

RESOLUTION 2008-16

RESOLUTION ADOPTING SNOW AND ICE CONTROL POLICY

WHEREAS, the City of Stillwater 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; and

WHEREAS, reasonable snow and ice control is necessary for routine travel and emergency services; and

WHEREAS, the City will provide such control in a safe and cost-effective manner, keeping in mind safety, budget, and personnel and environmental concerns; and

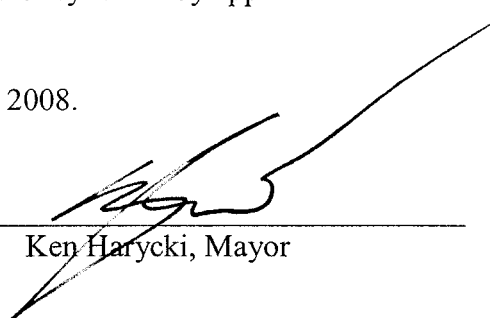
WHEREAS, the City will use City employees, equipment and/or private contractors to provide this service; and

WHEREAS, a Snow and Ice Control Policy has been developed and recommended by City staff; and

WHEREAS, adoption of said policy has been determined to be in the best interest of the City of Stillwater.

NOW, THEREFORE, BE IT RESOLVED by the City Council of City of Stillwater, Minnesota that said Snow and Ice Control Policy is hereby approved and adopted.

Adopted by the City Council this 4th day of February 2008.



Ken Harycki, Mayor

ATTEST:



Diane F. Ward, City Clerk

CITY OF STILLWATER

SNOW AND ICE CONTROL POLICY

1. INTRODUCTION

The City of Stillwater believes that it is in the best interest of the residents for the City of Stillwater to assume basic responsibility for control of snow and ice on City streets. Reasonable ice and snow control is necessary for emergency services and routine travel. The City of Stillwater will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The City of Stillwater will use city personnel, and City equipment in normal snow removal operations, in large snow events; private contractors may be used if needed to help provide this service.

2. ICE AND SNOW CONTROL OPERATIONS

The safety of the traveling public is the main concern of the City of Stillwater Public Works Department. Our goal is to have all city streets passable within a reasonable period of time after a snowfall has stopped. Intersections, hills, and curves will be treated with the intermittent application of salt and sand between intersections. This should keep our streets in relatively safe driving condition if motorists exercise caution and drive with care. At times, the Public Works Department may pre-treat main intersections and hills with salt and/or chemicals in anticipation of a snow event to help prevent snow-pack and ice buildup.

The Public Works Superintendent (Superintendent) shall determine when to begin snow and ice control operations. Employees of the Stillwater Police Department may contact the Superintendent after normal department hours, advising him/her if the roads become impassable. The Superintendent will then make the decision on when to call in employees to plow; this will depend on driving hours already logged that day by employees. Snow and ice operations, are expensive and involve limited personnel and equipment, will not be generally conducted for snowfall less than 2 inches.

Conditions that will determine a snow plowing or ice control operation are as follows:

- A. Snow accumulation of two inches of snow or more.
- B. Drifting of snow that causes problems for travel.
- C. Icy conditions which seriously affects safety and travel.
- D. Time of snowfall in relationship to heavy use of streets.

3. SNOW AND ICE CONTROL PROCEDURES

It is the intention of the Public Works Department to review the following procedure on an annual basis in order to make changes necessary to maximize safety and efficiency.

The start of snow and/or ice control operations for any storm is dependent upon immediate and anticipated conditions. Because of the many weather variables encountered, maintenance requirements differ for each snow and ice event. General winter maintenance requirements have been established for different snow and ice events as follows:

- Freezing rain, sleet, black ice, and freeze/thaw. These types of events are based on changing weather conditions. The Superintendent will determine the required ice control response based on current and forecasted conditions. The response may vary from one unit to full fleet applying ice control material.
- Snowfall of less than 2". General snowplowing may not be necessary and normal ice control procedures may be adequate to produce safe winter driving conditions. The Street Maintenance

Supervisor may deem plowing necessary if a series of less than 2" snowfalls has caused a buildup of snow on City streets.

- Snowfall of 2" to 6". Typically, snow removal begins as soon as practical after snowfall has ended. Depending on the timing of the snowfall event, every effort is made to provide motorists with safe winter driving conditions prior to critical time periods. The most critical time periods are weekday morning and evening rush hours. The City will attempt to remove ice and snow from the City maintained collector and priority streets prior to rush hour periods. Normally, collector and priority streets are plowed first. Once the collector and priority areas are plowed and opened, the remaining streets in the residential, commercial, and industrial areas will be plowed and ice control applied.
- Snowfall greater than 6". Each plow route has a system of collector, priority, and secondary streets that link neighborhoods, major arterials, and facilities such as schools, health care facilities, etc. Depending upon the duration of any snowfall event, it may be necessary to continually clear priority streets in order to assure public safety. Once snowfall has ended, priority streets within each route will be cleared before snow removal begins on secondary streets. Ice control measures will follow once streets are plowed full width.

A. PLOWING PROCEDURES

Each Stillwater city street is classified based on the street function, traffic volume, and importance to the welfare of the community. Those streets classified, as "Main Routes" (Exhibit A) will be plowed first. These are high volume streets that connect major sections of the city and provide access for schools, fire, police, and medical services, which include hospitals, fire and police stations.

The remainder of the City is divided into 11 plow districts and 2 cul-de-sac routes (Exhibit B). The first priority in each district is collector streets that connect to "Main Routes". The second priority streets are non-collector streets. The third priority areas are city parking lots. Depending on the time of day when snowplowing operations begin downtown city parking lots may be plowed first. Hilly areas are often given higher priority than flatter areas.

Snow will be plowed in a manner so as to minimize any traffic obstructions. The snow will be pushed from left to right. The discharge shall go onto city right of way of the boulevard. Snowplow trucks will begin at the opposite ends of the City to expedite the snow plowing process. Snowplows will make right hand turns, this will speed up snow removal operations and minimize spill over at intersections. In cul-de-sacs, 1- ton trucks will try to minimize snow windrows in driveways and push the majority of the snow on to the boulevard.

After a normal snowfall all city streets, cul-de-sacs, and parking lots will be plowed from curb to curb in approximately eight to ten hours. Heavier snowfalls will take additional time to clear. Drivers will assist in other zones if their zone is completed ahead of schedule and will do any cleanup work if necessary.

B. ICE CONTROL PROCEDURES

City's trucks are sent out under the same priority criteria as plowing procedures: Main routes first, then commercial and residential streets. City-owned parking lots are included. Hilly areas are often given higher priority than flatter areas

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of City employees and equipment. Factors that may delay snow and ice control operations include: strong winds and blowing snow that would limit visibility and pose a safety hazard to employee or the public. Operations will also be delayed or suspended if existing or anticipated conditions indicate the

operations will not be effective. Any decision to delay or suspend operations shall be made by the Public Works Superintendent based upon the actual and anticipated weather conditions.

Each year the Public Works Department will review and make changes as deemed necessary showing the city maintained street system and snow plow routes. Equipment is assigned to each route based on availability and the effort required for the control of snow and ice. The routes will be periodically revised to correspond with the budgetary, equipment, and personnel resources available. Within each route, the collector and priority streets are defined along with streets and highways within the city limits that are maintained by other government agencies. Streets and highways within the community that are maintained by Washington County and the Minnesota Department of Transportation will be maintained under the county and state maintenance policies.

4. CITY TRAILS and SIDEWALKS

Designated trails and sidewalks (Exhibit C and D) are normally plowed when the measured snowfall depth exceeds two inches. Snow removal should commence approximately 24 hours from the end of any snowfall with an accumulated depth exceeding two inches. The designated trails should be cleared approximately 48 hours after the commencement of snow removal. Designated trails should be cleared as thoroughly as possible but need not be cleared of all ice and snow nor need they be maintained to bare pavement. Salt and sand may be used in the snow removal process. Snow removal should normally be done by public works maintenance employees. Snow removal may be conducted on a 24-hour a day basis, which may result in snow removal equipment being operated in residential areas during the evening and early morning hours.

5. SNOW REMOVAL

The Superintendent will determine when snow will be removed by truck from the area. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel, and budget availability. The snow will be removed and hauled to a snow storage area. The snow storage area will be located so as to minimize environmental problems.

Snow shall be pulled away from the curb and placed in windrows near the center of the street. From this point the windrows will be picked up and hauled away. Snow pickup shall be accomplished using such personnel, equipment and methods appropriate to maintaining a reasonable and safe passage of vehicles and pedestrians at all times. The Public Works Superintendent or designee may restrict traffic and parking as conditions may dictate.

The Superintendent or designee shall be responsible for contacting the Police Department in order to coordinate snow removal and hauling operations with law enforcement's tagging and towing duties. Signs will be placed (NO PARKING SNOW REMOVAL) 24 hours in advance of snow removal operations.

Snow and ice removal operations will be conducted only when weather conditions do not endanger the safety of employees or equipment and operations are effective. Under severe conditions, limited visibility, or where weather patterns suggest additional ice and snow, streets may not be plowed "full width" and plowing in some areas may be delayed. Factors that may delay snow and ice control operations may include severe cold, significant winds, limited visibility, and rapid accumulation of snow.

6. EQUIPMENT and MAINTENANCE

The City of Stillwater will acquire, maintain, repair and replace equipment on a timely basis, as the established budget will allow. To provide for utilization of equipment in a cost effective manner, the city may use city trucks, motor graders, front end loaders and other regular equipment as may be useful for

control of snow and ice. For snow removal on cul-de-sacs, a one-ton truck will be used. Exceptions may be made depending on personnel available and equipment conditions.

Before any piece of equipment is put into operation, Public Works Department personnel will complete a D.O.T. inspection log on vehicles that require it. This includes checking all fluid levels, belts, tires, and lights to ensure all equipment is in good operating condition. Any unsafe equipment or repairs that are needed should be reported immediately to the Public Works Supervisor.

7. WORK SCHEDULE FOR SNOWPLOW OPERATORS

Snowplow operators are expected to work eight-hour shifts. In severe snow emergencies, operators at times may have to work in excess of eight-hour shifts. However, because of budget and safety concerns, no operator shall work more than twelve-hour shift in any twenty-four hour period.

8. USE OF SAND AND SALT AND OTHER CHEMICALS

The City will use salt and sand, and other chemicals when there are hazardous icy conditions. The City of Stillwater is concerned about the effect of salt on our environment and will limit its use for that reason. Salt and sand with salt are stored in a manner to minimize run-off and every reasonable effort will be made to protect public waters.

9. PROPERTY DAMAGE

Snow and ice control operations may 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 road right-of-way which extends approximately 10-13 feet beyond the curb location. The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks, and other City and Public uses.

Mailboxes – Where mailboxes are placed adjacent to the street it shall be the policy of the city that snow be plowed as close as practicable to the curb to allow for passage of traffic and mail delivery. It shall be the responsibility of the property owner or resident to keep piled snow away from mailboxes so mail can be delivered. Where damage to the mailbox occurs, the Public works Superintendent or designee shall investigate such damage. If it is determined that the weight of the snow caused the damage, the city will not assume responsibility for repair of the mailbox. Where evidence indicates that physical contact between the plow and the mailbox occurred the City will repair or replace the mailbox, providing it's a standard design that conforms to U.S. Postal specifications and MN Statute 169.072, MN Rule 8818. Damage to non-standard mailbox will not be repaired or replaced. Some examples of non-standard boxes are: brick planters, custom design or lettering, or larger than standard installations.

Mailbox damage must be reported to the Public Works department within 72 hours for verification.

Boulevard Sod – It shall be the policy of the City to repair any damage to sod caused by plowing, the Public Works Department will repair the damage by relaying the turned up pieces or placing black dirt and grass seed. The property owner may elect to do the repair using commercial sod. The City will reimburse the property owner the cost of the sod (no labor). Reimbursement must be approved by the City prior to the commencement of the corrective work or purchasing of sod.

The City will repair/replace sod damaged by its snowplows during snow removal operations if reported to the Public Works Department by June 1, of the following winter.

The city will not replace sod damaged due to the application of salt, sand or other deicing chemicals.

Landscaping, including nursery and inanimate materials that are installed or encroach on City owned right-of-way are permitted but the owner assumes all risk of damage. The City will assume no responsibility for damages incurred as the result of snow removal and ice control activities except that the City will repair or replace sod only on City owned right-of-way that is removed as the result of plowing activities.

The City will assume no responsibility for damage to underground lawn sprinkling systems, exterior lighting systems, underground fencing, and similar landscaping installed in the City owned right-of-way.

Damage to personal vehicles will be considered only if they are legally parked and only if physically contacted by City equipment.

10. REGULATING PARKING

Stillwater City Code Section 51-5 regulates parking on City Street- Beginning 12:01 A.M. November 1st, through midnight April 1st, all vehicles parked on City streets must be parked on the side of the street that bears addresses that are odd and/or even according to the day., except as specified in the Stillwater City Code Section 51-5 On the odd numbered days, vehicles must be parked on the odd addressed side of the street and on even numbered days, vehicles must be parked on the even addressed side of the street. Between the hours of 7:00 P.M. to midnight you must move your vehicle to the side of the street where parking is allowed for the next day.

11. RESPONSIBILITIES OF RESIDENTS

Snow storms create numerous problems and inconveniences. This policy has identified streets, sidewalks, trails and parking lots that the City will clear. Residents also have certain responsibilities. These include clearing their own driveways, private sidewalks, clearing areas for trash pickup, clearing mailboxes, and/or newspaper delivery tubes. According to Stillwater City Code, Chapter 38.1 Subd. 2(2)v., residents are responsible for removing snow and ice from public sidewalks 24 hours after the snow and ice has ceased to be deposited. According to Stillwater City Code Chapter 38.1 Subd 2(2)aa residents are responsible for not obstructing the ordinary use by the public of streets and sidewalks, therefore the practice of depositing snow and ice on city streets and sidewalks is prohibited. Trash cans and other temporary obstacles should not be stored on the street surface.

One common perception is that snow is intentionally deposited in driveways and walkways. In fact, it is a result of normal plowing operations. Most of the City's mainline plowing vehicles are equipped with a front plow and side wing for two pass plowing of residential streets. Plows are angled to the right for plowing from the centerline of the street to the curb. For this reason, a certain amount of snow will be deposited in driveways and sidewalks. 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 driveway or sidewalk a second time after their street is plowed.

The City will not plow private streets, driveways, or walkways. Snow from public streets will be plowed onto boulevards. Building obstructions on boulevards ultimately increases costs to taxpayers because of equipment breakage and additional time required to complete snow removal operations. Residents are allowed a mail/media box within the boulevard area. All mail/media boxes must be located behind the curb line and/or shoulder of the road. It is the responsibility of the resident to maintain their mail/media box in a state of good repair. Mail/media boxes should be of sufficient strength to withstand normal maintenance operations.

12. ASSISTING STRANDED MOTORISTS

The Public Works Department may assist stranded motorists by contacting law enforcement/emergency personnel. Public Works personnel will not attempt to remove stuck vehicles from ditches, snow banks or any other impediment.

13. QUESTIONS and 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 complaint procedure. High priority complaints (those involving access to property or problems requiring immediate attention) shall be handled on a priority basis. During normal working hours, response time should not exceed twenty-four (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 intention to log all complaints and upgrade this policy as necessary in consideration of the constraints of our resources

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