



City of  
**Blue Earth**

**CITY OF BLUE EARTH  
AGENDA  
CITY COUNCIL WORKSESSION  
MONDAY, FEBRUARY 5, 2018 @ 4:30 P.M.**

**Call to order.**

**Roll call.**

**Old Business.**

1. Review of Snow Removal Policy (Jamie Holland)

**New Business.**

1. Updates on Green Giant Welcome Center/Chamber Budget (Cindy Lyon)

**Adjourn.**

**By Order of the Blue Earth City Council**

**Timothy Ibisch**

**City Administrator**

Post @ City Hall-Friday, Feb 2, 2018 through Monday, Feb. 5, 2018

Distribute to Mayor & Council members-Media & file

CITY OF BLUE EARTH

Policy Number: 12 - a

BLUE EARTH, MINNESOTA

Adopted: August 17, 1999

ADMINISTRATIVE POLICY

Revised: February 6, 2012

## City of Blue Earth Snow Removal/Ice Control Policy

---

### CITY OF BLUE EARTH SNOW REMOVAL/ICE CONTROL POLICY

1. **INTRODUCTION.**

The City of Blue Earth believes that it is in the best interest of the residents for the city to assume basic responsibility for control of snow and ice on city streets. Reasonable ice and snow control is necessary for routine travel and emergency service. The City will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The City will use city employees, equipment and/or private contractors to provide this service.

2. **WHEN WILL THE CITY START SNOW REMOVAL OR ICE CONTROL OPERATIONS.**

The Public Works Supervisor or his/her designee will decide when to begin snow removal or ice control operations. The criteria for that decision are:

- A. Snow accumulation of 2 inches or more; with some consideration given to total accumulations expected per snowfall. For example if 3 to 5 inches of total accumulation are expected the decision may be to wait until snow has stopped.
- B. Drifting of snow that causes problems for travel.
- C. Icy conditions, which seriously affect travel.
- D. Time of snowfall in relationship to heavy use of streets.

3. **HOW WILL SNOW BE PLOWED.**

The snow will be plowed in a manner so as to minimize any traffic obstruction. The center of the roadway is normally plowed first. The snow shall then be pushed outward to the curb and onto the boulevard. When a plow goes on a bridge, the driver shall slow down so that snow does not go over the bridge if possible. In times of extreme snowfall, streets may not always immediately be

completely cleared of snow.

4. **PRIORITIES AND SCHEDULE FOR WHICH STREETS WILL BE PLOWED.**

**INITIAL PLOWING.**

The City has classified city streets based on the street function, traffic volume, and importance to the welfare of the community. Those streets classified as “Snow Emergency routes” will be plowed first. These are main roadways, which connect major sections of the city and provide access for emergency fire, police and medical services.

The second priority streets are those providing access throughout the residential area including schools, commercial businesses and churches.

The third priority is outlying areas such as the Industrial Park, Fairgrounds, etc.

**Designated Emergency Routes**

- West 1<sup>st</sup> Street ..... from Main to County Road 16/Leland Parkway
- West 2<sup>nd</sup> Street ..... from Main to Nicollet
- 7<sup>th</sup> Street ..... from East Street to Holland
- 10<sup>th</sup> Street.....from Galbraith to Holland
- East 11<sup>th</sup> Street ..... from Rice to Main to Moore Street
- 14<sup>th</sup> Street ..... from Hwy 169 to River Road/Valley Highland
- South Rice Street ..... from 14<sup>th</sup> to 17<sup>th</sup> Street
- South Ramsey Street... from 7<sup>th</sup> Street to 21<sup>st</sup> Street
- Main Street ..... from Fairground Road to 14<sup>th</sup> Street
- Galbraith Street... from Seventh Street to Fourteenth Street

5. **SNOW REMOVAL.**

The Public Works Supervisor or his/her designee will determine when snow will be removed by truck from areas where there is no room for snow storage such as the downtown business area and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations normally will not commence until the initial plowing operation has been completed. The City will refrain from snow removal on windrowed streets around churches during church services and other church function such as funerals, etc. Snow removal operations may be delayed depending on weather conditions, personnel and budget availability and other factors. The snow will be removed and hauled to a snow storage area. The snow storage area will be located so as to minimize environmental problems.

|

6. **SNOW EMERGENCY.**

After the initial plowing of the city and the initial snow removal operation has been completed the City Clerk/ Administrator or his/her designee may declare a snow emergency which prohibits parking on north and south streets (including Royal Acres and Tanglewood) on even numbered days and east west streets (including Fairview and Childs Addition) on odd numbered days. Church parking areas during church services and central business district parking areas during normal business hours will not be affected by snow emergency parking regulations. A snow emergency will remain in effect until such time as the emergency has been lifted.

7. **WORK SCHEDULE FOR SNOWPLOW OPERATORS.**

Snowplow operators will be expected to work 8 to 12 hour shifts. In severe snow emergencies, operators sometimes have to work in excess of 8 to 12 hour shifts. However, because of safety concerns, no operator shall work more than a 16-hour shift in any 24-hour period. Operators will take a 15-minute break every 2 hours with a half-hour meal break after 4 hours.

8. **WEATHER CONDITONS.**

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of city employees and equipment. Factors that may delay snow and ice control operations include severe cold, significant winds and limited visibility.

9. **USE OF SAND, SALT AND OTHER CHEMICALS.**

The City will use sand, salt and other chemicals when there are hazardous ices or slippery conditions. The City is concerned about the effect of such chemicals on the environment and may limit its use for that reason.

10. **SIDEWALKS.**

The City may maintain some of the sidewalks in the city. As there are a limited number of personnel available, the City will only maintain these sidewalks after the streets have been plowed or the City may choose to contract out the snow removal of city sidewalks. Also, other sidewalks within the city that have not been cleared of snow 24 hours after a snowfall will be cleared of snow by the City at the resident's expense.

11. **MAILBOXES.**

In those instances in which the U.S. Postal Service does not provide door to door delivery, it is necessary for property owners to install mail boxes on city owned right-of-way immediately adjacent to the street curb. While the installation of mailboxes on city owned right-of-way is permitted, the mailbox owner assumes all risk of damage except where a mailbox is damaged through contact by snow removal vehicles. If a mailbox is damaged due to direct contact by a snow removal vehicle, the City, at its option, will repair or replace at a cost not to exceed \$30.00. Also, additional cleaning around mailboxes is the resident's responsibility.

12. **RESPONSIBILTIIY.**

The Police Department will monitor the street conditions and inform the Public Works Department of hazardous street conditions after normal work hours. Also will assist the Public Works Department by enforcing parking regulations during snow plowing and snow emergency periods.

13. **REVIEW OF POLICY.**

The City will keep on file comments and complaints received regarding this policy. This policy will be reviewed periodically. Any review will consider reasonable comments or complaints received since the last review.



Prepared By the City of Blue Earth

Public Works Department

February 1, 1999

Approved at the Regular City Council Meeting

August 17, 1999

2017 Proposed & Actual Budget & 2018 Proposed Budget

	<u>Proposed 2017</u>	<u>2017 Actual</u>	<u>Proposed 2018</u>
<b>INCOME:</b>			
Lodging	32,000.00	36,180.56	34,500.00
Other Income		<u>643.71</u>	<u>500.00</u>
Total Income	32,000.00	36,824.02	<b>35,000.00</b>
<b>EXPENSES:</b>			
Meals	250.00	248.09	225.00
Adm fee to CC	10,500.00	10,851.10	10,500.00
Advertising	9,508.35	8,699.97	9,500.00
Dues	1,022.65	1,057.65	1,100.00
PR	100.00	121.90	100.00
SMTA	1,200.00	807.09	1,300.00
Permits Blbrd	240.00	240.00	240.00
Postage	900.00	1,133.90	1,075.00
Supplies	800.00	1,013.90	1,025.00
Blbrd Repair	200.00	85.09	200.00
Billboard Utilities	1,000.00	1,023.90	1,075.00
TIC Repairs	275.00	0	200.00
TIC Utilities	650.00	565.48	650.00
	<u>3,000.00</u>	<u>4,513.00</u>	<u>4,000.00</u> Rmbrsmnt CC 30% end yr
Total Expense	32,000.00	<b>30,361.07</b>	
Net Income		\$6,462.95	
Additional 2018 line items: Property Tax - total year estimate 2018			2,000.00
Unforeseen Giant Welcome Center Expense			<u>1,800.00</u>
			<b>\$35,000.00</b>

**2017 Proposed & Actual with 2018 proposed Chamber Budget**

<b>Revenue:</b>	<b>Proposed 2017</b>	<b>Actual 2017</b>	<b>Proposed 2018</b>
Membership Dues	50,000.00	49,843.00	50,500.00
Special Projects	14,125.00	13,927.05	13,000.00
Other	11,625.00	15,479.10	14,500.00
Souvenirs	17,500.00	15,222.32	18,500.00
<b>Total</b>	<b>93,250.00</b>	<b>94,471.47</b>	<b>96,500.00</b>

**Expense:**

Salaries & Tax	53,250.00	52,180.94	53,500.00
Rent/Utilities/Repairs	6,200.00	6,468.91	6,500.00
Sp. Prjcts Expns -Ads	15,500.00	13,658.29	14,000.00
Dues/Fees	1,650.00	1,644.62	1,700.00
Insurance	2,400.00	2,424.81	2,500.00
Legal/Prof Fees.	850.00	738.50	750.00
Meetings/Seminars	850.00	768.25	775.00
Meetings w/ Board	200.00	36.76	50.00
Mgr. per Diem	900.00	900.00	900.00
<i>2011 Set Per Diem of \$75 per month-phone or fuel</i>			
Postage/Blk Mail Prmt	1,225.00	1,015.33	1,025.00
PR/Gratuities	625.00 ( <i>Open house flowers/plants</i> )		
<i>combine PR w/supplies</i>			
Supplies	1,500.00 =2,125.00	1,848.30	2,000.00
Souvenirs	<u>8,100.00</u>	<u>5,307.25</u>	10,000.00
<b>Total Expense</b>	<b>93,250.00</b>	<b>\$86,991.96</b>	
New Line items for 2018			
Property Taxes			2,000.00
Additional Building Expenses			<u>800.00</u>
			<b>\$96,500.00</b>

Net Income 2016 - \$3,980.15

**\$7,479.51**

**Additional expenses:**

Sprout Statue Purchase - \$1,500.00 (CVB purchased 1 with their own funds)

Bobble Head purchase \$2,715.20

Bobble Head purchase of 144 was matched by CVB from savings-CVB does not normally pay for souvenir purchases. Due to the high number required to purchase the CVB Board voted to take money out of savings & are paid back every 6 months of sales tracked of bobble heads.

Property taxes (split with CVB) \$1,912.00 & \$1,688.40 = \$3,600.40

& some 500 Site property costs before using the Building Fund Account \$1,120.18

*These were costs not included in the normal budget.*



BE EDA- Chamber Report Jan. 2018

Meetings & Events attended or hosted:

Building-Jared Beenken, in office-review of plans & materials, some emails over a few changes & additions *Signage – exterior North side lighted-framed*

Board Meetings -Chamber& CVB

Chamber member visits Winding up the 171 visits to individuals, via mail or email

Annual Banquet: Well attended, over 127 people

Solicitation for new members: Letters of invitation to a few dropouts (EDI), non-members-Pizza Hut, Toyota-Mankato, Jake's Bdy Shp, Dollar Store, new biz owner-Shell, & continued correspondence with Dave Meyer the Bomgaars Sr. VP

Monthly meetings: BIC, Library Board & Friends of the Library monthly meetings

MNCC State Wide Policy Tour-Fairmont-w/Co-Chair Robinson,  
"What Minnesota companies are forecasting for growth, and what it all means for the Minnesota Chamber's 2018 legislative agenda to grow Minnesota's economy. *Located at & tour of Kahler Automation!*

The Chamber Board meets a week early to allow the new board members to have orientation prior the reg. meet & the board is invited to join in & follow up after with the monthly before the annual banquet; review of the Giant Welcome Center, 2017/18 budget & introductions to Board members & the chamber business overall.

We invite you all to join us in celebration to the Chamber's

77<sup>th</sup> Annual Banquet Event - Friday, January 26<sup>th</sup>, 2018

Social 5pm, 6pm meal: seasoned pork loin, garlic whipped potatoes, carrots etc. & delicious dessert!

\$22.00 per person including tax & gratuity

Brief business meeting & awarding of the honorees to follow shortly after

Business of the Year - Armon Decorating

Rising Star - Becki Steier Studio, LLC

Community Service - Don Amundson

*Please, join us, support fellow members, update Chamber Bi-Laws & review/accept 2017-18 budget*

Respectfully Yours, Executive Director Cindy Lyon