

**ST. FRANCIS – POLICY 3.01**  
**SNOW AND ICE CONTROL POLICY**  
Adopted September 5, 2023

**1.00 INTRODUCTION**

- 1.01 Purpose: The purpose of this Snow and Ice Control Policy is to establish and maintain uniform procedures concerning snow and ice removal operations for the City of St. Francis.
- 1.02 The City of St. Francis, Minnesota finds that it is in the best interest of the residents for the city to assume basic responsibility of snow and ice removal operations on public streets.
- 1.03 The City will provide such service in a cost-effective manner, keeping in mind safety, budget, personnel, and environmental concerns.
- 1.04 The City shall use its employees, equipment, and/or private contractors to provide this service.
- 1.05 The City will make every effort to have all of its snow removal equipment operational by November 1<sup>st</sup>.
- 1.06 It is in the City's best interest to have a snow and ice control policy, but because of variable weather conditions, the policy must remain flexible.
- 1.07 The City fully intends to meet the guidelines established in this policy; however, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, personnel availability, or weather and other emergencies may prevent the City from meeting the guidelines established herein.
- 1.08 The Director of Public Works or designee shall be responsible for enforcing and implementing this policy.
- 1.09 The Director of Public Works or designee may override provisions established within this policy.
- 1.10 The Director of Public Works or designee will be responsible for scheduling of personnel and equipment.

**2.00 POLICY**

- 2.01 Operations will continue until all City streets are passable. However, the City does not guarantee bare, dry pavement conditions after each snowfall or that streets will be totally free of ice and snow or driving hazards common to Minnesota winter weather.

### 3.00 PROCEDURES

- 3.01 The Public Works Director, or designee, will decide when to begin snow and ice control operations. Generally, snow removal operations will take place during the early morning hours when traffic is at a minimum. The criteria for that decision shall be based upon:
- a. Snow accumulation of two inches (2") or more.
  - b. Drifting of snow that impairs travel.
  - c. Icy conditions which seriously hinders travel.
  - d. Time of snowfall in relationship to heavy traffic use of streets.
- 3.02 Snow will be plowed so the discharge is directed onto the boulevard area of the street. In times of extreme snowfall, streets will not always be immediately and completely cleared of snow. This results in the need for additional passes to clear the snow the full width of the street the next day.
- 3.03 Where space does not allow for snow to be piled in the boulevard, the City may remove the snow by truck from a given area. Such snow removal operations will not commence until other snow removal operations and City duties have been completed.
- 3.04 In times of extreme snowfall, high traffic volume streets which connect major sections of the City and provide access for emergency fire, police, and medical services, will be plowed first. Second priority streets are those streets providing access to schools, commercial businesses, and residential streets. Third priority streets are alleys, parking lots, and cul-de-sacs. Priority ranking may be interrupted in order to respond to emergency requests for assistance or at the direction of the Public Works Director or designee.
- 3.05 Sand, salt, and other chemicals/materials may be used where hazardous icy or slippery conditions exist. Sand, salt, or other chemicals/materials may be placed at intersections, hills, crosswalks, curves, and required vehicle stop areas as necessary for driving safety. This provides for traction, but is not intended to provide bare pavement during winter driving conditions.

### 4.00 DAMAGE TO PROPERTY

- 4.01 The intent of the right-of-way is to provide room for snow storage, utilities, boulevard trees, sidewalks, and other City uses.
- 4.02 Mailboxes: It is the responsibility of the resident to maintain their mail box in a state of good repair, and of sufficient strength to withstand normal maintenance operations.
- a. If a mailbox that complies with the Minnesota Statutes Section 169.072, Minnesota Rules Chapter 8818, and United States Postal Service specifications is damaged as a result of **direct** contact by City snow removal

- equipment and the property owner promptly reports the damage to Public Works, the City will repair the mailbox within 48 hours of notification.
- b. If the mailbox cannot be repaired, a temporary mailbox will be put in its place. The following spring, the mailbox will be replaced with a standard size, non-decorative metal mailbox and replace the support post as necessary with a 4'x4', decay resistance wood support post, both installed by the City.
  - c. Alternatively, the City will reimburse the mailbox owner the actual cost of materials based on paid invoices, not to exceed \$100.00, if they prefer to make their own repairs or replacement.
  - d. The City will not repair or reimburse for damage to media or newspaper boxes.
  - e. Final cleaning adjacent to mailboxes is the responsibility of the owner.
- 4.03 Landscaping: Only those items which are installed properly and allowed by City Ordinance to be adjacent to boulevards and *damaged by actual contact* with City equipment will be considered for repair or replacement at City expense. Damage to trees, fences, shrubbery, sprinkler heads, and other landscaping in the City's right-of-way *will not* be considered for compensation. Lawns that are scraped or gouged by City snow and ice operations will be repaired by top dressing and seeding in the following spring if it is reported to the Public Works Department before May 1st.

## 5.00 RESIDENT RESPONSIBILITY

- 5.01 Under St Francis City Code Chapter 7, residents are responsible for removing snow and ice from public sidewalks abutting their property within 24 hours.
- 5.02 Residents are also responsible for clearing their driveway. The City will not remove snow from driveway entrances regardless of whether it has been cleared of snow before the City Vehicle arrives. The City does not plow private streets or accesses.
- 5.03 Placing snow from private property into the street or plowing across the street is **prohibited** by State Law and the St Francis City Code Chapter 7. Snow placed in the street or on sidewalks and trails compounds maintenance problems and creates hazards for others.
- 5.03 Trash and recycle containers: Trash and recycle containers awaiting pick up should be placed inside driveway aprons or boulevard areas at least 2 feet behind curb line. Do not place containers in the street. The City of St Francis is not responsible for broken or tipped containers.
- 5.04 Fire hydrants: Fire hydrants need to be kept clear of snow for quick access in case of an emergency. City residents are asked to keep the fire hydrants in their neighborhoods clear of snow. However, there may be times when this is not possible. The Public Works Department will make every effort to help residents keep hydrants clear.

## **6.00 PARKING REGULATIONS**

- 6.01 In Chapter 7 of the St. Francis City Code, from November 1<sup>st</sup> to May 1<sup>st</sup> of the following year, it is unlawful for any person to park a vehicle on any street between the hours of 1 AM and 11 AM.

## **7.00 WEATHER CONDITIONS**

- 7.01 Snow and Ice control operations will be conducted when weather conditions permit and do not limit the ability to perform the work.
- 7.02 Factors that may delay snow and ice control operations include, but are not limited to, severe cold temperature, significant wind speed, limited visibility, and rapid accumulation of snow and/or ice.

## **8.00 SAFETY**

- 8.01 Snow and ice control operations will be conducted when such work would not endanger the safety of city employees and equipment.
- 8.02 Employees will follow all work rules, OSHA regulations, and Federal and State laws to ensure a safe snow and ice control operation.

## **9.00 TRAINING AND EDUCATION**

- 9.01 The City will provide training to employees responsible for snow and ice control and emergency response to issues with snow and ice control.
- 9.02 Training of employees will include education necessary to earn and maintain appropriate operator certifications (if applicable).
- 9.03 Training will also address standard operating procedures, proper use of equipment, emergency response, and other topics required by state and federal regulatory agencies.
- 9.04 It is expected that City employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy.

## **10.00 DOCUMENTATION; REVIEW AND MODIFICATION OF POLICY**

- 10.01 The Director of Public Works or designee will document snow and ice control activities, any emergency responses, and keep on file all citizen comments and complaints regarding this policy and/or snow and ice control in general.
- 10.02 The City Council may modify or clarify this policy at any time.