

CITY OF ROSEMOUNT

POLICY TITLE: **SNOWPLOWING POLICY AND OPERATING PROCEDURES**

EFFECTIVE DATE: **OCTOBER 15, 1996**

POLICY NUMBER: **P – 2**

PROPOSED BY: **PUBLIC WORKS**

DATE APPROVED
BY COUNCIL: **OCTOBER 15, 1996**

DATE AMENDED
BY COUNCIL: **JANUARY 21, 2014**

PURPOSE

The purpose of this policy is to define and outline snow and ice control objectives and procedures as established by the City of Rosemount.

The City of Rosemount believes that it is in the best interest of the residents for the City to assume basic responsibility for control of snow and ice on City streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The City will attempt to provide such control in a safe and cost-effective manner, keeping in mind safety, budget, personnel and environmental concerns. The City will use City employees, City-owned or rented equipment, and/or private contractors to provide this service, striving to maintain bare-pavement conditions on all public streets whenever possible.

This policy supersedes any and all previously written or unwritten policies of the City regarding snow and ice removal.

PROCEDURE

Starting snow or ice control operations

Snow and ice control operations shall commence whenever necessary to achieve and maintain bare-pavement conditions, according to the following guidelines:

- For snow events with less than two inches of accumulation, plowing will generally commence immediately upon completion of the snowfall.
- For snow events expected to exceed two inches, plowing will generally commence after two inches of accumulation and continue as needed throughout the duration of the event.
- If a snow event begins or continues into the evening/nighttime hours, plowing will generally commence at a time the following morning so that priority streets are plowed before 6 a.m.

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of City employees and equipment. A typical snow event (2 to 4 inches) takes an average 6 to 8 hours to clear. For larger events, it may be necessary to suspend plowing operations after 12

consecutive hours to allow personnel adequate time for rest. Operations may also be suspended for extreme/severe weather conditions, limited visibility, or equipment limitations.

How snow will be plowed

Snow will be plowed in a manner so as to minimize any traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right. The discharge shall go onto the boulevard area of the street. In times of extreme snowfall, the process of clearing the streets of snow may be delayed, and it may not be reasonably possible to completely clear the streets of snow.

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.

Most urban, residential cul-de-sacs shall be plowed toward the center of the cul-de-sac to minimize the amount of snow deposited into boulevards and/or driveways. Excess snow shall be stored in the center of the cul-de-sac as long as adequate driving lanes remain intact around the outside of the cul-de-sac. At times it may become necessary to remove snow from the center of the cul-de-sac when the driving lanes become too narrow for the safe passage of emergency vehicles. Snow removed from cul-de-sacs will be moved to the nearest park or other snow storage area. The City shall not be held responsible for damage to personal property or injury resulting from negligence in driving around or climbing on the snow storage piles in cul-de-sacs.

Snow removal

Snow removal will occur in certain areas where there is no longer adequate room on the boulevard for snow storage, or in areas where accumulated piles of snow create a hazardous condition. The snow will be removed from these areas and hauled to the nearest park or other snow storage area.

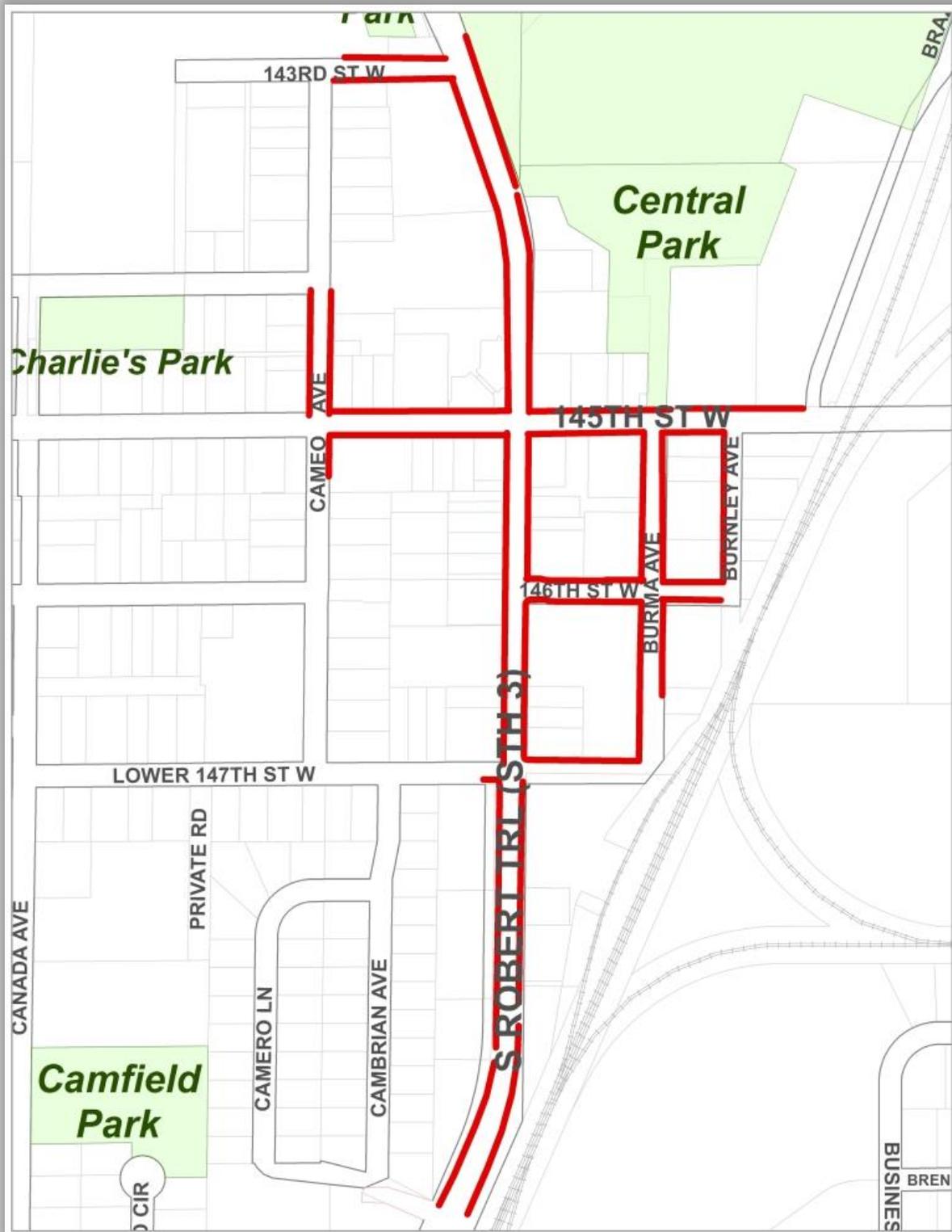
Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may be delayed depending on weather conditions, personnel, and equipment availability.

Downtown snow removal shall typically be scheduled during the overnight hours to reduce the impact on traffic. Downtown snow removal shall occur in the areas illustrated in FIGURE 1.

In accordance with MnDOT safety guidelines, all traffic will be routed to one side of the street while crews remove snow from the boulevard on the opposing side of the street. Flaggers will stop traffic as needed to allow opposing traffic to pass safely while the snow removal equipment is in operation. The procedure for downtown snow removal shall consist of the following:

- Snow will be pushed off the boulevard and into the nearest driving lane
- A road grader and loaders will windrow (line up) the snow in the driving lane
- An industrial snowblower will blow the windrowed snow into dump trucks to be hauled away from the area

FIGURE 1 - DOWNTOWN SNOW REMOVAL AREA



Work schedule for snowplow operators

Snowplow operators will be expected to work 8-hour shifts. In severe snow emergencies, operators will occasionally have to work in excess of 8-hour shifts. Operators are allowed a 30-minute break every 4 hours.

Use of sand, salt and other chemicals

The City will use salt, sand, rock or other chemicals when conditions are hazardous or slippery, keeping in mind the cost and the effect of such chemicals on the environment. Brine shall be mixed with the salt whenever possible to enhance the de-icing capabilities of the salt. Salt and brine use shall be monitored and adjusted accordingly throughout the season.

First priority streets will be salted on the entire length of the street. Lower priority residential streets will generally be salted on hills, curves and intersections.

Priority streets and scheduling

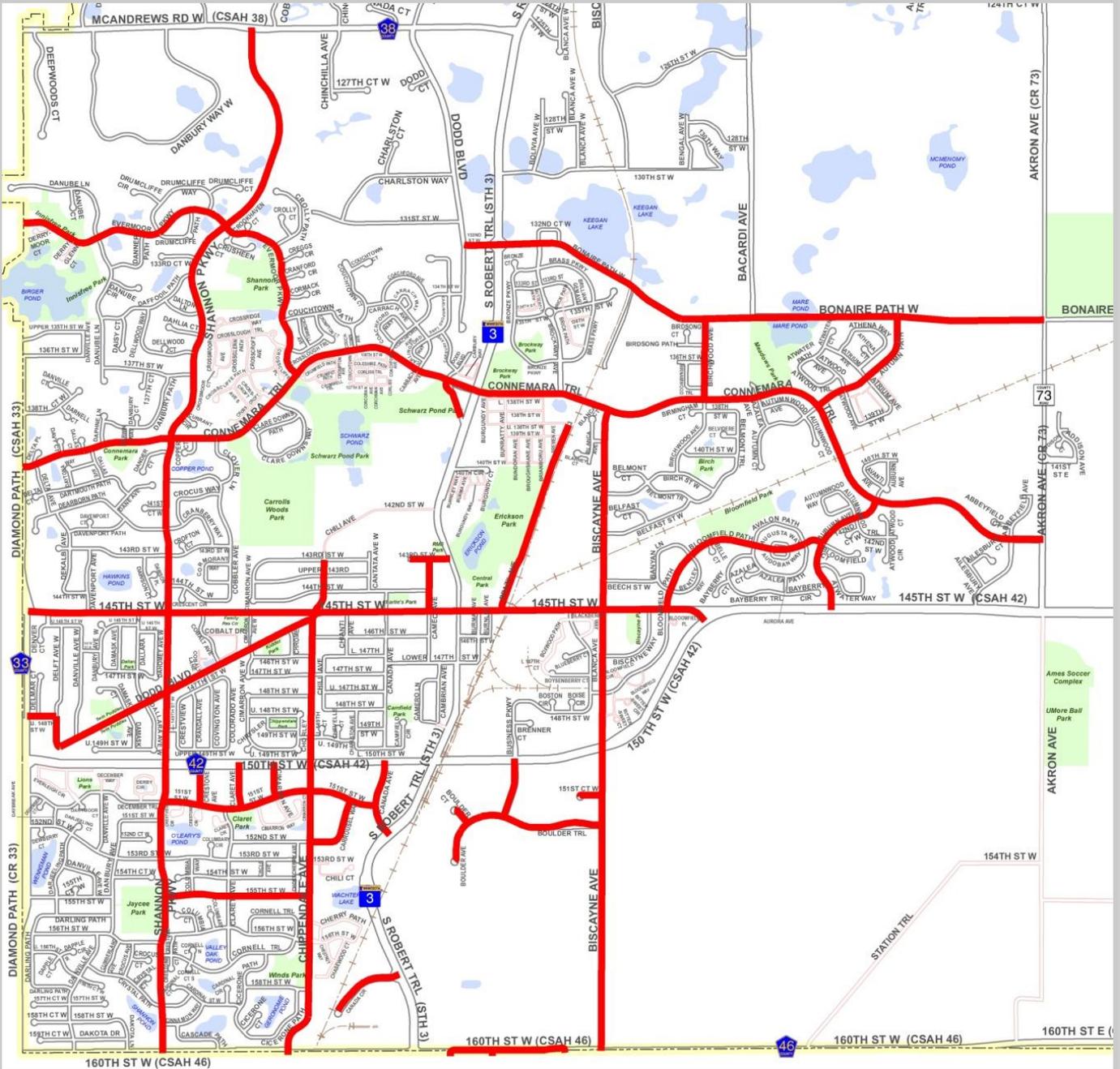
The City classifies streets based on their function, traffic volume, and importance to the welfare of the community. Those streets classified as Priority Plow Routes will be plowed first. These are high volume streets which connect major sections of the City and provide access for schools, commercial businesses, and emergency services. A map of Priority Plow Routes is provided in FIGURE 2.

Second priority streets, which include all remaining low volume residential streets, will be cleared once all Priority Plow Routes are completed.

Third priority areas are certain City parking lots, sidewalks, trails, ice rinks, wells, water towers and lift stations. These areas are generally cleared after all streets are cleared.

Snow removal around fire hydrants will be performed when necessary when personnel and equipment are available. Residents and businesses are encouraged to clear snow from hydrants that are located adjacent to their property to aid in the provision of emergency services.

FIGURE 2 - PRIORITY PLOW ROUTES



Priority routes also include the following segments in eastern Rosemead:

- 140th Street East from Blaine Avenue to TH 52
- 140th Street East from Conley Avenue to 145th Street East
- Conley Avenue from 140th Street East to 145th Street East
- Pine Bend Trail from Courthouse Boulevard to the east approximately 1 mile

Sidewalks and trails

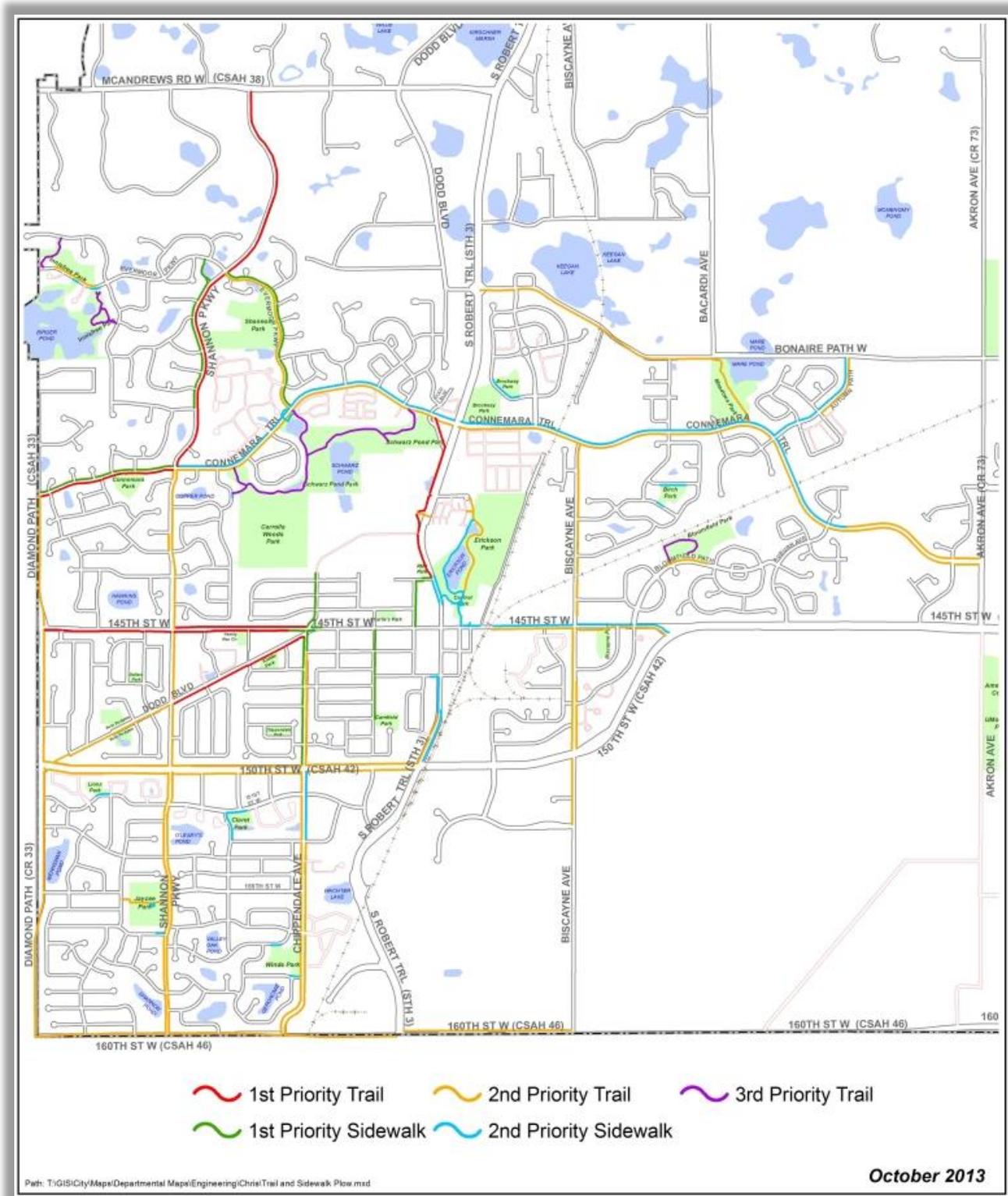
The City will clear snow from only those sidewalks and trails shown in FIGURE 3. Following heavy snowfall conditions which may interfere with snow removal, sidewalk and trail plowing operations may be suspended until conditions improve. In rare cases, operations may be suspended through the duration of the season.

Sidewalks and trails are identified as first priority (school routes), second priority, and third priority (designated park trails).

- First priority sidewalks and trails will be plowed as necessary to accommodate access to schools.
- Second priority sidewalks and trails will be plowed during normal working hours as soon as possible after a snow event.
- Third priority trails (in designated parks) will be plowed during normal working hours when time and conditions permit the safe removal of snow.

According to City ordinance, snow removal from all remaining sidewalks and trails is the responsibility of the adjacent homeowner. If notice has been sent to the property owner and snow has not been removed, the City may remove the snow and ice and charge the cost of the removal through all means available against the adjacent property. The fee to cover this cost is set per the City Fee Resolution. The City reserves the right to charge extra costs in extraordinary situations.

FIGURE 3 - SIDEWALKS AND TRAILS PLOWED BY THE CITY



Right-of-way

The intent of the right-of-way is to provide room for snow storage, public and private utilities, sidewalks, street lights, signage and other City uses. However certain private structures such as mailboxes are required within this area. Other private structures are not required or recommended.

A. Mailbox

Mailboxes and posts should be constructed sturdily enough to withstand snow rolling off a plow or wing.

The City will bear the cost to repair a damaged mailbox only if it is a result of City equipment actually hitting the mailbox. In the case of direct impact, the City will make temporary repairs to mailboxes to accommodate mail delivery until permanent repairs can be made. Damage resulting from snow rolling off the plow is the responsibility of the property owner.

All replacement mailboxes and posts shall be a standard size non-decorative type. All costs over and above replacement of this standard type are the responsibility of the mailbox owner. Mailboxes must be installed in such a manner as to provide access by Post Office personnel or other parcel carriers, and to allow for Public Works equipment to maintain the streets. A drawing showing the proper details for mailbox placement is attached as EXHIBIT A.

B. Boulevard sod

The City shall record the location of sod damage caused by contact with the City snowplow for review by Public Works staff in the spring when the extent of the damage can be verified. Frequently, the damage looks more severe immediately after occurring than it does when the snow has melted in the spring. If the sod needs repair as determined by Public Works staff, Public Works staff shall either sod or seed the damaged area, including new topsoil if necessary, by May 30. The City will bear the cost of these repairs.

C. Irrigation, Lighting, Trees, Fences, Etc.

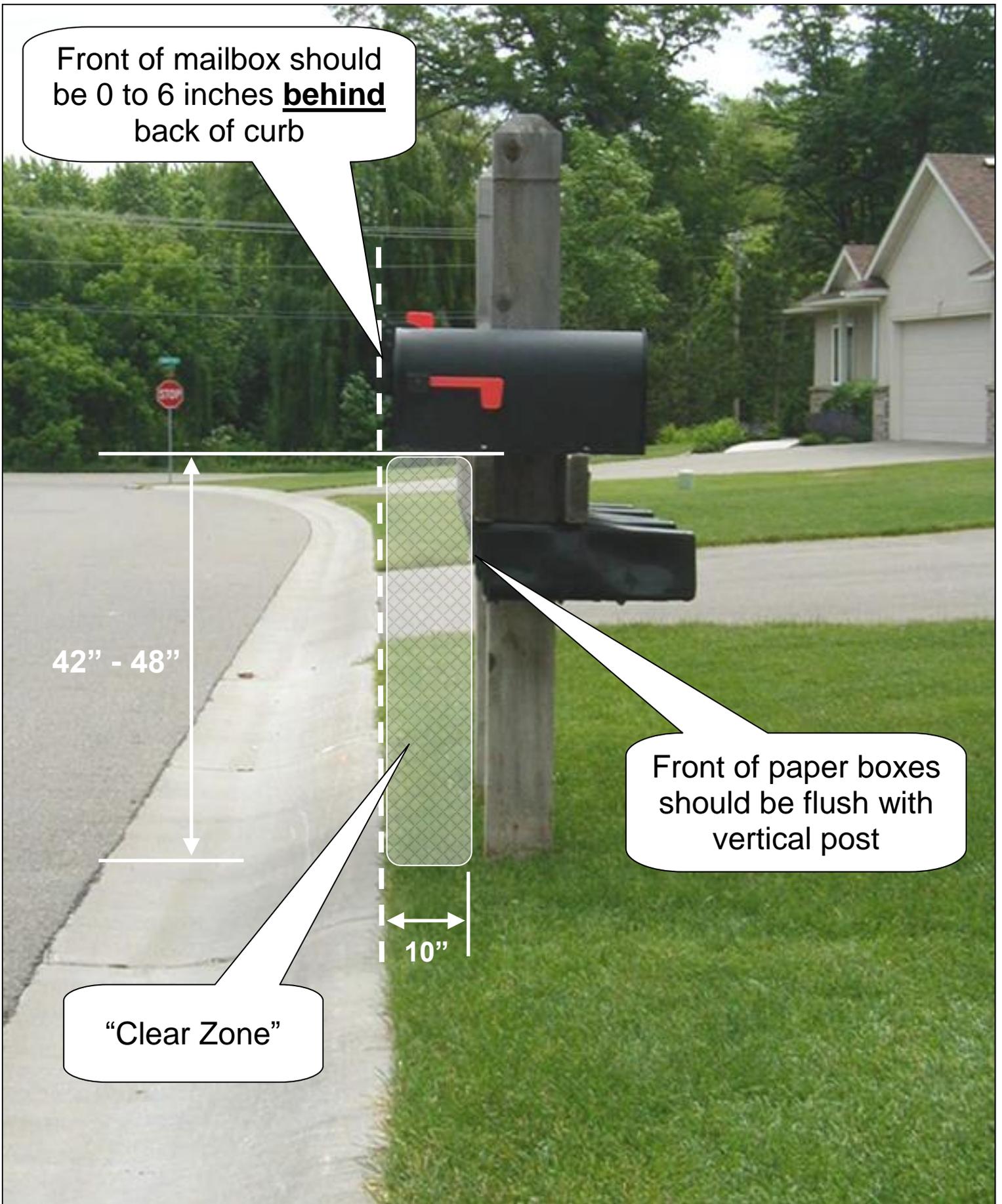
The City will assume no responsibility for damage to underground irrigation systems, private lighting systems, trees, shrubs, rocks, fences or similar landscaping installed in City right-of-way or easements.

D. Refuse & Recycling Bins

The City will assume no responsibility for damage to refuse or recycling containers. Refuse and recycling containers awaiting pickup should be at least four (4) feet behind the curb.

Parking restrictions

City Code, Chapter 8, Section 8-2-2 prohibits on-street parking during a snow emergency. A snow emergency is declared when a 2-inch or more snowfall occurs, and continues until that street has been plowed curb-to-curb. This code also prohibits on-street parking from 2 a.m. to 6 a.m. daily from November 1 through April 1 each year.



Front of mailbox should be 0 to 6 inches **behind** back of curb

42" - 48"

"Clear Zone"

10"

Front of paper boxes should be flush with vertical post

Recommended Mailbox Installation