



## Snow Removal Guidelines & Procedures

Updated 10/17/2019

This snow removal guide is meant to establish a general guideline to be followed for snow removal operations within the City of Devils Lake. Each storm event is unique and variations in snow and ice accumulation across the City may vary. Therefore, adjustments to this guide may occur to allow flexibility to street department personnel to place resources where they are needed most to benefit City businesses and residents.

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

In general, snow removal operations within the City will occur in two modes: **Storm Operation Mode** and **Routine Maintenance Mode**.

### Storm Operation Mode:

After a storm event with snow accumulation and/or snow drifts that severely impedes traffic throughout the City (typical accumulations of 4" or more), City crews will operate under a **Storm Operation Mode** for snow removal. While operating under **Storm Operation Mode**, City crews will clear City streets according to the attached snow removal priority map. Driving lanes and parking lanes (two passes on each side of the roadway) will be plowed as City crews clear the roadways according to the priority list. Dependent upon snow depth, snow gates may or may not be used during **Storm Operation Mode**, as the gate's effectiveness becomes diminished when snow depth becomes excessive, damage to equipment can occur with large snow amounts, and priority is given to opening the roadways in a timely fashion for safe public travel.

Public works employees from other departments will help operate snow removal equipment while the City operates in **Storm Operation Mode**, with the intent of crews operating in 12 hour shifts, 24 hours a day, until snow plowing operations have made roadways passable within the City. Typically, a motor grader will be operating in tandem with a wheel loader with a snow plow to clear each side of the street. This equipment combination, when completing a pass on each side of the roadway, will normally move snow far enough toward the curb to allow parking on each side of the street after crews have finished plowing. Salt/sand application during **Storm Operation Mode** will occur on a limited basis to ensure priority intersections offer safe winter driving conditions.

City crews will begin snow removal operations on Priority Route 1 and proceed to Priority Route 2 as roadways get plowed. Once Priority Route 2 and the Industrial Park areas are complete, crews will

begin plowing snow off residential streets until time has passed to allow crews to perform night time snow removal operations in the Downtown Business District. City crews will strive to begin snow removal operations in the Downtown Business District the first night following the clearing of Priority Routes 1 & 2, unless excessive snow accumulations have blocked residential roadways, making them impassable.

During storm events with excessive snow accumulation, limited crews will be used to keep Priority Routes 1 passable. Main storm clearing operations will begin AFTER the storm event has passed, with crews clearing Priority Routes 1 & 2 when conditions improve. If residential roadways are impassable, crews will work to open residential routes PRIOR to clearing downtown. Heavy snows may not allow roadways to be cleared curb to curb during Storm Operation Mode. Additional widening may occur during Routine Maintenance Mode.

Due to diagonal parking and the need to access businesses, snow removal in the Downtown Business District will generally include pushing snow toward the center of the street to create a windrow of snow that can be loaded into trucks with a snow blower. In an effort to reduce damage to curbs and sidewalk ramps, smaller City equipment will be used to create an initial pass adjacent to these areas. Therefore, business owners in the downtown district are asked not to pile snow on roadways. Snow from the sidewalk can be pushed uniformly along the curb/ramp edges. This will help speed snow removal and hauling from Downtown.

Once the Downtown Business District roadways are cleared of snow, crews will resume plowing snow on residential roadways. Snow removal in residential areas will typically only occur during daylight hours due to safety concerns and the potential for blocking additional vehicles parked in residential areas at night. City crews will strive to adhere to the residential street and avenue snow clearing schedule; clearing snow from streets from 8:00 am to 5:00 pm on Tuesdays, Thursdays and Saturdays and clearing snow from avenues from 8:00 to 5:00 pm on Mondays, Wednesdays and Fridays. Crews may have to operate outside these timeframes after larger snow events if roadways become blocked. In that event, crews will work to open residential streets prior to avenues.

Based on snow amounts and timeframes, City crews will complete an initial clearing and piling of snow within Downtown parking lots as time allows during **Storm Operation Mode**. Remaining snow, further clearing and snow hauling from the lots will occur as time permits during normally scheduled routine maintenance of the lots.

## **Routine Maintenance Mode:**

Smaller snow events, compacted snow, widening of roadways, snow hauling, maintenance salt/sand applications and general snow clean-up operations will occur during regularly scheduled snow removal maintenance times. This mode of snow removal operations is considered **Routine Maintenance Mode** for the City. During **Routine Maintenance Mode**, snow removal operations will adhere to a fixed schedule to ensure residents can park and plan accordingly.

The times and locations for **Routine Maintenance Mode** are as follows:

## **RESIDENTIAL STREETS AND AVENUES**

*NO PARKING* on streets 8:00 am - 5:00 pm - Tues, Thur, Sat

*NO PARKING* on avenues 8:00 - 5:00 pm - Mon, Wed, Fri  
except Sundays and Holidays

## **DOWNTOWN PARKING LOTS**

*NO PARKING* Mondays 2:00 am - 7:00 am:

Last Hand – 4<sup>th</sup> St NE, West of St Joseph’s Church

Old Journal Lot – 4<sup>th</sup> Ave NE, south of McGarvey Archery

Town Hall – 5<sup>th</sup> St NE & 5<sup>th</sup> Ave NE, east of Armory

Ray’s Standard Lot – 4<sup>th</sup> Ave NE & 3<sup>rd</sup> St NE, west of Thompson’s Glass & Paint

*NO PARKING* Fridays 2:00 am - 7:00 am:

Chautauqua – 5<sup>th</sup> Ave NE & 5<sup>th</sup> St NE, west of City Center Motel

VFW – 3<sup>rd</sup> Ave NE, west of VFW Club

Farmers Union Lot – 5<sup>th</sup> St NE & 3<sup>rd</sup> Ave NE, west of Creative Impressions

Firestone – 5<sup>th</sup> Ave NE & 3<sup>rd</sup> St NE, west of Post Office

## **DOWNTOWN BUSINESS DISTRICT**

*NO PARKING* on streets or avenues 2:00 am -7:00 am except Sundays and Holidays

## **EMERGENCY ROUTES**

*NO PARKING* when declared on 7th St NE and 12th Ave SE & NE

## **INDUSTRIAL PARK**

*NO PARKING* on streets or avenues 2:00 am - 7:00 am except Sundays and Holidays.

Listen to local radio each morning for updates on snow removal. Residents are asked to stay off roadways during and after major storm events until roadways are cleared. Stuck vehicles and additional traffic can severely impede snow removal operations and pose safety concerns for city crews and the public.

## **TICKETING**

Other than emergency routes, snow routes, no parking areas, areas signed to limit parking during maintenance periods, and the routine residential maintenance schedule, ticketing of parked vehicles will not occur during **Storm Operation Mode** due to the inability to notify the public and provide a reasonable timeframe when particular roadways will be plowed. However, to improve the speed and efficiency of the snow removal efforts, as well as preventing vehicles from becoming blocked by plowed snow, residents are encouraged to not park on roadways, if possible, when winter storms are forecast.

If residents must park on roadways in residential areas during the winter months, it is recommended they adhere to the advertised residential street maintenance schedule. After very heavy snowfalls that block roadways, however, City crews may need to plow residential areas outside the advertised

parking schedule. In that event, crews will plow streets first, after the Priority 1 and Priority 2 routes are completed.

To allow more efficient and better clearing of our roadways, ticketing will occur during **Routine Maintenance Mode** operations. Residents are asked to refrain from parking in the areas where work is scheduled to be performed.

Anyone who fails to remove their vehicles from streets, avenues, or public parking lots on the above days shall have their vehicles ticketed and/or towed including a penalty as set out in the City's rates and fees.

## **SIDEWALKS**

Property owners are required to remove snow and ice from sidewalks adjacent to their property within 24 hours after a storm event and are required to keep the sidewalks clear of snow and ice throughout the winter. To ensure a safe walking environment for mail delivery and the general public, the City may remove snow and ice without notice to the property owner from sidewalks that are not cleared within the specified time period. Cost for the sidewalk clearing will be assessed to the property adjacent to the sidewalk. Cost for sidewalk snow removal/sanding is identified in the City's Rates and Fees.

Property owners whose sidewalk is located adjacent to the street (i.e. no grassed boulevard between the sidewalk and curb) are also required to remove snow and ice from the sidewalk. In the event the City crews push snow upon the sidewalk, City crews will remove this additional snow as time permits during **Routine Maintenance Mode**.

Snow removal from sidewalks adjacent to City owned or public property will be completed by City crews as time permits, with a goal of having sidewalks cleared within 48 hours of the snow event.

## **ALLEYS**

Snow from alleys will be plowed by the City sanitation department using a wheeled loader. Removal of snow ridges left on the sides of the alley after the loader has passed, if required, will be the responsibility of the adjoining property owner. Priority for snow plowing will be given to the Downtown Business District and alleys located along the first scheduled sanitation pickup routes to allow the sanitation department access for waste collection. The sanitation department will continue snow removal in alleys with the goal of having all alleys cleared within 24 hours after the storm event has passed. The sanitation department will monitor alleys and complete routine snow removal operations as needed. Residents are encouraged to clear snow ridges and areas adjacent to garbage cans to allow better access for sanitation department personnel. Property owners that use dumpster service are required to clear snow from dumpster areas. Snow-blocked dumpsters that cannot be accessed will not be picked up until snow is cleared and dumpsters are easily accessed by City equipment.

## **MAILBOXES**

In an effort to help residents with snow removal, City crews will attempt to further widen and clear snow from mailbox areas during normal **Routine Maintenance** periods. However, it is the resident's responsibility to remove snow from mailbox areas to the satisfaction of the Post Office to ensure continued mail delivery. Mailboxes set adjacent to the curb are located on the public right of way and mailbox owners are responsible for damage caused to the mailbox or supports by snow removal equipment.

## **FIRE HYDRANTS**

In order to ensure timely access during an emergency, residents are encouraged to help keep areas around fire hydrants clear of snow. Snow clearing around hydrants will be completed by City crews as time allows, but adjoining property owners can provide a valuable service by ensuring fire hydrants in their neighborhoods are kept clear of snow.

## **HOMESTEAD CREDIT/DISABLED VETERANS**

During **Storm Operation Mode**, snow ridges may be created in driveways of homeowners who qualify for Homestead Credit or Disabled Veteran tax credit. When notified, City crews will return to those qualifying homes to remove snow ridges in driveways that were caused by City snow removal equipment during **Routine Maintenance Mode**, and as time permits.

## **PRIVATE SNOW REMOVAL**

Residents, business owners and contractors are reminded that it is illegal to deposit, place, move, push or locate snow and leave the snow on streets or alleys within the City. Snow shoveled from public sidewalks in the Downtown Business District may be pushed onto the adjoining street in a manner acceptable to the department head for streets. Anyone found in violation shall be penalized according to the current Rates and Fees adopted by the City Commission.

In addition, landowners and snow removal operators are requested to not push snow into rights-of-way and ditches of highways. The snow piles exaggerate drifting problems and create hazards for motorists. State law prohibits a person from obstructing, or causing to be obstructed, any public highway or right of way.

## **SNOW HAULING**

Due to the high cost of hauling snow, snow will typically be hauled away during snow removal operations only in the Downtown Business District. The goal in other areas of the City is to push the snow onto adjoining boulevards, greenspace and right of way areas. Should snow banks in areas get high enough to pose a hazard to the traveling public, City crews may haul snow away in certain areas to improve safety.

## **MUNICIPAL CODE**

City ordinances dealing with snow and ice removal are attached to this guide for reference.

## **SNOW REMOVAL PRIORITY**

### **Priority 1 – Major Roadways/Emergency Routes**

- Hwy 2 – from Hwy 19 to Elks Drive
- Hwy 19 – from Hwy 2 to College Drive
- College Drive – Hwy 2 to 22<sup>nd</sup> St NW
- 7<sup>th</sup> Street NE – College Dr N to 14<sup>th</sup> Ave NE
- Walnut Street E – 8<sup>th</sup> Ave NE to Elks Drive
- 12<sup>th</sup> Ave NE – Hwy 2 to 7<sup>th</sup> St NE
- 5<sup>th</sup> Ave/6<sup>th</sup> Ave NE – Hwy 2 to 7<sup>th</sup> St NE
- 6<sup>th</sup> St NE – College Dr to 6<sup>th</sup> Ave NE
- 8<sup>th</sup> Ave SE – Hwy 2 to 5<sup>th</sup> St SE
- 5<sup>th</sup> St SE – 5<sup>th</sup> Ave SE to 12<sup>th</sup> Ave SE
- Walnut Street W – Hwy 2 to College Dr

### **Priority 2 – Major Roadways/School Routes**

- 16<sup>th</sup> St NW – College Dr N to 8<sup>th</sup> Ave NW
- 14<sup>th</sup> St NW – College Dr to gravel
- 5<sup>th</sup> Ave NW – 14<sup>th</sup> St NW to 16<sup>th</sup> St NW
- 14<sup>th</sup> St NE – College Dr to 5<sup>th</sup> Ave NE
- 5<sup>th</sup> Ave NE – 7<sup>th</sup> St NE to north City limits
- 12<sup>th</sup> St NE – College Dr to 5<sup>th</sup> Ave NE
- 10<sup>th</sup> St NE – College Dr to 14<sup>th</sup> Ave NE
- 2<sup>nd</sup> Ave NE – 12<sup>th</sup> St NE to 14<sup>th</sup> St NE
- Kelly Ave NE – 7<sup>th</sup> St NE to 12<sup>th</sup> St NE
- 8<sup>th</sup> St NE – College Dr to 5<sup>th</sup> Ave NE
- 10<sup>th</sup> Ave NE – 7<sup>th</sup> St NE to 10<sup>th</sup> St NE
- 14<sup>th</sup> Ave NE – Walnut St to 10<sup>th</sup> St NE
- 4<sup>th</sup> St SW – Hwy 2 to 2<sup>nd</sup> Ave SE
- Frontage roads on Hwy 2
- 3<sup>rd</sup> St SE – College Dr to 2<sup>nd</sup> Ave SE
- 2<sup>nd</sup> St NE – College Dr to 5<sup>th</sup> Ave SE

### **Downtown Business District/Industrial Park**

- 5<sup>th</sup> St NE – College Dr to 6<sup>th</sup> Ave NE
- 4<sup>th</sup> St NE – Railroad Ave to 6<sup>th</sup> Ave NE
- 3<sup>rd</sup> St NE – Railroad Ave to 6<sup>th</sup> Ave NE
- 2<sup>nd</sup> St NE – 5<sup>th</sup> Ave NE to 6<sup>th</sup> Ave NE
- 2<sup>nd</sup> Ave NE/Railroad Ave – 6<sup>th</sup> Ave NE to 6<sup>th</sup> St NE
- 3<sup>rd</sup> Ave NE – 4<sup>th</sup> St NE to 5<sup>th</sup> St NE

- 4<sup>th</sup> Ave NE – Railroad Ave to 6<sup>th</sup> St NE
- 5<sup>th</sup> Ave NE – Railroad Ave to 6<sup>th</sup> St NE
- Schwan Ave NW – Summers St NW to Hwy 2
- Kelly Dr NW – Summers St NW to Hwy 2
- Summers St NW – Schwan Ave NW to Kelly Dr NW

# DEVILS LAKE MUNICIPAL CODE

## Chapter 10.42 SNOW REMOVAL

### 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 penalty as set in the fees and rates as adopted by the City Commission.

## Chapter 12.12 SNOW REMOVAL AND STREET SWEEPING[\*]

### 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 vehicle 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 as set forth in the fees and rates as set by the City Commission.

(Ord. 763(part), 1991)  
(Ord. No 959, 12-3-18)

**Chapter 12.13 OBSTRUCTIONS CAUSED BY SNOW REMOVAL**

**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)

**12.14.010 Removal of Snow and Ice From Sidewalks.**

The owner of any lot or parcel of land abutting any sidewalk shall:

A. Keep the sidewalk clean and unobstructed at all times.

B. Remove snow and ice within 24 hours after the snow falls or ice forms, and keep the sidewalk free of ice and snow. Sand, salt, or any chemical product approved by the city engineer may be used to make the area safe for pedestrian travel if removal of ice is impracticable.

(Ord. No 957, 12-3-18)

**12.14.020 Assessment For Removal of Snow and Ice.**

Should snow and ice not be removed in the manner required, it shall be removed under the direction of the department head of public works or the city engineer, and costs assessed to the abutting property pursuant to Chapter 40-29 and any subsequent amendments.

(Ord. No 957, 12-3-18)

**Chapter 12.24 STREETS, SIDEWALKS AND PUBLIC PLACES**

**12.24.050 Damage to mailboxes.**

The City is not liable for any damage which may result to any mailbox during the City's normal maintenance operation (i.e. snow removal, street sweeping, etc.). The owner of the mailbox shall be responsible for any such damage to their mailbox.

(Ord. 846(part), 2001)