

<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER:</b> 102-2	<b>REVISED:</b> 3	<b>PAGE</b> <u>  1  </u> <b>OF</b> <u>  2  </u>
	<b>SUBJECT: SNOW REMOVAL</b>		

**1.0 POLICY - (overall)**

The procedure herein established assigns inter-departmental responsibilities relative to the removal of snow in the City of Winona.

**2.0 ORGANIZATIONS AFFECTED**

Public Works Department (Street Division, Park Maintenance, Water Division), Police Department.

**3.0 PROCEDURE**

The snow plowing procedure varies with the depth of snow fall as follows;

- |              |  |
|--------------|--|
| -Trace to 2" | Ice control  |
| -2" to 3"    | Plow main streets and arterials                      |
| -3" or more  | Alternate Side snow removal is placed into operation |

**3.1 The Alternate Side Parking Ordinance**

No person shall stop, park or leave standing any vehicle on any street in the City or in Municipal Parking Lots 1 and 3 on any day from November 15<sup>th</sup> to March 15<sup>th</sup> between the hours of 12:01 a.m. and 6:30 a.m., except as hereinafter provided:

- (a) On even numbered calendar dates vehicles may be parked on the near side of the street adjacent to lots and houses which have been assigned even numbers in accordance with Section 25.06 of this Code and in Municipal Parking Lot 1 on Second Street between Center Street and Lafayette Street;
- (b) On odd numbered calendar dates vehicles may be parked on the near side of the street adjacent to lots and houses which have been assigned odd numbers in accordance with Section 25.06 of this Code and in Municipal Parking Lot 3 on Center Street between Third Street and Fourth Street.

Several streets are exempt - see ordinance for current listing.

<b>DEPARTMENT:</b> PUBLIC WORKS	<b>SUPERSEDES:</b> 1/5/04	<b>PREPARED BY:</b> KAN	<b>APPROVED BY:</b> JRB	<b>DATE:</b> 11/1/12
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3.1.1 The Police Department shall begin tagging cars for towing at 12:01 a.m. The Police Department shall work with the Street Department Supervisor in charge of snow removal so that a coordinated tagging and towing operation can take place.

3.1.4 Downtown Snow Removal

Follow the Alternate Side Parking Ordinance.

Snow is removed by pick up and hauling from the area bounded by Broadway and Levee Park Drive from Franklin Street to Huff Street. This also includes Municipal Lots 1 & 3.

**3.2 Snow Removal Around Fire Hydrants**

3.2.1 The primary responsibility for the removal of snow around fire hydrants rests with the Water Division.

3.2.1.1 The Water Superintendent shall take immediate steps to remove the snow around hydrants when a heavy or continuing snowfall occurs.

3.2.2 The Fire Department shall furnish assistance to the Water Division for snow removal upon request by the Director of Public Works. Such assistance contemplates the use of a Fire Department pickup and firemen as necessary.

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