

# City of Dundas

## SNOWPLOWING AND ICE CONTROL POLICY

### Introduction

The City of Dundas, Minnesota, finds that it is in the best interest of the residents of 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. Providing this service in a cost-effective manner is a discretionary decision of the City Council. 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, equipment, materials, and/or contract services to provide this service. Therefore, this policy is needed to provide direction for these operations and guidelines for employees and residents based upon available resources. This policy does not apply to other streets within the City boundaries, which are not under the City jurisdiction such as state roads, county roads, and private roadways. This policy does not relieve the operator of private vehicles, pedestrians, property owners, residents and all others that may be using public streets, of their responsibility to act in a reasonable, prudent and cautious manner, given the prevailing street conditions.

### Commencement of Operations

The Public Works Director will decide when to begin snowplowing and/or ice control operations. The criteria for that decision are:

- A. Snow accumulation of three (3) inches or more.
- B. Drifting of snow may warrant commencement of partial or full operations depending upon extent and conditions.
- C. Icing of pavement depending upon extent and conditions.
- D. Time of snowfall in relationship to heavy use of streets.

The Public Works Director and/or a designated official will determine the time to start operations and the extent of the operations. Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will generally not be conducted for snowfall of less than three (3) inches.

The Police Department will also assist in the monitoring of street conditions and notify the Public Works Department of snow and ice conditions needing attention.

### General Procedure

Snow will be plowed in a manner as to minimize traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right on two-way streets. On one-way streets or where there is a center boulevard, snow may be pushed in either direction. The discharge shall go onto the boulevard area of the street. Snow on cul-de-sacs will normally be plowed to the center to provide the largest turning radius possible for emergency vehicle ingress and egress. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

### Snow Removal

Certain locations within our community, such as cul-de-sacs, the downtown area, and along Railway and Hester Streets, require additional service after snowplowing operations cease. This shall be referred to as "snow removal". Snow removal hereinafter will be defined as the loading and trucking of snow to an approved site under the direction of the Public Works Director or a designated official. This service is provided when there is no area for snow storage. These 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 storage area will be located to minimize environmental impacts.

### **Plow Areas and Sequencing**

The Public Works Director has the responsibility of determining plow routes and sequencing of operations. The City has classified City streets based on the street function, traffic volume and importance to the welfare of the community. The City has been divided into three (3) distinct areas for snowplowing and ice control purposes as shown on the attached maps:

Area One	West of the Cannon River
Area Two	East of the Cannon River
Area Three	Bridgewater Heights

Streets classified as “Priority City Streets” will be plowed first, starting with Area 2, then Area 1, and finally all of Area 3. These are higher volume routes, which connect major sections of the City and provide primary access for emergency services, schools routes, and businesses. “Remaining City Streets” are lower volume streets; these streets will be cleared starting with Area 1, then Area 2. Clearing of City sidewalks, trails and parking lots will be accomplished as the last priority.

During significant and severe storms, the City must be prepared to move personnel and equipment to maintain priority routes first. In fulfilling the need to have all priority streets safe and passable, when resources are limited, plowing of all other streets may be stopped at any time so resources can be shifted to priority routes.

Unforeseeable circumstances may cause delays in completing assigned plow routes. Such circumstances may include weather conditions that endanger the safety of snowplow operators and/or safe and effective operation of equipment, commuter traffic, disabled vehicles, poor visibility conditions, parked cars along streets, assistance to emergency response vehicles, equipment breakdown, and personnel shortages.

### **Work schedule**

Safety of the plow operators and the public is important. Snowplow operators will be expected to work eight-hour shifts. In severe snow emergencies, operators sometimes work in excess of eight-hour shifts. However, for budget and safety reasons, no operator shall work more than a twelve-hour shift in any 24 hour period. It is recommended that operators take a fifteen minute break every two hours, with a half-hour meal break after four hours. After a twelve-hour shift the operators should be replaced if additional qualified personnel are available.

### **Traffic regulations**

The City recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 while actually engaged in work on streets, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on City streets have discretion to disregard traffic laws set forth in Chapter 169, except for laws relating to impaired driving and school children safety when, in their judgement, it is safe to disregard such laws. The privileges granted herein to operators of snow removal and ice control vehicles shall apply only if the vehicle is equipped with one lamp displaying a flashing, oscillating, or rotating amber light placed in such a position on the vehicle as to be visible throughout an arc of 360 degrees.

### **Parking Restrictions**

On street parking is not compatible with efficient snowplowing operations. Vehicles left parked on the street for extended periods of time create challenges for snowplows as well as safety problems with packed snow and ice around the vehicle. City Code 71.06 prohibits on-street parking between the hours of 2:00 a.m. to 6:30 a.m. from October 31 through April 15 of the following year, those dates inclusive. In extreme cases, a snow emergency may be declared and enforced per City Code 71.04.

### **Weather conditions**

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of snowplow operators, and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds, and limited visibility.

### **Use of Materials**

The City will use sand, salt, and other chemicals when there are hazardous ice or slippery conditions. The City is concerned about the effect of such chemicals on the environment and for that reason will limit its use.

### **Sidewalks / Trails**

The City will clear snow from sidewalks in the City which abut City facilities and/or are indicated as "Priority Sidewalks" on the attached maps. The City will only maintain these "Priority Sidewalks" and trails after the streets have been plowed. Per City Code Section 92.01 it is the responsibility of the property owner and occupant to remove accumulated snow within 24 hours from adjacent public sidewalks. This includes any snow plowed from public streets onto the sidewalk.

### **Responsibility of Residents/Property Owners**

Snow events can create numerous problems and inconveniences. This policy has identified streets, sidewalks, and public facilities that the City will clear. Residents also have certain responsibilities. These include clearing their own driveways and private sidewalks, clearing areas for trash cans, clearing around mailboxes and/or newspaper delivery tubes and fire hydrants adjacent to their property. These areas should be cleared without depositing any snow into the street. There also must not be any large piles, which obstruct vision of driveways or walks. Trash cans must not be placed on the street surfaces. The City will not clear private drives or walks.

Snowplowing can cause additional snow to be deposited in driveway approaches and around roadside obstacles. City snowplow 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 driveways a second time after their street has been plowed; placing snow back into the City street is prohibited.

### **Mailboxes**

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; the intent of the right of way is to provide room for snow storage, utilities, boulevard trees, sidewalks, and other City uses. However, certain private improvements such as mail and newspaper boxes are permitted within this area. The City will determine when damage to private property within the right of way is the responsibility of the City and when it is the responsibility of the resident.

The City will conduct a review of each incident to determine whether the City will replace or provide reimbursement for the mailbox or newspaper box. Only boxes actually hit by a snowplow will be the responsibility of the City. The City will not be responsible for damage to boxes or support posts caused by snow or ice coming into contact with the box. If replaced, the City will replace the mailbox with a standard size, non-decorative metal mailbox; will replace the newspaper box with a standard plastic box; and will replace the support post as necessary with a 4" x 4", decay resistant wood support post, installed by the City. Alternatively, the City will reimburse the box owner \$50.00 for the replacement of the mailbox and/or newspaper box and post by others. The total amount of reimbursement for box repairs will not exceed \$50 per household. Reimbursement for multiple mailboxes mounted on a single shared post will be handled on a case-by-case basis but in no event will the total amount of reimbursement for box repairs exceed \$50 per household.

In instances where there is disagreement as to the damage and the responsibility therefore, the City Administrator may determine the responsibility.

### **Complaint Procedure**

Complaints regarding snow and ice control or damage shall be taken during normal working hours. High priority complaints (those involving access to property or problems requiring immediate attention) shall be handled on a priority basis. Complaints will be responded to as soon as practical. Calls requiring service will be transferred to a work request and forwarded to the appropriate personnel for scheduling. 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 revise this policy as necessary in consideration of the constraints of our resources.

**Deviation from Policy**

The Public Works Director may deviate from this policy when in his or her judgement it is in the best interest of the City or is necessary because of budget needs or other circumstances. Changes in priorities (lasting more than 6 hours) will be documented as to what caused such actions, why the change was necessary, and for how long the change is to be in effect. Those City employees and/or contractors affected will be notified immediately by cell phone or landline of such changes with all communications logged. Information logged will include the time and date of the communication, name of employee contacted, and how they were contacted. Any changes of priorities lasting more than 48 hours should be made in written record and the public should be informed of such changes through normal methods used by the City for emergency notifications.

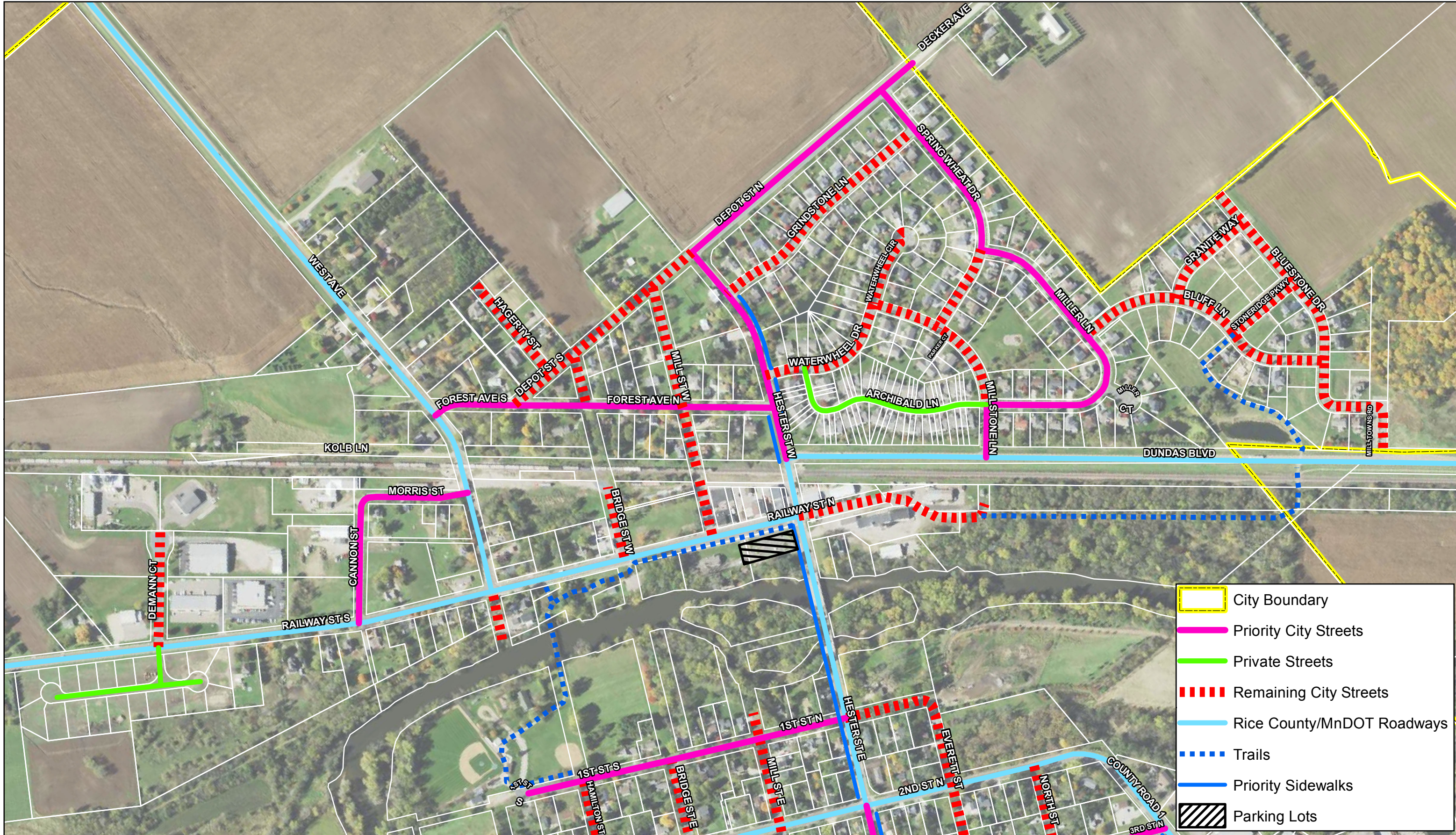
**Review and modification of policy**

The City shall keep on file all comments and complaints received regarding this policy. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review and other factors affecting the policy or its implementation.

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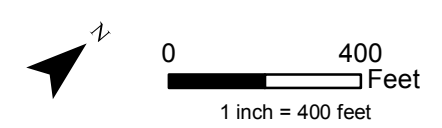
February 25, 2019



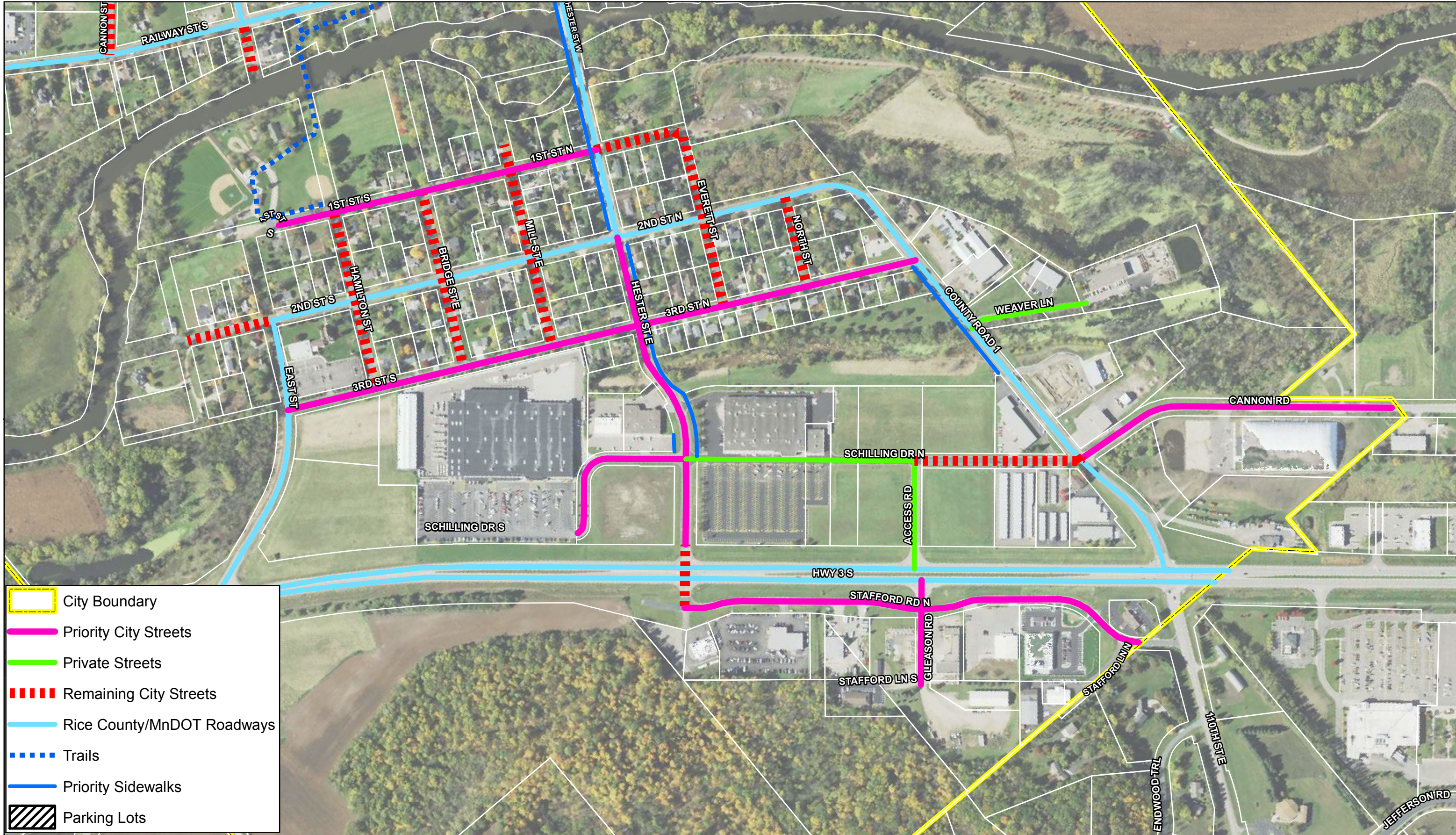



-  City Boundary
-  Priority City Streets
-  Private Streets
-  Remaining City Streets
-  Rice County/MnDOT Roadways
-  Trails
-  Priority Sidewalks
-  Parking Lots

**Area 1: West of River**  
 Snow and Ice Removal  
 City of Dundas, MN  
 Revised February 26, 2019

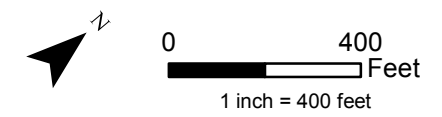




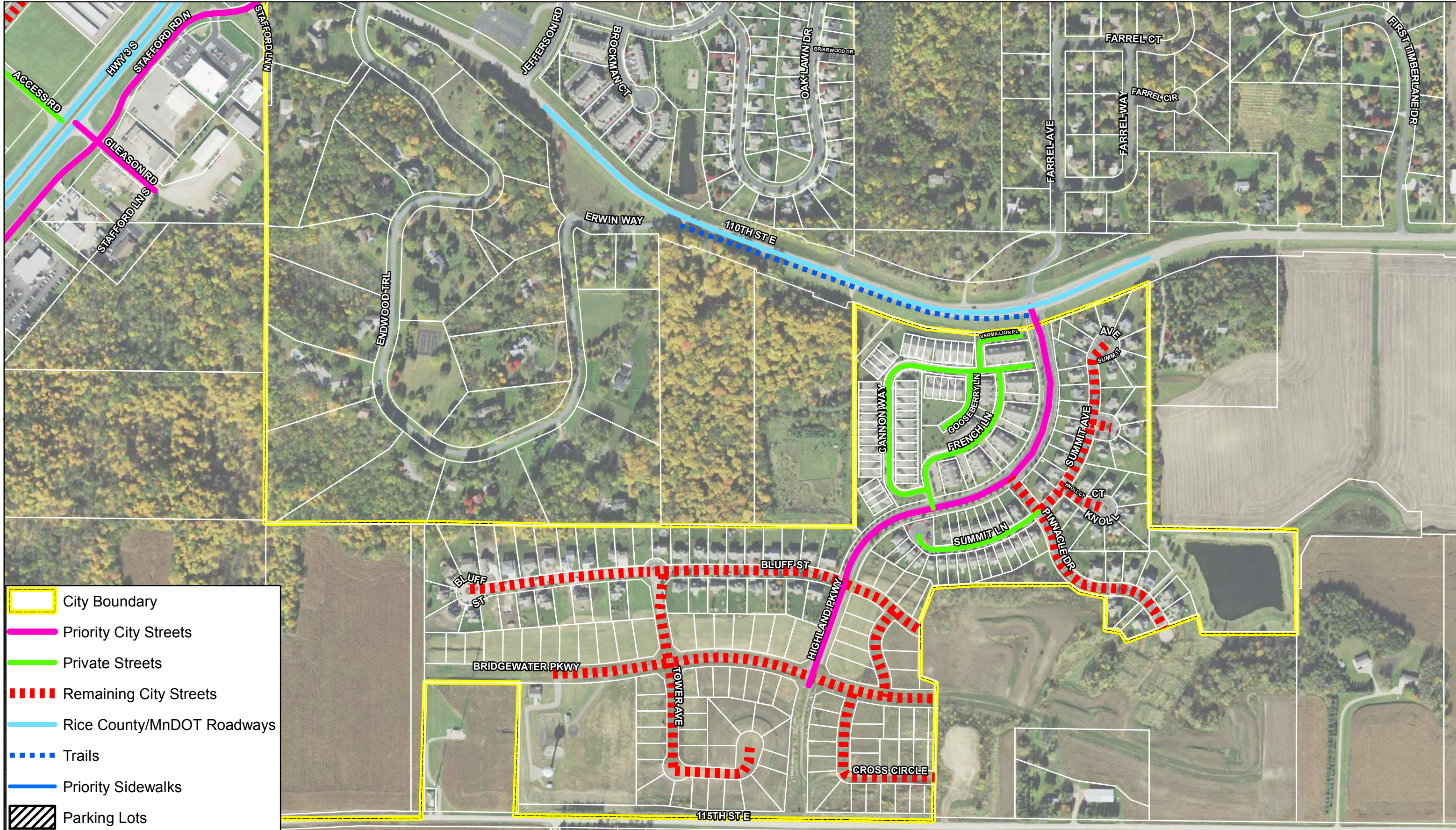










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**Area 2: East of River**  
 Snow and Ice Removal  
 City of Dundas, MN  
 Revised February 25, 2019







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**Area 3: Bridgewater Heights**  
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 Revised February 26, 2019

