

Snowplowing and Ice Control Policy For City Streets



I. PURPOSE AND NEED FOR POLICY

The City of Eden Prairie, 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 people. This policy outlines the responsibilities and priorities within the Parks and Public Works Department in order to accomplish this goal.

II. POLICY

Each year, the Public Works Department prepares a map of the City showing the public street system. This map delineates thoroughfare and local residential streets. The map is then divided into 17 truck/plow routes for purposes of snow and ice control. In addition, another 21 cul-de-sac routes using 4x4 pickups are shown.

Within each of the 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. Fourth priority streets (priority "D") are cul-de-sacs. (See Exhibit A). The Park Department's policy for removal of snow and ice from sidewalks and trails is on Page 8 (Exhibit D).

III. PROCEDURES

The Police Department assists Maintenance Division Supervisors in monitoring street conditions and notifies Maintenance Division personnel of snow and ice conditions needing attention. Maintenance Division personnel are notified in accordance with the Public Works Department Schedule for emergency calls. (See Exhibit B).

The Maintenance Division, with the assistance of the Police Department, monitors street conditions and is responsible for making the decision to call out personnel and equipment to begin snow and ice control operations.

IV. RESPONSIBILITY

The Maintenance Division, with the assistance of the Police Department, monitors the street conditions to determine the timing and amount of equipment and personnel necessary to clear the streets.

The Street Division Manager or Supervisor has the responsibility of determining plow routes and sequencing of operations in accordance with priorities as established in Exhibit A. The Manager shall retain the latitude to adjust sequencing or route assignments based on storm conditions, equipment availability and/or other conditions warranting changes.

V. COMMENCEMENT OF OPERATIONS

Snowplowing and/or ice control operations shall commence under the direction of the Street Division Manager. In his absence, the Public Works Superintendent or his designated representative will consult and determine when and what operations will begin in accordance with provisions of Exhibit B attached.

In general, operations shall commence as follows:

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

VI. 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 (6 inches or less) in approximately nine (9) hours, assuming a general plowing operation beginning at 3:00 a.m. and snowfall ending by 7:00 a.m. Depending on snowfall conditions and duration of the storm, cleanup operations can widely fluctuate.

VII. 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 three (3) parts sand and one (1) part salt. This provides for traction but is not intended to provide bare pavement during winter conditions. Application of the sand/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/salt mixture and therefore will not make repairs or compensate residents for salt damage to turf areas in the street right-of-way.

VIII. 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 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 visibility or extreme cold. Any decision to suspend operations shall be made by the Street Division Manager and shall be based on the conditions of the storm. The City will still provide access for emergency fire, police and medical services during a major snow or ice storm.

IX. 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, which extends approximately 10' to 15' beyond the curb location. The intent of the right-of-way is to provide room for snow storage, utilities, and sidewalks 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.

The City accepts responsibility for mailboxes which are allowed to be placed in the road right-of-way, if the damage is by physically being struck by a plow blade, wing or other piece of City 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 structures will be repaired or replaced by the City if they are on private property. Lawns that are scraped or gouged by City equipment will be repaired by top dressing and seeding the following spring. Residents are requested 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 Director of Public Works and/or Police Department shall determine the responsibility.

Because the proper location for irrigation sprinkler heads necessitates that they be installed adjacent to the curb line and since the City of Eden Prairie promotes and endorses water conservation, our snowplowing policy needs to be compatible with our conservation policies. Therefore, the Street Division will:

1. Replace damaged sprinkler leads during the same time frame as we repair sod damage each spring.
2. The sprinkler head will be replaced with the same brand as the damaged head.
3. We will do our best to aim/set the heads but we will not be involved with additional "tweaking" after the placement is complete. The only exception would be due to faulty replacement parts.
4. Restoration of the yard area will be in accordance with our standard procedures for sod damage.

Other items in the right-of-way, including landscape timbers, shrubs, flowers, etc., are in that location due to the property owner's choice, not due to necessity. Therefore, they continue to be in the right-of-way at the owner's risk.

X. DRIVEWAYS

One of the 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 drivers 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 the Manager or Supervisor for emergency or special needs situations.

XI. MAIL DELIVERY

The snowplow operators make every effort to remove snow as close to the curb line as practical and to provide access to mailboxes for the Postal Department. 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.

XII. COMPLAINTS

Complaints regarding snow and ice control or damage shall be taken during normal working hours and handled in accordance with the City's complaint procedures. Complaints involving

access to property or problems requiring immediate attention shall be handled on a priority basis. Response time should not exceed 24 hours for any complaint. 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.

XIII. PARKING

To maintain the most efficient operation and to provide the highest quality service, it is imperative that parking be prohibited during snow removal operations. Accordingly, the City prohibits parking on City streets after a 2-inch or more snowfall (determined by Street Division Manager based on Eden Prairie conditions) until streets have been plowed to full width (City Code Section 8.15). The Street Division installs and maintains signs throughout the City to advise motorists of the requirements. Enforcement is provided by the Public Safety Department.

XIV. PLACING SNOW OR ICE IN A PUBLIC RIGHT-OF-WAY

City Code Section 6.06, Subd. 5 and Minnesota Statute 160.27 prohibit plowing, shoveling, blowing or placing snow onto public roadways. The act of placing snow onto a public roadway may subject a person to a civil liability if a road hazard such as a slippery area, frozen rut or bump occurs and causes a traffic accident. This civil liability may extend to **both** the property owner and the person who actually placed the snow on the roadway.

EXHIBIT A
PLOWING/SANDING PRIORITIES

PRIORITY "A"

Anderson Lakes Parkway	Kinston Drive
Atherton Way	Linden Drive
Bennett Place	Mitchell Road
Braxton Drive	Mount Curve Road
Buckingham Drive	Neil Lake Road
Candlewood Parkway	Olympic Drive
Carlson Drive	Prairie Center Drive
Center Way	Preserve Blvd.
City West Parkway	Riley Lake Road
Cumberland Road	Riverview Road
Dell Road	Roberts Drive
Duck Lake Trail	Rowland Road
Duck Lake Road	Scenic Heights Road
Eden Prairie Road	Shady Oak Road
Edenvale Blvd.	Singletree Lane
Flying Cloud Drive	Staring Lake Parkway
Franlo Road	Technology Drive
Golden Triangle	Townline Road
Golfview Drive	Twin Lakes Crossing
Hames Way	Valley View Road
Hennepin Town Road	Viking Drive
Holly Road	Village Woods Drive
Homeward Hills Road	Washington Avenue
Jackson Drive	Westwind Drive

PRIORITY "B"

Streets providing access to schools and commercial property

PRIORITY "C"

Lower volume residential streets

PRIORITY "D"

Cul-de-sacs

EXHIBIT B

SNOW AND ICE REMOVAL PROCEDURES

SANDING—EMERGENCY NOTIFICATION OF PUBLIC WORKS

Commencing with the winter season, a standby position has been created within the Division. Commencing on November 1, everyone in the Street Division will carry their own pager. One operator each week will be the designated person on call for the specific purpose of sanding localized hazardous icy conditions in the City. There will also an Early Crew on duty starting at 4:00 a.m. to handle hazardous road conditions. The Police Department shall assess the conditions to determine if the problem is localized and if a response is necessary, shall contact the designated person on call (pager 952-231-6700). The designated person on call shall respond and upon completion, shall discuss the situation with the Police Department shift supervisor. A decision from the following choices shall be made:

- A. Finish assignment and secure for the day/night.
- B. Snow accumulation of 2 inches with continual snowfall—call maintenance supervisor at 2:00 a.m. for commencement of plowing operations by 3:00 a.m.
- C. Drifting of snow warranting commencement of partial or full operation—call maintenance supervisor by 2:00 a.m. to advise.
- D. Icing of pavements warranting a partial or full operation—call maintenance supervisor by 3:00 a.m. to advise.

For each option except A, the Street Division Manager, Tom Tesch, 952-231-6702 (pager) or 763-559-0860 (cell) or his designated representative shall finally determine the time to start operations and the extent of the operations.

SNOWPLOWING/WIDE-SPREAD HAZARDOUS ROAD CONDITIONS— EMERGENCY NOTIFICATION OF PUBLIC WORKS

In the event of snowfall in excess of 2" or widespread hazardous road conditions where plowing or sanding throughout the community is necessary, the shift supervisor shall call the maintenance supervisor, Tom Tesch, 952-231-6702 (pager) or 763-559-0860 (cell) as follows:

- A. For snowfall accumulation exceeding 2" by 2:00 a.m. for a 3:00 a.m. commencement of snowplowing operation.
- B. By 3:00 a.m. for a 4:00 a.m. commencement of city-wide sanding operations.

This will allow the Street Maintenance Division to prepare the streets for morning rush hour traffic.

Public Works will attempt every day to leave the streets in good winter driving condition when they go out of service at 3:30 p.m.