

CITY OF CHAMPLIN

SNOW REMOVAL AND ICE CONTROL

POLICIES AND PROCEDURES

PURPOSE AND NEED FOR POLICY

The City of Champlin, being a growing City needs to annually review and adopt a policy regarding efficient and timely removal of snow and control of ice in order to best provide for safe travel for the greatest number of persons. This policy outlines the responsibility within the Parks and Public Works Department in order to accomplish this goal.

POLICY

Each year the Parks and Public Works Department prepares a map of the City showing the public street system. This map clearly delineates thoroughfare and local residential streets. The map is then divided into routes for the purposes of snow and ice control.

Within each of these areas, the City has classified city streets based on the street function, relative traffic volume, and importance to the welfare of the community. Those streets classified as (priority “A”) streets will be plowed first. These are higher volume streets, which connect major sections of the city and provide access for emergency fire, police and medical services. The second priority streets (priority “B”) are those streets providing access to schools and commercial businesses. The third priority streets (priority “C”) are low volume residential streets. Forth priority streets (priority “D”) are cul-de-sacs. (See Exhibit A).

City streets must be passable to allow normal traffic flow and emergency vehicles to respond to all areas within the City. The City, however, does not guarantee bare, dry pavement after each snowfall or that streets will be totally free of ice and snow or driving hazards common to Minnesota winter weather.

City streets will generally be plowed within 24 hours from the start of a 2” or more snowfall. This requires 10 – 12 hours of operations for a normal snowfall of two to six inches. Delays may occur due to equipment breakdowns and or extreme weather conditions.

PROCEDURES

The Police Department assists the Parks and Public Works department in monitoring street conditions and notifies the department’s supervisory staff of snow and ice conditions needing attention. Parks and Public Works personnel are notified in accordance with the department’s schedule for emergency call outs.

COMMENCEMENT OF SNOW AND ICE OPERATIONS

Snow plowing and or ice control operations shall commence under the direction of the supervisory staff of the Parks & Public Works Department. In their absence the Police Department Patrol Sergeant on duty will consult with Public Works staff and determine when and what operations will begin. In general, operations shall commence as follows:

- ❑ Snow accumulation of 2", or more;
- ❑ Drifting of snow may warrant commencement of partial or full operations depending upon conditions;
- ❑ Icing of pavements may warrant partial or full operation depending upon extent and conditions.

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently snowplowing operations will not generally be conducted for snowfalls of less than 2 inches.

HOW SNOW WILL BE PLOWED

Snow shall be plowed in a manner so as to minimize traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right with the discharge going onto the boulevard area of the right-of-way. It is the departmental goal to have the entire street system cleaned after a "typical" snowfall in approximately 10 – 12 hours. Depending on snowfall conditions, duration of the storm and equipment breakdowns the cleanup operations can fluctuate.

USE OF SAND AND SALT

The City is concerned about the effect of sand and salt on the environment and will limit its use for that reason. Therefore, it is the policy of the City to utilize a sand and salt mixture in the ratio of approximately 3 parts sand and 1 part salt. This provides for traction, but is not intended to provide for bare pavement during winter driving conditions. Application of the sand and salt mixture is generally limited to priority "A" routes, steep grades and high volume intersections. Application is limited on lower volume streets and cul-de-sacs. The City cannot be responsible for damage to grass caused by the sand and salt mixture and therefore will not make repairs or compensate residents for salt damage to turf, plantings, or trees in the street right-of-way.

SUSPENSION OF OPERATIONS

Generally, operations shall 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 employees and the public is important. Therefore, plowing operations may be halted once employees have worked 12 – 14 hour shifts. Employees will be encouraged to take a 15-minute break for every 4 – 5 hours

worked. Employees will be required to meet with a supervisor after working 14 hours to determine if the employee can continue or if the employee should have a minimum of 8 hours of off duty rest time at an appropriate location.

Depending on the extent of the storm employees from Public Works, Utilities, and the Ice Forum may be called upon to help clean up the affects of the storm. Non-union supervisory staff may also assist in the storm clean up effort in an attempt to lend a “helping hand” and to work together with union staff as a “team”.

Operations may be suspended during periods of limited visibility. Any decision to suspend operations shall be made by the Public Works management staff and shall be based on the conditions of the storm. The City will continue to provide access for emergency fire, police and medical services during a major snow or ice storm.

STAKE CURBS FOR SNOWPLOWING

When the streets are covered with snow, it is almost impossible for the snowplow operator to determine the edge of the road, especially curbs. Residents are asked to stake the edge of the curb. Wood lath is available at the Parks and Public Works Department for staking. Please do not use metal stakes.

PARKING ON CITY STREETS

City ordinance 9-403 prohibits parking on any City street between the hours of 2:00 am and 6:00 am no matter what the season. Parking ordinance warning signs have been installed at the corporate limits of major thoroughfares and major arterial street intersections to help remind residents of this ordinance.

The Parks and Public Works Department requests that residents do not park on City streets after a snowfall until the street has been plowed.

PLACING SNOW ON A PUBLIC ROADWAY

Minnesota State Statue 160.21, 160.2715 and 169.42 prohibit depositing of snow and ice onto public roadways. Placing snow onto a public roadway can subject a person to civil liability if a road hazard, such as slippery area, frozen rut, or bump occurs and causes a traffic accident.

PROPERTY DAMAGE

Snow plowing and ice control operations can cause property damage even under the best of circumstances and care on the part of the City. The major types of damage are to improvements in the City right-of-way, which extends approximately 10’ to 15’ beyond the curb. The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks and other City uses. However, certain private improvements such as mailboxes are required within this area. Therefore, the City will cooperate with the property owner to determine if the damage is the responsibility of the City and when it shall be the

responsibility of the resident. At the City's discretion, we will repair the mailbox or reimburse the resident up to \$30 for damage. The City accepts responsibility for mailboxes, which are allowed to be placed in the road right-of-way, if the damage is by physical contact by a plow blade, wing, or other piece of equipment. Mailboxes should be constructed sturdily enough to withstand snow rolling off a plow or a wing. Therefore, damage resulting from snow is the responsibility of the resident. The City will repair or replace mailboxes in those instances where the City is responsible for the damage.

Damage to fences trees or other private improvements will not be repaired or replaced by the City if they are on private property or in the right-of-way. Lawns that are scraped or gouged by City equipment will be repaired by top dressing and seeding the following spring. Residents are responsible to assist by watering the areas that are repaired.

In instances where there is disagreement as to the source of the damage and the responsibility therefore, the City shall determine the responsibility.

DRIVEWAYS

One of the most frequent and most irritable problems in removal of snow from public streets is the snow deposited in driveways during plowing operations. Snow being accumulated on the plow blade has no place to go but in the driveway. The driver's make every attempt to minimize the amount of snow deposited in driveways, but the amount can still be significant. Based on priorities and staffing level, City personnel do not provide driveway cleaning. Possible exceptions are at the discretion of department management for emergency situations.

HOW TO KEEP YOUR DRIVEWAY ENTRANCE FROM FILLING WITH SNOW

Throughout the winter months, State, County, and City snowplow crews will be out clearing the highways, roads and streets during and after each snowfall. Homeowners and other property owners will be clearing their driveways at the same time.

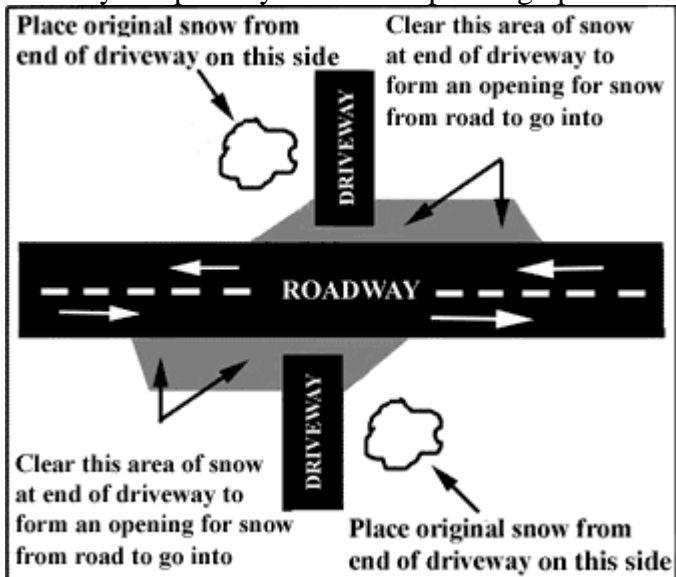
Many times while this is going on, a snowplow truck will go by and fill in the end of a freshly cleared private driveway with snow from the roadway. This is not intentional, and there is a way this wintertime inconvenience can be minimized.

The diagram below shows how you can clear snow around the end of your driveway opening a certain way to reduce the possibility that you will have to do very much re-clearing after a snowplow truck goes by on the road next to your driveway.

The idea is to place as much snow as possible when clearing your driveway, in the direction of travel downstream on your side of the roadway. Next is to clear an area upstream from your driveway opening to form a "pocket" for the snow from the roadway to go into instead of at the end of your driveway.

The result, is more of the snow accumulation from clearing the roadway will go into this open pocket area and less will wind up at the end of your driveway.

A note of caution is in order. Please be extremely careful when working next to the roadway—especially when snowplowing operations are in progress.



MAIL DELIVERY

The snow plow operators make every effort to remove snow as close to the curb line as practical and to provide access to mailboxes for the mail delivery. However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size and type of equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

Residents are encouraged to check with the Postmaster on how to correctly install your mailbox.

FIRE HYDRANTS

Fire hydrants are critical to minimize the potential losses involved in any fire. Residents are encouraged to assist the City by clearing hydrants near their property. If possible, they should be cleared five (5) feet on each side to allow Fire Department access.

GARBAGE \ RECYCLING

Efficient snow plowing requires that garbage and recycling containers be accessible for pickup and placed off street to allow snow removal. The container(s) may have to be placed in the driveway to meet both of these requirements. It is the responsibility of the resident to see that the container(s) is not in the way of the snowplow and is also in a spot accessible to the garbage and recycling truck(s)

SIDEWALK \ TRAIL

The City is responsible for plowing snow from a designated arterial sidewalk\trail system. This system does not include all sidewalks. City Ordinance 8-104 and 10-501 requires an owner and/or the occupant of any property adjacent to a public sidewalk to keep the sidewalks free from snow and ice. The City does not guarantee that the designated arterial sidewalks will be free from walking hazards common to Minnesota winter weather and may be partially covered with snow and ice.

PARKING LOTS

The City is responsible for snow and ice control of parking lots at City facilities. These facilities include:

- City hall
- Police Department
- Fire Department
- Water Treatment Plant
- Champlin Community Center
- Champlin Ice Forum
- MTC Park and Ride Lots
- Highpointe Park, Andrews Park, Northland Park, Richardson Park, Brittany Park, Woodlawn Park, West River Park and Pines Park

The City does not guarantee that these parking lots will be free from driving and walking hazards common to Minnesota winter weather and may be partially covered with snow and ice.

COMPLAINTS

Complaints regarding snow and ice control or damage shall be taken during normal working hours and handled in accordance with the City's normal operating procedures. Complaints involving access to property or problems requiring immediate attention shall be handled on a priority basis. Response time should not exceed twenty-four (24) hours for most complaints. 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 upgrade this policy as necessary in consideration of the constraints of our resources. Please call the City at 763.421.2820 or fill out an on-line comment at www.ci.champlin.mn.us.