



Snow & Ice Control Policy

As Approved
By City Council
December 10, 2007

CITY OF RED WING
SNOW & ICE CONTROL POLICY
December, 2007

INTRODUCTION

The purpose of this policy is to define snow and ice control practices as established by the City of Red Wing. This policy provides a uniform understanding of the procedures utilized in plowing/sanding operations by the Public Works Department crews and enforcement of the policy by Police Department personnel. Services will be provided in such a manner that will accommodate reasonable travel and facilitate emergency response vehicles keeping in mind safety, personnel, environmental concerns, and current budget appropriations. To meet these objectives city employees, equipment, and/or private contractors will be utilized to provide this service.

WHEN THE SNOW/ICE CONTROL OPERATIONS WILL START

During snow and ice control operations, routine operations of the Public Works and Police Departments are of secondary importance. The Director of Public Works, through his/her designee, has overall responsibility for snow and ice control operations. The Public Works Director, or in his/her absence, other supervisory staff personnel, shall be responsible to monitor weather conditions, determine the appropriate number and type of equipment necessary, and dispatch crew members in a timely manner to perform activities as required.

Each storm event may dictate a different response to facilitate vehicle travel. In a typical event, the following criteria will be utilized:

Snow accumulation of 1" to 2". Sand trucks will be dispatched to begin spreading sand/salt mixture on Snow Emergency Route streets (see street classification listing attached). These streets will continue to be monitored until the snow event has ended and/or streets are sufficiently sanded. In the event of continued snowfall, the operation will include the addition of plowing. This type of activity would continue until the snowfall has ceased and/or until approximately 9:00 p.m. If necessary, the activity would resume at approximately 2:00 a.m. the next day and continue until streets are maintained to the level as defined in this policy.

Snow accumulation of 2" to 5". Beginning at approximately 2:00 a.m., dependant on the time that the actual snowfall stops, crews will be dispatched to completely plow city streets. Plowing operations will continue until all streets have been plowed and sanded to facilitate vehicular travel. Operations would normally be completed within 10 hours of the start time.

Snow accumulation of 6" or greater (in one snow event or successive snow events). In this instance or in anticipation of it, the Public Works Director, Chief Law Enforcement Official, or their designees, will declare a snow emergency which begins at midnight. To assure that the community is informed of the snow emergency, typically, an announcement will be made on the local media (radio station, TV Cable Channel 6, or if newspaper deadline can be met, in the news briefs) by 6:00 p.m. on the day preceding the snow emergency. The emergency exists because of snow or other winter related conditions creating a hazardous road condition or impedes the movement of fire, health, police, emergency or other vehicular traffic. The goal of the announcement is to clear vehicles from streets to allow the safe and effective removal of snow or ice. From midnight to noon during a declared emergency, it is unlawful for any person to allow a

vehicle or other obstruction to remain parked on any Snow Emergency Route. Any vehicle parked on Snow Emergency Route streets from midnight to noon during the Snow Emergency will be ticketed and towed at the owners' expense.

After noon, parking on Snow Emergency Routes may resume.

The second day of a Snow Emergency will include all Non-Snow Emergency Route streets. A second media announcement reminding people of the Snow Emergency will be made by 6:00 p.m. that day stating that, from midnight to noon, it is unlawful for any person to allow a vehicle or other obstruction to remain parked on all Non-Snow Emergency Route streets. All vehicles parked on a Non-Snow Emergency Route street will be ticketed. Any unmoved vehicles (snowbirds) covered with snow/ice, vehicles parked on top of windrowed snow and any vehicle parked within 75 feet of an area that has not been completely cleared on Non-Snow Emergency Route streets from midnight to noon this day will be ticketed and towed at the owners' expense.

Once an emergency has been declared, it is unlawful for a vehicle to re-park on the designated street until the snow emergency expires even if the street has been plowed.

At approximately 2:00 a.m. or later, dependant on the actual time the snowfall has ceased, snow plow operations will begin and will continue until all snow has been completely cleared in the areas designated by the emergency.

Actual weather-related conditions or other variables may alter the above operations and guidelines.

Icy conditions which seriously affect travel. Sand trucks will be dispatched to begin spreading sand/salt mixture on Snow Emergency Routes. When completed, sand/salt will be spread on Non-Snow Emergency Routes and alleys as necessary. Rural roadways (see street classification listing attached), typically crushed rock design, will have a limerock mixture applied to facilitate vehicular travel. Normally, rocked roads will not receive ice control applications in non-daylight working hours. However, rising temperatures may dictate a response.

Drifting of Snow. This type of snow event would typically occur in the rural areas of the community. Normally, crews would respond to remove the impassable snow-drifted areas during daylight hours.

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of city employees or jeopardize equipment. Factors that may delay snow and ice control operations include severe cold, significant winds and limited visibility.

Snow and ice control operations are expensive and involve the use of limited personnel, equipment, and budget resources. Consequently, snow plowing operations will be continuously monitored for effectiveness and efficiency. Changes, as deemed appropriate, will be instituted to facilitate continued program improvements as necessary.

HOW SNOW WILL BE PLOWED

Snow will be plowed in a manner which minimizes traffic obstructions. The center of the roadway will be plowed first. The snow will be pushed to the right side of the roadway (traffic side) whenever possible. The discharged snow will go onto the boulevard areas of the streets. Plow operators will take extreme care to attempt to avoid pushing snow onto residential sidewalk areas. In times of extreme snowfall, streets will not always be able to be completely cleared of snow immediately after snowfall ceases. Final street cleanup may not be completed until the second day of plow operations.

PRIORITIES IN WHICH STREETS WILL BE PLOWED

City streets are classified based on street function, traffic volume, and importance to the traffic flow of the community. To provide access for emergency personnel and equipment, streets designated as SNOW EMERGENCY ROUTES will be plowed first. These are, typically, high volume collector streets, downtown area streets, streets servicing the manufacturing, business, and school areas.

Non-Snow Emergency Route streets are those streets providing access to low traffic volume residential areas. Plow units will be assigned to these routes to complete plowing operations as practical. To assure some uniformity in expectations by residents of when streets will be plowed, routes will be structured taking into consideration traffic volumes, parked cars on routes, grade of street, and street width. Other areas such as alleys, city parking lots and pedestrian walkways will be next in priority following Non-Snow Emergency Routes. Final priority will be given to utility pump stations, city building parking lots, skating rinks, etc. In regular plowing operations, activities may overlap in more than one plow priority.

Airport snow maintenance operations will be done in compliance with Airport Standard Operating Procedures, Minnesota Department of Transportation and Federal Aviation Administration requirements.

SNOW REMOVAL

The Public Works Director or designee will determine when snow will be removed by truck from a specific area. The area classified as the downtown business area will receive high priority. Snow will, typically, be hauled from this area the first regular scheduled work day after snow plowing operations have been completed. Only in extreme, unusual circumstances will snow hauling be completed in instances requiring the use of overtime work hours.

Once snow hauling has been completed in the downtown area, hauling will be completed as necessary from street areas having sidewalks directly abutting the street, streets with limited street width, and intersection areas or other areas where snow storage has a potential to cause unsafe driving, pedestrian movement or visibility concerns.

WORK SCHEDULE FOR SNOW PLOW PERSONNEL

Personnel are expected to work eight hour shifts and be available for call back during the winter snow season. In most major snow events, personnel should expect to work in excess of eight hours. However, no operator shall be required to work more than the allotted time as per guidelines specified in the Commercial Vehicle Operator requirements. To assure vehicle/equipment operators remain alert, it is their responsibility to take adequate breaks as per the employee personnel policy.

RESPONSE TIME

Response time by crews will vary depending on the type of storm, day and time which the storm occurs, and forecasted weather conditions. The Public Works Director, or designee, with assistance from the Police Department, will monitor street conditions. Crews will not be dispatched, other than in extreme conditions, during the hours of 9:00 p.m. and 2:00 a.m. Reduced levels of service on weekends will be based on the type of storm event, budgetary constraints, and forecasted weather conditions.

SANDING/SALTING PROCEDURES

The City of Red Wing and MnDOT truck station #6B, Red Wing share a joint salt/sand storage facility. City crews will use sand and salt stored at this facility and are responsible for recording amounts of materials utilized. Crew members are instructed on the importance of timely and efficient application of the de-icing materials.

Crew members are aware that de-icing materials may have adverse effects on the environment. However, the continued use is necessary to provide reasonable cold weather vehicular travel in the community.

PERSONNEL AND EQUIPMENT

The City of Red Wing maintains approximately 114.08 miles of city streets and roads, 5.5 lane miles of state highways, six miles of alleys, and 15 off-street parking areas. This work is performed with the following personnel and equipment.

Personnel: 12 street employees and seven park maintenance workers are available for assignment during snow removal operation. In addition to these employees, 10 solid waste crew members, and seven utility crew members are on call for after hour and/or weekend snow and ice removal work.

Equipment:

- 3 Tandem axle trucks with front plow, underbody, sander and wing attachment
- 4 Single axle trucks with front plow, underbody, sander and wing attachment
- 3 Single axle trucks with front plow, underbody and sander
- 1 Motor Grader with front plow and wing attachment
- 3 Front End Loaders with front plow and wing attachments.
- 1 Front End Loader with front plow
- 4 4X4 pickups with front plow
- 1 One ton truck with front plow
- 1 Skid Steer Loader
- 1 Holder municipal tractor with plow, sweeper and blower attachments
- 1 Wildcat Snow blower
- 1 Side walk sander

Airport Equipment:

- 1 Front End Loader with front plow and wing attachments
- 1 Tandem axle truck with front plow, underbody, sander and wing attachment
- 2 Single axle trucks with front plow, underbody and sander
- 1 SnoGo Snowblower
- 1 Skidsteer Loader with bucket

As a point of clarification, all the above equipment is used year round with the exception of the Wildcat Snow Blower.

In addition to the equipment listed above, private contract services are available to assist with snow hauling and to provide snow plowing and ice control on all city streets located within the Prairie Island Indian reservation.

SIDEWALK SNOW REMOVAL

City crews are responsible for snow removal and ice control on all city-owned sidewalks. Normally, this will involve dispatching crews to sweep (for lighter snowfalls), plow and/or blow snow as necessary on sidewalks. Sidewalk sanding will not take place until all city-owned public sidewalks have had snow removed. Typically, this would not take place until the second day of the snow removal operation. On all other public sidewalks, the responsible tenant is required to remove snow and/or ice within 24 hours after the snow/ice has ceased. City crews can remove snow and/or control ice on these walkways if they are not taken care of during the specified time. All expenses incurred will be forwarded to the property owner. On sidewalks fronting city-owned buildings, after hour callbacks for snow and ice control will not be made unless a specific request has been made by the public building manager. In these instances, all associated costs will be the responsibility of the building manager.

SEVERE WEATHER/EMERGENCY VEHICLE ASSISTANCE

In the interest of public safety, city crews will provide assistance to emergency vehicles when requested. This may include plowing and applying ice control materials to county, state, township, and private roadways.

ASSOCIATED STORM CLEANUP PROJECTS

Once all streets are determined to be in an adequate winter driving condition, the following associated cleanup projects will take place during regularly scheduled work hours:

- Hauling snow piles in downtown areas
- Hauling snow piles in residential areas
- Bridge abutment guardrail snow windrows will be removed when accumulation reaches the top of the guardrail
- Plow-back residential street areas
- Alley widening and snow removal if necessary
- Trunk Highway #61, #58 and #63 approaches and crossovers

STREET CLASSIFICATION PRIORITY LISTINGS

The following streets have been classified as **SNOW EMERGENCY ROUTES:**

- Old West Main Street - Jefferson Street to Cedar Street
- Main Street - West Avenue to Potter Street
- Levee Street - Broad Street to Bush Street
- Plum Street - Parking ramp entrance to West Seventh Street
- Bush Street - Levee Street to West Fifth Street
- East Avenue - Broad Street to West Fourth Street
- West Avenue - Broad Street to West Fourth Street
- West Third Street - West Avenue to Potter Street
- West Fourth Street - West Avenue to Bluff Street

Sturgeon Lake Road - County Road 18 to Lock and Dam Road
Moundview Drive - TH #61 to TH #61
Emmett Avenue - Learning Lane to Dead End
Learning Lane - Emmett Avenue to Aspen Avenue
Aspen Avenue – TH #61 to Mill Road
Cannon River Avenue - TH #61 to Industrial Park Road
Industrial Park Road - Cannon River Avenue to Tyler Road North
Tyler Road North - Industrial Park Road to TH #61
Mill Road - TH #19 to Co. Road #53
North Service Drive - Carol Lane to Old West Main Street
South Service Drive - Carol Lane to Tyler Road South
South Service Drive – Vincent Avenue to TH #61
Carol Lane - South Service Drive to Graves Drive
Graves Drive – Carol Lane to Co. Road #53
Old West Main Street - North Service Drive to Jefferson Street
Main Street - Old West Main Street to Broad Street
Bench Street North – TH #61 to Old West Main Street
Tyler Road South – Co. Road #1 to TH #61
Withers Harbor Drive - TH #61 to Old West Main Street
Tile Drive - Withers Harbor Drive to Featherstone Road
Featherstone Road - Buchanan Street to Co. Rd #1
Hay Creek Valley Road - Pioneer Road to Featherstone Road
Neal Street - Hay Creek Valley Road to Siewert Street
Perlich Avenue - Pioneer Road to Neal Street
Siewert Street - Neal Street to Woodland Drive
Woodland Drive - Siewert Street to West Maple Avenue
West Maple Avenue - Featherstone Road to Spruce Drive
Spruce Drive - West Maple Avenue to Twin Bluff Road
Southwood Avenue - Spruce Drive to Maple Street
Pioneer Road - Twin Bluff Road to TH #58
Hennings Avenue - Pioneer Road to Hi-Park Avenue
Hi Park Avenue – Hennings Avenue to TH #58
Hallquist Avenue - Pioneer Road to South Oak Drive
Eunice Avenue - Hallquist Avenue to Sunny Meadow Lane
Sunny Meadow Lane – Eunice Avenue to Frances Avenue
Frances Avenue – Sunny Meadow Lane to Hallquist Avenue
Eagle Ridge Drive - Co. Road #21 to Red Wing Senior High School
Guernsey Lane - TH #58 to Red Wing Senior High School
Twin Bluff Road - Pioneer Road to West Avenue
West Avenue - Twin Bluff Road to West Seventh Street
West Avenue - West Fourth Street to West Seventh Street
College Avenue - West Seventh Street to Oak Street
Oak Street - College Avenue to Williams Avenue
Williams Avenue - Oak Street to West Sixth Street
West Sixth Street - Williams Avenue to Buchanan Street
Buchanan Street - West Sixth Street to West Fourth Street
West Fourth Street - Buchanan Street to West Avenue
West Seventh Street - West Avenue to Bluff Street

East Seventh Street – Bluff Street to State Hwy #292
Plum Street - West Seventh Street to Tenth Street
Bush Street - Tenth Street to 20th Street
East Avenue - West Fourth Street to Oakwood Cemetery Entrance
15th Street - East Avenue to Bush Street
12th Street - South Park Street to Seymour Street
Seymour Street - 12th Street to Chestnut Street
Mason Street - Seymour Street to Maple Street
Maple Street - Mason Street to Southwood Avenue
Central Avenue - Maple Street to West Seventh Street

The following streets have been classified as **NON-SNOW EMERGENCY ROUTES:**
All city streets other than those identified as Snow Emergency Routes or Rural Roads, all alleys and pedestrian walkways.

The following streets have been classified as **RURAL ROADS:**

Brink Road	Leeson Lane
Bunch Road	Old Highway #19
Mt. Carmel Road East	Peaceful Ridge Road
Collischan Road	Sweetbriar Lane
Green Spring Road	Lehrbach Road
Cannondale Road	Cherry Street
Cannon Bottom Road	

All other streets are considered low volume residential area streets and will receive snow/ice control applications as determined appropriate in the given circumstance.

PUBLIC PARKING LOTS:

- Third Street & Plum Street
- Fourth Street and Potter Street
- City Hall - Bush Street Parking Lot
- City Hall - Plum Street Parking Lot (Fire Hall)
- Mississippi Links Parking Lot
- Museum Parking Lot (Oak Street & Williams Avenue)
- Levee Park Lot
- Bay Point Park Lot
- Public Works Building lot.
- Parking Lot - East Fourth Street & Bluff Street

MISCELLANEOUS SNOW REMOVAL RESPONSIBILITIES

Skating Rinks: Skating rinks are divided into three types - warming house rinks, neighborhood pleasure rinks and hockey rinks. The snow on the rinks will be removed by using a combination of 4X4 pickup plows, skid steer loaders, blowers, and/or power brooms. Rinks will be cleaned when all streets are plowed and personnel are available. In most cases, this will be completed on the first day of snow operations but in instances where a snow emergency has been called, rinks may not be cleared until the second day of plow operations and will not be plowed during overtime work shifts.

Utilities Sites: Pump stations, lift stations, and other areas will be plowed after city streets, etc., have been cleared. Public Service Division crews will work with Utilities Division staff to coordinate snow removal from these areas.

Steps, Stairwells, Hand Shoveling: These areas will be cleared of snow during daylight hours beginning the first day of snow removal activities. Service to low volume pedestrian traffic areas may be reduced on weekends.

Seminary Plaza, La Grange and Studebaker Parking Ramps: These facilities will be cleared of snow after the snowfall has stopped. Limited amounts of corrosive type deicing material will be applied to the concrete decks of these ramps when necessary.

OTHER SNOW RELATED CONCERNS:

Mailboxes: Only mailboxes that are physically hit or damaged by city snow plows will be repaired by the City provided that they have been installed as per post office regulations. Mailboxes knocked down by the weight of snow thrown from plows are considered to be improperly installed. In those instances, mailbox repairs are the owner's responsibility. To avoid interruption in mail service to the residence, temporary repairs will be made by the Public Works Department for mailboxes directly hit by the plow. Permanent repairs will be made in the spring as weather conditions permit.

Boulevard Repairs: In the process of plowing snow, crew members, at times, do inadvertently allow the plow to "climb" the curb and disturb the sod. This is especially true in late fall/early spring plowing, and in cul-de-sac areas. If sod is damaged, the property owner should call the Public Works Department to report the damage. These damages will be repaired the following spring and will be limited to raking out the damaged area and placing a seed mixture in the area.

Residents' Responsibility: Snow/Ice storms create numerous problems and inconveniences for the community. The policy has identified and categorized snowplowing and ice control operations currently used. Residents and businesses have certain responsibilities to assist these efforts by clearing the sidewalks, driveways, mailboxes and fire hydrants adjacent to their properties. These areas should be cleaned without depositing any snow on street surfaces. Snow piles must be located in an area to assure that they will not be an obstruction to the vision of drivers and pedestrians.

Snowplowing causes additional amounts of snow to be deposited in driveway approaches and around roadside obstacles. Residents need to be aware that it is not practical or feasible to eliminate this situation and, at times, it may be necessary for them to clean their driveway a second time after the street has been plowed. With this in mind, private plow operators need to be aware that it is illegal to plow snow across streets onto a neighbor's property, store snow on boulevard areas and/or block street signs, as per City Code.

Individuals with suggestions or complaints regarding the plowing procedures are encouraged to contact the Public Works Department during normal business hours, and/or leave a message on the after hours voicemail system.

CONCLUSION:

This policy has been developed to serve as a basic guide which explains and identifies the City of Red Wing's snow plow procedures. Conditions may be so unusual or unexpected that a departure from these general policies may be authorized. It may also be necessary to reduce the level of service as defined in this policy if budget allocations for the services are expended and/or reduced due to unforeseen circumstances. Each year, this policy will be reviewed and updated to ensure the community's snow removal service expectations are met.

ATTACHMENTS:

- City maps identifying Snow Emergency Route streets and Non-Snow Emergency Route streets
- Snow Plow Operations - Defined Level of Maintenance
- Sample Snow Emergency Declaration – to be sent to local media, police dispatch, clerical staff, plow drivers, patrol officers and posted on the website and Channel 6.
- Communication Plan for Snow Emergencies

SNOW PLOW OPERATIONS - DEFINED LEVEL OF MAINTENANCE**SNOW EMERGENCY ROUTES**

Plow and sand street areas to bare pavement at street intersections, and expose pavement for wheel tracks on hills and curves. Compacted snow may accumulate on mid-street areas between wheel tracks and parking lanes.

AIRPORT SNOW PLOWING

All snow removal operations performed at the Red Wing Regional Airport will be performed in accordance with Airport Standard Operating Procedures, Minnesota Department of Transportation/Aeronautics and the Federal Aviation Administration Requirements. Main runway initial snow removal will take place during any snow or ice event. Entry roads, taxiways, hangar apron areas, parking areas and access services areas will be plowed after the main runway and main taxiways are entirely opened. Main taxiways are as follows: Alpha, Bravo, Charlie, Delta, Echo and Foxtrot. Urea-type fertilizer will be spread by the Fixed Base Operator only when severe ice conditions are present. Other de-icing materials will be applied only on the main airport entrance and highway intersection. Snow-blowing of windrow areas will be provided when height and/or location of the windrow is determined to be a safety hazard for airplanes operating on yellow marked travel path of the taxiways and hangar areas.

Alleys & Pedestrian Walkways

Minimal de-icing materials will be applied to allow vehicle and pedestrian traffic. Downtown sidewalk areas, when possible, will be maintained to their bare surfaces. This may require several days of additional maintenance activities and will not be expected on the initial day of removal. Snow pack accumulation will be present at sidewalk street intersections, outlying sidewalks and park trail systems.

NOTE: Actual weather-related conditions may alter the above operations and guidelines.

SAMPLE SNOW EMERGENCY DECLARATION

The City of Red Wing has received (or anticipates receiving) snowfall accumulations that warrant the declaration of a snow emergency. This snow emergency will take effect at 12:00 a.m. tonight DAY/DATE. According to the guidelines established in the Snow & Ice Control Policy, all vehicles parked on city streets designated as Snow Emergency Routes must be moved and must remain off these streets until noon on DAY/DATE. Vehicles remaining parked on these streets during the declared period will be towed at the vehicle owners' expense. This includes vehicles re-parked on plowed streets during the declared period. Parking is allowed during this period on all other streets that are not designated as Snow Emergency Route streets unless otherwise indicated.

The Snow Emergency for all other city streets not designated as Snow Emergency Route streets will begin at 12:00 a.m. on DAY/DATE. All vehicles parked on these streets must be moved and must remain off these streets until noon on DAY/DATE. Vehicles remaining parked on these streets during the declared period will be towed at the vehicle owners' expense. This includes vehicles re-parked on plowed streets during the declared period. Parking is allowed during this period on all streets that are designated as Snow Emergency Route streets unless otherwise indicated.

Off –Street parking locations are available at the following sites:

- City Parking Lot at Third & Plum Streets
- City Parking Lot at Oak & Williams Street near the museum
- City Parking Lot off Bohmbach Drive by the Athletic Field
- City Parking Area at the Tenth Street Pump Station
- Legion Parking Lot at West Fourth & Potter Streets
- City Parking Area at East Fourth & Bluff Streets behind Coca Cola
- All three City Parking Ramps

Residents are also encouraged to check with their neighbors for available off-street parking. Once the emergency period ends, existing parking restrictions will apply.

Please contact the Public Works Department at 651.385.3674 regarding this snow emergency. The City of Red Wing thanks drivers and residents for their cooperation and assistance regarding this winter snow emergency.