

# **CITY OF FOREST LAKE SNOW AND ICE CONTROL POLICY**

## **I. INTRODUCTION**

The City of Forest Lake believes that it is in the best interest of the residents to assume basic responsibility for the control of snow and ice on City streets. The City annually budgets funds for this snow and ice control because reasonable snow and ice control is necessary for routine travel and emergency services. The City of Forest Lake will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns.

Responsibility for directing and coordinating snow and ice control operations is assigned to the Public Works Department. Snow and ice control will have top priority in the Department and is considered emergency in nature. The City of Forest Lake will use City personnel and City equipment in normal removal operations, and/or may use private contractors when necessary to provide this service.

The following is a guide to the purpose and operation for winter snow and ice control.

## **II. PURPOSE**

The purpose of this policy is to establish and maintain uniform definitions and procedures concerning snow and ice control operations at the City of Forest Lake.

## **III. GOAL**

It is the goal of the City of Forest Lake's Public Works Department to maintain city roadways during the snow and ice season in order to assure delivery of emergency services and provide access to the motoring public by:

- Monitor in conjunction with the Forest Lake Police Department and weather service, weather and road conditions 24 hours a day.
- Maintain streets to a safe driving condition.
- Allow emergency vehicles access during weather events.
- Perform snow and ice control in a timely manner.
- Perform all maintenance tasks equally and in the best interest of Forest Lake taxpayers.
- Communicate with residents on how they can work together with Public Works in keeping streets safe and clear of snow.

## **IV. SNOW AND ICE CONTROL PROCEDURES**

It is the intention of the Public Works Department to review the following procedure on an annual basis in order to make changes necessary to maximize safety and efficiency.

The start of snow and/or ice control operations for any storm is dependent upon immediate and anticipated conditions. Because of many weather variables encountered, maintenance requirements differ for each snow and ice event. General winter maintenance requirements have been established for different snow and ice events as follows:

- **Freezing rain, sleet, black ice, and freeze/thaw.** These types of events are based on changing weather conditions. The Superintendent or approved designee will determine the required ice control response based on current and forecasted conditions. The response may vary from one unit to full fleet applying ice control material.
- **Snowfall of less than 2”.** General snowplowing may not be necessary and normal ice control procedures may be adequate to produce safe winter driving conditions. The Supervisor may deem plowing necessary if a series of less than 2” snowfalls has caused a buildup of snow on City streets.
- **Snowfall of 2” to 6”.** Typically, snow removal begins as soon as practical after snowfall has ended. Depending on the timing of the snowfall event, every effort is made to provide motorists with safe winter driving conditions prior to critical time periods. The most critical time periods are weekday morning and evening rush hours. The City will attempt to remove ice and snow from the City maintained collector and priority streets prior to rush hour periods. Normally, collector and priority streets are plowed first. Once collector and priority areas are plowed and opened, the remaining streets in the residential, commercial, and industrial areas will be plowed and ice control applied.
- **Snowfall greater than 6”.** Each plow route has a system of collector, priority, and secondary streets that link neighborhoods, major arterials, and facilities such as schools, health care facilities, etc. During extraordinary snow/ice events operations may be performed on a limited scale and focused on arterial and collector transportation routes and emergency service delivery locations to ensure public safety. Once snowfall has ended, priority streets within each route will be cleared before snow removal begins on secondary streets. Ice control measures will follow once streets are plowed full width.

## **V. SNOW AND ICE CONTROL OPERATIONS**

The Public Works Superintendent or approved designee will decide when to begin snow and ice control operations. The basic criteria for that decision are:

- A. Snow accumulation of two inches, with continual snowfall.
- B. Drifting of snow may warrant commencement of full or partial operations.
- C. Icy conditions which seriously affect travel
- D. Time of the snowfall in relationship to critical travel times.

Each Forest Lake city street is classified based on the street function, traffic volume, and importance to the welfare of the community. Those streets classified as “Priority Streets” (Exhibit E) will be plowed first.

These are high volume streets that connect major section of the City and provide access for schools, fire, police, and medical services.

When a snowfall of 2 inches or above occurs, the City is divided into nine plow routes (Exhibit F) that will use a combination of twelve plow trucks, tractors, and/or loaders to remove snow from City streets. The first priority in each district is the "Priority Streets". The second priority in each district is collector streets that connect to "Priority Streets". The third priority in the district are non-collector streets that connect to the collector streets. The fourth priority is dead ends and cul-de-sacs. Hilly areas are often given higher priority than flatter areas. Snow from the City's Airport will be removed once all priority streets, collector streets, non-collector streets, dead ends, and cul-de-sacs are clear.

**Snow removal from streets.** Snow will be plowed in a manner so as to minimize any traffic obstructions. The snow will be removed from the centerline from left to right. The discharge shall go onto the city right of way of the boulevard. Snow plow trucks will begin at opposite ends of the City to expedite the snow plowing process. Snowplows will make right hand turns which will speed up snow removal operations and minimize spill over at intersections.

**Snow removal from cul-de-sacs.** It takes considerably longer to clear snow from cul-de-sacs than other "uninterrupted" stretches of City streets. Because of the low traffic volume and high cost-to-benefit ratio, the city will use the following standard in plowing cul-de-sacs, when feasible:

1. One full pass will be made around the perimeter of the cul-de-sac with a snowplow, pushing the snow to the outside of the cul-de-sac.
2. After other higher priority streets have been cleared, the snow will be plowed out of the center of the cul-de-sac and dispersed to the sides of the street in the City's Right of Way.

After a normal snowfall all City streets, cul-de-sacs, and parking lots will be plowed from curb to curb in approximately 10 to 12 hours. Heavier snowfalls will take additional time to clear. Drivers will assist in other zones if their zone is completed ahead of schedule and will do any cleanup work if necessary.

## **VI. ICE CONTROL PROCEDURES**

The City of Forest Lake does not guarantee that streets or parking lots will be free of snow and ice after plowing. Bare, dry pavement should not be expected and may not be continuous on City streets throughout the winter months. The City attempts to maintain adequate traction for the motoring public.

Ice control operations may consist of as few as a single truck applying material on isolated areas to a full fleet applying material citywide during a major ice control event. The difference in rate of rain, sleet, snowfall, moisture content, temperature, time of day, and wind make each storm unique.

In order to remain cost effective, ice control applications will generally limited to "Priority Streets", steep grades, and high volume intersections. Application is limited on lower volume streets and cul-de-sacs. A variety of ice control products are available and City staff is continually monitoring the effectiveness, environmental impact, and cost of each. The Public Works Superintendent or approved designee will

determine the appropriate combination of chemicals and material to effectively control ice in the given winter conditions.

The City of Forest Lake cannot be responsible for damage to grass or driveways caused by the ice control products and will not make repairs or compensate residents for ice control product damage to turf or driveways.

## **VII. CITY TRAILS AND SIDEWALKS**

The City will maintain designated pedestrian trails and sidewalks (Exhibit G). All other sidewalks are the responsibility of the owners and/or occupants. Trails/sidewalks are normally plowed when the measured snowfall depth exceeds two inches and will commence as soon reasonably possible as traffic safety is paramount. Designated trails and sidewalks will be cleared of accumulated snow, but will not be maintained to a “bare pavement” condition. Handwork will not be performed and surface irregularities and slippery conditions may result. No sanding or ice control will be performed.

## **VIII. SNOW REMOVAL**

The Public Works Superintendent or approved designee will determine when snow will be removed by truck from the area. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas 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 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 so as to minimize environmental problems.

Traffic and parking may be restricted during the snow removal process. Areas shall be signed with “No Parking” signs 12 hours in advance of snow removal operations. The Forest Lake Police Department shall be contacted in order to coordinate snow removal and hauling operations with law enforcement’s tagging and towing duties.

## **IX. EQUIPMENT**

The City of Forest Lake will acquire, maintain, repair, and replace equipment on a timely basis, as the City’s established budget will allow. To provide for the utilization of equipment in a cost-effective manner, the City may use city trucks, motor graders, front end loaders, tractors, sked steers, and other regular equipment as may be useful for control of snow and ice.

## **X. PROPERTY DAMAGE**

Snow and ice control operations may cause property damage even under the best of circumstances and care on the part of operators. The major types of damage are to improvements in the road right-of-way which extends approximately 10-13 feet beyond the curb location. The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks, and other City and Public uses.

**Mailboxes-** Where mailboxes are placed adjacent to the street it shall be the policy of the city that snow be plowed as close as practicable to the curb to allow for the passage of traffic and mail delivery. It shall be the responsibility of the property owner or resident to keep piled snow away from mailboxes so mail can be delivered. Where damage to the mailbox occurs, the Public Works Supervisor or designee shall investigate such damage. If it is determined that the weight of the snow caused the damage, the City will not assume responsibility for the repair of the mailbox. Where evidence indicates that physical contact between the plow and the mailbox occurred, the City will repair or replace the mailbox, providing it's a standard design that conforms to U.S. Postal specifications and MN Statutes (Exhibit D). Damage to a non-standard mailbox will not be repaired or replaced. Some examples of non-standard boxes are: brick planters, custom design or lettering, or larger than standard installations.

Mailbox damage must be reported to the Public Works Department within 72 hours for verification.

**Boulevard Sod-** It shall be the policy of the City to repair any damage to sod caused by snowplowing. The Public Works Department will repair the damage by relaying the turned up pieces or placing black dirt and grass seed. The City will not replace sod damaged due to the application of salt, sand, or any other deicing chemical.

The City will repair/replace sod damage if reported to the Public Works Department by June 1, of the following winter.

**Landscaping,** including nursery and inanimate materials that are installed or encroach the City owned right-of-way are permitted, but the owner assumes all risk of damage. The City will assume no responsibility for damages incurred as the result of snow removal and ice control activities. Damage to trees, shrubbery, and other landscaping will not be considered for compensation. The City cannot control drift or discharge of snow from a snowplow or snow blower. The City will assume no responsibility for damage to underground sprinkling systems, exterior lighting systems, underground fencing, and similar landscaping installed in the right-of-way.

The City at its option may replace, trim, or remove landscaping including shrubbery, trees, and inanimate objects which are hazardous to snow removal.

**Garbage/Recycling Containers –** Efficient snow plowing requires that garbage and recycling containers be accessible for pick-up and placed off street to allow snow removal. The container(s) may be placed in the driveway to meet both of these requirements. It is the responsibility of the resident to see that the containers are located so as not to interfere with snow removal. These containers will not be repaired or replaced if damaged during City snow removal.

**Vehicles-** Damage to personal vehicles will be considered only if they are legally parked and only if physically contacted by City equipment.

## **XI. DRIVEWAYS**

One of the most frequent and irritable problems in removal of snow from public streets is the snow deposited in driveways during plowing operations. Snow being accumulated on the plow blade has no place to go but in the driveway. The amount of snow deposited in the driveways be significant but is unavoidable due to the nature of snow removal. The depth of snow in any given driveway is proportional to the depth of the given snowfall. The City will not clean driveways based on financial restraints and available personnel.

## **XII. SNOW ON ROADWAYS**

According to the laws of the State of Minnesota (Exhibit B), depositing snow in any fashion onto a public street/right-of-way of highway is illegal and punishable as a misdemeanor. The act of placing snow onto a public roadway may subject a person to a civil liability if a road hazard such as a slippery area, frozen rut or bump occurs and causes a traffic accident. The liability may extend to both the property owner and the person who actually placed the snow in the roadway/right-of-way. The City of Forest Lake asks all citizens to comply with these rules which are designed to keep the street, right-of-ways, and highways safe during the winter months.

## **XIII. ASSISTING STRANDED MOTORISTS**

The Public Works Department may assist stranded motorists by contacting law enforcement/emergency personnel. Public Works personnel will not attempt to remove stuck vehicles from ditches, snow banks, or any other impediment.

## **XIV. Winter Parking Regulations**

The City of Forest Lake winter parking restrictions are listed as follows (Exhibit A):

**Overnight Street Parking Prohibited** - No vehicle shall be left standing or parked for more than 30 minutes between 2:00 a.m. and 6:00 a.m. on any street within the City from November 1 through April 15.

**Parking in Municipal Lot Prohibited** - No vehicle shall be left standing or parked in the Municipal Parking Lot located upon Lots 1 through 11, inclusive, Block 26, of the city (Lakeside Memorial Park) for more than 30 minutes before 2:00 a.m. and 6:00 a.m.

## **XV. QUESTIONS AND COMPLAINTS**

Complaints regarding snow and ice control or damage shall be taken during normal working hours and handled in accordance with the City's normal complaint procedure. High priority complaints (those involving access to property or problems requiring immediate attention) shall be handled on a priority basis. During normal working hours, response time should not exceed 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 intention to log all complaints and upgrade this policy as necessary in consideration of the constraints of our resources.

City of Forest Lake  
Public Works Department  
843 SW 4<sup>th</sup> Street  
Forest Lake MN 55025  
(651) 464-3220

Exhibit A: City Code  
Exhibit B: Minnesota Statute-Right-Of-Way Use  
Exhibit C: Minnesota Statute- Emergency Vehicles  
Exhibit D: USPS Mailbox Standards

Maps:

Exhibit E: City of Forest Lake Priority Streets  
Exhibit F: City of Forest Lake Plow Routes  
Exhibit G: City of Forest Lake Sidewalks and Trails

Exhibit A

**City of Forest Lake City Code**

**§ 72.02 SNOW REMOVAL, PARKING.**

*(A) General.*

(1) No vehicle shall be left standing or parked for more than 30 minutes on any street within the city between 2:00 a.m. and 6:00 a.m., from November 1 through April 15, inclusive.

Recreational vehicles, as described in § [153.260](#), may not be parked on any public street at any time. Vehicles exceeding 1-ton carrying capacity, as described in § [153.129\(B\)](#), may not be parked on any public street in residential districts at any time.

(2) On-street parking of non-recreational vehicles in all districts and vehicles not exceeding 1-ton carrying capacity in residential districts shall be permitted at all other hours, except where otherwise specifically prohibited by signs or marking, when such parking does not interfere with the removal of snow and ice from the city streets, or with other street or utility repair and maintenance activities and, in any event, for a period not to exceed 24 consecutive hours in any one location. A vehicle parked on a street shall be removed from the street by its owner within 15 minutes of demand made by a city employee for snow and ice removal and street and utility repair and maintenance activities. After removal, it shall be unlawful to park on the street until the snow removal operation or street or utility repair or maintenance activity is completed in the area involved.

(3) In the event that the on-street parking of a vehicle is deemed to constitute a traffic hazard, it shall be removed from its parking location upon the order of a police officer.

(4) Failure to move a vehicle from the public street after having been directed to do so by a police officer or other employee of the city may result in the vehicle being towed at the owner's expense.

*(B) Exceptions.* All emergency and official vehicles responding to an emergency call, including doctor's automobiles, shall be excluded from the provisions of this section.

*(C) Snow removal from sidewalks.*

(1) It shall be the obligation of the property owner or tenant of any business or commercial building or parcel of land to promptly and adequately keep the sidewalk in front of his or her business property clear from snow at all times.

(2) It shall be unlawful for any person to remove snow from private property and to deposit same upon any street right-of-way or upon any other city property without first obtaining written permission therefore in writing from the City Clerk. It shall be further unlawful to deposit snow upon any property within the city in such a manner as to obstruct the visibility of vehicular traffic at street intersections.

*(D) Violations.* Any person violating any provision of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished according to law.

## **2014 Minnesota Statutes**

### **160.2715 RIGHT-OF-WAY USE; MISDEMEANORS.**

(a) Except for the actions of the road authorities, their agents, employees, contractors, and utilities in carrying out their duties imposed by law or contract, and except as herein provided, it shall be unlawful to:

(1) obstruct any highway or deposit snow or ice thereon;

(2) plow or perform any other detrimental operation within the road right-of-way except in the preparation of the land for planting permanent vegetative cover or as authorized under section [160.232](#);

(3) erect a fence on the right-of-way of a trunk highway, county state-aid highway, county highway, or town road, except to erect a lane fence to the ends of a livestock pass;

(4) erect or reconstruct driveway headwalls in or on the right-of-way of a highway or road, except as may be allowed by permit from the road authority imposing reasonable regulations as are necessary to prevent interference with the construction, maintenance, and safe use of the highway or road and its appurtenances;

(5) dig any holes in any highway, except to locate markers placed to identify sectional corner positions and private boundary corners;

(6) remove any earth, gravel, or rock from any highway;

(7) obstruct any ditch draining any highway or drain any noisome materials into any ditch;

(8) place or maintain any building or structure within the limits of any highway;

(9) place or maintain any advertisement within the limits of any highway, except as provided in section

## Exhibit C

# 2014 Minnesota Statutes

## 169.03 EMERGENCY VEHICLES.

### Subdivision 1. **Scope.**

The provisions of this chapter applicable to the drivers of vehicles upon the highways shall apply to the drivers of all vehicles owned or operated by the United States, this state, or any county, city, town, district, or any other political subdivision of the state, subject to such specific exemptions as are set forth in this chapter with reference to authorized emergency vehicles.

### Subd. 2. **Stops.**

The driver of any authorized emergency vehicle, when responding to an emergency call, upon approaching a red or stop signal or any stop sign shall slow down as necessary for safety, but may proceed cautiously past such red or stop sign or signal after sounding siren and displaying red lights, except that a law enforcement vehicle responding to an emergency call shall sound its siren or display at least one lighted red light to the front.

### Subd. 3. **One-way roadway.**

The driver of any authorized emergency vehicle, when responding to any emergency call, may enter against the run of traffic on any one-way street, or highway where there is authorized division of traffic, to facilitate traveling to the area in which an emergency has been reported; and the provisions of this section shall not affect any cause of action arising prior to its passage.

### Subd. 4. **Parking at emergency scene.**

An authorized emergency vehicle, when at the scene of a reported emergency, may park or stand, notwithstanding any law or ordinance to the contrary.

### Subd. 5. **Course of duty.**

No driver of any authorized emergency vehicle shall assume any special privilege under this chapter except when such vehicle is operated in response to any emergency call or in the immediate pursuit of an actual or suspected violator of the law.

Exhibit D

Height - 48 Inches above street level

Have Box extend as far in front of support post as possible. (This prevents possible snow plow damage).

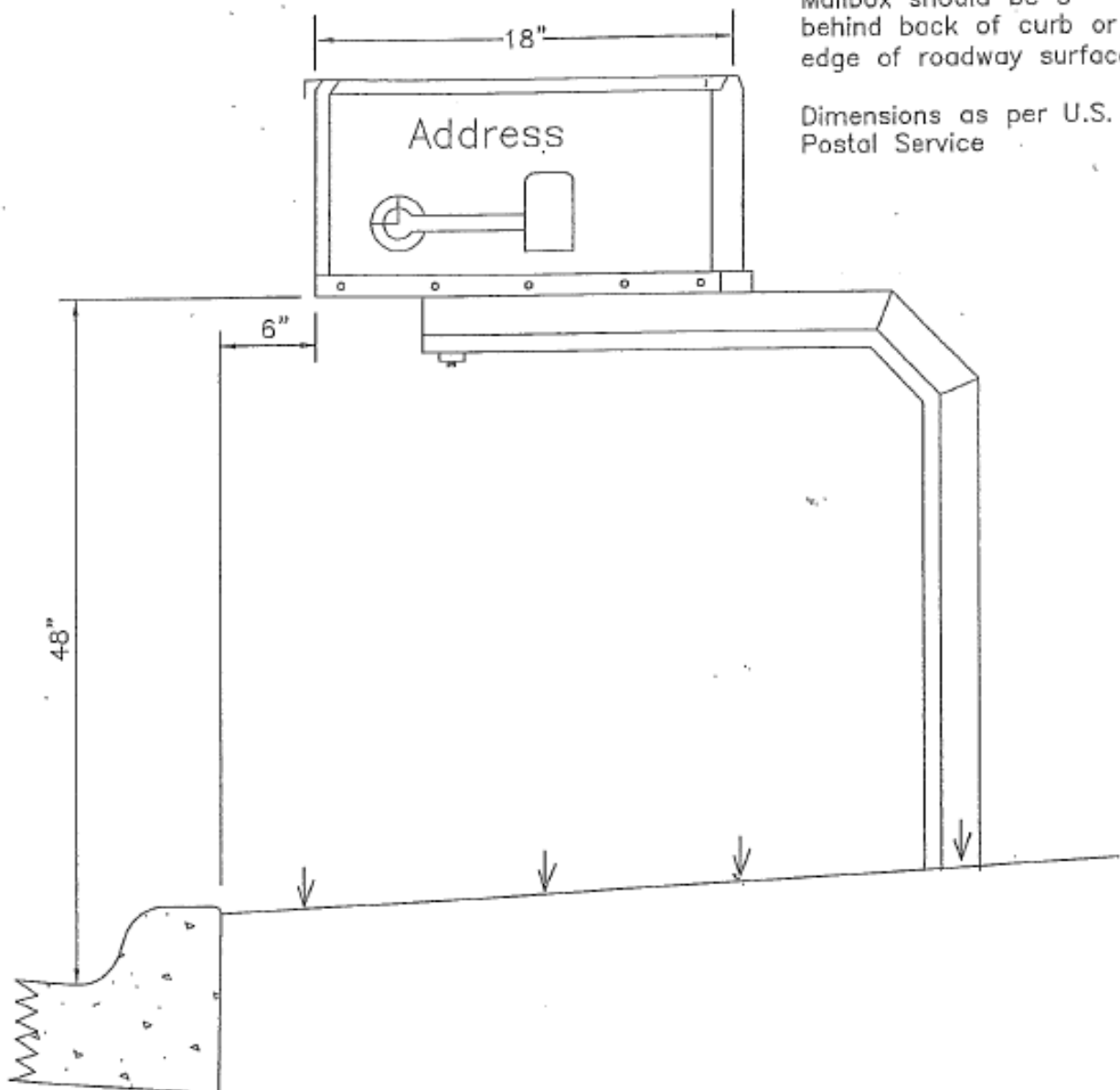
Address must be on side of box from which carrier approaches in letters about one inch high. (Or on front where boxes are grouped).

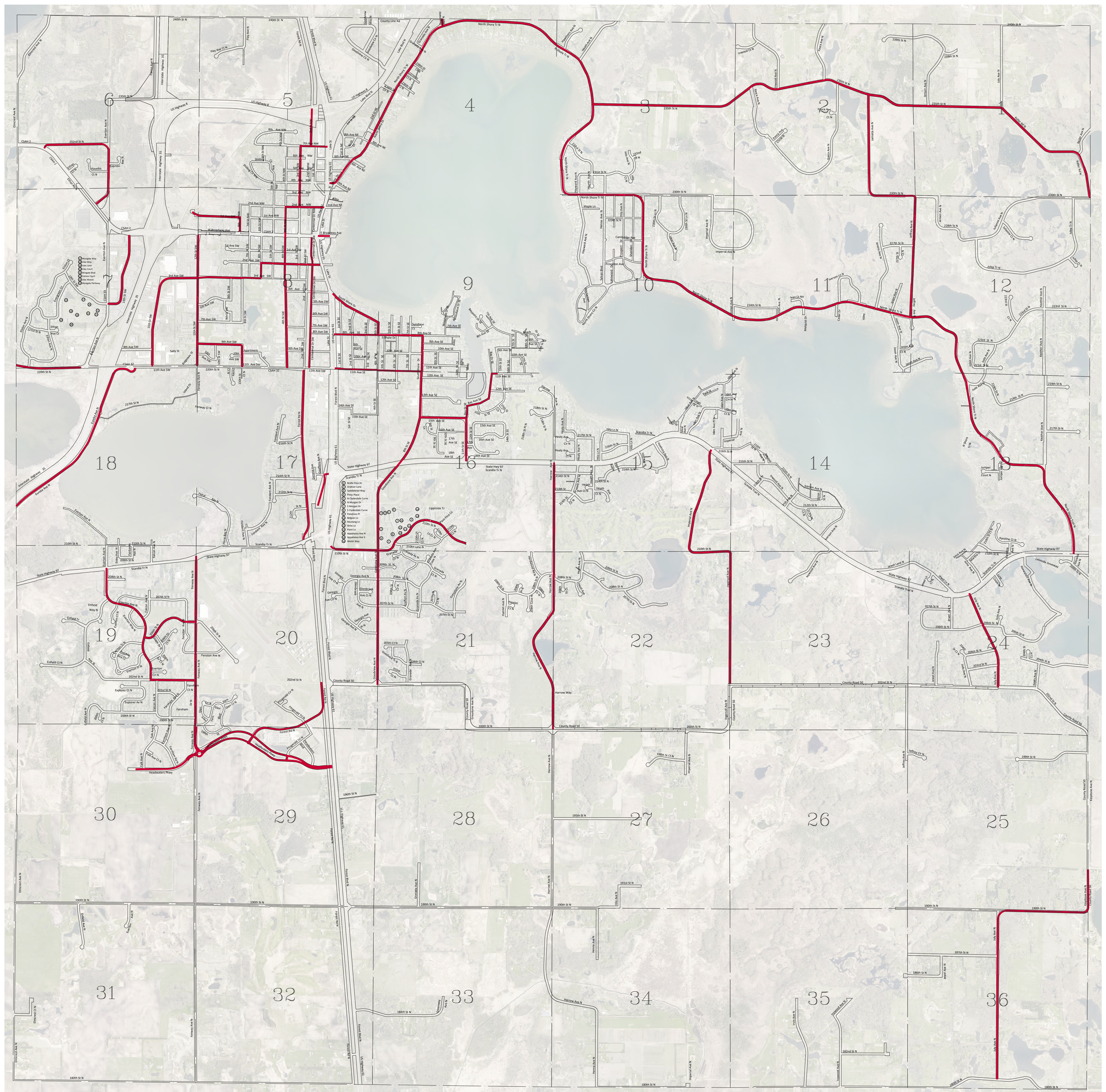
Box must be located so carrier can serve without leaving vehicle.

NOTES:

Mailbox should be 6" behind back of curb or edge of roadway surface.

Dimensions as per U.S. Postal Service

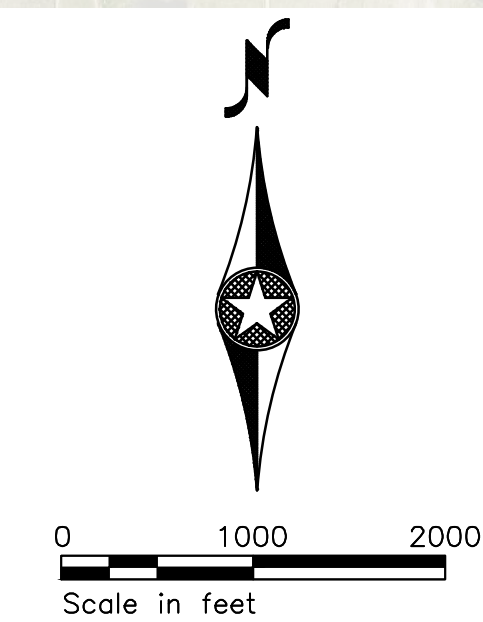




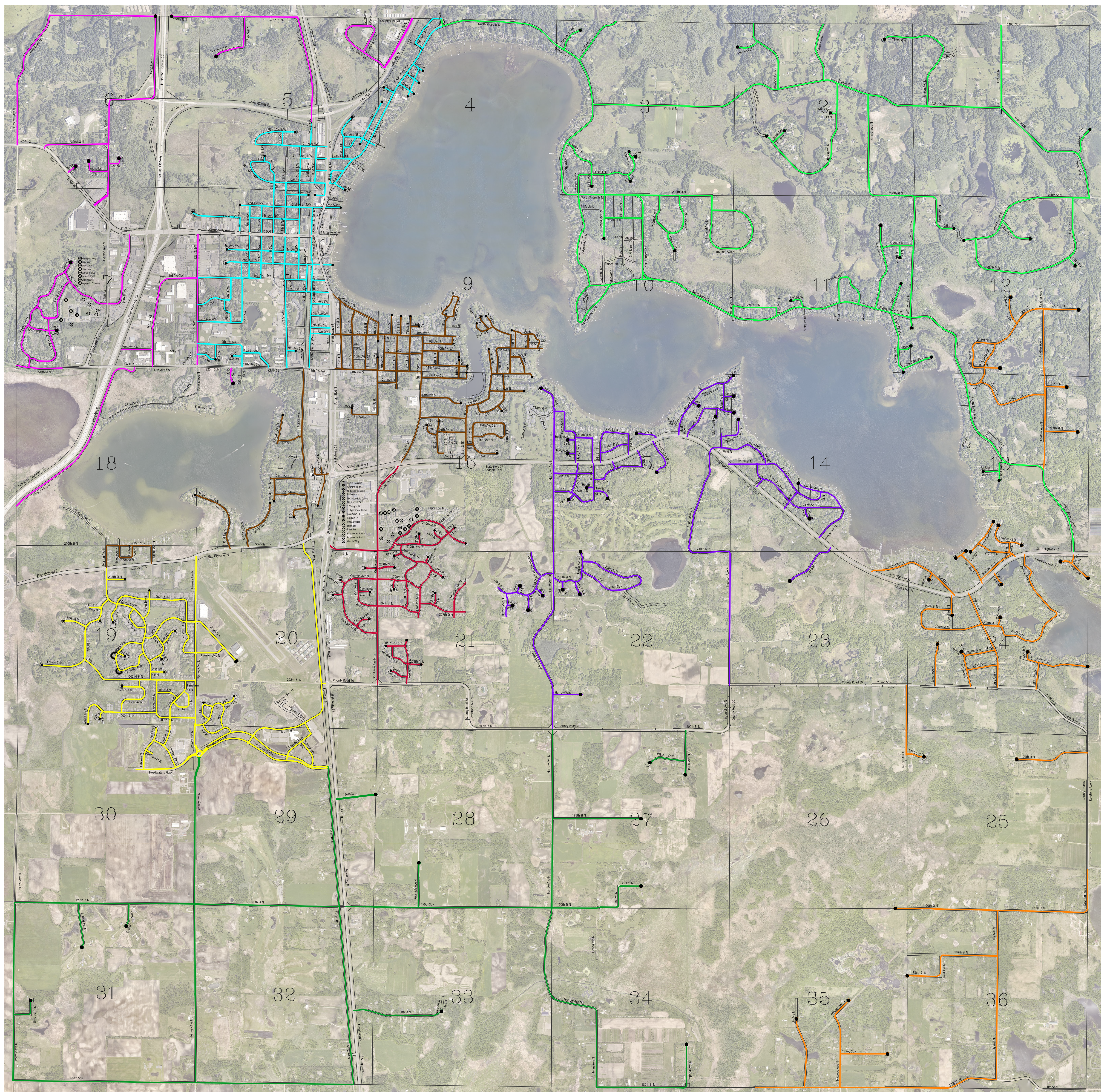
**Forest Lake**  
AS GOOD AS IT SOUNDS

— Priority Route

# CITY OF FOREST LAKE SNOW PLOW ROUTES

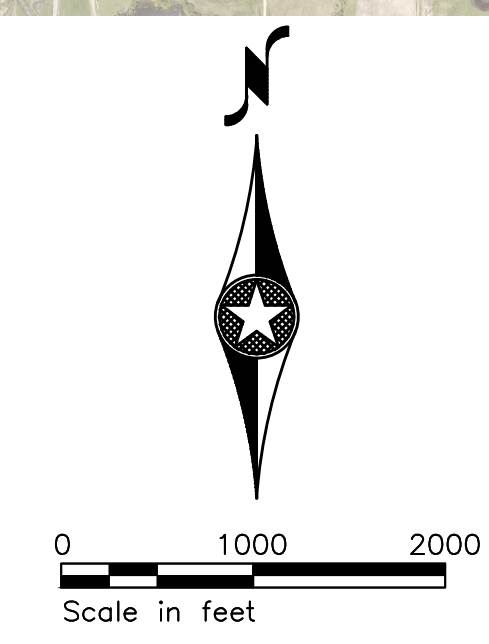


The digital data represented on this map is neither a legally recorded map or a survey, and is not intended to be used as one. This map is a compilation of records, information, and other data from various city, county, state offices, and other sources. It is intended to be used for reference only. No representation is made by the City of Forest Lake, its employees or agents that the features presented in this data accurately reflect true locations. Neither the City of Forest Lake nor its employees or agents assumes any liability for the correctness of the information contained in this data. If discrepancies are found, please contact the City of Forest Lake.



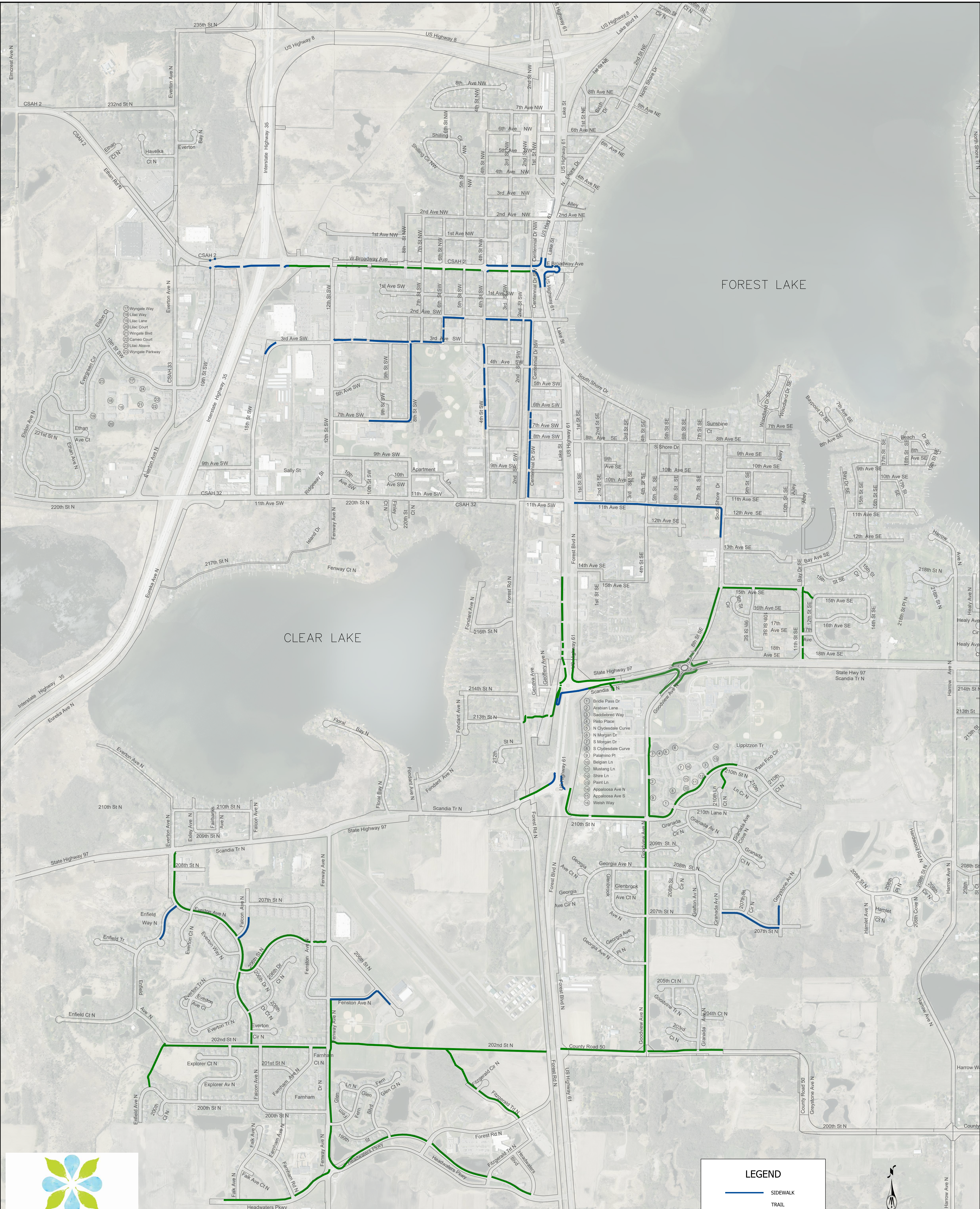
- Snow Plow Route 1
- Snow Plow Route 2
- Snow Plow Route 3
- Snow Plow Route 4
- Snow Plow Route 5
- Snow Plow Route 6
- Snow Plow Route 7
- Snow Plow Route 8
- Snow Plow Route 9
- Cul De Sac/Turnaround

# CITY OF FOREST LAKE SNOW PLOW ROUTES



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FOREST LAKE

CLEAR LAKE

- 1) Bridle Pass Dr
- 2) Arabian Lane
- 3) Scandilodge Way
- 4) Pinto Place
- 5) N Clydesdale Curve
- 6) N Morgan Dr
- 7) S Morgan Dr
- 8) S Clydesdale Curve
- 9) Palamino Pl
- 10) Belgian Ln
- 11) Mustang Ln
- 12) Shire Ln
- 13) Paint Ln
- 14) Appaloosa Ave N
- 15) Appaloosa Ave S
- 16) Welsh Way



# CITY OF FOREST LAKE SNOW REMOVAL - SIDEWALKS & TRAILS

**LEGEND**

- SIDEWALK
- TRAIL
- PAVERS
- RIGHT OF WAY

