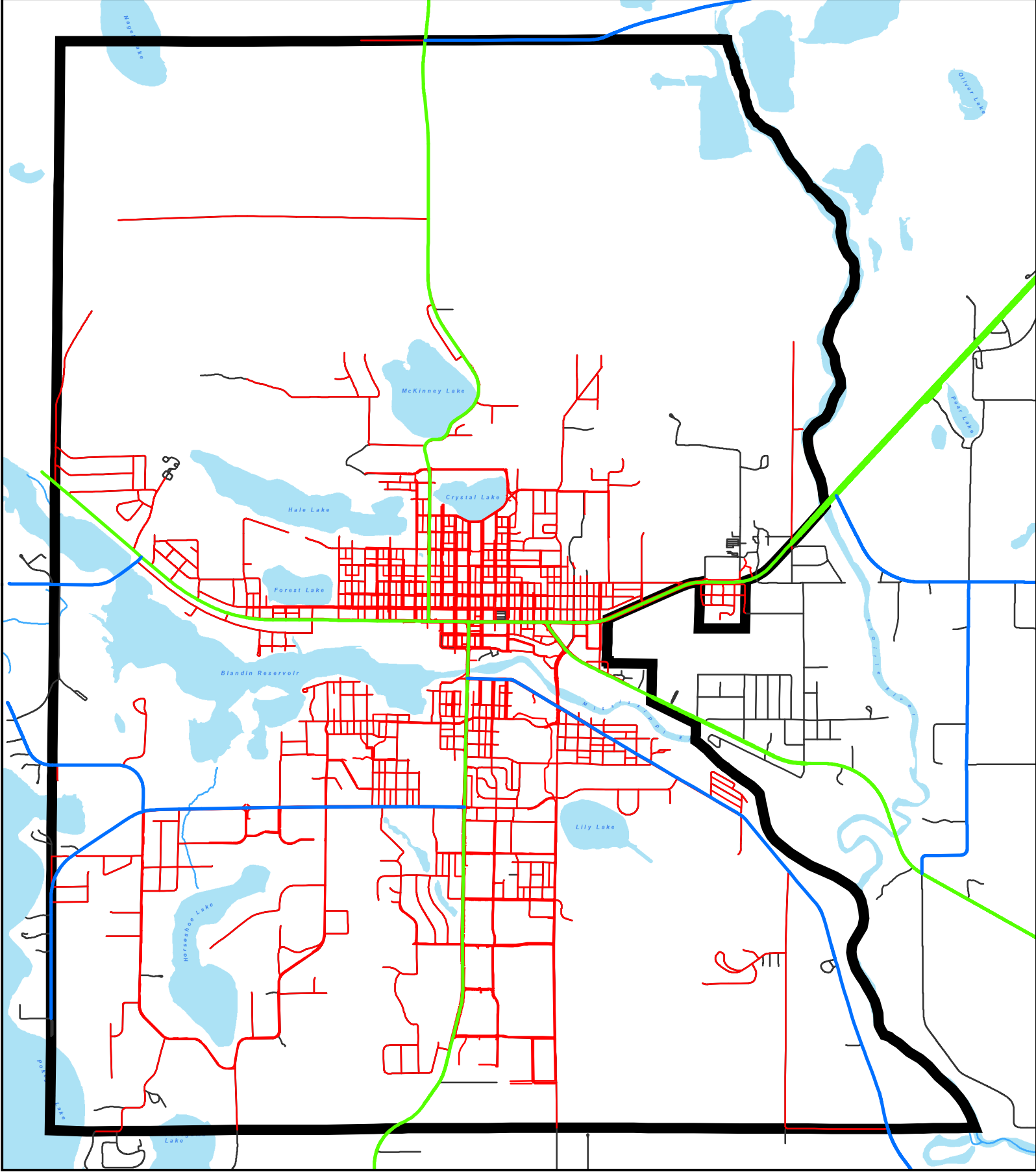
The signalized intersection at River Road and Airport Road (7th Ave SE) is the responsibility of the City. However, it is the only signalized intersection that is not under MNDOT authority. For any system malfunction of this signal, during business hours, please call Public Works Director, Jeff Davies at 326-7480 or Public Works Administrative Assistant, Cindy Lyman at 326-7481. **After hours, please call the Grand Rapids Police Department’s “non-emergency” number: 218-326-3464.**

MNDOT CONTACTS FOR SIGNAL/LIGHTING, EMERGENCY SITUATIONS AND SIGNAL SYSTEM MALFUNCTIONS

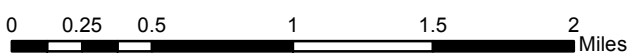
Any MNDOT traffic light issue should be called in to the
Minnesota State Patrol at their “non-emergency number: **651-582-1544**.





During Weekdays Call:

	Office Phone	Cellular Phone	Home Phone
John Hoivik	218-725-2790	218-348-2477	218-728-6562
Jeff Mast	218-624-7060	320-248-2117	218-565-1229
Mike Posch		218-248-3179	
Chris Smith		218-206-1647	



Road Maintenance Map



	City Owned & Maintained
	County Owned & Maintained
	MNDOT Owned & Maintained
	City Limits