



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

NOTICE OF CITY COUNCIL WORKSHOP

***** Please note: There will be no public comment taken at the workshop. *****

NOTICE IS HEREBY GIVEN that the City Council will hold a workshop at Bayport City Hall on Monday, January 9, 2023, at 4:30 p.m. The purpose of the workshop is to hear an update on Washington County's planning efforts regarding the Middle St. Croix Trail Master Plan and to discuss possible revisions to the city's snow removal policy.

Adam Bell, City Administrator



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Date: December 26, 2022

To: Mayor and City Council
Adam Bell, City Administrator

From: Matt Kline, Public Works Director

RE: Snow Removal Policy Review

BACKGROUND

The city has an existing Snow Plowing and Ice Control Policy that was adopted on March 7, 2011. Staff is currently reviewing the policy and the focus for January 9 workshop is the portion regarding snow removal (see highlighted sections attached).

The city primarily removes snow accumulation from the Highway 95 and 5th Ave. N. corridors and sidewalks to maintain a safe environment for vehicle travel, parking, and snow storage. The state provides the city with a stipend for snow removal along the Highway 95 corridor.

The process for snow removal normally starts within a day or two of a major plow event, but depends on snowfall timing, day of the week, and employee availability. For smaller snowfalls, snow removal may not occur until after several of these events depending on the amount of snow on the curb line, sidewalk, or in the pile areas. Specific snow storage locations will be reviewed at the workshop, some of which include areas where snow is piled either by the city or the property owner.

While not a part of the snow plow policy, it has been past practice for Public Works to remove snow piles for private businesses that have stockpiled it in the city boulevard area. Part of the reason for this practice is because the piling locations are where businesses share boulevard space with city parking areas. Almost all of these businesses have limited space for snow storage. The primary locations of this practice have been at the following locations:

1. Braun's Automotive
2. Froggy's Carpet (rear business area)
3. Heartfelt Silks
4. Post Office
5. NJ's Bar
6. Woody's Bar and Grill

Staff felt it was prudent to review the snow removal portion of the snow plow policy in a workshop format to have an in-depth discussion on this practice and options moving forward. If the practice is to continue, staff would prefer a more detailed policy. The current policy is fairly vague on the reasons for snow removal in an area and the snow removal area specification needs to be updated to include the 5th Ave. N. area. A major reason for the potential policy change at this time is that some of the snow storage areas have been pushed into the street, causing traffic hazards, residential property owners utilizing the removal piles, and other businesses inquiring about snow removal.

Discussion can revolve around the following outcomes:

1. Status quo (small updates to the current policy)
2. Pursue a policy that formalizes specific locations for snow removal storage, identifies businesses or districts allowed to participate, provides guidelines for piling snow, etc.

3. Discontinue the snow removal for the businesses that are currently utilizing the service in a de facto manner

There are several businesses in the “business” district that currently keep their snow onsite or have a snow removal service. A non-inclusive list is as follows:

1. Bridgeport Marina (Highway 95 location) – Onsite
2. Bayport Transmission – Onsite
3. Bread Art – Onsite
4. Holiday Gas Station – Onsite/Removal
5. Andersen Data Center – Removal
6. SRI Building – Removal

It should be noted that there are several city parking lots/areas that serve the business district. All of these sites are plowed by the city and snow removal occurs on an as needed basis. These lots include the following:

1. Parking area south of Woody’s Bar and Grill
2. NJ’s parking lot
3. Parking area south of Post Office
4. City hall parking lots south and north
5. Parking area north of Mabel’s
6. Perro Park parking lot
7. Parking area north of Froggy’s carpet

At this time, Public Works is continuing the practice of removing any snow that has been piled in the areas described in this memo. For this workshop, staff is seeking direction on how or even if the City Council would like to update the snow plow policy in relation to snow removal.

RECOMMENDATION

Staff recommends that the City Council provide guidance on any potential changes to the snow plow policy.



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CITY SNOW PLOWING AND ICE CONTROL POLICY

- SECTION I. INTRODUCTION**
- SECTION II. CONDITIONS WARRANTING SNOW CONTROL OR REMOVAL**
- SECTION III. METHODS FOR SNOW CONTROL OR REMOVAL**
- SECTION IV. SCHEDULE FOR SNOW CONTROL OR REMOVAL**
- SECTION V. RESTRICTIONS ON SNOW CONTROL OR REMOVAL**
- SECTION VI. DEVIATION, REVIEW, AND MODIFICATION OF POLICY**
- SECTION VII. ADOPTION**

SECTION I. INTRODUCTION

The city finds it in the best interest to assume basic responsibility for control and removal of snow and ice on city streets. Reasonable ice and snow control are necessary for routine travel and emergency services. The city will attempt to provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The city will use employees, equipment and/or private contractors to provide this service.

SECTION II. CONDITIONS WARRANTING SNOW CONTROL OR REMOVAL

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snow plowing operations will not generally be conducted for snowfall of less than two (2) inches, except for certain areas that have been identified as a safety concern. However, the city will use sand, salt, and other chemicals to treat hazardous ice or slippery conditions.

Unforeseeable circumstances may cause delays in completing assigned plow routes. Such circumstances may include weather conditions that endanger the safety of snow plow operators and/or safe and effective operation of equipment, commuter traffic, disabled vehicles, poor visibility conditions, parked cars along streets, assistance to emergency response vehicles, equipment breakdown, and personnel shortages.

The Public Works Supervisor and the Police Department shall work together to determine when snow or ice control and/or removal operations are warranted, taking the following factors into consideration:

- Whether the snow accumulation is less than two (2) inches
- Whether the snow is drifting or icy, causing problems for travel
- Whether the time of snowfall is related to heavy use of streets

SECTION III. METHODS FOR SNOW CONTROL OR REMOVAL

Snow plowing

This method will be utilized to clear and control the accumulation of snow on city streets, alleys, driveways, and/or parking lots. The center of the street shall be plowed first, and then the snow shall be pushed from left to right on two-way streets. On one-way streets, or streets with a center boulevard, snow may be pushed in either direction. The discharge shall be directed on to the boulevard area of the street. Snow on cul-de-sacs will normally be plowed to the center or other appropriate areas in an attempt to provide the largest turning radius possible for emergency vehicle ingress and egress.

Brooming and shoveling

This method will be utilized to clear and control the accumulation of snow on city sidewalks, driveways, parking lots, trails, park areas, and/or city property that cannot be accessed or cleared by a snow plow.

Sanding and/or salting

This method will be utilized to minimize icy conditions on city streets, alleys, sidewalks, and/or

other city property. Sanding and/or salting shall be done as needed, with a sand/salt mixture that is most appropriate, given the weather and road conditions. Care should be taken in applying the sand/salt mixture to provide for the maximum safety of the public and minimal impact to the environment.

Accumulations of snow, ice, and slush, as a result of the methods listed above will be removed as needed, especially from areas which may be considered hazardous. These accumulations shall be relocated to a snow storage area approved by the Public Works Supervisor.

Snow removal

The Public Works Supervisor will determine if and when snow will be removed from an area by truck. Such 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. Removal operations will not commence until other snow plowing operations have been completed and removal may be delayed depending on weather conditions, personnel, and budget availability.

SECTION IV. SCHEDULE OF SNOW CONTROL OR REMOVAL

Except in cases of projected heavy and continuous snow, the city will not usually dispatch snow plows until such time as the snowfall has stopped. If the snowfall stops during regular working hours, the plows may be dispatched at that time. If the snowfall stops during the night or early morning hours, the plows will be dispatched between 3:00 a.m. and 5:00 a.m. Weekend plowing will be handled in a similar manner. It should be noted that snow plows will not be dispatched in situations that may be hazardous, due to limited visibility, extreme cold, or high winds.

The city shall either salt, sand, and/or plow all, or portions of, the below listed routes, dependent upon such factors as, but not limited to, current and forecasted weather conditions:

<u>Snowfall</u>	<u>Snow control/removal method</u>	<u>Area</u>
Less than 2 inches	Sand, salt, and/or snow plow	Osprey Boulevard (Hwy 95 to end)
	Sand, salt, and/or snow plow	1 st Ave. S. (Hwy 95 to 5 th St. S.)
	Sand, salt, and/or snow plow	5 th St. S. (south of 1 st Ave. S.)
	Sand, salt, and/or snow plow	3 rd Ave. S. (5 th St. S. to Maine St.)
	Sand, salt, and/or snow plow	Central Ave. (Maine St. to 6 th St. S.)
	Sand, salt, and/or snow plow	6 th St. S. (Central Ave. to end of cul-de-sac)
	Sand, salt, and/or snow plow	1 st Ave. S. (6 th St. S. to 7 th St. S.)
	Sand, salt, and/or snow plow	7 th St. (1 st Ave. S. to 1 st Ave. N.)
	Sand, salt, and/or snow plow	1 st Ave. N. (7 th St. N. to Maine St.)
	Sand, salt, and/or snow plow	3 rd Ave. N. (3 rd St. N. to 8 th St. N.)
	Sand, salt, and/or snow plow	4 th Ave. N. (3 rd St. N. to 8 th St. N.)
	Sand, salt, and/or snow plow	7 th St. N. (4 th Ave. N. to 5 th Ave. N.)
	Sand, salt and/or snow plow	2 nd Ave. N. (5 th St. N. to dead-end)
	Sand, salt, and/or snow plow	Intersection of Hwy 95 and 56 th St. N.
	Sand, salt, and/or snow plow	Intersection of 6 th St. N. and 5 th Ave.
	Broom	Perro Park Ice Rinks
	Sand, salt, and/or broom	City sidewalks at City Hall and Fire Hall
	Sand, salt, and/or broom	Sidewalks abutting public property
Sand, salt, and/or broom	Sidewalks on the city's sidewalk route	

The following guidelines identify and prioritize snow control/removal areas in the city, as well as the appropriate method of snow control/removal, based on the amount of snowfall:

<u>Snowfall</u>	<u>Snow control/removal method</u>	<u>Area</u>
More than 2 inches	Snow plow	City Hall driveway, parking lot, sidewalks
	Snow plow	Fire Hall driveway, parking lot, sidewalks
	Snow plow	Public Works driveway, parking lot
	Snow plow	Andersen Elementary drop-off areas
	Snow plow	All city streets and alleys
	Sand and salt	All city streets and alleys
	Broom, sand, and salt	City sidewalks adjacent to public property
	Broom, sand, and salt	City sidewalks on the city's sidewalk route
	Snow plow	Ice road access, cemetery, ice rinks, public parks
		Snow removal

SECTION V. RESTRICTIONS ON SNOW CONTROL OR REMOVAL

To minimize traffic congestion, safety concerns, and liability, the city has established the following snow control and removal restrictions, as follows:

<u>Restricted Times</u>	<u>Area</u>
7:30 – 9:00 a.m.	Andersen Elementary School student drop-off
2:00 – 2:45 p.m.	Andersen Elementary School student pick-up
4:00 – 9:00 p.m.	Perro Park ice rinks (weekdays)
12:00-9:00 p.m.	Perro Park ice rinks (weekends and school holidays)
All	Private property, except in an emergency, authorized by the Public Works Supervisor or the Police Department.

SECTION VI. DEVIATION, REVIEW, AND MODIFICATION OF POLICY

The Public Works Supervisor may deviate from this policy when it is in the best interest of the city or as necessary, due to weather conditions, budget reasons, or other circumstances. Deviations shall be documented as to why the deviation was necessary, and for how long it will be in effect. City employees and/or contractors affected by a deviation will be notified immediately by radio or cell phone. This policy will be reviewed periodically and may be modified, if it is in the best interest of the city. Comments and complaints will be taken into consideration during the review and modification process.

SECTION VII. ADOPTION

This policy becomes effective upon adoption by the City Council.

ADOPTED: March 7, 2011