

CITY OF MILACA

ORGANIZATION POLICIES AND PROCEDURES

FOR

SNOW AND ICE CONTROL

Adopted: October 1997
Revised: February 2002
Revised: December 2003
Revised: January 2008
Revised: October 2017
Revised: December 21, 2017

ORGANIZATION AND PLANNING

Once the determination has been made to commence snow removal operations, the public works supervisor shall notify all the employees in the public works department as to the start time of such operations. The public works supervisor shall then contact Mille Lacs County Dispatch, and then the Milaca Police Department officer on duty and advise both when snow removal operations will commence. This will allow the officer time to patrol and ticket or tow as necessary those vehicles that are in violation of the city's snow removal policy. The following are the phone numbers for the Public Works and Police Departments as well as Mille Lacs County Dispatch:

Public Works Department: 320-983-6547 (during the hours 7 a.m. – 3:30 p.m. After hours call Mille Lacs County Dispatch)

Police Department: 320-983-6166 (if no answer, call Mille Lacs County Dispatch)

Mille Lacs County Dispatch: 320-983-8257

ROUTES FOR SNOW REMOVAL EQUIPMENT

The following is the general order that the city's snow removal equipment will follow. Much, if not all, the work will be done simultaneously.

PUBLIC WORKS RESPONSIBILITIES

PAYLOADER

1. Maintenance Building parking lot
2. Fire department parking lot
3. City Hall/Library parking lot – including PD garage entrance and Library employee parking
4. Dead ends - cul-de-sacs
 - A. 4th Street NE dead end
 - B. 5th Street NE cul-de-sac
 - C. Ridgewood and Woodland cul-de-sacs
 - D. Corner of 4th Avenue NW and 10th Street NW
 - E. Dead end on 8th Street NW ending at the cross gutter
 - F. Dead end on 7th Street NW
 - G. Dead end on 6th Street NW
 - H. 7th Street NE
 - I. 9th Avenue NE
5. City owned lots south of Mid-Town plaza
6. Pull snow out of theater parking lot
7. (if time) Assist other routes as necessary
8. Liquor store - if needed
9. Airport

Motor Grader

1. Downtown (non-business hours), Daytime if impassable
 - a. Plow snow off of any adjoining city owned sidewalks – 3rd Street SW
2. 10th Street NW - Ambulance and Clinic
3. NW Avenues
 - a. Plow snow off of any adjoining city owned sidewalks – 4th Avenue NW
4. Rum River Drive cul-de-sac
5. NW Streets
6. Liquor Store parking lot

1990 International Dump Truck

1. SW Streets and Avenues
2. NE Streets and Avenues
3. Alleys
4. SW River Drive and Cemetery Road

2001 Sterling Dump Truck

1. 3rd Street SE – Sheriff's Office
2. By-pass development
3. SE Streets and Avenues
4. SE Alleys
5. Dead end 4th Avenue NE in Hidden Pines

John Deere Tractor

1. Load trucks
2. Airport
3. Any other duties as necessary

Pickup

Used in minor snowfalls in any area

Skid steer and power brooms

1. Parks building entrances - maintenance building, dog pound, and police department garage.
2. City hall around building
3. Fire Department – doors and sidewalk
4. City owned sidewalks – including touchup on sidewalks plowed by public works
5. Skating Rink
6. Touchup at liquor store

7. Library
8. Sr. Citizens building
9. Museum
10. Sidewalk in front of old Lines law office

Handwork

1. Entrances into public works buildings
2. City Hall entrances
3. Library entrances
4. Maintenance building park entrances
5. Police garage
6. Fire Department

MINIMUM LEVELS OF SERVICE

The following are minimum levels of service that can be expected. The city will strive to exceed these levels.

Snow and/or ice control may be terminated at any time the public works supervisor determine that rising temperatures, visibility and/or the rate of accumulation make the control unsafe, ineffective, or unnecessary.

Should a subsequent storm occur within the minimum times for service, then such subsequent storm shall become the storm referred to in this policy.

1. Snow removal and/or sanding operations shall begin when snow accumulation, or predicted snow accumulation is two inches or greater, or when ice occurs on city streets, and shall continue periodically throughout the duration of the storm. It is the intention of the City to keep streets, avenues and alleys open to traffic, if possible, during a storm; however, it is not the intent to keep them snow and ice free.
2. All streets, avenues, and alleys shall be open to traffic (up to two lanes) within 48 hours after the snow storm subsides.
3. The B-1 district shall generally be plowed in the same manner as all other city streets. The public works supervisor may elect to plow downtown streets during evening or early morning hours to avoid traffic and parked vehicle congestion. Streets in a B-1 district may be plowed outward or to the center of the street at the discretion of the public works supervisor. City owned parking lots are generally plowed at the same time as downtown streets. Snow may be piled for removal before, or at the same time, snow is hauled from the following streets in the B-1 district; First Street SW from Central to Third Avenue SW; Second Avenue SW from First Street NW to Third Street SW, Third Avenue from Second Street NW to Second Street SW.
4. The city shall store its salt/sand mixture at the County Highway storage on 8th Street NE in Milaca. In exchange, the city of Milaca shall be responsible for hauling snow on the

following county roads: C.S.A.H. 36, from 2nd Street North to 3rd Street SE. The City shall receive reimbursement from Mille Lacs County for hauling snow from the following roads: C.S.A.H. 2, from Central Avenue to 2nd Avenue SE; C.S.A.H 32; 1st Street SE, from Central Avenue, east 2 blocks.

5. Salt and sand operations shall provide bare pavement when conditions allow, and skid resistance at school crossings, stop signs and isolated icy areas. General snow pack on residential streets shall not be sanded.
6. The City shall not plow snow on any street that has not been accepted by the city, or does not meet city specifications, and constructed after January 1, 1997.
7. Snow depth at the corners of intersections shall be reduced to 36 inches following other necessary operations. The public works supervisor shall have the authority to determine the scheduling and priority of this function.
8. Certain streets within the city are maintained by Mille Lacs County and fall under the county's maintenance policies. Those streets are listed below.

- Central Avenue (C.S.A.H. 36)
- 2nd Street SE (C.S.A.H. 2)
- 10th Street NW (C.S.A.H. 33)
- 2nd Street SW and 3rd Avenue SW, between 2nd Street SW and Hwy. 23 (C.S.A.H. 32)
- 1st Street SE (C.S.A.H 37)
- C.S.A.H. 2
- C.S.A.H. 5

9. Certain streets within the city are maintained by the Minnesota Department of Transportation and fall under the state maintenance policies. Those streets are listed below.
 - MN Trunk Highway 23
 - U.S. Highway 169

10. Due to the adverse impact of salt and sand on aircraft, the city shall attempt to have a bare pavement policy on the taxiway and other paved areas at the airport.

METHOD OF SNOW PLOWING

Snow will be plowed in a manner so as to minimize traffic obstructions. With the exception of the B-1 District, the snow will be plowed from the center of the street outward. For narrow streets or alleys, the public works supervisor may elect to plow from one side or the other. Snow shall be plowed and pushed from left to right and discharged on the edge of the street or on adjacent right-of-way without regard for sidewalks and/or driveways. The city of Milaca shall not be responsible for plowing snow from any private sidewalks and/or driveways.

HAULING OF SNOW

Where space does not allow for snow to be piled outside the driving lanes, the city will remove the snow by hauling. Timing of such hauling shall be at the discretion of the public works supervisor.

WEATHER CONDITIONS

Snow and ice control operations will be conducted only 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, rapid or prolonged accumulation of snow and/or ice. If any of these conditions exist, or are predicted, the public works and city manager shall have the discretion to deviate from this policy.

DISPATCHING OF EQUIPMENT

Dispatching of equipment shall be determined by the public works supervisor. Plowing and/or sanding operations may occur during the assigned work shift or on a specific situation call-out. The public works supervisor shall notify all employees involved in snow removal, including the Parks Department, as to the starting time of plowing operations and hauling snow from downtown. The response shall be as soon as possible if employees and equipment are available and it is more than four hours until a work shift is to begin. Once a work shift has ended, the public works supervisor has the discretion of responding immediately to other specific situations or waiting until a new work shift begins.

DAMAGE TO PERSONAL PROPERTY

One purpose of boulevards is to store snow that is plowed off street. Only those personal properties which must be in the right-of-way, are installed properly, allowed by city ordinance to be adjacent to streets, and damaged by actual contact with city owned snow removal equipment, will be considered for repair or replacement at city expense. Those items include mail boxes, utility peds, and grass. The city will not be responsible for damage to grass if there are not high-back curbs on the property. If grass is damaged by improper plowing methods, the City will repair by top dressing and seeding the following Spring. Residents are requested to assist by watering the areas that are repaired. Damage to personal vehicles will be considered only if they are legally parked and only if physically contacted by city owned snow removal equipment. The owners of any hired equipment are responsible for damage caused by their equipment.

ACCIDENTS

Should an accident occur while in the course of snowplowing, the driver is required to contact their supervisor as soon as practicable and will be subject to post-accident testing. A driver subject to post-accident testing must remain readily available or the driver will be deemed to have refused testing. This requirement to remain ready for testing does not preclude a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain medical care. Detailed information regarding post-accident testing can be found in the City's Drug and Alcohol testing policies.

PLOWING OF PRIVATE PROPERTY

Unless there is direct benefit to city operations or unless emergency vehicles need access, there shall be no plowing of private property with city equipment.

COMPLAINTS

Complaints regarding snow and ice control or damage shall be taken during normal working hours. Complaints involving access to property or problems requiring immediate attention shall be handled on a priority basis. Response time should not exceed twenty-four (24) hours for any complaint. It should be understood that complaint responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly. It is the city's intention to log all complaints and upgrade this policy as necessary in consideration of the constraints of the city's resources. This policy is to be continually monitored and evaluated, and if changes are warranted, the council will review and approve any changes prior to the next year's snow season.