

# City of Norwood Young America Public Services Department

## SNOW & ICE CONTROL POLICIES



CITY OF NORWOOD YOUNG AMERICA  
Public Services-Streets Department  
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**CITY OF NORWOOD YOUNG AMERICA PUBLIC WORKS DEPARTMENT  
SNOW AND ICE CONTROL POLICY**

**I. INTRODUCTION**

The City of Norwood Young America 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, sidewalks, and parking lots. Reasonable ice and snow control is necessary for routine travel and emergency services. 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 and equipment to provide this service. It is not possible or practicable for snow and ice to be entirely removed from all surfaces or prevented from accumulating on surfaces. The City encourages and expects that City residents and other members of the traveling public will always conduct their activities mindful of conditions, hazards, and what is necessary to remain safe.

**II. COMMENCEMENT OF SNOW OR ICE CONTROL OPERATIONS**

The Public Services Lead will decide when to begin snow or ice control operations. The basic criteria for that decision are:

- A. Snow removal operations will begin when two (2) inches or more accumulate, as road conditions warrant, or when the Public Services Lead determines plowing is necessary. Night-time plowing will begin at approximately 2:00 A.M. However, starting time may vary according to weather conditions.
- B. Drifting of snow that causes problems for travel;
- C. Icy 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 limited personnel and equipment. Typically, snowplowing operations will not be conducted for snowfall less than two (2) inches.



### III. MOVEMENT OF SNOW

Snow will be plowed in a manner to minimize any traffic obstructions. The center of the roadway will be plowed first, with snow being pushed to the boulevard.

Snow will first be removed from major arterial streets, starting at the centerline, and plowed to the curb. These streets will be maintained even in a blizzard event.

The City recognizes the inconvenience of the accumulations of snow on sidewalks and driveways from plowing operations; however, those concerns must be secondary to the benefits of cleaning the streets efficiently and promptly. **The City is not responsible for removing snow from private driveways and sidewalks.**

No business or resident is to move snow or ice across a street without physically picking it up and moving it. It is against State of Minnesota law and City ordinance to place snow or ice back on the street when cleaning it from private property.

In times of extreme snowfall, streets will not always be immediately cleared of snow from curb to curb. Any additional plowing during a blizzard or heavy snow, six (6) inches or above, will only be determined by emergency needs. The Public Services Department will coordinate with Law Enforcement and Fire operations to accommodate emergencies.

#### **IV. SNOW REMOVAL**

The Public Services Lead will determine when snow will be removed by truck from an area. Such snow removal will occur in areas with no room on the boulevard for snow storage and where accumulated piles of snow create a hazardous condition. Snow removal operations will commence when other snowplowing procedures have been completed. Snow removal operations may also be delayed depending on weather conditions and personnel. The snow will be removed and hauled to a snow storage area. The snow storage area will be located to minimize environmental impacts.

#### **V. STREET PLOWING PRIORITIES AND SCHEDULE**

The City has classified city streets based on the street function, traffic volume, and importance to the community's welfare. Those streets classified as "Emergency Routes" will be plowed first. These high-volume routes connect significant sections of the city and provide access to emergency fire, police, and medical services.

Public Services personnel and equipment will be assigned to plowing and routes before the snow season begins.

Additional snowplowing and salt applications will be conducted when the Public Services Lead determines that it is necessary to have plows and distributors on the road. Information regarding conditions will also be received from Law Enforcement.

In severe weather, only arterial streets and emergency plowing will be conducted. Plow trucks are radio-equipped in the event drivers need assistance. The safety of the drivers and the public will always be foremost. All city employees are responsible for their own personal safety and that of fellow employees. The city is split into five (5) different plow routes with four pieces of snowplow equipment that plow and have de-icing capabilities and one additional truck equipped for de-icing only.

The priority sequence of activities to remove snow and ice from city streets and sidewalks and procedures for salt applications on streets in the City of Norwood Young America are as follows:

##### **PRIORITY 1**

All arterial streets, trunk highways, municipal state aid roads, county state aid roads, and municipal building parking lots.

##### **PRIORITY 2**

All collector streets, alleys, City-owned parking lots, de-icing high-priority intersections, and downtown snow removal. All plow operators will assist other operators if their routes are completed ahead of schedule and do any necessary cleanup work.

### **PRIORITY 3**

De-icing collector street intersections and City-owned parking lots. Main arterial sidewalk cleaning. Removal of snow from collection streets and alleys with limited snow storage area.

## **VI. DOWNTOWN SNOW REMOVAL**

Downtown snow removal (including parking lots) will commence at approximately 2:00 A.M. Windrowing, and intersection cleaning will also begin at 2:00 A.M. Truck loading begins when all routes are complete. If necessary, de-icing chemicals will be applied after the snow is removed. The goal of the City is always to have the downtown area cleaned up within 24 hours of a significant snow event, but with limited staff and equipment sometimes, that is not always possible.

## **VII. 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.

## **VIII. USE OF SAND, SALT, AND OTHER CHEMICALS**

The City will use sand, salt, and other chemicals when treacherous ice or slippery conditions occur. The City is always striving to limit chemical use and provide a safe road surface.



## **IX. SIDEWALK SNOW REMOVAL**

The City of Norwood Young America has a **Partial Municipality-Led Sidewalk Clearing Policy**, which involves splitting the responsibility of snow clearing for sidewalks and trails between the City and property owners. A portion of the City's public sidewalk and bituminous trails are maintained throughout the winter months by the Public Services Department; snow **clearing on sidewalks abutting private property is the owner's responsibility**. Sidewalks will be cleared of accumulated snow but will not be maintained to a "clean pavement" (i.e., one to two inches will remain on sidewalks after snow-blowing operations).

### **PRIORITY 1: SIDEWALKS/TRAILS = CITY RESPONSIBILITY**

These areas are considered high pedestrian traffic areas, bituminous trails, business district areas with minimal snow storage available, and school route areas.

As there are a limited number of personnel available, sidewalk cleaning will begin within 24hrs of significant snowfall and continue until complete unless interrupted by changing weather conditions, equipment failure, or other factors. Sidewalks along major arterial roads such as arterial streets, trunk highways, municipal state aid roads, and county state-aid roads impacted by other agencies' plowing operations will be as feasible during winter months. Sidewalks will be cleared as close as possible to pedestrian push-button pedestals.

### **PRIORITY 2: SIDEWALKS = PROPERTY OWNERS' RESPONSIBILITY**

Residential and Commercial property owners with a Priority 2 sidewalk abutting their property will be responsible for removing the snow from the sidewalk within 24 hours of a snowfall. It is against State of Minnesota Law and City Ordinance to place snow or ice back on the street when cleaning it from private property. Property owners will be invoiced and given an administrative fine when city staff is called to remove snow and ice from residential and commercial sidewalks. A minimum of one hour will be invoiced for both workforce and the equipment used to clean the property owner's sidewalks.





## **Mailbox Damage and Issues**

Is your mailbox designed to stand up to the rigors of the winter snow-plowing season? What happens if your mailbox is damaged by plowing activities?

Mailbox damage is an unfortunate consequence of snowplowing. Per City ordinance, the City shall not be responsible or liable for any damages to mail receptacles not in compliance with this ordinance or damages to mail receptacles from snow thrown or moved as a result of snow plowing. The City is not responsible for snow removal on or around the mail receptacles. It is the responsibility of each resident user of the mail receptacle to remove snow or other obstructions from around the mail receptacle.





### **Boulevard/Right of Way Damage**

Plow operators try to avoid damage to boulevard areas while performing snow removal. This can be especially tricky in areas where there is no curb. The boulevard area on most streets is part of the City right of way, extending 10 to 15 feet behind the curb. The right of way intends to provide room for snow storage, utilities, and sidewalks. Significant damage and gouged lawns by City equipment will be repaired by top dressing and seeding in the spring of the year. Residents are required to assist by watering the areas that are fixed. Other items in the right-of-way, including landscaping timbers, shrubs, flowers, additional landscaping, etc., will not be repaired by the City. Boulevard damage can be reported to City Hall at 952-467-1800 or the “Report a Concern” option through the City Website [[www.cityofnyc.com](http://www.cityofnyc.com)].



## **FREQUENTLY ASKED QUESTIONS ABOUT SNOW PLOWING IN INTERNATIONAL FALLS**

### **When does the City start plowing?**

This depends on storm projections. In general, however, plowing of all residential streets begins by 2:00 A.M.

### **How long does it take to complete the plowing?**

During average winter conditions, it takes eight to twelve hours to complete snow removal operations on City streets, up to two days for sidewalks, parking lots, and snow removal from Downtown.

### **Which streets are plowed first? Does the City always follow the same order for plowing streets?**

Major arterial streets and the downtown streets are the first to receive maintenance. Residential streets and alleys are cleared next, followed by parking lots and sidewalks plowing. The City strives to conduct operations consistently from storm to storm. This increases both effectiveness and efficiency.

### **I saw the plow pass by on a neighboring street, but it did not come down my street. Why not?**

It may be that an adjacent street is a major road through the neighborhood or that operators are simply plowing the streets in the most efficient pattern, and your street will be plowed soon.

### **Why do you plow so far away from my mailbox?**

City crews plow as close to mailboxes as possible without risking damage to the box. High snowbanks often cause snow to fall back into the street. This snow gets compacted by postal vehicles making it difficult to clear the entire road width in subsequent plowing. Residents are responsible for clearing the area in front of their mailbox after every plowing.