



Winter Maintenance Policy

Updated - 10/09/2023

Adopted by City Council Resolution - 2023-258

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1.0 - Introduction/Purpose

The purpose of this Policy is to define and outline snow and ice management objectives and procedures as established by the City of Inver Grove Heights.

The City of Inver Grove Heights assumes basic responsibility for management of snow and ice on City streets. Reasonable ice and snow management is necessary for routine travel and emergency services. The City will attempt to provide such management in a safe and cost-effective manner, keeping in mind safety, budget, personnel, community and environmental concerns. The City will use City employees, City owned or rented equipment and/or private contractors to provide this service.

In the event of equipment failure, extreme snowfall, accidents, limited staffing or other unanticipated events, deviation from any standards may be expected.

This Policy supersedes all previously written or unwritten policies of the City regarding snow and ice removal. The Public Works Department will review this policy periodically and will amend it as appropriate.

2.0 - Commencing Snow Plowing, Anti-Icing and Deicing Operations

The Street Maintenance Superintendent or designee shall decide when to begin snow or ice management operations. Snow and ice management operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not generally be conducted for snowfalls of less than 2 inches. However, the City may perform ice management operations at any time conditions are warranted. Lesser amounts may require plowing and/or the application of deicing chemicals and/or a sand/salt mixture depending upon weather conditions and snow accumulation.

Snow plowing and ice management on county roads is the responsibility of the Dakota County Highway Department. State Highways are the responsibility of the Minnesota Department of Transportation (MnDOT)

3.0 - Staffing Requirements

It is in the best interest of the community to respond to winter weather events and perform snow and/or ice management operations utilizing Park Maintenance, Utilities Maintenance, Central Equipment, and Street Maintenance staff.

Winter operations start times fluctuate based on the winter maintenance event. Employees can expect typical early start times to vary between Midnight and 4:00 a.m. with some events requiring start times throughout the day or evening. Due to the timing of winter weather events, and a variety of road conditions throughout the season, staff may be asked to extend the workday, to provide safer roads for citizens during their afternoon commute, and then report for an early start the next morning to clear the roads for the morning commute. Equipment operators will be expected to work regular eight-hour shifts. In severe snow events, operators may work more than an eight-hour shift. However, due to budget and safety concerns, no operator shall work more than a twelve-hour shift with eight hours off before returning to work, unless approved by the Director of Public Works.

Each winter season begins with a plan that assigns individual staff members to specific duties for a snow and/or ice management event. The Street Maintenance Superintendent, or their designee, shall decide when to begin winter maintenance operations. It is important that all available maintenance personnel are utilized to minimize response times and provide the best service we can to the community.

Throughout the winter, deployment of all necessary equipment for snow and/or ice management is a critical top priority for the City, regardless of maintenance department. All maintenance staff, regardless of the department and division they are regularly assigned to, are expected to answer the call to provide assistance in addressing winter maintenance needs throughout the community.

4.0 - Snow Plowing

Snow will be plowed in a manner so as to attempt to minimize any traffic obstructions. Generally, the center of the roadway will be plowed first. The snow shall then be pushed from left to right. The discharge shall go onto the boulevard area of the street. The City does not remove snow from private driveways (See **Section 8.1**).

Generally, operations shall continue until all roads are passable. Widening and cleanup operations may continue immediately or on the following working day depending upon conditions and circumstances. Operations may be conducted on a 24-hour basis, which may result in equipment being operated in residential areas during the day, evening, and early morning hours. In times of extreme snowfall, the process of clearing the streets of snow may be delayed, and it may not be reasonably possible to completely clear the streets of snow.

Cul-de-sacs will be plowed to the center whenever possible with the intention of bulk storage in this area. Some cul-de-sacs are too small and require snow storage outside of the cul-de-sac on the boulevard, as determined by the Street Maintenance Superintendent.

5.0 - Snow Removal

The Street Maintenance Superintendent, or their designee, will determine when snow will be removed by truck from an area. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where snow accumulation becomes a problem. Snow removal operations will not typically commence until other snowplowing operations have been completed. Snow removal may also be delayed depending on weather conditions, personnel, and budget availability.

6.0 - Parking Restrictions & Towing

Inver Grove Heights City Code, Title 6, Chapter 3, [Section 6-3-6](#), Limited Parking During Winter Months, states that, "It shall be unlawful to park a vehicle on any street between the hours of three o'clock (3:00) a.m. and six o'clock (6:00) a.m., from November 1 through April 1." Vehicles parked illegally may be ticketed and/or towed, in accordance with City Code, Title 6, Chapter 3, [Section 6-3-11](#). The Street Maintenance Superintendent may request the City Police Department review, ticket, and/or tow vehicles that are not in compliance with the City Code. The Police Department has the ultimate responsibility and discretion in issuing parking citations and/or towing vehicles.

7.0 - Budgetary and Other Resources Limitations

The severity and frequency of winter weather events can be difficult to predict and cannot be controlled, which can pose challenges in terms of scheduling, allocating personnel resources and having sufficient funds to manage all possibilities encountered during winter maintenance activities.

The City recognizes that the activities authorized under this policy will be ongoing from year to year and will be subject to the annual budget appropriations generally determined by the Council and subject to priorities as established by the City's Director of Public Works.

8.0 - Boulevard Considerations

Snow from public streets will be plowed onto boulevards. Snowplowing operations can cause property damage even under the best of circumstances and care on the part of the operators. In order to keep added expenses to a minimum and maximize safety, the City requires a clear zone behind the curb for snow storage. Any object that could hamper snow removal or be damaged by snow removal operations should be removed from this area. This excludes mailboxes that comply with U.S. Postal Service Specifications.

8.1 - Driveways

The City will not remove snow from driveways regardless of whether it has been cleared of snow before the City equipment arrives. The City does not plow private streets, parking lots, property accesses or driveways. Individual property owners are responsible for removal of any snow deposited from the street onto their driveway or sidewalk, except in sidewalk areas noted in **Appendix A**. Snow removed from sidewalks and driveway aprons may be deposited in boulevard areas adjacent to the property. The practice of depositing snow from driveways and walkways in the street is strictly prohibited in accordance with [Minnesota State Statute 169.42](#).

8.2 - Turf & Property Damage

The City may repair turf damage on boulevards as budgets allow, only if it was the direct result of snow removal operations in the street, by top dressing and seeding the following spring. The City will bear the costs of these repairs, but it will be the adjacent property owner's responsibility to ensure proper watering and establishment of the seed once it is placed. The City does not repair or replace turf or boulevard plantings damaged due to:

- The application of salt or deicing chemicals.
- Snow removal on sidewalks will not be repaired by the City.

Other damage within the public right-of-way is the responsibility of the property owner including, but not limited to, trees, shrubs, bushes, landscaping, fences, irrigation systems, invisible fencing, basketball goals, driveway aprons, etc.

8.3 - Mailboxes

Mailboxes that comply with US Postal Service specifications that are damaged as a result of **direct contact** by City snow removal equipment will be inspected and temporarily repaired within 48 hours of receiving notification of such damage. If the mailbox and post cannot be temporarily repaired, a portable mailbox will be set in place so mail service may be continued. The City will replace the damaged mailbox structure the following spring with a standard No. 1 black, white, or silver mailbox mounted on a 4-inch by 4-inch treated wood post. Residents may request reimbursement of expenses up to \$75, if they so choose, to replace the mailbox structure themselves, relieving the City of any further obligation. The City will not be responsible for damage to mailboxes or support posts caused by snow or ice moved by a plowing operation coming in contact with the mailbox.

It is the mailbox owner's responsibility to remove any snow deposited in front of a mailbox by plowing operations to allow mail delivery.

8.4 - Fire Hydrants

The City does not remove snow around fire hydrants. Some hydrants on arterial and collector streets may be cleared by City crews as part of separate boulevard snow removal efforts, where storage space for snow is limited. Residents and business are

encouraged to clear snow from hydrants that are located adjacent to their property to aid in the provision of emergency services.

9.0 - Snow and Ice Removal from Sidewalks

The City has approximately 78 miles of bituminous trails and concrete sidewalks, which are collectively referred to as “sidewalks” in this policy. This includes approximately 18 miles of sidewalks along Dakota County roadways that the City has responsibility to maintain during the winter per a separate maintenance agreement with Dakota County (1995, *County Agreement K/K94-221*). The sidewalk system is maintained to provide a safe location for pedestrians to travel to and from schools, businesses, and residences. Due to the demand for the use of sidewalks and the varying condition of the property adjacent to which they exist, it is in the public interest that the City provides plowing of certain priority sidewalks throughout the community.

Periodically, the Public Works Department prepares a map clearly identifying the location of all the sidewalks within the City and identifies what sidewalks will be prioritized for snow and ice removal by the City. The current version of this map will be published on the City’s website and included in **Appendix A** of this policy. The City assigns priority based on proximity of sidewalks to schools, public transit bus routes, and retail access. Generally, sidewalks along County Roads, City collector streets (mainly State Aid streets), and in locations where adjacent property is either owned by the City or where there is limited or no private property access to the sidewalks, will be considered for snow removal priority. All winter maintenance of sidewalks is prioritized lower than streets and parking lots, and will be performed as resources allow, in accordance with the priorities noted in **Section 10.0**. Certain trail segments, particularly within parks and other City property, may be left unplowed for winter recreation (cross country skiing, snowshoeing, etc.).

The City Code requires removal of snow and ice from sidewalks located in public right of way. Unless noted as a City responsibility on the map in **Appendix A**, it shall be the responsibility of the abutting property owner to keep sidewalks clear of snow and ice within 24 hours of the end of a snow or ice event, in accordance with City Code , Title 7, Chapter 1, [Section 7-1-2](#). If a property owner is found to be in violation of this Code requirement, and if notice has been sent to the owner/occupant and ice has not been removed in the time allowed, the City may choose to remove the snow and/or ice and charge the cost of removal to the property owner. The property owner will receive an invoice showing the appropriate charges. Failing to pay the invoice will result in a one-year special assessment against the benefitting property.

10.0 - Snow and Ice Control Priorities

The City classifies streets based on the street function, traffic volume, and importance to the welfare of the community. Plowing and chemical ice treatment efforts are prioritized as follows:

- 1) **First Priority** - Arterial and collector streets, Police and Fire Department parking lots.
- 2) **Second Priority** - Residential streets.
- 3) **Third Priority** - Cul-de-sacs and City facility parking lots.
- 4) **Fourth Priority** - Alleys
- 5) **Fifth Priority** - Sidewalks on City-responsible plow map (**Appendix A**).
- 6) **Sixth Priority** - Removal of excess snow from boulevards and cul-de-sacs as necessary to address public safety and snow storage needs for future weather events.

The above priorities may be modified by the Public Works Director to fit existing circumstances.

Depending on the type, duration, and accumulation of snow/ice duration of a winter maintenance event, the length of time needed to address each priority area may vary. It is the goal of the City to complete first, second, and third priority plowing and treatment efforts within the first 24 hours of an event. Due to the nature of the equipment utilized and the scheduling of staff, fourth, fifth, and sixth priority items may take two to five days to complete following the end of a winter maintenance event.

Appendix A - Sidewalk Plow Map

The attached map is updated as of the date noted on the map.

The most current version of the City's Sidewalk Plowing Map is available online at the following link:

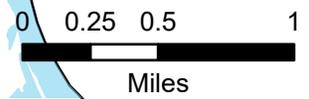
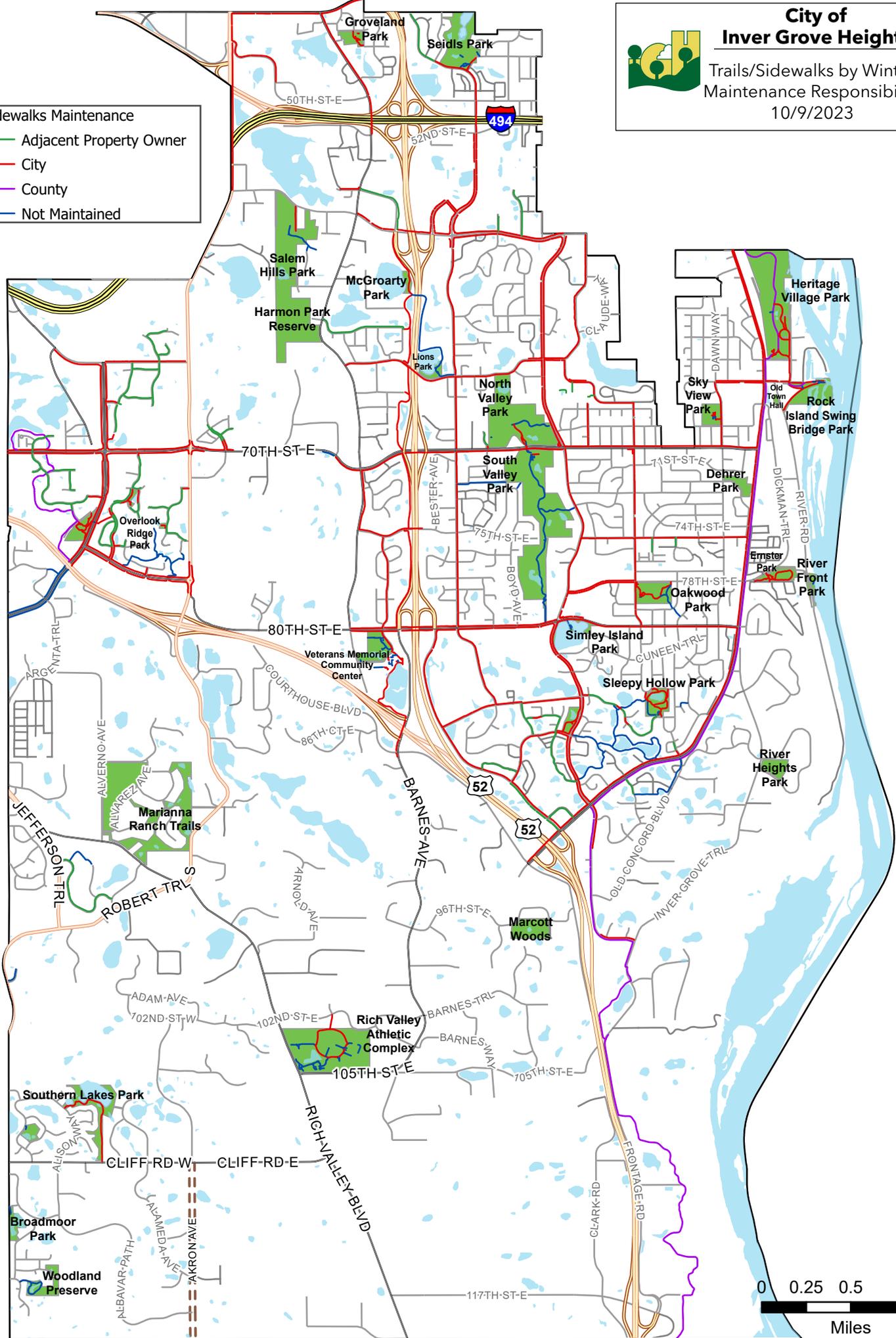
<https://igh.maps.arcgis.com/apps/instant/portfolio/index.html?appid=57ea65b580f04a2aba40563fa7882696>



City of Inver Grove Heights

Trails/Sidewalks by Winter Maintenance Responsibility
10/9/2023

- Sidewalks Maintenance**
- Adjacent Property Owner
 - City
 - County
 - Not Maintained



Appendix B - City Council Resolution

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 2023-258

RESOLUTION APPROVING AN UPDATE TO THE CITY'S WINTER MAINTENANCE POLICY

WHEREAS, on January 11, 2011, The City Council approved the adoption of a Winter Maintenance Policy; and

WHEREAS, an update to the Winter Maintenance Policy is needed based on changes in City maintenance and staffing levels, equipment, and the continued expansion of the City's public infrastructure including streets, sidewalk, and trails; and

WHEREAS, on August 14, 2023, staff presented an updated version of the Winter Maintenance Policy to the City Council in conjunction with the first reading of an updated Sidewalk Snow Removal Ordinance; and

WHEREAS, on September 11, 2023, and October 9, 2023, the City Council received a second and third reading of the Sidewalk Snow Removal Ordinance, subsequently adopting the Ordinance upon receipt of the third reading.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, THAT:

1. The updated Winter Maintenance Policy, dated October 9, 2023, is hereby adopted.
2. The updated Winter Maintenance Policy supersedes all previous versions as of the date of adoption.

Adopted by the City Council of the City of Inver Grove Heights this 9th day of October 2023.



Brenda Dietrich, Mayor

ATTEST:



Rebecca Kiernan, City Clerk