

CITY OF WATERTOWN

SNOW AND ICE CONTROL POLICY

I. PURPOSE AND NEED FOR POLICY

The City of Watertown takes pride in its efficient and timely removal of snow and ice from public streets, alleys, parking lots, sidewalks and trails. The city will provide snow removal in a cost-effective manner, keeping in mind safety, budgetary, personnel, equipment and environmental concerns. Targeted completion timelines are dependent on weather conditions, personnel and equipment availability. This will best provide for safe travel for the greatest number of persons. This policy outlines the responsibility within the Public Works Department in order to accomplish this goal.

II. POLICY

The Public Works Department has prepared maps of the City identifying the public streets, trails or sidewalks, parking lots, and alley systems that are targeted for snow and ice removal operations. The local public streets are then divided into three (3) assigned routes for ice and snow removal to be completed by heavy truck and plow equipment. Other assigned routes include the Lewis Avenue Downtown corridor, municipal parking lots and facilities, street cul-de-sacs, and pedestrian trail and sidewalk routes. Equipment deployed for snow and removal operations may include light duty truck with plow equipment, loader with plow, tractor with blower, skid steer and small multi-purpose/utility vehicles with various attachments including plows, snow blowers, and mechanical brooms.

III. PROCEDURES

Officers of the Carver County Sheriff's Department assist the Public Services Superintendent/ and/or "on call" staff person in monitoring street conditions and notifies maintenance personnel of snow and ice conditions needing attention. Maintenance personnel are notified in accordance with the Public Works Department Schedule for Emergency Calls (See Exhibit B).

The Public Services Superintendent and/or the "on call" maintenance personnel in consultation with the Public Services Superintendent is responsible for making the decision to call out personnel and equipment to begin snow and ice control operations.

IV. RESPONSIBILITY

The Public Services Superintendent and/or “on call” maintenance personnel monitors the street conditions to determine the timing and amount of equipment and personnel necessary to clear the streets.

The Public Services Superintendent have the responsibility of determining plow routes and sequencing of operations in accordance with priorities as established in Exhibit A. The Public Services Superintendent 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

Snow plowing and/or ice control operations shall commence under the direction of the Public Services Superintendent. In their absence the City Administrator and Superintendent’s designated representative will consult and determine what operation will begin and when. Snow and Ice control operations can be costly and involve the use of limited personnel and equipment. Consequently, full scale snowplow operations will not generally be conducted for snowfalls less than 2 inches. All in accordance with provisions of Exhibit B attached.

In general, operations shall commence as follows:

- A. Snow accumulation of at least 2”, with continual snowfall, warrants commencement of full 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 extend and conditions.

VI. HOW SNOW WILL BE PLOWED

Snow shall be plowed in a matter 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 City’s goal to have the entire street system cleaned after a “typical” snowfall in approximately 10 hours, assuming a full scale plowing operation beginning at 2:00 AM and snowfall ending by 8:00 AM. Depending on snowfall conditions and duration of the storm, cleanup operations can fluctuate widely.

VII. USE OF SALT

The City is concerned about the effect of salt on the streets and the environment, and will limit such use for that reason. This provides for traction, but is not intended to provide bare pavement during winter conditions. Application of salt is generally applied to steep grades and high volume intersections. Application is limited on lower volume streets and cul-de-sacs. The City will not be responsible for damages to grass or other vegetation caused by the depositing of salt 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 cleanup operations may continue immediately or on the following workday(s) 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. The Public Services Superintendent may split shift the snow plow operators on prolonged snow events. There may be instances when this is not possible depending on storm conditions and other circumstances. Operations may be suspended during periods of limited visibility. Any decision to suspend operations shall be made by the Public Services Superintendent in consultation with the City Administrator, and shall be based on the current and forecasted conditions of the storm. The City will attempt to provide access for emergency fire, police, and medical services during a major snow or ice event.

IX. PROPERTY DAMAGE

Snow plowing and ice control operations can cause property damage even under the best of circumstances and care on the part of the operators. The common types of damage are to private 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, sidewalks and other public uses. However, certain private improvements such as mailboxes, landscaping, and sprinkler systems are commonly located within this area. 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 property owner. A representative of the city will investigate the damage of the mailbox, and if they find that it is due to contact made with snow removal equipment, the city will provide reimbursement of \$50 per unit to the registered property owner. Operators will do their best to avoid contact with mailboxes, landscaping and sprinkler systems.

Lawns that are scraped or gouged by snow removal equipment will be repaired by topdressing and seeding the following spring. Property owners are requested to assist by watering the areas that are repaired. The risk of damage to landscaping, including nursery and sprinkler systems that are installed or encroach within the right-of-way shall be assumed by the property owner.

X. DRIVEWAYS

One of the most frequent and most irritable problems in removal of snow from public streets is the snow deposited in driveways during plowing operations. Snowplow operators 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 Public Services Superintendent for emergency situations. Citizens are encouraged to make a “pocket” upstream from the driveway opening to allow for the depositing of snow prior to the driveway entrance.

XI. MAIL DELIVERY

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 will be taken during normal working hours and processed in accordance with the City’s complaint procedures. Complaints involving access to property or problems requiring immediate attention will be handled on a priority basis. 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 City’s intention to log all complaints and revise this policy as necessary, taking into consideration the constraints of our resources.

XIII. UTILITY STRUCTURES

Except as otherwise provided in any license or franchise agreement, the City will only be responsible for damage to utility pedestals and transformers within the right-of-way resulting from direct contact by City snow and ice removal equipment. City liability shall be limited to actual costs to repair the damages as documented by invoices submitted to the City by the utility.

XIV. SNOW STORAGE

Ongoing snow and ice control efforts require the use of right-of-ways and easements for storage of plowed snow. Depending upon the volume of snow, storage within right-of-ways can create sight obstruction at intersections. Sight obstructions will be removed as practically possible considering time, equipment, and staffing constraints.

XV. HIRING OF SEASONAL TEMPORARY SNOW PLOW OPERATORS

The City may hire seasonal temporary staff to supplement snow removal operation efforts. Temporary staff will be assigned regular plow routes and or to related tasks throughout the season.

EXHIBIT “B”

SNOW AND ICE REMOVAL

EMERGENCY NOTIFICATION OF PUBLIC WORKS

The Sheriff’s Department, Public Services Superintendent, or “on call” employee shall assess the conditions to determine if the problem is localized. If a response is necessary, the “on call” employee will apply salt to the icy street surface. The employee shall discuss the situation with the Public Services Superintendent. A decision from the following choices shall be made:

- A. Finish assignment and secure for the day/night.
- B. Snow accumulation of 2” or greater, with continual snowfall – call public works employees at 1:30 AM for commencement of plowing operations by 2:00 AM.
- C. Drifting of snow warranting commencement of partial or full operation – call public works employee’s by 2:00 AM to advise.

For each option, except “A” the Public Services Superintendent shall determine the time to start and when to extend snow removal operations.

SNOW PLOWING/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 “on call” personnel shall call the Public Services Superintendent as follows:

- A. For snowfall accumulation exceeding 2”, by 1:30 AM for a 2:00 AM commencement of snow plowing operations.
- B. By 2:00 AM for a 3:00 AM commencement of citywide salting operations.

This will allow maintenance personnel to prepare the streets for morning rush hour traffic.

Public works personnel will attempt to leave the streets in safe winter driving condition when they go out of service at 3:30 PM.

POLICY ON REMOVAL ON SNOW AND ICE FROM SIDEWALKS AND TRAILS

Snow removal from public sidewalks adjacent to private property is generally the responsibility of the adjacent property owner, and must be completed within 12 hours of deposit. Taking into consideration the financial and personnel resources available to the City, it is the policy of the City to remove snow and ice from the most frequently used trails and sidewalks in accordance with the standards set forth in this policy. The designated trails and sidewalks to receive winter maintenance are depicted on the map(s) associated with this policy.

The following standards are adopted for providing winter maintenance to designated trails and sidewalks:

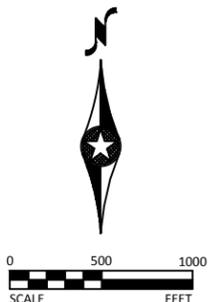
1. Priority trail and sidewalk segments in addition to municipal parking lots, sidewalks adjacent to municipally owned property, and entry points to municipal facilities will have snow removed within 12 hours of deposit or as determined necessary by the Public Services Superintendent.
2. All other designated trails and sidewalks segments are normally plowed when the measured snowfall depth exceeds two inches or as determined necessary by the Public Services Superintendent.
3. All designated trail and sidewalk segments will be cleared of snow greater than two inches approximately 48 hours after the commencement of snow removal operations. Snow removal staging will follow the Day 1 and Day two routes as identified with the map(s) associated with this policy.
4. The designated trails and sidewalks 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.
5. Snow removal of the trails/sidewalks will be conducted by public works personnel during and after streets have been plowed.
6. Chemical agents and sand are not to be used in the snow removal process.
7. 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.
8. In the event of equipment failure, extreme snowfall, or other unanticipated events, the Public Works Department will attend to the sidewalks/trails as soon as the streets are cleared, deviation from these standards may be appropriate.



ANTI-ICING

LEGEND

- PARKING LOTS
- STREETS



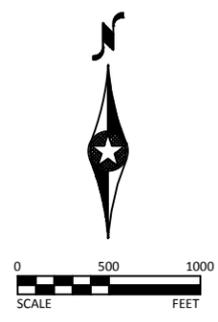
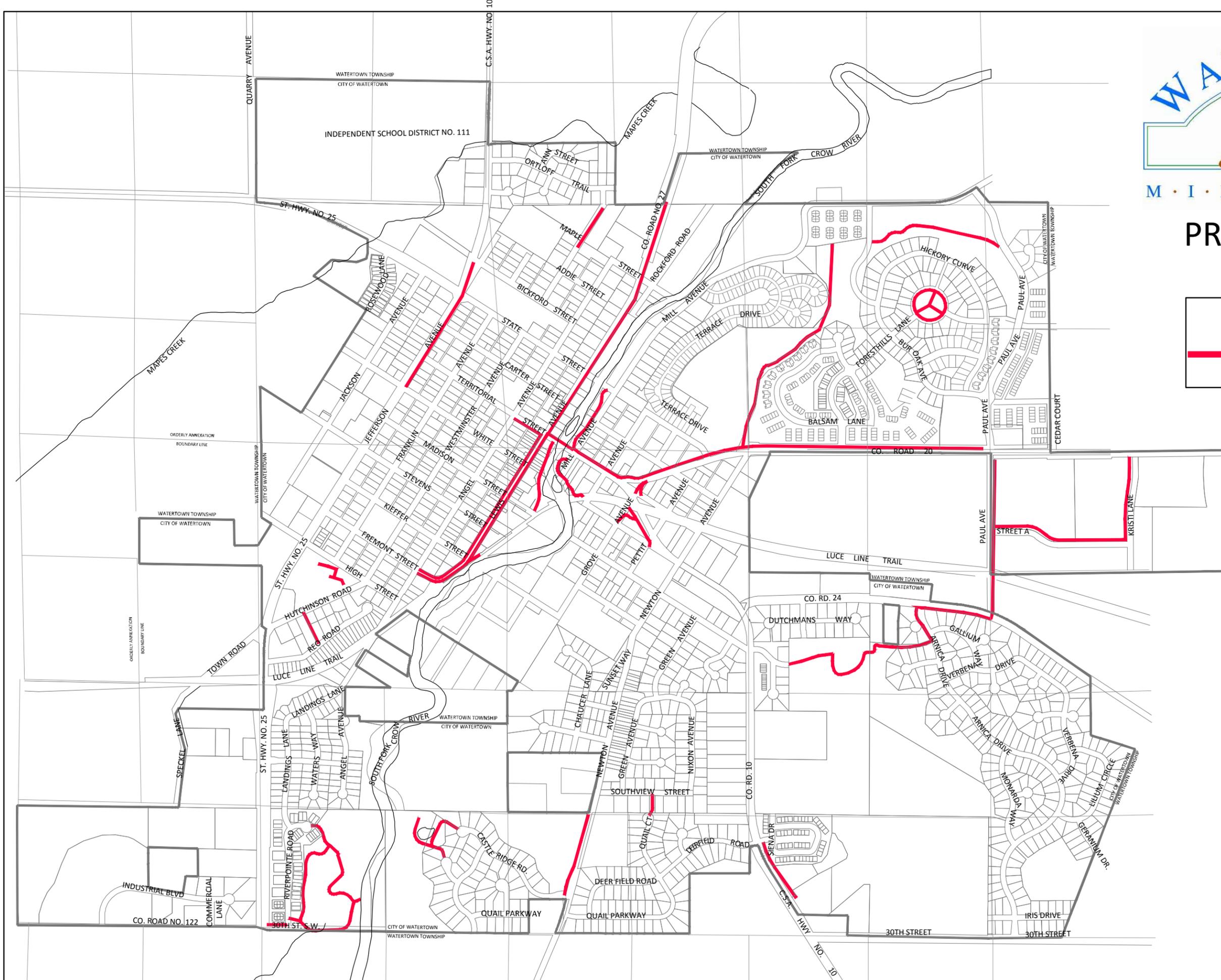
November 2016



PRETREAT TRAILS

LEGEND

 PRETREAT TRAILS



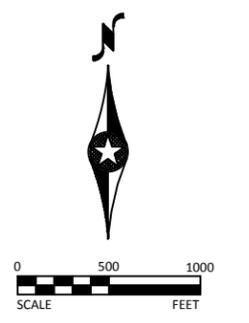
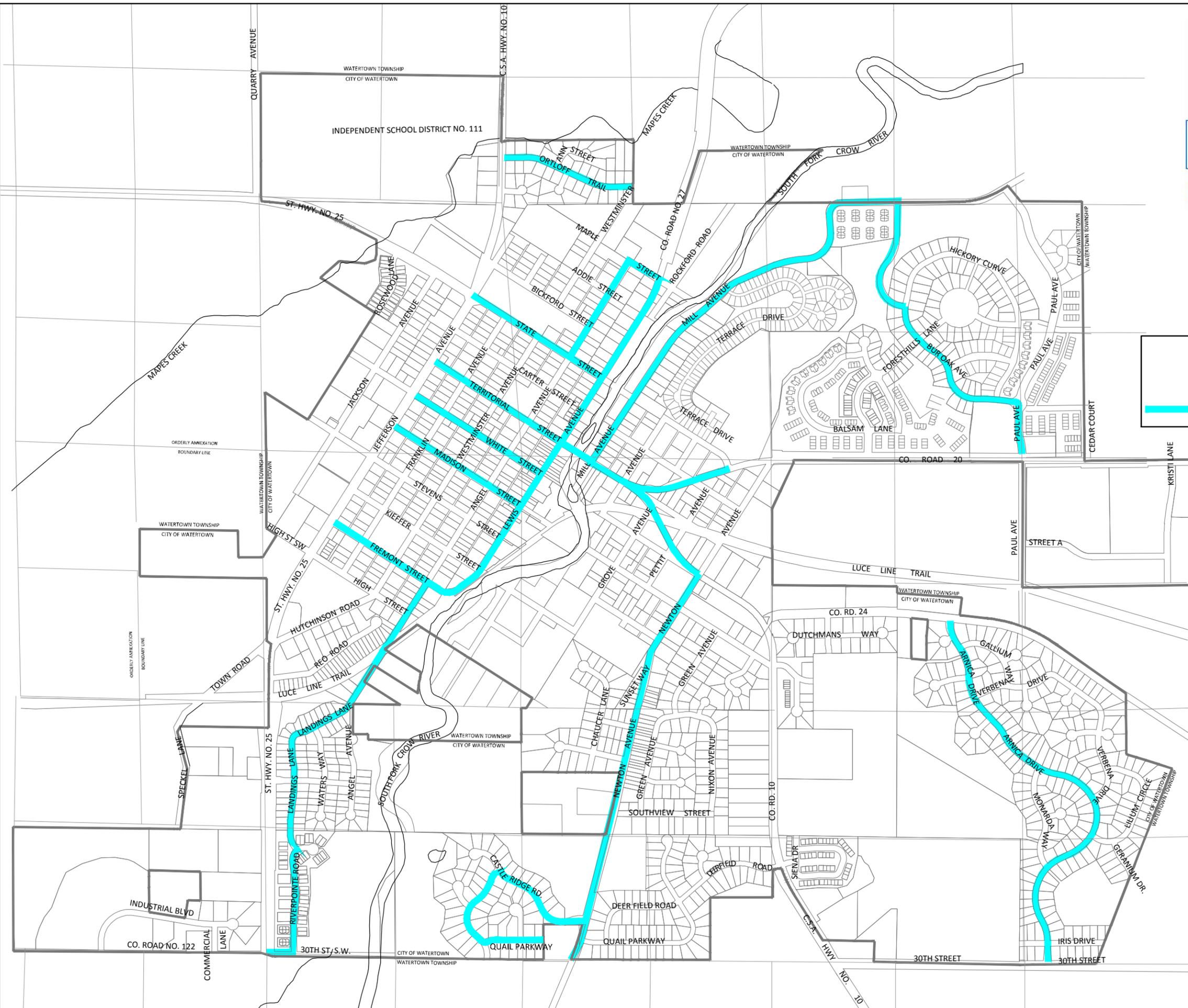
November 2016



ON CALL FOR LARGE SNOW FALLS

LEGEND

 ROUTES FOR LARGE SNOW FALL



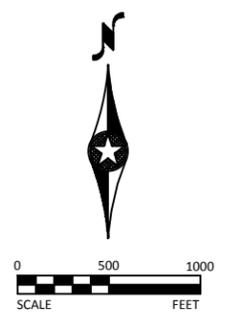
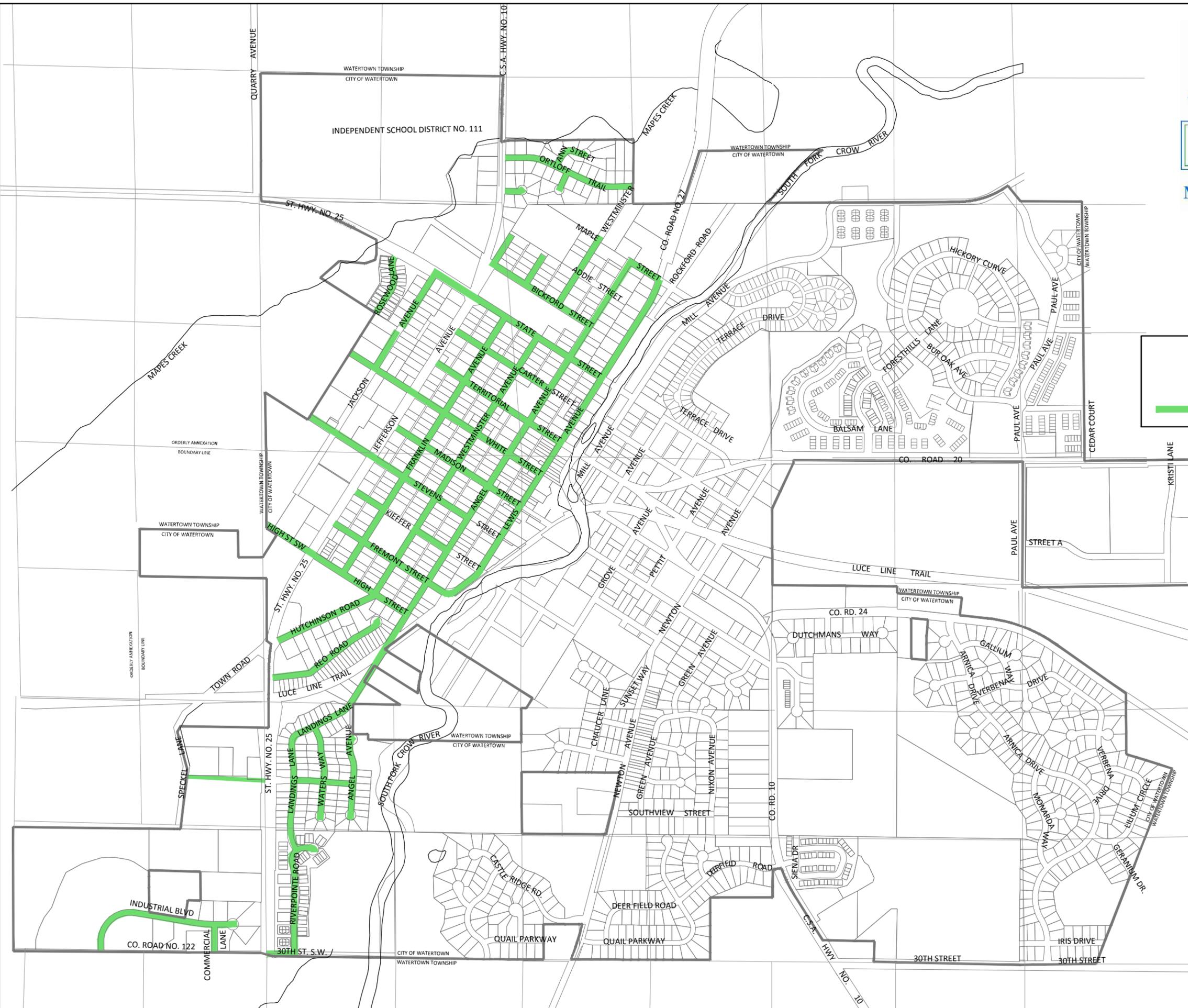
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SNOW PLOW TRUCK ROUTE #1

LEGEND

 SNOW PLOW TRUCK ROUTE #1



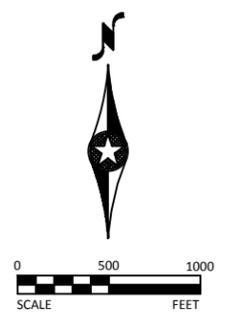
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SNOW PLOW TRUCK ROUTE #3

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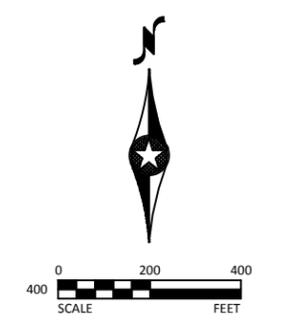
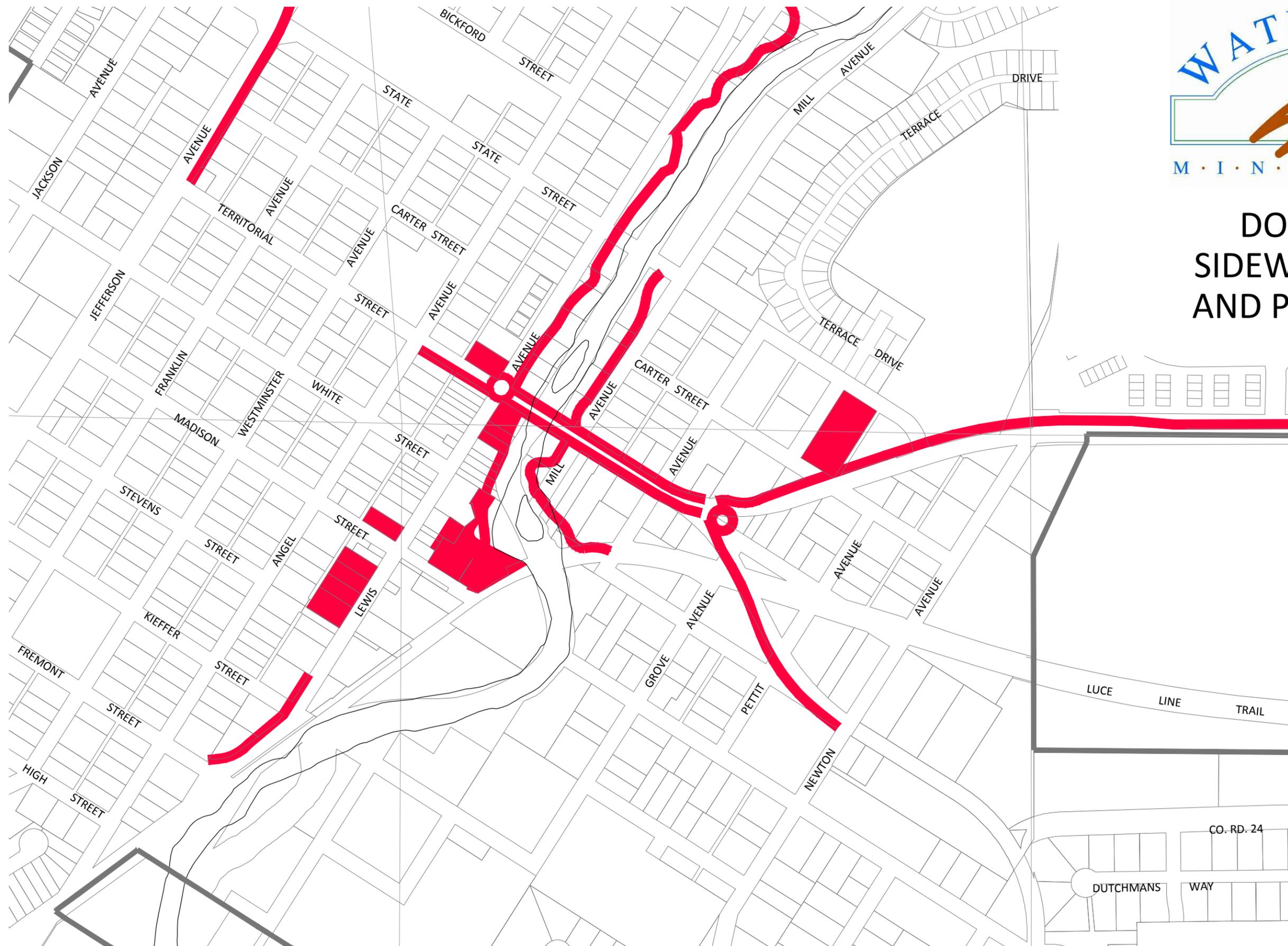
 SNOW PLOW TRUCK ROUTE #3



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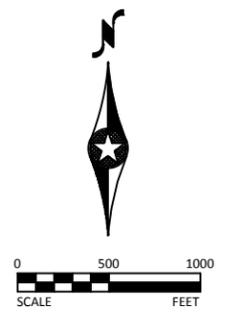
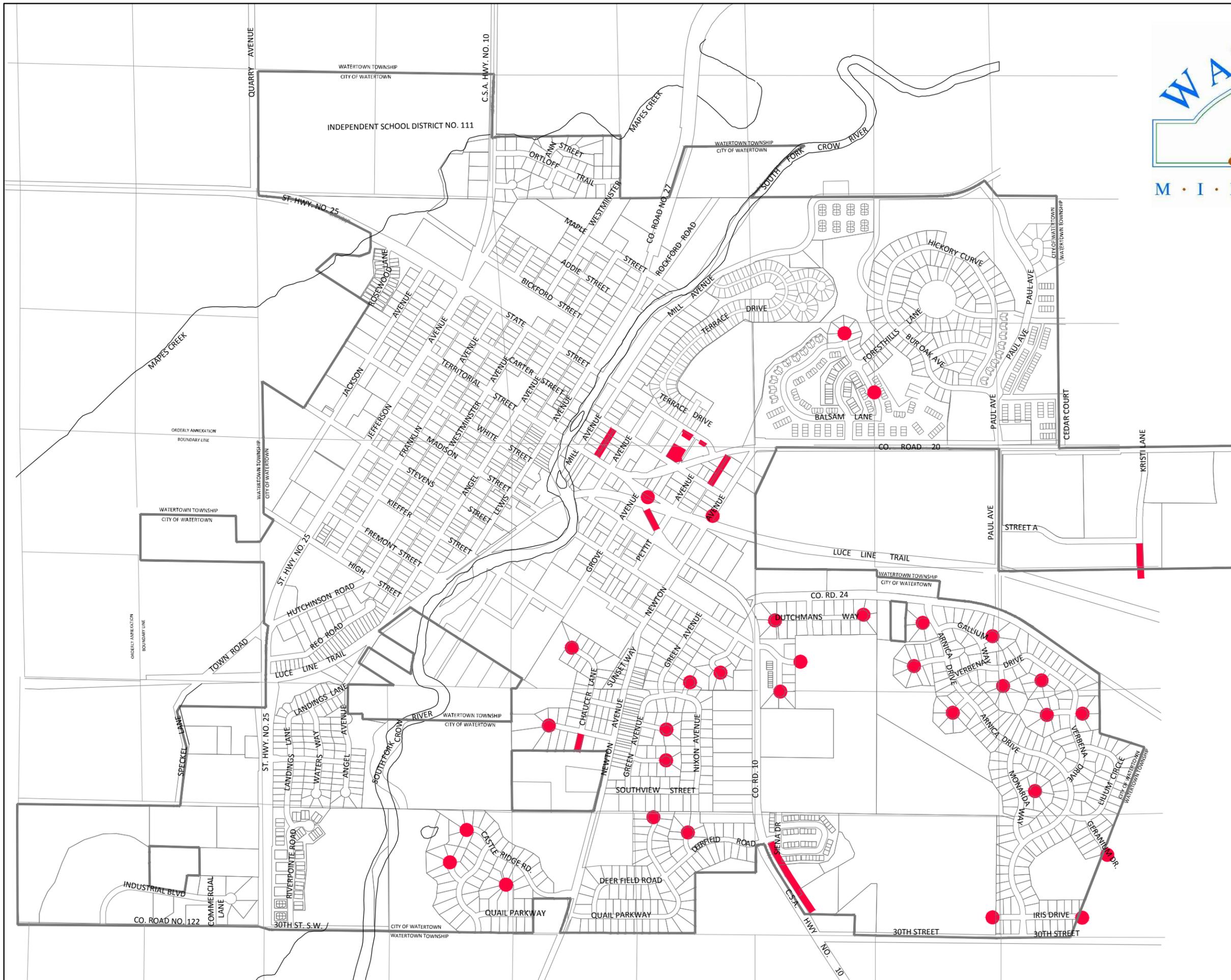
DOWNTOWN SIDEWALKS, TRAILS AND PARKING LOTS



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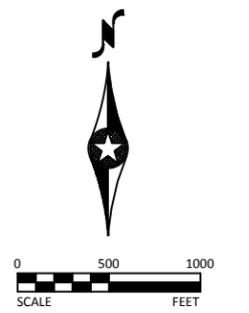
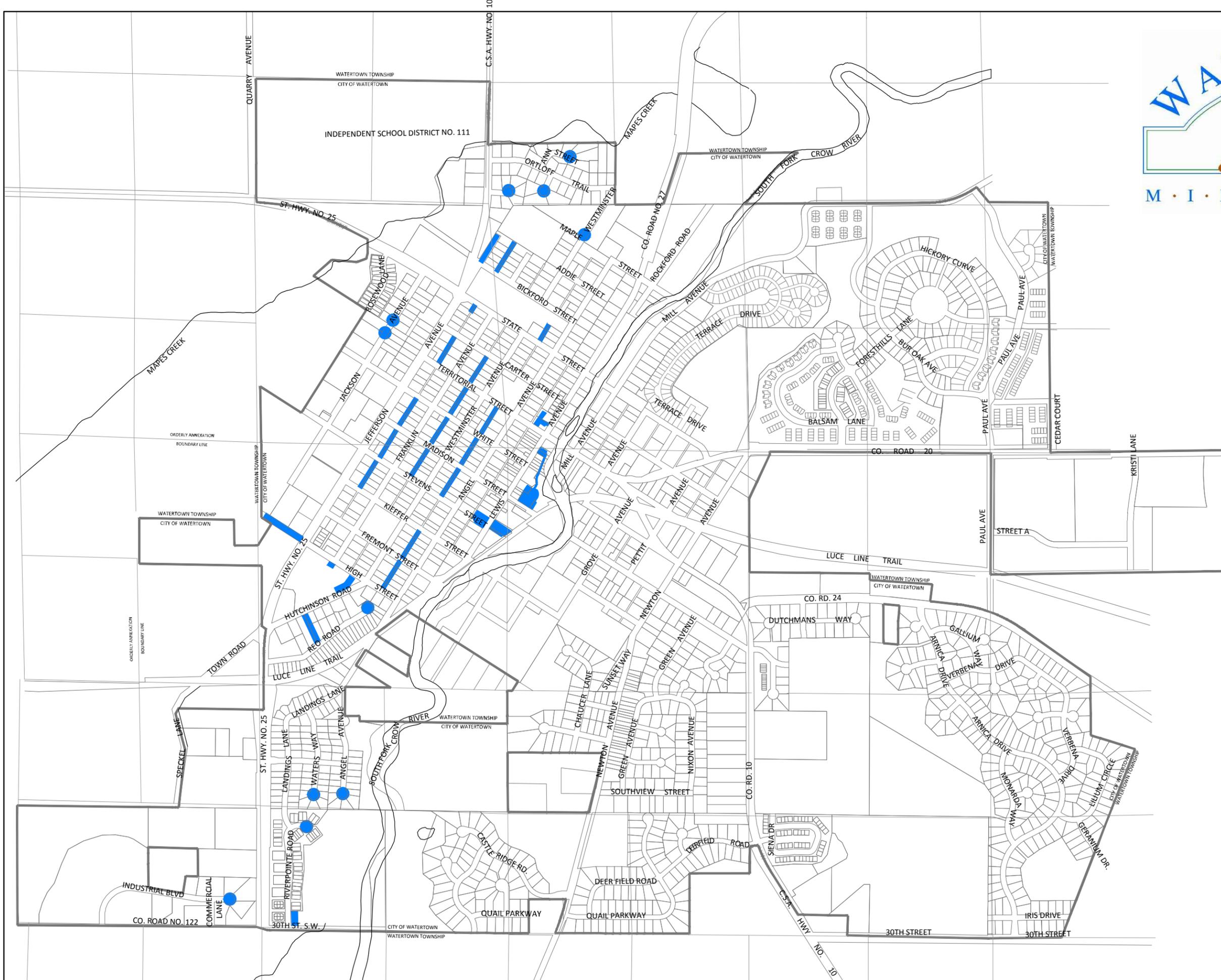
EAST SIDE SNOW PICK UP ROUTE



November 2016



WEST SIDE SNOW PICK UP ROUTE



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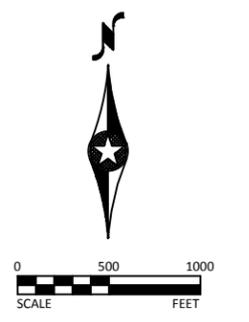
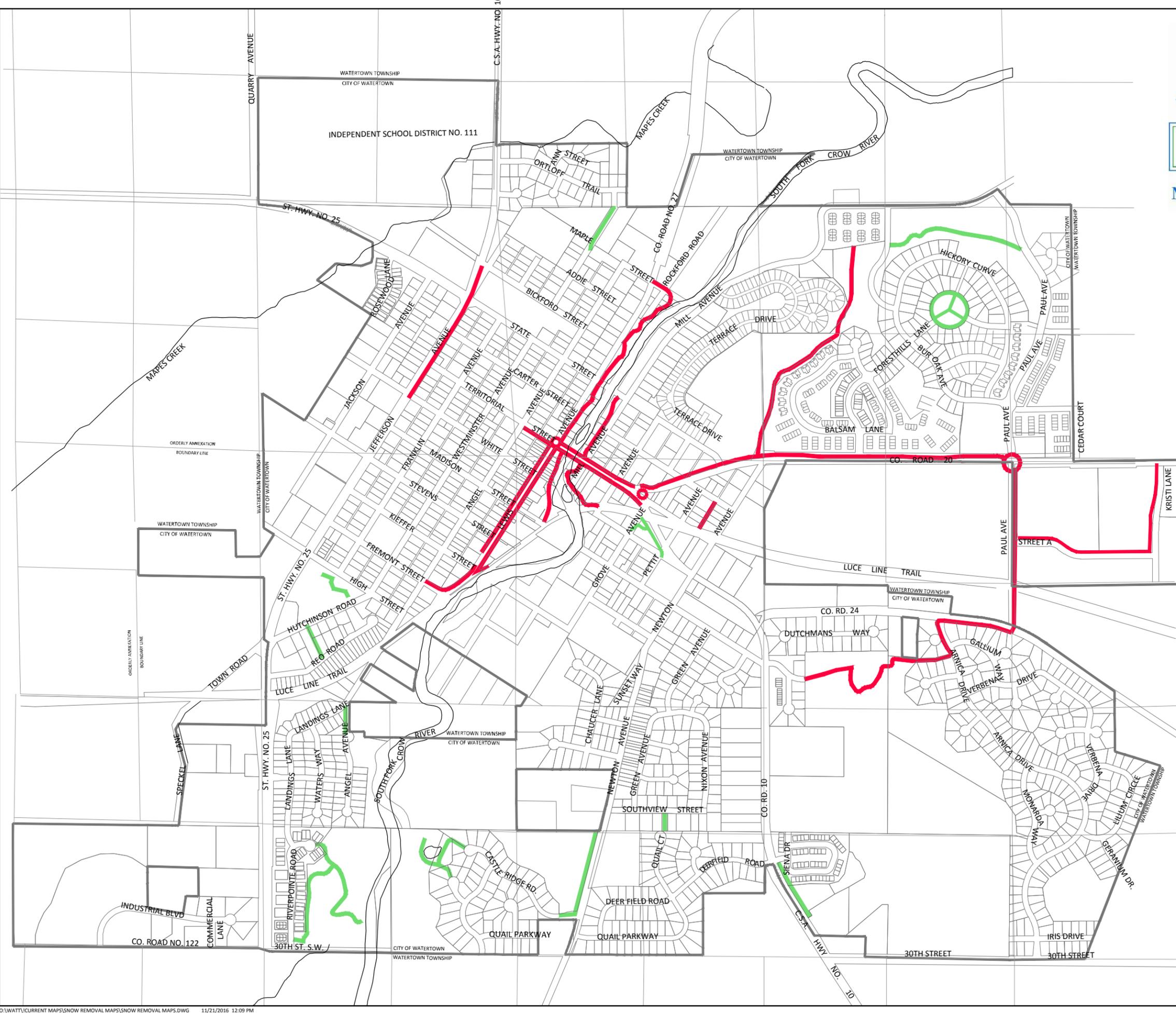


SNOW REMOVAL ON TRAILS

LEGEND

SNOW REMOVAL

- DAY 1 ROUTES
- DAY 2 ROUTES



November 2016