



ADMINISTRATIVE POLICIES AND
PROCEDURES

APP **PW.06.2010**

Approved by City Council:

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SUBJECT: SNOWPLOWING, SNOW REMOVAL & ICE CONTROL POLICY

1. Determination of Need and Introduction:

The Mayor and the City Council of the City of Savage have determined that it is in the best interest of the residents of the City to assume basic responsibility for control of snow and ice on streets within the jurisdiction of the City. Appropriate snow and ice control is necessary for emergency services as well as routine travel. Providing this service in a cost-effective manner is a discretionary decision of the City Council. The City will provide such control in a safe and cost efficient manner, keeping in mind safety, budget, personnel and environmental concerns. The City will use City employees, equipment, materials, and/or contract services as deemed appropriate to provide this service. Therefore, this policy is needed to provide direction for these operations and guidelines for employees and residents based upon available resources.

This policy is intended to provide guidelines for snow and ice control operations for streets under the City's jurisdiction. These consist of collector streets, minor arterial streets, residential streets, and alleys. Sidewalks and public facilities are also incorporated into the Snow & Ice Control Program. This policy does not apply to other streets within the City boundaries, which are not under the City jurisdiction such as state roads, county roads, and private roadways. Frontage/backage roads for state highways and county roads are the City's responsibility.

2. Commencement of Operations:

Snowplowing and/or ice control operations will commence under the direction of the Public Works Director and/or his designated official.

The basis of dispatch calling the standby person to start operations will be as follows:

- A. Snow accumulation of 2", with continual snowfall, warrants commencement of plowing operations.
- B. Drifting of snow may warrant commencement of partial or full operations depending upon extent and conditions.
- C. Icing of pavements may also warrant partial or full operation,

depending upon extent and conditions.

- D. The Public Works Director and/or his designated official will determine the time to start operations and the extent of the operations.

Storms forecast for late afternoon or evening hours may be the basis for splitting a shift and sending crews home for call out later in the evening. Morning storms, likewise, may be the basis for requesting crews to report at later than normal hours.

3. Suspension of Operations:

Operations will continue until all roads are passable. Widening and clean up operations may continue immediately or on the following working day depending upon conditions and circumstances. Safety of the plow operators and the public is important. Therefore, snowplowing/removal operations may be terminated after 10-12 hours to allow personnel adequate time for rest. There may be instances when this is not possible depending on storm conditions and other circumstances. Operations may also be suspended during periods of limited or zero visibility. Any decision to suspend operations will be made by the Public Works Director and/or his designated official and will be based on the conditions of the storm.

4. Plow Routes and Sequencing:

The Public Works Director has the responsibility of determining plow routes and sequencing of operations; he will retain the latitude to adjust sequencing or route assignments based on storm conditions warranting changes.

The City has classified City streets based on the street function, expected traffic volumes, and connectivity within the community. Unless for a specific storm event, the Public Works Director determines that plowing of streets should occur in a different sequence, collector and arterial streets are plowed first. Roadways not integral to the movement of traffic (cul-de-sacs, dead-end streets and alleys) are plowed last. Sidewalks, trails, and public facilities are typically plowed in conjunction with the overall snow removal operation. During significant and severe storms, the City must be prepared to move personnel and equipment to maintain priority routes first. In fulfilling the need to have all priority streets safe and passable, when resources are limited, plowing of all other streets may be stopped at any time so resources can be shifted to priority routes.

Sidewalk/Trail Policy

The City will clear snow from sidewalks within the public rights-of-way that front public facilities within 24 hours of snow event. Sidewalks within public rights-of-way that do not have front or side lot access by abutting property owners will be cleared by the City within 48 hours of a snow event.

All other sidewalks in the City are the responsibility of the abutting property owner and must be cleared within 24 hours of a snow event of 2" or greater accumulation, in accordance with City Ordinance 97.02.

"Off Road Trails" will not be cleared of snow unless they serve a public facility or connect to a major

pedestrian sidewalk as determined by the City.

New Subdivisions

New subdivisions within the City of Savage consisting of public right-of-way and streets to be ultimately transferred to the City for perpetual maintenance will be inspected by City personnel before October 15. The following minimum conditions must be met by November 15 in order for the City to assume snow and ice control responsibilities on these roadways:

- a. All streets must have concrete curb and gutter with at least the first layer of bituminous surfacing completed.
- b. All manhole and gate valve adjustments accessible and exposed at least ½” but no more than ¾” below existing bituminous surface.
- c. All permanent and/or temporary dead end streets must have a temporary cul-de-sac constructed to City standards.
- d. Boulevard areas must be graded to City standards and clear of all construction material and debris.
- e. If only the first layer of bituminous surfacing has been placed, the transition from the first layer and existing pavement must be ramped at all areas. Whenever possible, the ramping should be placed when the first layer of bituminous is being paved, not as a patch afterward.
- f. Hydrant flags must be installed.
- g. Written notification to the responsible parties from the Public Works Department stating that the City will perform winter snow and ice control maintenance.

Responsible parties who do not meet the November 15 deadline are required to provide snow and ice control services to City standards privately. If they fail to provide the City standard level of service at any time, the City reserves the option to contract with private services or may employ City forces on an overtime basis to perform required operations. Costs will be recovered from the financial security provided by responsible parties for the subdivision/development or by special assessment under Minn. Stat. Chapter 429.

5. Level of Service:

The intent of this policy is to provide safe winter driving conditions appropriate for the type of travel necessary on City streets. The level of service described herein will be considered a guideline with the understanding that immediately after a storm the level of service provided may be less than described herein and may vary across the City depending on storm conditions and other circumstances.

Streets will be plowed, sanded, or treated with anti-icing materials. Gravel and dirt road services will be plowed to provide a hard packed surface with sand and/or abrasives spread as necessary for traction. During light to normal snowfalls streets will be plowed full width as soon after the initial pass as possible. During heavier snowfalls the streets will be plowed as wide as possible initially and widened as the storm intensity lessens. After the storm passes, clean up operations will begin to clear intersections and snow storage areas along corners and boulevards. It is the City’s intent to complete the initial plowing and widening operations within twelve (12) hours of cessation of the storm. Clean up operations should be complete within twenty-four (24) hours for light snowfalls and within seventy-two (72) hours for heavy snowfalls. Major blizzards may require additional time.

6. Parking Restrictions:

On street parking is not compatible with efficient snowplowing operations. Vehicles left parked on the street for extended periods of time create problems for snowplows as well as safety problems with packed snow and ice around the vehicle. Ticketing and/or towing these vehicles may occur in conformance with City Ordinance 71.02, which prohibits on-street parking during the hours of 2:00 a.m. to 6:00 a.m. on any day. Additionally, parking is prohibited in the unplowed area of any street or road for a period of 48 hours after a 2" or more snowfall in accordance with City Ordinance 71.08.

7. Snow Removal:

Certain locations within our community, such as cul-de-sacs, require additional service after snowplowing operations cease. This shall be referred to as "snow removal". Snow removal hereinafter will be defined as the loading and trucking of snow to an approved site under the direction of the Public Works Director or his designated official. This service is provided when there is no area for snow storage. Snow removal operations normally begin within 24 hours after snowplowing operations have been completed.

8. Property Damage:

Snowplowing and ice control operations can cause property damage even under the best of circumstances and care on the part of the operators. The major types of damage are to improvements in the City right of way; the intent of the right of way is to provide room for snow storage, utilities, boulevard trees, sidewalks, and other City uses. However, certain private improvements such as mail and newspaper boxes are permitted within this area. The City will determine when damage to private property within the right of way is the responsibility of the City and when it is the responsibility of the resident.

The City will conduct a review of each incident to determine whether the City will replace or provide reimbursement for the mailbox or newspaper box. Only boxes actually hit by a snowplow will be the responsibility of the City. The City will not be responsible for damage to boxes or support posts caused by snow or ice coming into contact with the box. If replaced, the City will replace the mailbox with a standard size, non-decorative metal mailbox; will replace the newspaper box with a standard plastic box; and will replace the support post as necessary with a 4" x 4", decay resistant wood support post, installed by the City. Alternatively, the City will reimburse the box owner \$50.00 for the replacement of the mailbox and/or newspaper box and post by others. The total amount of reimbursement for box repairs will not exceed \$50 per household.

Lawns damaged by City equipment will be repaired by top dressing and seeding or sodding, in some cases.

In instances where there is disagreement as to the damage and the responsibility therefore, the City Administrator may determine the responsibility.

9. Responsibility of Residents:

Snow storms create numerous problems and inconveniences. This policy has identified streets, sidewalks, and

public facilities that the City will clear. Residents also have certain responsibilities. These include clearing their own driveways and private sidewalks, clearing areas for trash cans, clearing around mailboxes and/or newspaper delivery tubes and fire hydrants adjacent to their property. These areas should be cleared without depositing any snow into the street. There also must not be any large piles, which obstruct vision of driveways or walks. Trash cans must not be placed on the street surfaces. The City will not clear private drives or walks.

Snowplowing can cause additional snow to be deposited in driveway approaches and around roadside obstacles. Operators are instructed to attempt to minimize these instances. However, it is not practical to eliminate this situation. Residents should be aware they may have to clear their driveways a second time after their street has been plowed; placing snow back into the City street is prohibited.

10. Traffic Regulations:

The City recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169, while actually engaged in work on streets, except for regulations related to driving while impaired and the safety of school children. These privileges only apply in those cases when, in the snowplow operators judgement, it is safe to disregard such laws and when the vehicle is equipped with one lighted lamp displaying a flashing, oscillating, or rotating amber light placed in such a position on the vehicles as to be visible throughout an arc of 360 degrees.

11. Questions and Complaints:

Complaints regarding snow and ice control or damage shall be taken during normal working hours. High priority complaints (those involving access to property or problems requiring immediate attention) shall be handled on a priority basis. Complaints will be responded to as soon as practical, normally within twenty-four (24) hours. Calls requiring service will be transferred to a work request and forwarded to the appropriate supervisor for scheduling. It should be understood that complaint responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly. It is the City's intention to log all complaints and revise this policy as necessary in consideration of the constraints of our resources.