



Snow Removal Guidelines & Procedures

Updated 12-11-18

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 3" 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 intersection 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. In certain instances, Downtown snow removal may begin prior to the clearing of all Priority Routes with hopes of clearing Downtown during night operation. If that occurs, clearing of Priority Routes will resume when Downtown operations are complete.

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 streets. Residential avenues will be cleared upon completion of snow plowing on residential streets. 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 – 4th St NE, West of St Josephs Church

Old Journal Lot – 4th Ave NE, south of McGarvey Archery

Town Hall – 5th St NE & 5th Ave NE, east of Armory

Ray's Standard Lot – 4th Ave NE & 3rd St NE, west of Thompson's Glass & Paint

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

Chautauqua – 5th Ave NE & 5th St NE, west of City Center Motel

VFW – 3rd Ave NE, west of VFW Club
Farmers Union Lot – 5th St NE & 3rd Ave NE, west of Creative Impressions
Firestone – 5th Ave NE & 3rd 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

Listen to local radio each morning for updates on snow removal.

TICKETING

Other than emergency routes, snow routes, no parking areas, and areas signed to limit parking during maintenance periods, 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, it is recommended they park on avenues outside the Priority 1 and Priority 2 routes. Once the priority routes are clear, crews will begin plowing streets. Residents can move vehicles from the avenues to the streets once the streets have been plowed.

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 fine not less than \$10 nor more than \$100, to be determined by the Municipal Judge.

SIDEWALKS

Property owners are required to remove snow and ice from sidewalks and ramps adjacent to their property within 24 hours after a storm event and are required to keep the sidewalks and ramps clear of snow and ice throughout the winter. This includes snow ridges left at the ends of sidewalk ramps by snow removal equipment.

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 mail box areas during normal **Routine Maintenance** periods. However, it is 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. 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.

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

Priority 2 – Major Roadways/School Routes

- 16th St NW – College Dr N to 8th Ave NW
- 14th St NW – College Dr to gravel
- 5th Ave NW – 14th St NW to 16th St NW
- 14th St NE – College Dr to 5th Ave NE
- 5th Ave NE – 7th St NE to north City limits
- 12th St NE – College Dr to 5th Ave NE

- 10th St NE – College Dr to 14th Ave NE
- 2nd Ave NE – 12th St NE to 14th St NE
- 8th St NE – College Dr to 5th Ave NE
- 10th Ave NE – 7th St NE to 10th St NE
- 14th Ave NE – Walnut St to 10th St NE
- 4th St SW – Hwy 2 to 2nd Ave SE
- Frontage roads on Hwy 2
- 3rd St SE – College Dr to 2nd Ave SE
- 2nd St NE – College Dr to 5th Ave SE

Downtown Business District/Industrial Park

- 5th St NE – College Dr to 6th Ave NE
- 4th St NE – Railroad Ave to 6th Ave NE
- 3rd St NE – Railroad Ave to 6th Ave NE
- 2nd St NE – 5th Ave NE to 6th Ave NE
- 2nd Ave NE/Railroad Ave – 6th Ave NE to 6th St NE
- 3rd Ave NE – 4th St NE to 5th St NE
- 4th Ave NE – Railroad Ave to 6th St NE
- 5th Ave NE – Railroad Ave to 6th 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 fine not to exceed fifty dollars. (Ord. 648 §4, 1982)

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 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.

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)

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)

ORDINANCE NO. _____

AN ORDINANCE, WHICH UPON ADOPTION, SHALL BE CODIFIED AS CHAPTER 12.14 OF THE DEVILS LAKE MUNICIPAL CODE.

BE IT ORDAINED, by the City Commission of the City of Devils Lake, North Dakota, pursuant to the Home Rule Charter of the City of Devils Lake, that this Ordinance shall be codified as Chapter 12.14 of the Municipal Code, and provide as follows:

12.14.010 Snow and Ice – Removal From Sidewalks. The owner or occupant of any building, grounds or premises within the limits of the City shall keep the sidewalks and approach walks adjacent to the same free from snow or ice. The department head for streets may remove or cause to be removed all snow or ice from the sidewalks and approach walks adjacent to any such building, or grounds, or premises whose owner or occupants shall refuse or fail to remove such snow and ice within twenty-four (24) hours after the snow has fallen or accumulated, at the expense of such owner or occupant. The cost and expense of such removal of snow or ice by the department head for streets shall be assessed against, and shall be a lien upon, the adjacent property where such snow or ice is removed from the sidewalk or approach walk by the department head for streets. However, no person shall be required to remove snow or ice during the continuance of any snowstorm.

12.14.020 Assessment By Department Head For Streets. Whenever the department head for streets shall, pursuant to section 12.14.010 of this chapter remove or cause to be removed any snow or ice from any sidewalks or sidewalk along or in front of any building, grounds, or premises, the department head for streets shall assess the cost of the same against said property, and on or before the first day of May in each year, make and file in the office of the City auditor a list of the property chargeable with such expense, the actual cost and expense of such removal and a description of the lot, or lots, or parcels of land along or in front of which is the sidewalk or sidewalks from which snow or ice has been removed.

12.14.030 Notice and Publication of Assessments By City Auditor and Hearing By City Commission. The City auditor shall give notice by publication in the official newspaper of the hearing and confirmation of such report and assessment at a regular June meeting of the City commission, notifying all persons objecting to appear and present their objections, such notice to be published twice, once each week for two (2) consecutive weeks, the last publication to be not less than eight (8) days before the time fixed for the hearing. Notice shall also be given to the owner of the property according to the City's records by regular mail at the address the City records show for the property. At a June meeting of the City commission or at such later meetings to which such hearing and confirmation may be adjourned or continued,, the City commission shall take up and consider said assessment and shall hear any objections, and after considering the matter should the City commission approve and confirm the same, the City auditor shall attach to such list the City auditor's certificate that the same is correct as confirmed by the City commission and shall thereupon file such assessment list in the City auditor's office as provided by law, and such assessments shall be certified to the county auditor by the City auditor at the same time and in the same manner that sidewalk assessments are certified.