

**CITY OF MINOT  
SNOW REMOVAL PLAN  
October 2022**

**1.0 GENERAL**

This plan has been written to provide information and guidance regarding snow removal procedures and policies. The plan provides guidance, while maintaining flexibility that will allow the streets to be cleaned as quickly and efficiently as possible, while providing the best service possible to citizens and businesses in Minot.

**1.1 OBJECTIVE**

The primary objective of the Public Works Street Department is to provide for the safe and orderly movement of vehicular traffic throughout the City during all weather conditions including severe winter storms. Although City streets, including major arterials, may be temporarily closed during extremely severe conditions, the Department will use available resources to prevent closing or keep the duration of closures to a minimum. Although the Department strives to keep all lanes of traffic moving, during extreme conditions travel may be limited to one lane of vehicular traffic in each direction.

**1.2 COMMUNICATION**

In advance and during snow events, the city will keep the public informed about relevant aspects of snow removal operations (e.g., use of snow gates, the progress of operations, problem areas, etc.) using normal means of communication (e.g., city website, social media, media news releases, etc.).

**2.0 PERSONNEL**

The street department is under the direct supervision of the Street Superintendent. The department consists of two foremen, sixteen heavy equipment operators, and thirteen light equipment operators. During a snowstorm or high winds, snow removal operations continue 24 hours a day. There will normally be enough operators for each motor grader. The remaining operators will use loaders, sanders, truck mounted plows or other equipment that is necessary to remove snow from city streets. In an emergency, personnel will be brought in from other departments where available to continue snow removal until the emergency is over.

**3.0 EQUIPMENT**

The following equipment is utilized during snow removal operations:

- 1) Eight motor graders
- 2) Three truck plows
- 3) Four front-end loaders
- 4) Five skid steer loaders
- 5) Seven truck mounted sanders and two brine tanks
- 6) Two snow blowers mounted on front end loaders
- 7) Two front end loader side delivery plow attachments w/gates (Henke)

Each motor grader is equipped with a snow gate. The snow gate is used to **limit** the amount of snow discharge in driveways and around mailboxes. The snow gates are only effective for low to moderate snow accumulations. Heavy snow accumulations will go over the top of the snow gate. Wet snow will put too much pressure on the snow gate and will eventually break it. If it is determined that the snow gates will be ineffective due to excess amounts of snow, they will not be used.

Truck plows are used in areas where there are a limited number of driveways. These plows are effective in removing snow quickly but the snow discharge cannot be controlled and are not normally used in most residential areas.

Skid steer loaders are used on City owned or maintained sidewalks. Front-end loaders are used to remove snow from intersections, cul-de-sacs, and areas where heavy drifting has occurred. Truck mounted sanders are used to provide additional skid resistance when road conditions warrant. The snow blower is used for hauling snow and removing snow from blocked areas.

**4.0 SNOW REMOVAL OPERATIONS**

Preparing a snow removal plan that encompasses all scenarios is virtually impossible. Therefore, this plan attempts to provide as much flexibility as possible while addressing the needs of the public.

**4.1 SNOW ROUTES**

Snow routes were developed to allow the Public Works Director to designate a snow emergency and require all parked cars to be removed from these designated routes. If vehicles are not removed they will be towed and impounded. The snow route system has been in effect since the fall of 1993. Following is a list of the adopted snow routes. (See attached map):

- 1) Broadway
- 2) Burdick Expressway
- 3) 37<sup>th</sup> Ave South from 30<sup>th</sup> St SW to 13<sup>th</sup> St SE
- 4) 16th St West from 37<sup>th</sup> Ave South to 36<sup>th</sup> Ave NW
- 5) 21<sup>st</sup> Ave NW from Broadway to 35<sup>th</sup> St NW
- 6) 6th St West from 19<sup>th</sup> Ave SW to 5<sup>th</sup> Ave NW
- 7) 8th St West from 5<sup>th</sup> Ave NW to 30<sup>th</sup> Ave NW

- 8) 30<sup>th</sup> Ave NW from Broadway to 83 Bypass
- 9) 3rd St East from 14th Ave SE to Airport Road
- 10) Airport Road from 3rd St NE to Broadway
- 11) 2nd St East from 14th Avenue SE to 20th Ave SE
- 12) 11th Ave South from 16th St SW to Hiawatha
- 13) Hiawatha from Valley St to 20<sup>th</sup> Ave SE
- 14) 16th Ave South from 16th St SW to 13<sup>th</sup> St SE
- 15) 4<sup>th</sup> Ave North from 83 Bypass to 3<sup>rd</sup> St NE
- 16) Railway Ave from 3<sup>rd</sup> St NE to 27<sup>th</sup> St NE
- 17) University Ave from 16th St NW to 10<sup>th</sup> St NE
- 18) 31<sup>st</sup> Ave South from 16<sup>th</sup> Street SW to 13<sup>th</sup> Street SE (then East to cul-de-sac)
- 19) 27<sup>th</sup> St NW from 4<sup>th</sup> Ave NW to 19<sup>th</sup> Ave NW
- 20) 36<sup>th</sup> Ave North from 16<sup>th</sup> St NW to 13<sup>th</sup> St NE
- 21) 27<sup>th</sup> St East from Valley St to Railway Ave
- 22) 55<sup>th</sup> St NE from CO 12 to 20<sup>th</sup> Ave SE
- 23) 35<sup>th</sup> Ave SE from 13<sup>th</sup> St SE to 21<sup>st</sup> St SE
- 24) 13<sup>th</sup> St SE from Valley St to 37<sup>th</sup> Ave SE
- 25) Valley St from Burdick Expy to 13<sup>th</sup> St SE
- 26) 20<sup>th</sup> Ave South from 16<sup>th</sup> St West to 13<sup>th</sup> St East
- 27) 2<sup>nd</sup> Ave SW from 6<sup>th</sup> St SW to 30<sup>th</sup> St SW
- 28) Central Ave SW from 16<sup>th</sup> St west to 30<sup>th</sup> St West
- 29) 20<sup>th</sup> St NW from 4<sup>th</sup> Ave NW to 21<sup>st</sup> Ave NW
- 30) 19<sup>th</sup> Ave NW from Sunset Blvd to 83 Bypass
- 31) 6<sup>th</sup> Ave NW from Broadway (East to 13<sup>th</sup> St NE)
- 32) 7<sup>th</sup> Ave SW from 16<sup>th</sup> St SW (West to Hwy 83 Bypass)

## 4.2 OPERATIONS

Snow routes are made passable prior to moving into other areas. Once the snow routes are open, snow removal operations will continue as follows:

- 1) Motor graders will start on hillside streets and school areas. School areas will be the immediate block around the school and any major route to a school.
- 2) Residential areas/Central Business District
  - a. Residential Areas - two motor graders per quadrant of the City. Work will begin in 3 of the 4 quadrants and the fourth quadrant will be cleared when one of the first three quadrants are complete. One motor grader will roam and be used for emergency calls.
  - b. Central Business District – All operations will take place at night (*per ordinance*) and will happen in conjunction with the residential areas. The residential areas will be worked during the day and the Central Business District will be worked at night as early as possible after the snow routes, hillside streets and school areas are completed. Streets in the Central Business District will be cleared on Mondays, Wednesdays & Fridays. Avenues will be cleared on Tuesdays, Thursdays & Saturdays.

- c. Central Business District alleys will be cleared and sanded as necessary to facilitate the business operations for the Central Business District.

**4.3 NORMAL SNOW ACCUMULATIONS (4"- 8")**

Snow removal operations will proceed as outlined in section 4.2. The crews will work 12-hour shifts until finished.

**4.4 HEAVY SNOW ACCUMULATIONS (High Winds or 8" of Snow or More)**

Heavy snow accumulations will usually require 24-hour snow removal operations. If City personnel cannot keep up with the storm, private contractors will be utilized. Intense storms are contingent upon many factors such as high winds, heavy snow accumulations, and storm duration. When private contractors are used, they will be given specific areas to work in. Snow gates will be ineffective and will not be used during heavy accumulations. The streets will not be cleaned from curb to curb by the contractor. When roads remain impassable due to strong wind and heavy snow, the City will put barricades out to close the road until the wind subsides. The primary emphasis will be to keep the streets passable, until the emergency is over. Then the operations will continue as outlined in section 4.2.

**4.5 CUL-DE-SACS**

Snow from cul-de-sacs will be removed by using front-end loaders and motor graders. Snow will be stockpiled in the center of the cul-de-sac, vacant lots or within the berm of the adjacent property owners. If snow is stockpiled in the middle of the cul-de-sac, it will be removed as conditions and time permit. Parking in cul-de-sacs may be restricted in order to provide access until the snow is removed.

**4.7 ALLEYS**

Once all City streets have been cleaned, operations will move into the alleys. A front-end loader will make one pass through the alleys. Any snow accumulations outside the path will be the responsibility of the adjacent property owner. Except for emergency situations the alleys will be cleaned last.

**4.8 DRIVEWAYS AND MAILBOXES**

Driveways may become impassable and mailboxes inaccessible due to snow removal operations. When this occurs it is the responsibility of the property owner to remove the snow from the driveway and the mailbox. Once all other snow removal operations are completed snow will be removed around mailboxes to allow for mail delivery.

**4.9 SANDING**

The City uses a salt and sand mixture mixed as 5 parts sand to 1 part salt. Sand trucks will be dispatched as conditions warrant. The City also utilizes a salt brine mixture to pretreat roadways as it is available prior to pending storms. The objective will be to cover all the major intersections, hillsides and the bus routes. Sand trucks will respond to requests from the public and the Minot Police Department. Two people will be on call during the winter months for sanding and other snow removal operations as needed.

**4.10 HAULING OF SNOW**

After the storm has subsided and all streets have been cleaned, night crews will begin hauling snow from the central business district. Snow will be hauled according to the alternate street parking in the downtown area. When conditions warrant, snow will be hauled from bridges, Broadway, Burdick Expressway, 4th Ave NW, 3rd St East, and 16th Street SW, and other narrowed roadways to make room for additional snow storage. This may be done ahead of hauling the Central Business District.

**4.11 SIDEWALKS**

Snow will be removed on City owned or maintained sidewalks with skid steer loaders as soon as city forces have completed the snow removal on City streets.

Private sidewalks are the responsibility of the property owner as stated in the City of Minot Code of Ordinances §28-85: **Sec. 28-85. - Sidewalks to be cleared of snow and ice; piling on public right-of-way restricted.**

- a. **The owner or occupant of any building, grounds, or premises abutting a street, shall keep the sidewalk abutting such premises reasonably clear of snow and ice. If the premises in question also abut on an alley, then the abutting sidewalk will be deemed to include the sidewalk crossing the alleyway (if any), up to the centerline of the alley.**
- b. **When the premises abutting a street is owned by the city, any sidewalk abutting such premises shall be reasonably clear of snow and ice, in accordance with the city council approved snow plan.**

When a private sidewalk is located immediately adjacent to the street, snow may be plowed onto the sidewalk. City forces will aid in the removal of this snow, after all City owned sidewalks and premises are clear.

**4.12 SPRING RUN-OFF**

Late winter and early spring the snow removal crews will clear and haul snow from drainage areas and catch basins. This is to facilitate run-off and try to avoid ponding and property damage problems.

**4.13 PRIVATE PROPERTY USING STREET FOR SNOW REMOVAL**

The City of Minot Code of Ordinances §28-86 states:

- (a) No person shall deposit or cause any snow or ice to be deposited upon any city street or sidewalk; nor shall snow or ice be deposited or moved upon public or private property so as to create a traffic hazard or to interfere in any manner with the vision or view of a driver of a motor vehicle or pedestrian at or near street intersections or where traffic merges or near school/pedestrian crossings.
- (b) No person shall deposit any snow or ice removed from any parking lot, filling station area, driveways, or from any other private property upon any public or city property or city street or sidewalk.
- (c) No person shall deposit or cause any snow or ice to be deposited on or against any fire hydrant or traffic-signal-control device or traffic sign or appurtenance; or any loading and unloading area of a public transportation system or emergency access land.

**5.0 CONCLUSION**

Different weather conditions will require this plan to be modified as needed by Public Works personnel. The street department will try to be flexible and respond to special conditions as much as possible, but the plan may be modified to meet conditions by the Director of Public Works.