

Snow Removal Policy & Procedures

2011-2012

With winter comes snowstorms, and the City of Devils Lake Public Ways Division is ready. The Division has developed a Snow Control Plan to keep streets safe and accessible during periods of ice and snow. The goal is to provide snow and ice control services on all City streets and to plow streets through subdivisions to provide access to citizens' homes.

Streets will be plowed and sanded according to established priorities. Priorities are set based upon traffic volume, public safety, and access to emergency facilities and schools.

"Priority One" routes are plowed first. Crews will then proceed to streets identified as "Priority Two" routes. Within the first 24-48 hours of a snow event, after priority one and two streets are passable, subdivision routes are plowed. During more severe storms, it can take up to 48-72 hours to complete this task. In storms of this severity the City has established the goal of seeing that all streets are passable, even if only one lane is clear. During light snowfall, equipment is sent out to spot sand icy areas, steep grades and intersections.

Major factors affecting the efficiency of snow removal procedures are storm intensity, duration, accumulation, time of day, temperature, and traffic conditions. To help our crews perform in a safe and efficient manner, vehicles abandoned during severe weather may be towed.

The purpose of this policy is to inform all City Employees and the General Public of the procedures that will be followed for snow removal in the City of Devils Lake. These are guidelines to be used and not intended for every snowfall because conditions vary with all snowfalls. Common sense must be used in making decisions on what must be done during and after snow storms. We must inform our City personnel and the General Public of our intentions at all times.

It is normal operating procedures to clean the City whenever the snow accumulation reaches two inches. This is just a guideline however, since with wind, it may be necessary to clean the City before the two inch snowfall is reached.

The City of Devils Lake has this equipment for snow removal: Two motor graders with snowgates; three front end loaders, two with snowplows and snowgates; one dump truck with plow and sander; one dump truck with sander and one sander on a flatbed truck. Snow removal is a combined effort using personnel from the following departments: **Public Ways; Public Utilities; Sanitation; Police.** The City also hires trucks to help haul snow from downtown area.

On Call Duty Personnel

- Copies of the on call list will be made available to the Law Enforcement Center and all Public works departments. This list is subject to change, and the Law Enforcement Center shall be notified of all changes.
- The on call Employee is not required to remain on the City of Devils Lake premises, but is required to have a response time of no longer than 30 minutes. The on call person is required to have the on call cell phone in His possession at all times. The on call person is responsible for the Early morning monitoring of any overnite snowfall or icy conditions. The on call person has the responsibility and authority to call in additional operators if needed. The on call person will be required to be available and functional during the on call times as required by City and State laws and regulations, as not to hinder or interfere with Your driving abilities. These guidelines are enforceable under North Dakota laws, articles 46-02-07 and 46-02-01 for on call personnel.

Emergency Routes – First Priority

The emergency routes are established as being the first priority. The following are the established emergency routes.

- Hiway # 2 from Hwy. # 19 to Elks Drive
- Hiway # 19 – from Hiway #2 to College Drive
- College Drive – Hiway #2 North to 22nd Str. NW
- 7th Street – College Drive N. to 14th Ave. NE
- 14th Ave. NE – 10th Str. NE to Walnut Street E
- Walnut Street – Elks Drive to 6th Ave. NE
- 12th Ave. NE – Hiway #2 to 7th Str. NE
- 5th Ave. – Hiway #2 to 6th Str. NE
- 6th Str. NE – College Drive to 6th Ave. NE
- Ambulance Center – 2nd Ave. SE from 3rd Str. SE to 4th Str. SE
- Walnut Street – College Drive to Hiway #2

Additional Routes – Second Priority

- Burdick arena road – College Drive N to 8th Ave. NW
- All School areas for bus access
- Frontage roads on Hiway #2

Downtown – Second Priority

- Public Ways Supervisor or His designate shall call the Law Enforcement Center to give notice that Downtown is being cleaned. The Law Enforcement Center will notify the Police Department so an officer will be available to ticket vehicles that are not moved.
- The radio stations shall also be notified.
- The cleaning of the downtown alleys and the downtown corners shall always be a coordinated effort between Public Ways and Sanitation.
- Parking lots are to be cleaned on the assigned parking schedule days. They may at certain times, be cleaned on a non assigned day, however the vehicles in the lot may not be ticketed or towed.
- Downtown snow removal times are generally 2:00 A.M. to 7:00 A.M.
- All downtown businesses shall have their sidewalks cleared before the City crews clean the downtown area. When there is enough snow over the weekend to warrant the removal of the snow in the downtown area, it is the Cities practice to wait until Tuesday A.M. to give the businesses a chance on Monday to remove the snow from the sidewalks.

Monday Lots

Last Hand – East of Parish Center

Old Journal Lot – South of McGarvey Archery

Town Hall – East of Armory

Ray's Standard Lot – West of Glass & Paint

Friday Lots

Chautauqua – West of City Center Motel

VFW – West of VFW Club

Farmers Union Lot – behind old Mac's Hardware

Firestone – East of Firestone Store

Residential Snow Removal – Third Priority

- When heavy snows block residential streets and avenues, one pass each way on all roadways will be made, with final cleanup during the daytime hours. If needed these first passes are generally in the early morning.
- Public Ways and Sanitation shall coordinate the cleaning of the residential alleys.
- The radio stations shall be notified when residential cleaning is to take place.
- The Law Enforcement Center shall be notified, for the ticketing of vehicles. It is the policy that any vehicles not moved shall be gone around and not ticketed. If, during the next snow removal the same vehicle has not been moved, and may be creating a hazard to other traffic, it will then be ticketed and towed.
- Snow Gates will be used on the loader plows and maintainers when applicable.
- Law Enforcement Center – The City is responsible for picking up piled snow.

Residential Streets:

Scheduled to be cleaned on Tuesday, Thursday, Saturday

Residential Avenues:

Scheduled to be cleaned on Monday, Wednesday, Friday

Sidewalks

- City crews clean sidewalks in the downtown parking lot areas and entryway sidewalks.

Dumpsites

- The main dumpsite for snow removal is behind Ed's Bait shop.

Industrial Park

- The industrial park is scheduled to be cleaned on Monday's. It is cleaned during the daylight hours for visibility reasons.

Truck Rental

- All rental agreements must be signed before trucks may be used for snow removal. The calling of the trucks will be on an equal basis.

Underpasses

The underpasses are to be done normally when snow removal is done on the parking lots.

Snow Removal – Entryways & Residential

There are times when snow is picked up on the entryways and residential areas. These times of pickup will depend on the amount of snowfall. Normally this snow is removed when the banks on the sides of the streets get high enough where it will pose a threat to traffic.

Hwy. # 2 Maintenance

The City of Devils Lake is responsible for the maintenance of Hwy. # 2 from Hwy. # 19, East to Elks Drive. The four lane hiway is a **Priority One** route. The frontage roads on each side of the four lane is a **Priority Two** route.

Miscellaneous

- When cleaning during early morning, the break is scheduled for 6:00 a.m. This break may be adjusted depending on the amount of work that is remaining.

Snow Removal – Driveways

- A listing of driveways the City will clean will be made available for those that qualify under the homestead credit act.

HOW CAN THE RESIDENTS HELP?

You can make winter driving in Devils Lake safer by observing these safety tips:

- Travel at a safe distance from sand trucks and snowplows at all times to avoid damage to your car. Do not try to pass these vehicles when spreaders are operating.
- Exercise extreme care and caution when driving in adverse and inclement weather. Your safety and the safety of other motorists and pedestrians is the highest priority.
- Limit and restrict travel unless absolutely necessary during severe weather.
- Park off-street if possible.
- Do not attempt to stop a snow removal vehicle or obstruct its path

SAFETY FIRST

Do not push snow onto the roadway. This creates a hazardous situation and the homeowner can be held responsible for accidents, which result after snow is shoveled from their driveway.

Eliminate snow piles at your driveway entrance whenever possible. High accumulation of snow will obstruct your vision when exiting your driveway and prevents oncoming motorists from seeing you.

During snowfall or when snow is predicted, no parking is allowed on streets that have been designated as snow routes. It is also important to remove vehicles from all streets, to allow for the safe operation of snow removal equipment.

Be patient; snow removal takes time. It is possible that not every street in the City will get plowed in a timely manner when snow fall is heavy.

Clean snow from around fire hydrants and be careful you do not block the hydrants when you shovel snow.

Owners of private parking lots are responsible for removing their own snow. City crews will not pick up piles of snow pushed from private parking lots. If the snow pile remains for an extended period, and/or creates a potential safety hazard, it may be declared a nuisance and the City will pick up snow and bill the property owner under the nuisance ordinance.

Mailboxes and Snow

Heavy snow as it is plowed, will, occasionally damage or topple mailboxes. Often it is because they are too close to the roadway or were poorly constructed or supported. Heavy, wet snow exiting the plow increases the potential for mailbox damage. The repair of mailboxes and lawns is the property owner's responsibility since the right-of-way extends further onto your property than you realize. The Department makes every effort not to damage property, but it does happen.

Chapter 10.42 SNOW REMOVAL

10.42.010 Effective when.

10.42.020 Parking restrictions.

10.42.030 Towing.

10.42.040 Violation--Penalty.

10.42.010 Effective when.

Whenever a snowfall occurs in sufficient quantities to impede vehicular traffic or vehicular parking to the extent that it appears necessary to conduct snow removal operations from the city streets and avenues this chapter shall take effect. (Ord. 648 §1, 1982)

10.42.020 Parking restrictions.

- A. Upon a determination to remove and plow snow from the city streets and avenues all parking on streets and avenues which have restricted parking or are signed and designated as snow removal routes shall be prohibited, until such streets and avenues are cleared of snow.
- B. As much notice as is possible through the public media shall be given prior to the commencement of snow removal operations. (Ord. 648 §2, 1982)

10.42.030 Towing.

All vehicles in violation of this chapter shall be subject to be towed at the owner's expense to ensure the street is clear of obstructions and clear for the operation of snow removal equipment and vehicles. (Ord. 648 §3, 1982)

10.42.040 Violation--Penalty.

Vehicle owners in violation of this chapter shall be subject to a fine not to exceed fifty dollars. (Ord. 648 §4, 1982)

Chapter 12.12 SNOW REMOVAL AND STREET SWEEPING[*]

12.12.010 Definitions.

12.12.020 Publication of notice for snow removal.

12.12.030 Publication of notice for sweeping.

12.12.040 Violation--Penalty.

12.12.010 Definitions.

It is understood that streets generally run east and west, and avenues generally run north and south. (Ord. 763 (part), 1991)

12.12.020 Publication of notice for snow removal.

A. On or before November 1st of each year a notice shall be published in the official newspaper of the city for seven consecutive days stating that following each snowfall of the winter season the city will remove snow from streets and avenues of the city, and that all vehicles shall be removed from them accordingly. Such notice will state the schedule to be followed.

B. In the event of a snowfall prior to the notice, which justifies snow removal, the department head of the street department shall announce a special warning on the radio which gives notice to remove vehicles from the streets or avenues affected. However, the vehicles shall not be removed by the city nor shall penalties described in this section apply unless a minimum of twelve hours have elapsed from the time of this special warning. (Ord. 763 (part), 1991)

12.12.030 Publication of notice for sweeping.

A. On or before April 1st of each year a notice shall be published in the official newspaper of the city for seven consecutive days giving notice to residents that the streets and avenues of the city will be swept on designated days and that all vehicles shall be removed from them on these days.

B. Certain days of the week shall be designated for the sweeping of streets and other certain days of the week shall be designated for the sweeping of avenues (Ord. 763 (part), 1991)

12.12.040 Violation--Penalty.

All persons who fail to remove their vehicles from the streets or avenues of the city pursuant to the provisions of this chapter may have their vehicles removed by employees of the city or their agents to an impound lot or such other convenient place as may be deemed necessary and be subject to a penalty of not less than ten dollars nor more than one hundred dollars. This fine shall not be suspended by the court. (Ord. 763 (part), 1991)

Chapter 12.13 OBSTRUCTIONS CAUSED BY SNOW REMOVAL

[12.13.010 Snow placed on streets.](#)

[12.13.020 Exceptions.](#)

[12.13.030 Penalty.](#)

[12.13.040 Payment of penalty.](#)

12.13.010 Snow placed on streets.

No person shall deposit, place, move, push or locate snow and leave the snow on streets or alleys in the city. (Ord. 839 (part), 2000)

12.13.020 Exceptions.

This chapter shall not apply to the following:

- A. Snow shoveled from sidewalks to the street or alley in the downtown area, provided the downtown property has no place other than the sidewalk and street to put the snow. For the purposes of this exception, the downtown area is defined as the area between the following: one-half of the block on the outside of 6th Street, the one-half of the block on the outside of 6th Avenue, and the one-half of the block on the outside of Railroad Avenue.
- B. City employees, while in the course of their employment for the city, may place snow on the streets or alleys while removing the snow from the city.
- C. By motion of the city commission, the ordinance codified in this chapter may be suspended for a time period and upon conditions set by the city commission. (Ord. 839 (part), 2000)

12.13.030 Penalty.

The penalty for a violation of this chapter shall be set in the fees and rates adopted by the city commission. (Ord. 839 (part), 2000)

12.13.040 Payment of penalty.

The person causing the violation of this chapter shall be responsible to pay the penalty. Should that person fail to pay the penalty, these charges shall be assessed to the property from where the snow was taken. (Ord. 839 (part), 2000)