



# **SNOW REMOVAL OPERATIONS POLICY**

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(Revised 2011)

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# CITY OF FAIRMONT SNOW REMOVAL OPERATIONS

(REVISED 2011)

## 1. SCOPE

The City of Fairmont has approximately 75 miles of hard surface streets, 8 miles of gravel roadways and alleys, and 4 miles of public sidewalk that must be cleared of snow during snow removal operations. To explain the magnitude, a conversion to lane miles should be made since it takes two to four passes to clear each mile of street. (83 x 4 = 332 lane miles)

The following tasks and responsibilities are essential to snow removal efforts.

a. Communications - Public Works Department

Initial weather information is gathered via news media and the National Weather Service.

b. Public Information - Public Works Department/City Hall Staff

When necessary, local radio will be notified of progress and intent of snow removal operations. Questions on snow removal or problems encountered by the public can be handled through the City Hall receptionist, the Street and Park Superintendent, and the Public Works Director who are in radio contact with City Hall at all times.

c. Salting, Plowing and Snow Removal - Public Works Department

Snow operations personnel follow specific routes and areas of responsibility depending on the time element and the severity of the snowfall.

d. Control Traffic and Parking - Police Department

The Police Department is available to direct traffic if necessary and enforce the parking codes to aid in snow removal efforts.

e. Removal of Stalled or Illegally Parked Vehicles - Police Department

The Police Department aids in removing stalled autos and contacting owners of parked cars that must be moved to enhance snow removal efforts.

f. Equipment Maintenance - Shop Mechanics

The mechanics are called out during all snow removal operations to repair snow equipment and aid in initial equipment operation if necessary.

g. Sidewalk Cleaning - Park Department

Public sidewalks are cleared by Park Personnel as they are released from street cleaning responsibilities.

Private sidewalks are to be cleared by owners or residents.

h. Utilities - Electric Department/Water Department Personnel

The maintenance crews clear electrical installations as needed. Water Department personnel clear snow from hydrants.

i. Airport – Fixed Base Operator

Airport runways and surrounding areas are cleared by employees of the current Fixed Base Operator.

j. Accounting and Reporting - Finance Department

Time cards reflect labor hours attributable to snow removal. The chart of accounts reflects equipment repairs, materials, etc. for snow removal efforts.

**2. OFFICIALS IN CHARGE**

The Street and Park Superintendent, in collaboration with the Public Works Director, is charged with the responsibility of snow removal operations.

See “Personnel Listing”

**3. STORM WARNING AND ALERT PROCEDURES**

Crew call out for operations is initiated by the superintendent by phone and arrangements for transportation to the shop if necessary are made at that time.

The actual initiation of removal operations depends on many factors including the severity of the storm, visibility during the storm, anticipated ending time, availability of work force, etc.

Normal snow removal operations will begin in time to clear parking lots, Downtown Plaza (Blue Earth Avenue to Fourth Street), and proceed with initial plowing of city streets to be completed as near to opening business hours as possible.

#### **4. SALT AND SAND OPERATIONS**

Normal salt and sand spreading operations are initiated as required by the Street and Park Superintendent during regular working hours and by him through notification by the Law Enforcement Center at other times.

Sanding trucks are loaded at the end of normal working hours to insure prompt response to dangerous conditions occurring before the next work day.

Each operator has a specified area of responsibility. Troublesome intersections and dangerous hills or curves are cared for first.

Normally full sanding operations can be completed in two to three hours with three operators.

#### **5. SNOW PLOWING DETAILS**

Unit #4	Street and Park Superintendent Pickup
Unit #19	Heavy Equipment Operator Motor grader with wing
Unit #18	Heavy Equipment Operator Motor grader with wing
Unit #121	Heavy Equipment Operator Loader with snow bucket
Unit #120	Heavy Equipment Operator Loader with blower and snow bucket
Unit #9	Light Equipment Operator Truck with sander, reversible plow and scraper
Unit #14	Light Equipment Operator Truck with sander, reversible plow and scraper
Unit #16	Light Equipment Operator (Parks) Truck with one way plow, sander, and scraper

Unit #12	Light Equipment Operator (Parks) Truck with reversible plow and scraper
Unit #10	Light Equipment Operator (Parks) Truck with reversible plow and scraper
Unit #52	Park Personnel Jeep with blade
Unit #54	Park Personnel Jeep with blade
Unit #17	Park Personnel Jeep with blade
Unit #124	Park Personnel 1-ton flat bed with blade
Unit #217	Park Personnel Pick up with blade
Unit #13	Park Personnel Truck with snow box
Unit #15	Park Personnel Truck with snow box
	As assigned SnowGo blower, park loader, water plant truck

## **DETAILED REMOVAL PROCEDURE**

### Phase I (Initial Response)

- Loaders begin downtown parking lots
- Motor graders begin downtown windrowing
- Jeeps (Parks) help clean around nodes in downtown area and sidewalks on Downtown Plaza, Blue Earth Avenue to Fourth Street
- Plows proceed to assigned areas (through streets first)
- Cul-de-sacs are cleared and pushed up by contractor when necessary
- Airport cleared ASAP by Fixed Base Operator personnel
- Downtown Plaza is cleared of snow curb to curb (Blue Earth Avenue to Railroad tracks)

## Phase II

- As downtown windrows are completed, one loader with blower begins clearing operation downtown. The other loader completes parking lots and begins on cul-de-sacs.
- Park personnel operate trucks for hauling and begin clearing City-owned sidewalks and park areas.
- Plows have now completed initial pass on through streets and will begin initial pass on residential streets in their areas.
- Motor graders proceed to their routes and begin plowing.

## Phase III

- As the plows finish their routes, they assist in trouble spots or help finish other areas until they are available for snow handling or sanding if necessary.
- The loader/blower continues loading downtown streets, Blue Earth Avenue, Lake Avenue and Park Street
- The other loader begins clearing cul-de-sacs and truck haul to snow storage .

## Phase IV

- As residential streets are widened, any wing work that must be done is begun.
- Areas not plowed earlier because of parked cars are picked up and any necessary scraping is done if possible.
- Alleys are completed with a loader.

## Phase V

- Cul-de-sacs are loaded out. Intersections and mailboxes are cleared to complete the operation. These operations must be done with loaders.

The goal in normal operations is to complete Phase I and begin Phase II in the first work period following a snowfall. Phase III should be completed the second period of work and Phase IV and V completed as time allows.

## **6. SNOW HAULING**

Three trucks with snow boxes are available for hauling snow. Park or other City personnel operate these trucks for downtown clearing as well as Blue Earth Avenue, Lake Avenue, and Park Street. As time permits, other areas, including cul-de-sacs, are hauled out when necessary. Many streets that have parking on one side of the street must be cleared by hauling as time allows.

Downtown haul out areas (see map) are well adapted to the use of the blower to load trucks; however, many other areas must be bucket loaded.

Snow from Downtown Plaza and Lake Avenue is deposited at the George Lake dam site. Snow from Blue Earth Avenue is generally deposited at the Street Department and snow removed from Park Street is put on the property at Lair and Albion. Several other areas are utilized for snow storage depending on the amount of snow and the length of the haul.

## **7. SPECIAL AND MISCELLANEOUS ASSIGNMENTS**

Fire hydrants are cleared by Water Department personnel with a backhoe as they can proceed.

Wastewater personnel clear the areas surrounding lift stations.

Electric Department personnel clear any snow necessary to their installations throughout the City.

The Mayo Clinic Health System, Goldfinch Estates, and the Lakeview Methodist Home are always priorities for snow removal.

The SnowGo blower stationed at the airport is available for blowing in outlying areas as needed.

## **8. FAIRMONT CITY CODE - PARKING DURING SNOW REMOVAL**

(a) A snow emergency shall be declared automatically upon the falling of two (2) or more inches of snow within the City. The City Council, City Administrator, Public Works Director or Director of Public Safety shall have the authority to declare a snow emergency at any other time that they determine that weather conditions require a snow emergency declaration.

(b) All motor vehicles parked upon the public streets shall be moved within twenty-four (24) hours of a snow emergency being declared pursuant to subsection (a) above.

(c) Any motor vehicle left parked in one (1) place for more than twenty-four (24) hours during a snow emergency will be considered to be in violation of a snow emergency regulation and subject to citation and impoundment. The fine for such violation shall be set by City Council resolution from time to time.

(d) Any motor vehicle parked in violation of a posted parking ban from 2:00 a.m. to 6:00 a.m., November 1 to March 31, or during a snow emergency, shall

be considered to be in violation of a snow emergency regulation and subject to citation and impoundment. The fine for such violation shall be set by City Council resolution from time to time.

(Code 1984, Title 6, § 13-10; Ord. No. 88-5, §§ 1--4, 2-9-88; Ord. No. 89-20, §§ 3--6, 12-11-89)

**9. ORDINANCE AMENDING FAIRMONT CITY CODE SECTION 16-28, PARKING DURING SNOW REMOVAL**

Whereas, streets within the City of Fairmont should be declared snow emergency routes for the purpose of prohibiting parking along those streets until the streets are cleared of snow, and;

Whereas, streets that have been designated as snow emergency routes shall be posted in such a manner as to inform the public of said designation, and;

Whereas, the City Council has determined that it is in the best interest of the City to have snow emergency route designations upon certain streets.

Now, therefore, the City of Fairmont does ordain, as follows:

1. Fairmont City Code Section 16-28 shall be amended to delete paragraph (d);
2. Fairmont City Code Section 16-28 shall be amended to include a new paragraph (d), which shall read as follows:
  - (d) Parking shall be prohibited on all snow emergency routes for 24 hours after the imposition of a snow emergency, or until the snow emergency route has been plowed, curb to curb, whichever event occurs first. Motor vehicles parked in violation of this section shall be considered to be in violation of a snow emergency regulation and subject to a citation and impoundment. The fine for such violation shall be set by City Council resolution from time to time.

**10. MISCELLANEOUS INFORMATION**

1. Priority Through Streets Listing

NORTH/SOUTH

Lake Avenue  
N. North Avenue  
Prairie Avenue  
Albion Avenue

EAST/WEST

Winnebago Avenue  
10th Street  
4th Street  
Blue Earth Avenue

Shoreacres Drive  
State Street  
E. Amber Lake Drive  
Highland Avenue  
South Orient Street

Victoria Street  
Woodland Avenue  
Interlaken Road  
Johnson Street  
Lair Road

2. Areas of Responsibility (maps)

- (a) Plowing Assignments Units 9, 10, 12, 14, 16, 18, 19
- (b) Haul Out Areas and Snow Depositing

**Attachments**

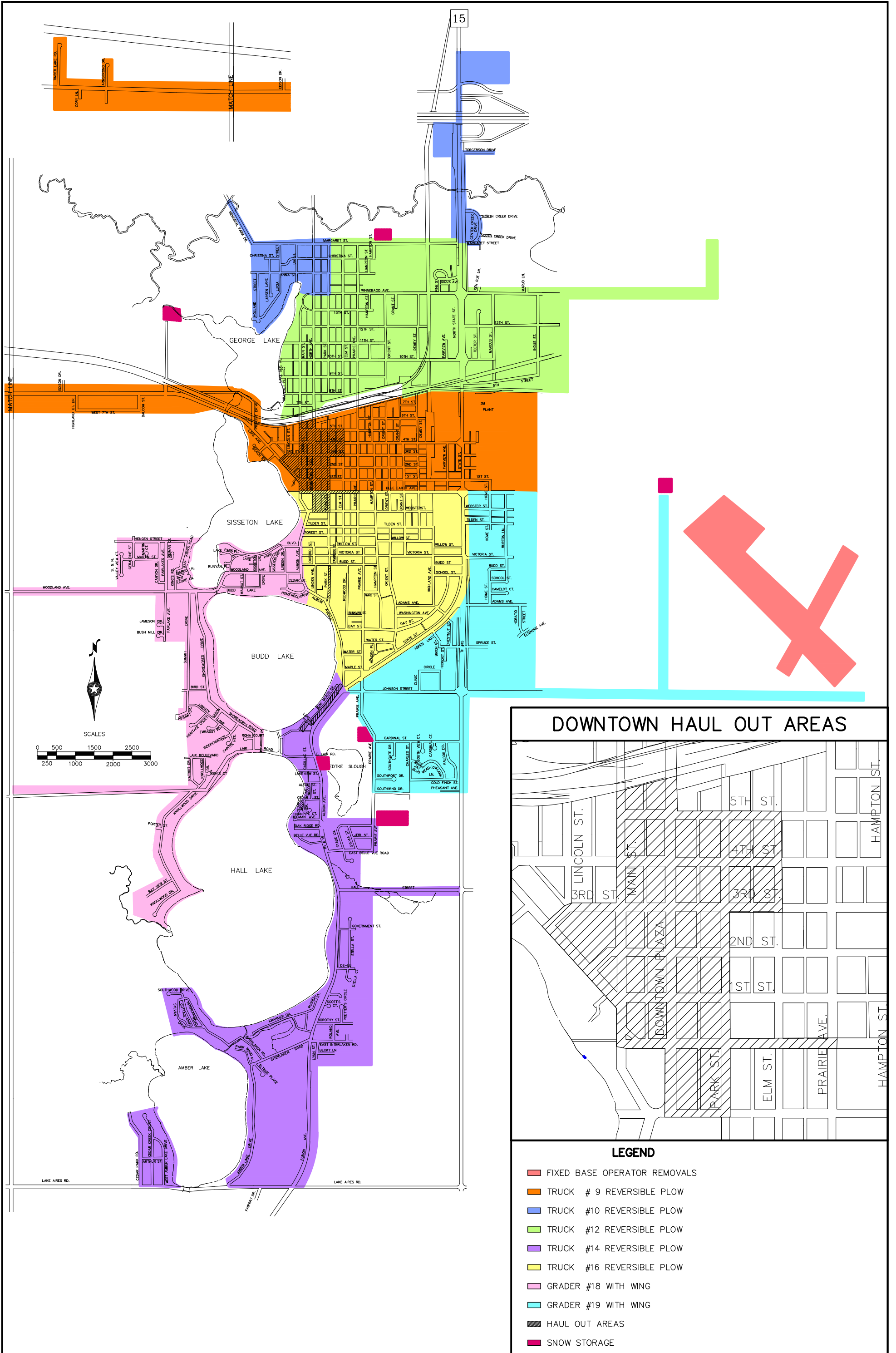
**PERSONNEL LISTING**

<b>Title</b>	<b>Name</b>	<b>Cell Phone</b>	<b>Business Phone</b>	<b>Radio Call</b>
Public Works Director	Troy Nemmers	236-9832	238-9461	#2
Street and Park Superintendent	Rande Isenberg	236-4946	235-9330	#4
Police Chief	Greg Brolsma	236-2583	238-4481	V8
Heavy Equipment Operator	Chad Striemer		235-9330	#58
Heavy Equipment Operator	Brian Paradis		235-9330	#121
Heavy Equipment Operator	Ronald Green		235-9330	#216
Heavy Equipment Operator	Duane Schmicking		235-9330	#19
Heavy Equipment Operator	Travis Goerndt		235-9330	#25
Light Equipment Operator	Rick Pierce		235-9330	#10
Light Equipment Operator	Mike Munsterman		235-9330	#12
Park Worker	Dean Sandberg		235-9330	#56
Park Worker	Luke Schultz		235-9446	#50
Park Worker	Todd Steuber		235-9446	#53
Park Worker	John Slater		235-9446	#55
Park Worker	Vern Bass		235-9446	#51
Park Worker	Todd Thiesse		235-9446	#54
Park Worker	Eric Schaefer		235-9330	#52
Mechanic	Nick Lardy		235-9330	Shop
Mechanic	Randy Martin		235-9330	Shop

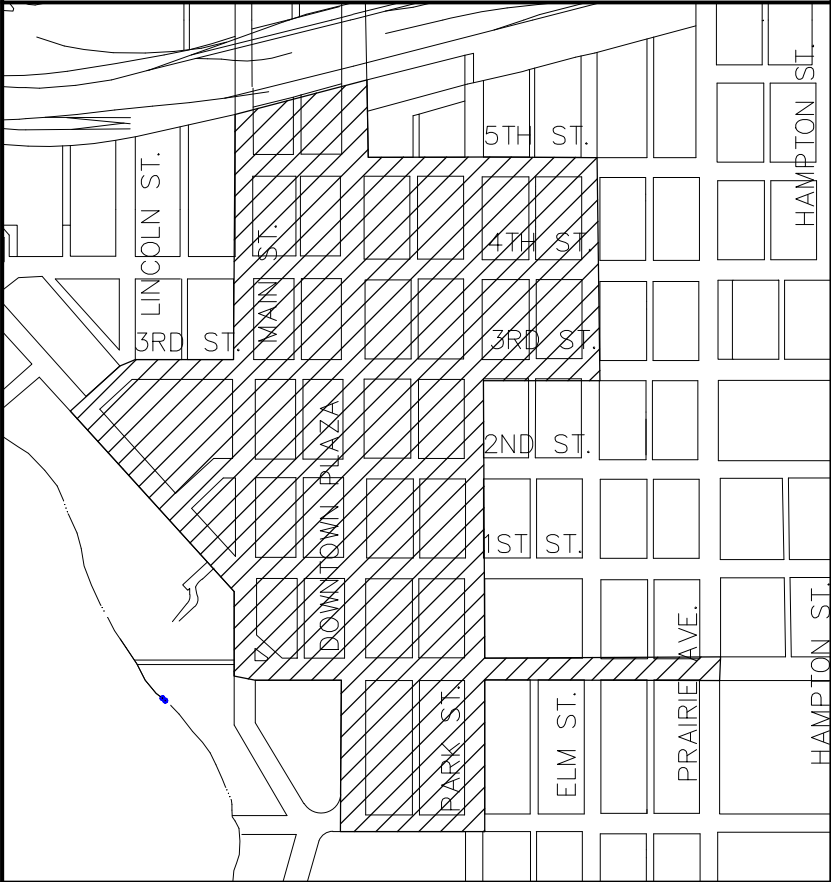
**Department Contact Listing (for Additional Personnel When Needed)**

Engineering	Troy Nemmers		238-9461	#2
Electric	Martin Meixell		235-3000	#20
Water/Wastewater	Butch Hybbert		235-6789	#60
			235-6502	

# SNOW REMOVAL ROUTES



## DOWNTOWN HAUL OUT AREAS



### LEGEND

- █ FIXED BASE OPERATOR REMOVALS
- █ TRUCK # 9 REVERSIBLE PLOW
- █ TRUCK #10 REVERSIBLE PLOW
- █ TRUCK #12 REVERSIBLE PLOW
- █ TRUCK #14 REVERSIBLE PLOW
- █ TRUCK #16 REVERSIBLE PLOW
- █ GRADER #18 WITH WING
- █ GRADER #19 WITH WING
- ▨ HAUL OUT AREAS
- SNOW STORAGE