

# **CITY OF CHAMPLIN STREET SWEEPING POLICIES AND PROCEDURES**

## **INTRODUCTION**

The City of Champlin believes it is in the best interest of the residents for the city to assume basic responsibility of sweeping city streets. Reasonable sweeping is necessary for vehicle and pedestrian safety, water quality issues, and environmental concerns. The city will provide such service in a cost-effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The city will use city employees, equipment and private contractors to provide this service. Completion dates are dependent on weather conditions. The Parks and Public Works Department will be responsible for scheduling street sweeping.

## **WHEN WILL THE CITY PERFORM STREET SWEEPING OPERATIONS?**

1. Spring sweeping of snow and ice control aggregate will begin when streets are significantly clear of snow and ice, usually late March or April, after the risk of snowfall has passed. Spring sweeping is typically completed in five (5) sixteen-hour (16) working days provided that six-(6) contract sweepers are available and all of the equipment is operating correctly.
2. Fall sweeping will cover areas of extensive foliage. Not all city streets will receive a fall sweeping.
3. Sealcoating is a surface application of an asphalt emulsion followed by a layer 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 2 days after application of sealcoat and will be re-swept 7 days after the initial sweeping.
4. Bituminous milling recovery sweeping will be performed within 5 days of grinding, milling, or cracksealing operations.
5. Erosion/siltation dirt and debris cleanup from construction projects is the responsibility of the developer, contractor, or property owner. Except in cases of emergency the streets shall be cleaned and swept within 24 hours of notification. If the streets are not swept within the specified time allowed or in the case of an emergency the city may sweep the street and the responsible party will reimburse the city for all associated costs.
6. General sweeping will be performed on an as needed basis.

## **HOW WILL STREETS BE SWEPT?**

Sweeping is a slow process with average gutter line speeds for the first sweeping in spring that can be as slow as 2 to 3 miles per hour. The City will sweep with its own equipment and manpower in addition to contracted services. Normally centerlines are swept after

gutter lines are cleaned. Equipment may include mechanical, vacuum, or regenerative air sweepers.

## **PRIORITIES**

The city has classified city streets based on the street function, traffic volume, impact on water quality and the environment, and the importance to the welfare of the Community. Accordingly, sweeping routes will be designed to provide the maximum possible benefit to high volume and water quality sensitive areas. See attached maps or routes.

## **WEATHER CONDITIONS**

Sweeping operations will be conducted when weather conditions permit. Factors that may delay sweeping operations include temperatures below 32 degrees, wind, rain, snow, and frozen gutter lines.

## **WORK SCHEDULE**

Sweeping operations are performed in conjunction with and can be impacted by other maintenance operations. Sweeping operations will normally be conducted Monday – Friday, from 7:00 a.m. to 2:30 p.m. Extended workdays and shifts may be utilized for spring cleanup or emergency sweeping to provide maximum efficiency. For safety reasons, no operator shall work more than a 12 – 14 hour shift in any twenty-four hour period.

## **SIDEWALKS AND TRAILS**

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 cleared of snow and ice or on an as-needed basis.

## **SAFETY**

Sand, sealcoat rock, or other dirt and debris on the street can create a potentially dangerous condition for vehicles, motorcyclists, bicyclists, and pedestrians. It would not be practical or effective to sign all streets for potential dangerous conditions. 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. Employees will follow all work rules, OSHA regulations, and Federal and State laws to ensure a safe sweeping operation.

## **FIRE HYDRANTS**

The Utilities division will be responsible to ensure all hydrants are working. Sweeping crews will keep track of which hydrants are used for the sweeping process and report any problems to utility staff.

## **PARKING LOTS**

The City is responsible for sweeping 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
- ❑ All Paved City Parks

## **COMPLAINTS**

Complaints regarding sweeping 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. 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](http://www.ci.champlin.mn.us).