

ST. FRANCIS – POLICY 3.02
SIDEWALK AND TRAIL MAINTENANCE POLICY
Adopted December 7, 2009

1.00 INTRODUCTION

- 1.01 Purpose: The purpose of this policy is to outline an orderly, consistent and fiscally responsible process to be used by the City officials and City staff in determining which public sidewalks and trails are to be maintained by the City and the standards under which these sidewalks and trails will be maintained.
- 1.02 The City of St. Francis, Minnesota finds that it is in the best interest of the residents for the city to assume basic responsibility of maintaining sidewalks and trails.
- 1.03 The City has public sidewalks and trails that vary in age and condition. The City has limited employee and financial resources and cannot reasonably repair and/or replace all sidewalks and trails identified as needing replacement and repair in a given year. As such, the City officials and staff must exercise discretion and professional judgment in determining whether and when such sidewalks and trails need to be repaired or replaced.

2.00 SIDEWALK AND TRAIL INSPECTION

- 2.01 The Director of Public Works or designee shall establish procedures for regular sidewalk and trail inspection. These procedures shall include:
- a. An initial City-wide sidewalk and trail survey.
 - b. A schedule for routine sidewalk and trail inspections on a regular basis
 - c. Criteria for determining whether a particular sidewalk or trail condition is in need of replacement or repair. Those criteria shall include, but are not limited to, a deviation or difference in elevation greater than two inches, as determined at the time of inspection.

3.00 SIDEWALK AND TRAIL REPLACEMENT AND REPAIR POLICY

- 3.01 Upon completion of the initial sidewalk and trail survey, the Director of Public Works or designee shall establish a replacement and repair schedule. This schedule is subject to modification based both on sidewalk and trail conditions and the availability of resources for sidewalk and trail replacement and repair. The sidewalk and trail replacement and repair schedule will:
- a. Prioritize replacement of the sidewalks and trails identified as needing replacement or repair so all sidewalks and trails identified in the initial sidewalk and trail survey as needing replacement or repair are replaced or repaired in a timely fashion.
 - b. Take into consideration and weigh the following factors:
 - 1. Sidewalk and trail location and amount of pedestrian traffic.

2. Proximity sidewalk/trail identified as needing replacement or repair to other sidewalks/trails also needing replacement or repair.
3. The nature and severity of the condition needing replacement or repair.
4. The City's budget for replacement or repair of sidewalks and trails
5. Whether, or to what extent, the cost of repair can be recovered from adjacent property owners.
6. Availability of employees, equipment, independent contractors and other resources needed for replacement or repair.
7. Public safety.
8. History of prior accidents or complaints.

4.00 SIDEWALK SNOW / ICE REMOVAL

- 4.01 City employees will be responsible for removing snow from sidewalks that abut City-owned property. Adjacent property owners, including other public entities, are responsible for removing snow and ice from sidewalks that abut their property. This includes any snow plowed from public streets onto the sidewalk.
- 4.02 The City may, as a public service or for public safety, remove snow and ice from sidewalks that abut private property when identified on the official City's Plowed Trails and Sidewalks map attached to this policy.
- 4.03 As there are a limited number of personnel and financial resources available, the City will only maintain snow removal from sidewalks after the streets have been plowed. The Director of Public Works or designee will decide when to begin snow and ice removal operations. The criteria for that decision are:
- a. Snow accumulation of two inches or more.
 - b. Drifting snow that impairs pedestrian travel.
 - c. Time of snowfall in relation to pedestrian travel
 - c. Icy conditions which seriously affect pedestrian travel.
- 4.04 Snow and ice removal operations are expensive and involve the use of limited personnel and equipment. Consequently snow removal from sidewalks will not generally be conducted for snowfall of less than two inches.
- 4.05 The level of service will be limited to what can be provided by mechanical equipment. Due to these limitations, sidewalks may not be cleared or maintained to a dry pavement standard. No hand work will be performed by the City or its contractor. Surface irregularities or slippery conditions may result. No ice control (sanding or salting) will be performed by the City or its contractor.
- 4.06 Reasonable attempts will be made not to deposit excessive snow on driveways or private sidewalks if it is operationally or mechanically controllable. The removal of any snow deposits on private driveways or sidewalks will be the responsibility of the private property owner and/or occupant.

- 4.07 The City will not be responsible for plow damage to turf, driveways, irrigation systems or landscaping located within public right-of-ways or easements. Any related repair will be the responsibility of the private property owner and/or occupant.
- 4.08 In cases where a nuisance is declared via the City's Code Enforcement Policy, the City may remove snow from walks other than those identified in 4.02 and seek reimbursement as identified in Chapter 7 of the City Code.

5.00 TRAIL SNOW / ICE REMOVAL

- 5.01 City employees will be responsible for removing snow and ice from trails identified on the official City's Plowed Trails and Sidewalks map attached to this policy after a snow accumulation of two inches or more. As there are a limited number of personnel and financial resources available, the City will only maintain snow removal from trails after the streets have been plowed and as time allows. Trails providing access to major sections of the City will be plowed first.
- 5.02 The level of service will be limited to what can be provided by mechanical equipment. Due to these limitations, sidewalks may not be cleared or maintained to a dry pavement standard. No hand work will be performed by the City or its contractor. Surface irregularities or slippery conditions may result. No ice control (sanding or salting) will be performed by the City or its contractor.
- 5.03 Reasonable attempts will be made not to deposit excessive snow on driveways or private sidewalks if it is operationally or mechanically controllable. The removal of any snow deposits on private driveways or sidewalks will be the responsibility of the private property owner and/or occupant.
- 5.04 The City will not be responsible for plow damage to turf, driveways, irrigation systems or landscaping located within public right-of-ways or easements. Any related repair will be the responsibility of the private property owner and/or occupant.

6.00 WEATHER CONDITIONS

- 6.01 Sidewalk and trail maintenance will be conducted when weather conditions permit and do not limit the ability to perform the work.
- 6.02 Sidewalk and trail maintenance will be conducted when such work would not endanger the safety of city employees and equipment.
- 6.03 Factors that may delay sidewalk and trail maintenance operations include, but are not limited to: temperatures below 32°F, wind, rain, and snow.

7.00 SAFETY

- 7.01 Employees will follow all work rules, OSHA regulations, and Federal and State laws to ensure a safe sweeping operation.

8.00 TRAINING AND EDUCATION

- 8.01 The City will provide training to employees responsible for sidewalk and trail maintenance and emergency response to issues with sidewalk and trail maintenance.
- 8.02 Training of employees will include education necessary to earn and maintain appropriate operator certifications (if applicable).
- 8.03 Training will also address standard operating procedures, proper use of equipment, emergency response, and other topics required by state and federal regulatory agencies.
- 8.04 It is expected that City employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy.
- 8.05 It is expected that in emergency situations, City employees will be required to exercise their discretion and weigh political, social, and economic considerations, including, but not limited to, public and employee safety, the potential for damage to private property and the City street system, and environmental concerns.

9.00 DOCUMENTATION; REVIEW AND MODIFICATION OF POLICY

- 9.01 The Director of Public Works or designee will document sidewalk and trail maintenance activities, any emergency responses, and keep on file all citizen comments and complaints regarding this policy and/or sidewalk and trail maintenance in general.
- 9.02 The City Council shall review this policy periodically, including the documented maintenance activities, any emergency responses, and citizen comments and complaints. It shall also review any factors/circumstances affecting this policy or its implementation and determine goals for the future.
- 9.03 The City Council may modify or clarify this policy at any time. Where the City Council has delegated responsibility or authority to any city employee or official for development or implementation of any portion of this policy, that employee or official shall have full authority to modify that portion of the policy at any time.