

***CITY OF MONTROSE, MINNESOTA***

***SNOW AND ICE REMOVAL  
MAINTENANCE POLICY***

**DATED: January 9, 2023**

## **1. Introduction**

The City of Montrose 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. 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. This policy does not relieve the operator of private vehicles, pedestrians, property owners, residents and others that may be using public streets, of their responsibility to act in a reasonable, prudent, and cautious manner, given the prevailing street conditions.

## **2. When will the city start snow or ice control operations?**

The Public Works Department will decide when to begin snow or ice control operations. The criteria for that decision are:

- A.** Snow accumulation of 2 inches or more;
- B.** Drifting snow that causes problems for travel;
- C.** Ice conditions which seriously affect travel; and
- D.** Time of snowfall in relationship to heavy use of streets

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not be conducted for snowfall less than 2 inches.

## **3. How will the snow 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. All roadways shall be plowed curb-to-curb. On one-way streets or where there is a center boulevard, snow may be pushed in either direction. The snow plow discharge shall go onto the boulevard area of the street, sidewalks, and driveways. Snow being accumulated on the plow blade has no place to go but in the driveway. The drivers make every attempt to minimize the amount of snow deposited in driveways, but the amount can still be significant. Based on priorities and staffing levels, city personnel do not provide driveway cleaning. Exceptions are possible for emergency situations.

The Public Works Department makes every effort to remove snow as close to the curb line as practical and to provide access to mailboxes for mail delivery. However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size and type of equipment the city operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

Snow in cul-de-sacs will normally be plowed to the outside of the cul-de-sacs, in heavy snows, will be plowed to the center of the cul-de-sacs and removed at a later time.

#### **4. Snow Removal**

The Public Works Department will determine when snow will be removed by truck from the area. The snow removal will occur in areas where there is no room on the boulevard for snow storage and 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. The snow storage area will be located to minimize environmental problems.

#### **5. Priorities and Schedule for which streets will be plowed**

The city has classified city streets based on 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 routes that 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.

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.

Unforeseeable circumstances may cause delays in completing assigned plow routes. Such circumstances may include weather conditions that endanger the safety of snowplow operators and/or the safe and effective operation of equipment, commuter traffic, disabled vehicles, poor visibility conditions, parked cars along streets, assistance to emergency response vehicles, equipment breakdown, and personnel shortages.

#### **6. Work Schedule for Snowplow Operators**

Snowplow operators will be expected to work eight-hour shifts. In severe snow emergencies, operators (sometimes) will 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 and a half hour meal break after 4 hours. After a twelve-hour day,

the operator will be replaced as additional qualified personnel are available.

## **7. 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 judgment, 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 lighted lamp displaying a flashing, oscillating, or rotating amber light placed in such a position on the vehicle as to be visible throughout an arc of 360 degrees.

8. If conditions warrant commencement of city snow/ice removal operations as regulated by this policy, the city specifically reserves the right to call for towing services and the owner of the vehicle will be responsible for all costs incurred. This restriction shall be enforced 24 hours a day, 7 days a week from the period November 1 to March 30, inclusive. In accordance with the city-wide ordinance No. 42.04 & 42.05.

## **9. 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.

## **10. Use of sand, salt, and other chemicals**

The city will use sand, salt and other chemicals when there is hazardous ice or slippery conditions. The city is concerned about the effect of such chemicals on the environment and will limit the use of these chemicals for that reason.

## **11. Sidewalks and Walking Trails**

The City will maintain some of the sidewalks and walking trails in the city. The lists of these sidewalks and walking trails are attached. As there are a limited number of personnel available, the city will only maintain these sidewalks and walking trails after the streets have been plowed. It is the responsibility of the resident and/or property owner to remove all accumulated snow from all other sidewalks along public streets adjoining their property. This includes any snow plowed from public streets onto the sidewalk.

## **12. Residential Property**

Only those items which are installed properly and allowed by City Ordinance to be within the City's right-of-way and damaged by actual contact with city equipment will be considered for repair or replacement at the city's expense. Damage to lawns, trees, fences, shrubbery, sprinkler heads and other landscaping in the city's right-of-way will not be considered for compensation. Damage to personal vehicles will only be considered only if legally parked and only if physically contacted by city equipment. Any reimbursement decisions are determined by the city's insurance company.

## **13. Complaint Procedure**

Complaints will be recorded on telephone logs. Calls requiring service will be transferred to a work request and forwarded to the Public Works Director for scheduling. Emergency complaints will be handled in an expeditious manner as resources are available.

## **14. Deviation from policy**

The Public Works Director may deviate from this policy when in his or her judgment it is in the best interest of the city or is necessary because of budget needs or other circumstances. Changes in priorities (lasting more than 4 hours) will be documented as to what caused such actions, why the change was necessary, and for how long the change was in effect. Those city employees and/or contractors affected will be notified immediately by radio or cell phone of such changes with all communications logged. Information logged will include the time and date of the communication, name of employee contacted, and how they were contacted. Any changes of priorities lasting more than 24 hours should be made in a written record and the public should be informed of such changes through normal methods used by the city for emergency notifications.

## **15. Review and modification of policy**

The Public Works Director shall keep on file all comments and complaints received regarding this policy. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.

## **Recognized “Snow Plow Routes”**

1. Brook Circle East & Brook Circle West
2. 7<sup>th</sup> Street South
3. Center Avenue South
4. 2<sup>nd</sup> Street South
5. 3<sup>rd</sup> Street South
6. Garfield Avenue South
7. 1<sup>st</sup> Street North
8. Emerson Avenue North
9. 5<sup>th</sup> Street North
10. 7<sup>th</sup> Street North
11. Aspen Lane
12. Clementa Ave SW – north of Hwy 12 to gravel section
13. Breckenridge Lane
14. White Tail Lane
15. 3<sup>rd</sup> Street North
16. Pheasant Ridge Drive
17. Quail Drive

## **Sidewalk and Walking Trail Plow Routes**

1. Sidewalks and walking trails along Trunk Highway 12 (Nelson Blvd) from Arizona Avenue to 12-Hi
2. Sidewalks and Walking Trails Along County Road 12 (Buffalo Avenue South) from Highway 12 to 45<sup>th</sup> Street
3. Sidewalks along 1<sup>st</sup> Street North from County Road 12 to Emerson Avenue North
4. Walking Trails along 3<sup>rd</sup> Street North
5. Downtown area sidewalks to provide safe routes to Montrose Elementary School as follows:
  - a. Center Avenue South – both sides of street
  - b. 1<sup>st</sup> Street South
  - c. 2<sup>nd</sup> Street South – From County Road 12 to Emerson Avenue South
  - d. 3<sup>rd</sup> Street South – From County Road 12 to Center Avenue South
6. Sidewalk along 5<sup>th</sup> Street North from County Road 12 to Dillon Avenue North
7. Sidewalks along Aspen Lane from County Road 12 to 921 Aspen
8. Walking Trails within the City Park System
9. Sidewalks and Walking Trails along Highway 25 from Highway 12 to 7<sup>th</sup> Street South