

City of St. Francis

Public Works Policy Manual

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POLICY 3.01 – SNOW AND ICE CONTROL POLICY

Adopted September 16, 2024

1.00 INTRODUCTION

1. Purpose: The purpose of this Snow and Ice Control Policy is to establish and maintain uniform procedures concerning snow and ice removal operations for the City of St. Francis.
2. 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 snow and ice removal operations on public streets.
3. The City will provide such service in a cost-effective manner, keeping in mind safety, budget, personnel, and environmental concerns.
4. The City shall use its employees, equipment, and/or private contractors to provide this service.
5. The City will make every effort to have all of its snow removal equipment operational by November 1st.
6. It is in the City's best interest to have a snow and ice control policy, but because of variable weather conditions, the policy must remain flexible.
7. The City full intends to meet the guidelines established in the policy; however, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, personnel availability, or weather and other emergencies may prevent the City from meeting the guidelines established herein.
8. The Director of Public Works or designee shall be responsible for enforcing and implementing this policy.
9. The Director of Public Works or designee may override provisions established within this policy.
10. The Director of Public Works or designee will be responsible for scheduling of personnel and equipment.

2.00 POLICY

1. Operations will continue until all City streets are passable. However, the City does not guarantee bare, dry pavement conditions after each snowfall or that streets will be totally free of ice and snow or driving hazards common to Minnesota winter weather.

3.00 PROCEDURES

1. The Public Works Director, or designee, will decide when to begin snow and ice control operations. Generally, snow removal operations will take place during the early morning hours when traffic is at a minimum. The criteria for that decision shall be based upon:
 - a. Snow accumulation of two inches (2") or more.
 - b. Drifting of snow that impairs travel.
 - c. Icy conditions which seriously hinders travel.
 - d. Time of snowfall in relationship to heavy traffic use of streets.

2. Snow will be plowed so the discharge is directed onto the boulevard area of the street. In times of extreme snowfall, streets will not always be immediately and completely cleared of snow. This results in the need for additional passes to clear the snow the full width of the street the next day.
3. Where space does not allow for snow to be piled in the boulevard, the City may remove the snow by truck from a given area. Such snow removal operations will not commence until other snow removal operations and City duties have been completed.
4. In time of extreme snowfall, high traffic volume streets which connect major sections of the City and provide access for emergency fire, police, and medical services, will be plowed first. Second priority streets are those streets providing access to schools, commercial businesses, and residential streets. Third priority streets are alleys, parking lots, and cul-de-sacs. Priority ranking may be interrupted in order to respond to emergency requests for assistance or at the direction of the Public Works Director or designee.
5. Sand, salt and other chemicals/materials may be used where hazardous ice or slippery conditions exist. Sand, salt, or other chemicals/materials may be placed at intersections, hills, crosswalks, curves, and required vehicle stop areas as necessary for driving safety. This provides for traction, but is not intended to provide bare pavement during winter driving conditions.

4.00 DAMAGE TO PROPERTY

1. The intent of the right-of-way is to provide room for snow storage, utilities, boulevard trees, sidewalks, and other City uses.
2. Mailboxes: It is the responsibility of the resident to maintain their mailbox in a state of good repair, and of sufficient strength to withstand normal maintenance operations.
 - a. If a mailbox that complies with the Minnesota Statutes Section 169.072, Minnesota Rules Chapter 8818, and United States Postal Service specifications is damaged as a result of direct contact by City snow removal equipment and the property owner promptly reports the damage to Public Works, the City will repair the mailbox within 48 hours of notification.
 - b. If the mailbox cannot be repaired, a temporary mailbox will be put in its place. The following spring, the mailbox will be replaced with a standard size, non-decorative metal mailbox and replace the support post as necessary with a 4'x4', decay resistance wood support post, both installed by the City.
 - c. Alternatively, the City will reimburse the mailbox owner the actual cost of materials based on paid invoices, not to exceed \$100.00, if they prefer to make their own repairs or replacement.
 - d. The City will not repair or reimburse for damage to media or newspaper boxes.
 - e. Final cleaning adjacent to mailboxes is the responsibility of the owner.

3. Landscaping: Only those items which are installed properly and allowed by City Ordinance to be adjacent to boulevards and *damaged by actual contact* with City equipment will be considered for repair or replacement at City expense. Damage to trees, fences, shrubbery, sprinkler heads, and other landscaping in the City's right-of-way, will *not* be considered for compensation. Lawns that are scraped or gouged by City snow and ice operations will be repaired by top dressing and seeding in the following spring if it is reported to the Public Works Department before May 1st.

5.00 RESIDENT RESPONSIBILITY

1. Under St. Francis City Code Chapter 7, residents are responsible for removing snow and ice from public sidewalks abutting their property within 24 hours.
2. Residents are also responsible for clearing their driveway. The City will not remove snow from driveway entrances regardless of whether it has been cleared of snow before the City Vehicle arrives. The City does not plow private streets or accesses.
3. Placing snow from private property into the street or plowing across the street is **prohibited** by State Law and the St. Francis City Code Chapter 7. Snow placed in the street or on sidewalks and trails compounds maintenance problems and creates hazards for others.
4. Fire hydrants: Fire hydrants need to be kept clear of snow for quick access in case of an emergency. City residents are asked to keep the fire hydrants in their neighborhoods clear of snow. However, there may be times when this is not possible. The Public Works Department will make every effort to help residents keep hydrants clear.

6.00 PARKING REGULATIONS

1. In Chapter 7 of the St. Francis City Code, from November 1st to May 1st of the following year, it is unlawful for any person to park a vehicle on any street between the hours of 1 AM and 11 AM.

7:00 WEATHER CONDITIONS

1. Snow and ice control operations will be conducted when weather conditions permit and do not limit the ability to perform the work.
2. Factors that may delay snow and ice control operations include, but are not limited to, severe cold temperature, significant wind speed, limited visibility, and rapid accumulation of snow and/or ice.

8.00 SAFETY

1. Snow and ice control operations will be conducted when such work would not endanger the safety of city employees and equipment.
2. Employees will follow all work rules, OSHA regulations, and Federal and State laws to ensure a safe snow and ice control operation.

9.00 TRAINING AND EDUCATION

1. The City will provide training to employees responsible for snow and ice control and emergency response to issues with snow and ice control.
2. Training of employees will include education necessary to earn and maintain appropriate operator certifications (if applicable).
3. Training will also address standard operating procedures, proper use of equipment, emergency response, and other topics required by state and federal regulatory agencies.
4. It is expected that City employees, in accordance with their job duties and responsibilities, will exercise their professional judgement in the implementation of this policy.

POLICY 3.02 – SIDEWALK AND TRAIL MAINTENANCE POLICY

Adopted September 16, 2024

1.00 INTRODUCTION

1. 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.
2. 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.
3. 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

1. 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, needs 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

1. 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. When the city is performing maintenance (i.e. crack filling or sealcoating) any portion of trail that passes through a private drive shall be maintained as city trail.
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 REMOVAL

1. 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 from sidewalks that abut their property. This includes any snow placed from public streets onto the sidewalk.
2. The City may, as a public service or for public safety, remove snow from sidewalks that abut private property.
3. 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.
4. Snow 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.
5. 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.
6. 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.
7. The City will not be responsible for plow damage to turf, driveways, irrigation systems or landscaping located within the public right-of-ways or easements. Any related repair will be the responsibility of the private property owner and/or occupant.

8. 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 4.2 and seek reimbursement as identified in Chapter 7 of the City Code.

5.00 TRAIL SNOW REMOVAL

1. City employees will be responsible for removing snow from trails 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.
2. 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.
3. 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. 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

1. Sidewalk and trail maintenance will be conducted when weather conditions permit and do not limit the ability to perform the work.
2. Sidewalk and trail maintenance will be conducted when such work would not endanger the safety of city employees and equipment.
3. 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

1. Employees will follow all work rules, OSHA regulations, and Federal and State laws to ensure a safe plowing operation.

8.00 TRAINING AND EDUCATION

1. The City will provide training to employees responsible for sidewalk and trail maintenance and emergency response to issues with sidewalk and trail maintenance.
2. Training of employees will include education necessary to earn and maintain appropriate operator certifications (if applicable).

3. Training will also address standard operating procedures, proper use of equipment, emergency response, and other topics required by state and federal regulatory agencies.
4. It is expected that City employees, in accordance with their job duties and responsibilities, will exercise their professional judgement in the implementation of this policy.
5. It is expected that in emergency situations, City employees will be required to exercise their professional judgement 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; REIEW AND MODIFICATION OF POLICY

1. 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.
2. The City Council may modify or clarify this policy at any time.

POLICY 3.03 – POTHOLE REPAIR POLICY

Adopted September 16, 2024

1.00 INTRODUCTION

1. Purpose: The purpose of this Pothole Repair Policy is to establish and maintain uniform procedures concerning snow and ice operations for the City of St. Francis.
2. The City of St. Francis, Minnesota finds that it is in the best interest of the residents for the City to do the maintenance of its City streets. An important part of street maintenance is the repairing of potholes.
3. Pothole repair is part of the City's overall pavement management program.
4. The City will repair potholes in a safe and cost-effective manner, keeping in mind safety, budget, personnel and environmental concerns.
5. The City will use City employees, equipment, and/or private contractors to provide this service.
6. The City fully intends to meet the guidelines established in this policy; however, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, personnel availability, or weather and other emergencies may prevent the City from meeting the guidelines established herein.
7. The Director of Public Works or designee may override provisions established within this policy with just cause.
8. The Director of Public Works or designee will be responsible for scheduling of personnel and equipment.

2.00 APPLICATION

1. This policy applies to City streets. It does not apply to other governmental unit's roads that go through the City unless there is a specific agreement between the City and that other governmental unit.

3.00 POTHOLE REPAIR TIMING

1. Inspection Procedures: The Director of Public Works or designee shall establish procedures for regular pothole inspection. These procedures shall include:
 - a. An annual city-wide pothole survey.
 - b. Employees will be assigned an area to inspect.
 - c. A schedule for routine pothole inspections on a regular basis.
 - d. Each street will be inspected at a minimum of once a year depending on available resources and factors such as weather and other street work that needs to be done.
2. Response to Complaint or Accident: A crew will be sent out to inspect any street when the City receives a complaint or notice of an accident or damage involving a pothole.

4.00 POTHOLE REPAIR CRITERIA

1. The general criteria for repair will be a pothole that is two (1) inches or more deep and over five (5) inches in diameter. Not every imperfection in a street surface is necessarily considered to be a pothole in need of repair.
2. The Director of Public Works or designee will have discretion to decide if a condition is a pothole in need of repair.
3. Repairs will be dependent upon available resources and factors such as weather and other street work that needs to be done.

5.00 PRIORITIZING STREETS FOR POTHOLE REPAIRS

1. The City has classified City streets based on the street function, traffic volume, and importance to the welfare of the community.
2. The City will repair those streets first that are high volume routes that connect major sections of the City and provide access for emergency fire, police, and medical services.
3. The second priority streets are those streets providing access to schools and commercial businesses.
4. The third priority streets are low volume residential streets.
5. The fourth priority areas are alleys and City parking lots.

6.00 POTHOLE REPAIR PROCEDURES

1. In warmer weather and when hot asphalt mix is available, potholes meeting the criteria established in 5.1 will be filled with hot asphalt mix or other means for a more permanent repair.
2. During cold weather, repairs to potholes meeting the criteria established in 5.1 will be limited to those determined to be hazardous for motor vehicles.
3. During cold weather (off-season), potholes will be repaired temporarily with a cold asphalt mix, infrared patching, or other means, as determined by the Public Works Director. This late season repair shall be conducted at the discretion of the Public Works Director and prioritize the alleviation of problems that may impact snowplowing.

7.00 WEATHER CONDITIONS

1. Pothole repairs will be conducted when weather conditions permit and do not limit the ability to perform the work.
2. Pothole repairs will be conducted when such work would not endanger the safety of City employees and equipment.
3. Factors that may delay repairs include, but are not limited to: temperatures below 32°F, wind, rain, snow, and ice conditions.

8.00 SAFETY

1. If the City is aware of a pothole in a street, and is not able to repair it, it will consider whether it should use warning signs or devices.
2. Factors that will be examined will be the location of the pothole, how dangerous it is, and whether a warning sign or device would be effective.

3. Employees will follow all work rules, OSHA regulations, and Federal and State laws to ensure a safe pothole repair operation.

9.00 TRAINING AND EDUCATION

1. The City will provide training to employees responsible for maintenance of and emergency response issues with pothole repair operations.
2. Training of employees will include education necessary to earn and maintain appropriate operator certifications (if applicable).
3. Training will also address standard operating procedures, proper use of equipment, emergency response, and other topics required by state and federal regulatory agencies.
4. 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.
5. It is expected that in emergency situations, City employees will be required to exercise their professional judgement, including but not limited to, public and employee safety, the potential for damage to private property and the City street system, and environmental concerns.

10.00 DOCUMENTATION; REVIEW AND MODIFICATION OF POLICY

1. The Director of Public Works or designee will document all street repairs to potholes that are made under this policy, including emergency responses. Records will not necessarily identify individual potholes, but may show the general street location where repairs were made.
2. The City will also document any citizen comments or complaints regarding this policy and/or pothole repair in general.
3. The City Council may modify or clarify this policy at any time.

POLICY 3.04 – STREET SWEEPING POLICY

Adopted September 16, 2024

1.00 INTRODUCTION

1. Purpose: The purpose of this Street Sweeping Policy is to establish and maintain uniform procedures concerning street sweeping for the City of St. Francis.
2. 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 sweeping City streets.
3. Reasonable sweeping is necessary for vehicle and pedestrian safety, water quality issues, and environmental concerns.
4. The City will provide such service in a cost-effective manner, keeping in mind safety, budget, personnel, and environmental concerns.
5. The City will generally utilize private contractors to provide this service. However, in the case of an accident and the Police Department requires street sweeping, then a City employee shall provide this service.
6. The City fully intends to meet the guidelines established in this policy; however, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, personnel availability, or weather and other emergencies may prevent the City from meeting the guidelines established herein.
7. The Director of Public Works or designee may override provisions established within this policy.
8. The Director of Public Works or designee will be responsible for scheduling of personnel and equipment.

2.00 APPLICATION

1. This policy applies to City streets. It does not apply to other governmental unit's roads that go through the City unless there is a specific agreement between the City and that other governmental unit.

3.00 PRIORITIZING STREETS FOR SWEEPING

1. The City has classified streets based on the street function, traffic volume, impact on water quality and the environment and the importance to the welfare of the community.
2. Accordingly, sweeping routes will be designed to provide the maximum possible benefit to higher volume and water quality sensitive areas.

4.00 SCHEDULE FOR STREET SWEEPING

1. Curb and Gutter Sweeping to fulfill the City's Stormwater MS4 Permit:
 - a. Spring Sweeping: Spring sweeping of snow and ice control aggregate will begin when streets are significantly clear of snow and ice, usually late March or early April, after the risk of later snowfall has passed. Sweeping of the curb and gutter areas occur one time in the spring.

- b. Fall Sweeping: Sweeping of the curb and gutter areas occur once after substantial leaf fall and then there will be spot sweeping up to two times at the discretion of the Public Works Director or designee.
2. Rural Sweeping: Rural asphalt sweeping will be done as needed as determined by the Public Works Director or designee.
3. Sealcoat Sweeping: Sealcoating is a surface application of an asphalt emulsion followed by a later of small rock that protects the pavement from the deteriorating effects of sun and water, plus it provides increased surface friction. Sealcoat sweeping will commence two weeks after application of sealcoat.
4. Environmental Sweeping: Environmental/general sweeping will be performed on a routine/ as-needed basis.
5. Bituminous Milling Recovery Sweeping: Bituminous milling recovery sweeping will be performed within two weeks of a grinding, milling, or crack sealing operation.
6. Response to Accident: A crew will be sent out to inspect and sweep any street when the City receives a notice from the Police Department of an accident or damage involving street conditions.

5.00 SCHEDULE FOR SIDEWALK AND TRAIL SWEEPING

1. The City will sweep trails and sidewalks on collector and arterial streets once in the spring after the risk of snow has passed and they are clear of snow and ice, or on an as-needed basis.

6.00 STREET SWEEPING PROCEDURES

1. Street sweeping is a slow process with average gutter line speeds for the first sweeping in spring that can be as slow as two (2) to three (3) miles per hour.
2. Normally, centerlines are swept after gutter lines are cleaned.
3. Equipment may include mechanical, vacuum, or regenerative air sweepers.

7.00 WORK SCHEDULE

1. Sweeping operations will normally be conducted Monday through Friday, from 7:00 a.m. to 5:00 p.m.
2. Extended workdays and shift changes may be utilized for spring cleanup or emergency sweeping to provide maximum efficiency.
3. Sweeping operations are performed in conjunction with and can be impacted by other maintenance operations.

8.00 WEATHER CONDITIONS

1. Sweeping operations will be conducted when weather conditions permit and do not limit the ability to perform the work.
2. Sweeping operations will be conducted when such work would not endanger the safety of City employees and equipment.
3. Factors that may delay sweeping operations include, but are not limited to: temperatures below 32°F, wind, rain, snow, and frozen gutter lines.

9.00 SAFETY

1. Sand, sealcoat rock or other dirt and debris on the street can create a potentially dangerous condition for vehicles, motorcyclists, bicyclists, and pedestrians.
2. It would not be practical or effective to sign all streets for potentially dangerous conditions.
3. During sealcoat or milling operations, warning signs indicating loose rock will be placed on each end of collector and arterial streets or other appropriate areas where needed. These signs will remain in place until the street has been swept.
4. Employees will follow all work rules, OSHA regulations, and Federal and State laws to ensure a safe sweeping operation.

10.00 TRAINING AND EDUCATION

1. The City will provide training to municipal employees responsible for street sweeping and emergency response to issues with street sweeping.
2. Training of employees will include education necessary to earn and maintain appropriate operator certifications (if applicable).
3. Training will also address standard operating procedures, proper use of equipment, emergency response, and other topics required by state and federal regulatory agencies.
4. 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.
5. It is expected that in emergency situations, City employees will be required to exercise their professional judgment, including, but not limited to, public and employee safety, the potential for damage to private property and the City street system, and environmental concerns.

11.00 DOCUMENTATION; REVIEW AND MODIFICATION OF POLICY

1. The Director of Public Works or designee will document street sweeping activities, any emergency responses, and keep on file all citizen comments and complaints regarding this policy and/or street sweeping in general.
2. The Council may modify or clarify this policy at any time.

POLICY 3.05 – SANITARY SEWER MAINTENANCE POLICY

Adopted September 16, 2024

1.00 INTRODUCTION

1. Purpose: The purpose of this Sanitary Sewer Maintenance Policy is to establish and maintain uniform procedures concerning sanitary sewer maintenance for the City of St. Francis.
2. 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 the sanitary sewer.
3. Procedures identified in this policy are intended to maintain the sanitary sewer system to prevent sewer backups and to extend the life of the system.
4. The City has developed and implemented this policy that takes into consideration public safety, the City's budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved.
5. The City will use City employees, equipment, and/or private contractors to provide this service.
6. The City fully intends to meet the guidelines established in this policy; however, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, personnel availability, or weather and other emergencies may prevent the City from meeting the guidelines established herein.
7. The Director of Public Works or designee may override provisions established within this policy.
8. The Director of Public Works or designee will be responsible for scheduling of personnel and equipment.

2.00 RESPONSIBLE PARTIES

1. City's Responsibility: The City will maintain the components of the public sanitary sewer systems. This includes sanitary sewer mains, manholes, lift stations, waste water treatments plants, and other components.
2. Private Property Owner Responsibility: Private property owners are responsible for the maintenance of sanitary sewer components up to the connection to the public system.

3.00 MAINS AND FACILITIES – MAINTENANCE AND INSPECTION SCHEDULE

1. The City's goal is to inspect and maintain the components of its sanitary sewer system and its apparatuses.
2. Sanitary sewer mains will be inspected and maintained pursuant to the City's Sanitary Sewer Maintenance Policy.
3. The sanitary sewer interceptors and lift stations will receive priority maintenance.

4.00 LIFT STATION – MAINTENANCE AND INSPECTION SCHEDULE

1. The City maintains lift stations using specific maintenance that is reasonable and recommended.
2. The number of lift stations, location, date of installation, and capacity of each lift station is kept on record.
3. Maintenance of each lift station is reflected in Standard Operating Procedures (SOP) and Standard Maintenance Procedures (SMP). Components of SOP and SMP include:
 - a. Easy availability of original manuals with manufacturers' recommended schedules for all lift station equipment.
 - b. Operating procedures for manipulating pump operations (manually or automatically) during wet weather to increase in-line storage of wet weather flows.
 - c. Setting wet well operating levels to limit pump starts/stops.
 - d. Cleaning wet well.
 - e. Calibrating flow meters or conducting draw down tests.
 - f. Regular rotation of lead, lag, and backup pumps.
 - g. Regular inspections of lift station, alarm systems, and electrical components.
 - h. Maintenance of operation logs and general records for all lift station activities, including inspections.
 - i. Clean force mains (if necessary).
 - j. Identify problem areas/components.

5.00 INSPECTION EQUIPMENT

1. The equipment used to perform inspection and maintenance will depend upon the equipment available and its effectiveness as determined by qualified staff.
2. The City's sanitary sewer mains will be inspected by television camera in accordance with the following:
 - a. Street maintenance project: Any sewer mains located on a street where a street maintenance project is planned will be inspected before and after such a project.
 - b. New Development: Sanitary Sewer mains in a new development must be televised before said mains are turned over to the city.
 - c. Possible problems: Television inspection may also be used to inspect the system where there are possible problems.
 - d. Construction site: The City may require any main near a construction site to be televised before and after construction (i.e., near blasting, digging, other activities that might disrupt the main, etc.).
 - e. Vendor Service: Visual recording of sewer main televising will be required of any vendor performing this service for the City. A written report summarizing and interpreting the findings of the televising will also be required. These records will be kept by the City for a minimum of 12 years.

6.00 INFLOW AND INFILTRATION

1. Inflow and infiltration occur when clear water gets into the sanitary sewer system.
2. Inflow and infiltration may occur through cracks or leaks in the sewer pipes and manholes or through sump pumps incorrectly connected to the sanitary sewer system.
3. Inflow and infiltration can lead to backups, overflows, and unnecessary and expensive treatment of clear water.
4. City employees will periodically inspect manholes to identify any that contribute to this problem.
5. Any known illegal sump pump or similar connection to the sanitary sewer system shall result in an enforcement action as identified in Chapter 3 of the City Code.

7.00 WEATHER CONDITIONS

1. Inspection and maintenance operations will be conducted when weather conditions permit and do not limit the ability to perform the work.
2. Inspection and maintenance operations will be conducted when such work would not endanger the safety of city employees and equipment.
3. Factors that may delay inspection and maintenance operations include, but are not limited to: severe cold, severe heat, flooding, rain, snow, and other severe weather events.

8.00 SAFETY

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

9.00 TRAINING AND EDUCATION

1. The City will provide training to employees responsible for sanitary sewer inspections, maintenance, and emergency response to issues with the sanitary sewer.
2. Training of employees will include education necessary to earn and maintain appropriate operator certifications (if applicable).
3. Training will also address standard operating procedures, proper use of equipment, emergency response, and other topics required by state and federal regulatory agencies.
4. 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.
5. It is expected that in emergency situations, City employees will be required to exercise their professional judgement, including, but not limited to, public and employee safety, the potential for damage to private property and the sanitary sewer system, and environmental concerns.

10.00 DOCUMENTATION; REVIEW AND MODIFICATION OF POLICY

1. The Director of Public Works shall document any sanitary sewer inspections and maintenance operations; any emergency responses; and keep on file all citizen comments and complaints received regarding this policy and sanitary sewer maintenance in general.
2. The City Council may modify or clarify this policy at any time.

POLICY 3.07 – CULVERT INSTALLATION POLICY

Adopted September 16, 2024

1.00 INTRODUCTION

1. Purpose: The purpose of this Culvert Installation Policy is to establish and maintain uniform procedures ensuring culverts are installed for private driveways in the Rural Service Area in accordance with the City's Zoning and Engineering standards.
2. The City Engineer and City Planner may designate alternate officials to complete assigned tasks in Section 2.00 of this policy.
3. The Public Works Director may override provisions in this policy with just cause.

2.00 CULVERT INSTALLATION PROCEDURE

1. When a property owner makes an application for a driveway permit or a building or excavation permit where work to a driveway is included, the Building Inspector and/or City Planner shall contact the City Engineer within three (3) business days.
2. The City Engineer shall contact the applicant and set an appointment/time for a pre-installation assessment.
3. The City Engineer shall provide the applicant with the City's standard detail 1-501 which identifies the size, location, and material type of the culvert required. Standard detail 1-501 also includes information regarding the acquisition of the culvert.
4. The City Engineer shall set an appointment/time to observe or inspect the installation of the culvert to verify the proper culvert is installed.

3.00 DOCUMENTATION; REVIEW AND MODIFICATION OF POLICY

1. City Staff will document any citizen comments or complaints regarding this policy and/or culvert installation in general.
2. The City Council may modify or clarify this policy at any time.

POLICY 3.08 – PRIVATE DRIVE POINT WELL POLICY

Adopted September 16, 2024

1.00 INTRODUCTION

1. Purpose: The purpose of this Drive Point Well Policy is to establish and maintain uniform procedures ensuring such wells are installed properly, receive adequate permits, are not cross connected to the City Sewer and/or Water System, and are not a threat to the City's ground water health.
2. This policy is intended to cover all drive point or any other such well found in the areas of the City where Urban Services are available.
3. The Public Works Director may override provisions in this policy with just cause.

2.00 SANDPOINT WELL INSTALLATION PROCEDURE

1. All property owners installing a drive point well are required to obtain a plumbing permit issued by the City of St. Francis.
2. Upon receipt of a plumbing permit for a drive point well, the Building Official shall provide the Public Works Director with a copy of the permit.
3. The Building Official shall not issue the plumbing permit until the Public Works Director has indicated it is proper to issue such permit.
4. The Public Works director shall keep a copy of the permit on file in order to keep a record of all such wells installed in the urban areas of the City.
5. The Building Official shall not issue a permit for a well in the urban area of the City that has a connection to the City Sewer and/or Water System. The Building Official shall notify the Public Works Director and Community Development Director when such an occurrence has been noted.

3.00 DOCUMENTATION; REIVEW AND MODIFICATION OF POLICY

1. City Staff will document any citizen comments or complaints regarding this policy and/or drive point wells in general.
2. The City Council may modify or clarify this policy at any time.

POLICY 3.09 – RIGHT-OF-WAY SIGN INSTALLATION POLICY

Adopted September 16, 2024

1.00 INTRODUCTION

1. Purpose: The purpose of the Right-of-Way Sign Policy is to establish and maintain uniform and fair procedures regarding the placement of signage in the public streets and ways.
2. The City of St. Francis recognizes the need for communication of important messages, rules, and warnings to drivers, pedestrians, and other users of the public rights-of-ways, trails, parks, and other public places.
3. The City of St. Francis further recognizes the need to keep such messages as clear and concise as possible and to maintain signage in a manner that keeps signs legible and in proper condition for the intended purpose.
4. The City finds that the too many and/or unwarranted signage may actually create a negative impact on traffic safety and neighborhood aesthetics.
5. This policy is intended to cover all traffic control, directional, and any other signs within public rights-of-way or any other public property.
6. The Public Works Director may override provisions in this policy with just cause, in cases of emergencies, or in sound judgment for the purpose of the public good.

2.00 SIGNS IN THE PUBLIC RIGHT-OF-WAY

1. No signs unless serving an actual public purpose and authorized by the Public Works Director and the City Engineer may be placed in a public right-of-way or on other City property (unless otherwise allowed by the City's sign ordinance, as permitted by the City Planner or Administrator).
2. Any employee, contractor, or officer of the City may remove illegally placed signs in the right-of-way or on other City property and impound such signs at a location authorized by the Public Works Director.
3. Such signs shall be held in said location for a minimum of 24 hours after which the sign may be disposed of at a time and manner at the discretion of the Public Works Director or City Administrator.
4. The City is under no obligation to notify those who place signs illegally on City property when a sign has been impounded.
5. This policy does not prohibit the City from taking action against any person or group that causes to have placed illegal signs on public property whether the action be criminal, civil, or for the purposes of cost recovery for the action of having the sign removed.

3.00 PLACEMENT OR REPLACEMENT OF PUBLIC SIGNAGE

1. In association with any significant road maintenance, construction project, or area needs assessment, the City Engineer and Public Works Director shall assess the condition of and need for public signage in the direct project area.

2. Budgetary and staffing considerations shall be taken into account when assessing the need for signage.
3. The Public Works Director shall assess the condition of any signage in the area and make a discretionary determination if the signage is of a condition suitable to serve its purpose.
4. The City Engineer will review the signage request based on the requirements of the latest edition of the Minnesota Manual of Uniform Traffic Control Devices (MMUTCD) and report the findings to the Public Works Director accordingly.
5. The Public Works Director shall take the City Engineer's findings into consideration and bring the area signage into conformance unless otherwise determined to be insignificant, impractical, or unnecessary.

4.00 PROCEDURE FOR PLACING SIGNS ON CITY PROPERTY

1. If any person wishes to have a sign installed on a City right-of-way or other municipally controlled property, the request must be placed in writing.
2. Upon receiving the request, City Staff shall forward the request to the City Engineer within 3 business days.
3. The City Engineer will review the signage request based on the requirements of the latest edition of the Minnesota Manual of Uniform Traffic Control Devices (MMUTCD).
4. The City Engineer shall also take into consideration signage plans, engineering documents/manuals, and other legitimately adopted municipal documents.
5. The City Engineer will report to the Public Works Director and the person requesting the sign the findings of the review within 14 days of the request being received by the City Engineer.
6. If the finding is in the affirmative, the Public Works Director shall have the sign installed within a reasonable amount of time at the discretion of the Public Works Director based on budgetary and staffing considerations. Any sign placed by the City shall be of a type and specification as adopted in the City's Engineering Manual.
7. If the finding is in the negative, the person requesting the sign may appeal the decision to the City Administrator in writing who may review the findings and decide if the appeal merits Council consideration.

5.00 DOCUMENTATION; REVIEW, AND MODIFICATION OF POLICY

1. City Staff will document any citizen comments or complaints regarding this policy and/or sign installation in general.
2. The City Council may modify or clarify this policy at any time.

POLICY 3.10 – SIGN RETROREFLECTIVITY POLICY

Adopted September 16, 2024

1.00 INTRODUCTION

1. Purpose: The purpose of this policy is to establish how the city will implement an assessment or management method, or combination of methods, to meet the minimum sign retroreflectivity requirements in the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD).
2. Substantial conformance with the MN MUTCD is achieved by having a method in place to maintain minimum retroreflectivity levels. Conformance does not require or guarantee that every individual sign in the city will meet or exceed the minimum retroreflective levels at every point in time.
3. The goal of this policy is to improve public safety on the city's streets and roads and prioritize the city's limited resources to replace signs.
4. The Public Works Director may override provisions in this policy with just cause, in cases of emergencies, or in sound judgment for the purpose of the public good.

2.00 APPLICABILITY

1. This policy applies to all traffic signs in the city except the following:
 - a. Parking, Standing, and Stopping signs (R7 and R8 series)
 - b. Walking/Hitchhiking/Crossing signs (R9 series, R10-1 through R100-4b)
 - c. Adopt-A-Highway signs
 - d. All signs with blue (motor services) or brown (recreational) backgrounds
 - e. Bikeway signs that are intended for exclusive use by bicyclists or pedestrians

3.00 SIGN INVENTORY

1. To meet the City's goal of maintaining sign retroreflectivity above certain levels, the city will maintain a sign inventory of all new or replacement signs installed after the effective date of this policy. The inventory shall indicate the type of sign, the location of the sign, the date of installation or replacement, the type of sheeting material used on the sign face, the expected life of the sign, and any maintenance performed on the sign.

4.00 SIGN REMOVAL

1. In recognition of the fact that excess road signs have been shown to reduce the effectiveness of signage, as well as impose an unnecessary financial burden on road authorities, it is the city's policy to remove signs determined to be unnecessary for safety purposes and which are not required to comply with an applicable state or federal statute or regulation. The removal of signs shall be based on an engineering review/study and the MN MUTCD. Particular attention shall be paid to recommendations on signage for roads considered to be "low-volume" under the MN MUTCD.

The city shall document the date a sign is removed and the reason for the removal.

5.00 APPROVED SIGN EVALUATION METHOD

1. Expected Sign Life. The installation date is labeled or recorded when a sign is installed, so that the age of any given sign is known. The age of the sign is compared to the expected sign life. The expected sign life is based on the experience of sign retroreflectivity degradation in the City. Signs older than the expected life will be scheduled for replacement.
2. Blanket Replacement. All signs in the city will be replaced at specific intervals to be determined following completion of the city signage inventory, December 31, 2016. The replacement interval will be based on the expected sign life or warranty period.

6.00 SIGN REPLACEMENT

1. The City hereby establishes the following priority order in which road signs will be replaced:
 - a. First priority shall be given to replacing all signs determined not to meet applicable retroreflectivity standards following completion of city signage inventory. Top priority shall also be given to replacing missing or damaged signs determined to be of a priority for safety purposes.
 - b. Second priority shall be given to signs determined to be marginal in their retroreflectivity evaluation.
 - c. Third priority shall be given to all remaining signs as they come to the end of their anticipated service life, become damaged, etc.
2. Damaged, stolen, or missing signs may be replaced as needed.

7.00 MODIFICATION AND DEVIATION FROM THE POLICY

1. The City reserves the right to modify this Sign Retroreflectivity Policy at any time if deemed to be in the best interests of the City based on safety, political and economic considerations.
2. The Public Works Director, or his or her designee, may authorize a deviation from the implementation of this policy in regard to a particular sign when deemed to be in the best interests of the City based on safety, political and economic considerations. Such deviation shall be documented including the reason for the deviation and other information supporting the deviation.