



COUNCIL WORK SESSION
Tuesday, December 4, 2018
6:30 p.m.
Coon Rapids City Center
Conference Room 1

Call to Order

Pursuant to Minnesota Statute 13D.04, subd. 2, the City Council will meet in work session to discuss the following:

1. Discuss City Snow and Ice Control Policy and Related Ordinances

Other Business

Adjourn



City Council Work Session

1.

Meeting Date: 12/04/2018

Subject: Discuss City Snow and Ice Control Policy and Related Ordinances

Submitted For: Tim Himmer, Public Works Director

From: Sarah Greene, Administrative Assistant II

INTRODUCTION

As we enter the winter plowing season staff would like to discuss the current snow and ice control policy, provide information, and answer any questions the City Council may have.

DISCUSSION

The attached snow and ice control policy was developed and adopted by the City Council in January of 2006. Staff would like to review the the policy and related attached Ordinances, and extend an invitation to City Council for snow plow ride-along opportunities.

RECOMMENDATION

This item is strictly for informational purposes and discussion.

Attachments

Snow and Ice Policy

Related Ordinances

**CITY OF COON RAPIDS
PUBLIC WORKS DEPARTMENT
SNOW AND ICE CONTROL POLICY**

I. INTRODUCTION

The City of Coon Rapids believes that it is in the best interests of the residents to assume basic responsibility for control of snow and ice on City streets, sidewalks, and pathways. Reasonable ice and snow control is necessary for routine travel and emergency services. The City will 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, and/or private contractors to provide this service.

II. COMMENCEMENT OF SNOW OR ICE CONTROL OPERATIONS

The Public Works Superintendent will decide when to begin snow and ice control operations. The basic criteria for that decision are:

- A. Snow removal operations will begin when three (3) inches or more accumulate, or when the Public Works Superintendent, or the Streets Supervisor determines plowing is necessary. Night time plowing will usually begin at approximately 3:00 a.m. However, starting times may vary according to weather conditions.
- B. Drifting of snow that causes problems for travel.
- C. Icy conditions which seriously affect travel; and
- D. Time of snowfall in relationship to heavy use of streets

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not generally be conducted for snowfall of less than three (3) inches.

III. HOW SNOW WILL BE PLOWED

Snow will be plowed in a manner so as to minimize traffic obstructions. The center of the roadway will be plowed first. Snow will then be pushed from left to right and finally moved to the boulevard. When a plow goes over a bridge, the driver shall slow down so that the snow does not go over the bridge if possible. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

Snow will be removed from major arterial streets first. Plow drivers from various routes will work together in the cleaning of these streets (i.e. tandem plowing). These streets will be maintained even in a blizzard event. These major arterial streets are identified on the plowing route maps. Any additional plowing during a blizzard or heavy snow, six (6) inches or above will be determined by emergency needs only. The Public Works Department will coordinate with Police and Fire operations to accommodate emergencies.

IV. SNOW REMOVAL

The Streets Supervisor will determine when snow will be removed from an 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 hazardous conditions.

Snow removal operations will not commence until other snow plowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel, and equipment available. 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.

V. STREET PLOWING PRIORITIES AND SCHEDULING

The City has classified City streets based on the street function, traffic volume, and importance to the welfare of the community. Those streets classified as “Snow Plow Routes” will be plowed first. These are high volume roads which connect major sections of the City and provide access for emergency fire, police, and medical services.

Second priority streets are those streets providing access to schools and businesses. The third priority streets are low volume residential streets. The fourth priority areas are City parking lots and City park facilities.

All low volume residential streets will be plowed with a different starting point for each snow event where possible. This will ensure the same plowing sequence is not always followed.

VI. SIDEWALK AND PATHWAY SNOW REMOVAL

The City will maintain most sidewalks in the City. Sidewalk plowing will begin as soon as possible after a significant snowfall. As there are a limited number of personnel available, the City will only maintain sidewalks and pathways by moving snow with a snow blower or plow. When practical, the City will maintain pathways only after sidewalks are plowed. Not all pathways will be plowed and pathways will be plowed according to a prioritization system (see pathway map). Parks with pathways that are connected to the City regional trail system will be plowed. Sidewalks and pathways will be cleared of accumulated snow, but will **not** be maintained to a “clean pavement” condition (i.e. one to two inches of snow may remain on sidewalks after removal operations). Handwork will not be performed and surface irregularities and slippery conditions may result. No sanding or ice control (sanding or salting) will be performed.

VII. USE OF SALT/SAND

The City will use salt, sand, and other chemicals when there are hazardous icy or slippery conditions, on steep grades, and on high volume intersections and curves. The Streets Supervisor, or snowplow operators may vary sand/salt/chemical mix to address varying conditions of wind, temperature, etc. to produce, in his/her judgment, the most effective results. Application will be limited on low volume streets and cul-de-sacs. The City is concerned about the effect of such chemicals on the environment and will limit its use for that reason.

VIII. WEATHER CONDITIONS

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: severe cold, significant winds, and limited visibility.

IX. SUSPENSION OF OPERATIONS

Generally, operations will continue until all roads are passable. Any decision to suspend operations will be made by the Streets Supervisor or his/her designated representative and shall be based on the conditions of the storm.

Safety of the plow operators and the public is paramount. Therefore, snow clearing or removal operations may be suspended after twelve (12) hours to allow personnel adequate time for rest. There may be instances when suspension of operations is not possible thereby instituting staggered shifts after four (4) hours of rest. In these cases, the Streets Supervisor will decide if and what portion of the plowing crew will stand down. Operations may also be suspended during periods of limited visibility. The Public Works Department will do its best to provide access for emergency fire, police and medical services during a storm event. In case of personnel or equipment shortages, contractors may be called in to supplement City forces.

X. PROPERTY DAMAGE

Snow plowing and ice control, by its nature, can cause harm to areas adjacent to the street even under the best of circumstances. The City's plow operators make every effort to avoid damage to areas adjoining the street; however, such damage does occur from time to time. The majority of damage occurs to improvements in the City right-of-way which extends approximately 10 feet to 15 feet beyond the streets curbs, in the boulevard.

City policies for repair of damaged property are noted as follows:

- Mailboxes - Individual residential mailboxes damaged during snow removal will not be authorized for repair unless there is physical evidence that the snow removal vehicle actually hit the mailbox. If due to snow build-up on the boulevards, mailboxes are tipped or knocked over from the weight of the snow, it shall be the

responsibility of the property owner to repair or replace the mailbox. If the City is responsible, the City will reimburse the owner up to \$50.00 for materials purchased for repairs (materials only–no labor), upon proof of purchase. *This maximum reimbursement amount will be adjusted annually using the City’s Construction Cost Index. If the City makes payment for replacement, the mailbox must be constructed and located in accordance with U.S. Postal Service requirements.*

- Sod - Sod damaged during snow removal will be repaired the following spring. The Street Maintenance Division or contractor will repair the damage using black dirt and grass seed.
- Boulevard Intrusions - City Code prohibits intrusions in boulevards on street public right-of-way (R.O.W.) without City approval. This includes structures and items such as landscape boulders, posts and fences, improperly positioned mailboxes, masonry structures, timbers, stakes, lawn sprinkler systems and other objects within the street R.O.W. These intrusions can damage snowplow equipment or become damaged by the weight of snow or equipment contact. Intruding items in the boulevard (R.O.W.) are not replaced or repaired by the City if damaged.
- Garbage/Recycling Container - Efficient snow plowing requires that garbage and recycling containers be accessible for pick-up and placed off street to allow snow removal. The container(s) may have to be placed in the driveway to meet both of these requirements. It is the responsibility of the resident to see that the containers are located so as not to interfere with snow removal. These containers will not be repaired or replaced if damaged during City snow removal.

XI. DRIVEWAYS

One of the most frequent and most difficult problems in removal of snow from public streets is the snow deposited in driveways during plowing operations. City personnel do not provide driveway cleaning.

XII. 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 service. 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.

XIII. SNOW ON ROADWAYS

According to the laws of the State of Minnesota, depositing snow in any fashion onto a public street/right-of-way of highway is illegal and punishable as a misdemeanor. Minnesota Statute 160.27 and 169.42, and City of Coon Rapids Ordinances/Policies 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/right-of-way. The City of Coon Rapids asks all citizens to comply with these rules which are designed to keep the street, right-of-ways, and highways safe during the winter months.

XIV. WINTER PARKING REGULATIONS

The City of Coon Rapids winter parking restrictions are listed as follows:

- A. Snowbirds - (1) No person, firm, or corporation shall, at any time, park or permit to be parked any vehicle within any block or any public street when within the preceding 24 hours, falling or blowing snow or a combination of falling and blowing snow has accumulated to a depth of three (3) inches or more at street level anywhere within that block. Provided, however, that parking shall be permitted within any block of any public street where not otherwise prohibited whenever the entire length of roadway of such block has been cleared of snow from curb to curb, or in the case of streets without curbs, between the outer edges of the shoulders of such streets. Any vehicle parked in violation of this Section may be removed as provided by City Code Section 9-116.
- (2) No person, firm, or corporation shall at any other time park or permit to be parked any vehicle upon a public street when such parking interferes with the snow removal operations of the City and any vehicle so parked may be removed by the City at the owner's expense in accordance with the provisions of City Code Section 9-116, provided that the owner of said vehicle is notified of the City's intention to remove snow by the placement of a warning tag on such vehicle at least 24 hours prior to removal.
- (3) Any person, firm, or corporation violating the provisions of this Section shall be guilty of a misdemeanor and upon conviction thereof shall be subject to a fine not exceeding \$25.
- B. Winter Parking Ban - No person shall park or permit to be parked any vehicle on a public street in the City of Coon Rapids between the hours of 2:00 a.m. and 6:00 a.m. between the first (1st) day of November and the first (1st) day of April next following, both dates inclusive. Any vehicle parked in violation of this Section may be removed as provided by Revised City Code–1982, Section 9-116.
- C. Parking Restrictions–Snow Removal -
- (1) The Director of Public Works is hereby authorized to erect official signs within or abutting commercial and industrial areas of the City prohibiting parking on the odd numbered side of a street on odd numbered days and on the even numbered side of a street on even numbered days. Such restriction shall be imposed for snow removal purposes only and shall only be in effect between the first day of November and the first day of April next following, both dates inclusive.

(2) When official signs restricting parking are erected as authorized herein, no person shall park a vehicle upon any such street in violation of any such sign.[Revised 1/26/93, Emergency Ordinance 1435]

XV. DISCLAIMER

To the extent that any previous rule, regulation, policy or past practice, written or unwritten, is in conflict with the provisions of this policy, such is hereby withdrawn, voided and all personnel should conduct themselves in conformity with the policy. This policy is not intended to create any duty to any individual member of the public or to protect any particular or circumscribed class of persons. All parts of this policy may be affected by at least one or more of the following which will delay all or some of the services provided:

- equipment breakdowns
- vehicles disabled in deep snow;
- weather so severe as to cause crews to be called in front from the streets, i.e. whiteout conditions;
- equipment rendered inadequate by the depths of the snow or drifts;
- crew breaks, and breaks required for refueling, refilling of material spreaders and installing chains or new blades; and
- unforeseen emergencies.

9-116 - Removing Vehicles From Streets.

- (1) Members of the Police Department are hereby authorized to remove, or cause to be removed, a vehicle from a street or highway to the nearest garage or other place of safety, or to a garage designated or maintained by the Police Department, or otherwise maintained by this City under the circumstances hereinafter enumerated.
 - (a) When any vehicle is left unattended upon any bridge, viaduct, or causeway, or in any tube, tunnel, or underpass where such vehicle constitutes an obstruction to traffic.
 - (b) When a vehicle upon a highway is so disabled as to constitute an obstruction to traffic and the person or persons in charge of the vehicle are by reason of physical injury incapacitated to such an extent as to be unable to provide for its custody or removal.
 - (c) When any vehicle is left unattended upon a street and is so parked illegally as to constitute a hazard or obstruction to the normal movement of traffic, or snowplowing.
- (2) Whenever an officer removes a vehicle from a street as authorized in this Section and the officer knows or is able to ascertain from the registration records of the vehicle the name and address of the owner thereof, such officer shall immediately give or cause to be given notice in writing to such owner of the fact of such removal and the reasons therefore and of the place to which such vehicle has been removed. In the event any such vehicle is stored in a public garage, a copy of such notice shall be given to the proprietor of such garage.
- (3) Whenever an officer removes a vehicle from a street under this Section and does not know and is not able to ascertain the name of the owner, or for any other reason is unable to give the notice to the owner as hereinbefore provided, and in the event the vehicle is not returned to the owner within a period of three days, then and in that event the officer shall immediately send or cause to be sent written report of such removal by mail to the State Department whose duty it is to register motor vehicles, and shall file a copy of such notice with the proprietor of any public garage in which the vehicle may be stored. Such notice shall include a complete description of the vehicle, the date, time and place from which removed, the reasons for such removal, and the name of the garage or place where the vehicle is stored.

9-120 - Snowbirds.

- (1) No person, firm, or corporation shall, at any time, park or permit to be parked any vehicle within any block or any public street when within the preceding 24 hours, falling or blowing snow or a combination of falling and blowing snow has accumulated to a depth of three (3) inches or more at street level anywhere within that block. Provided, however, that parking shall be permitted within any block of any public street where not otherwise prohibited whenever the entire length of roadway of such block has been cleared of snow from curb to

curb, or in the case of streets without curbs, between the outer edges of the shoulders of such streets. Any vehicle parked in violation of this Section may be removed as provided by City Code Section 9-116.

- (2) No person, firm, or corporation shall at any other time park or permit to be parked any vehicle upon a public street when such parking interferes with the snow removal operations of the City and any vehicle so parked may be removed by the City at the owner's expense in accordance with the provisions of City Code Section 9-116, provided that the owner of said vehicle is notified of the City's intention to remove snow by the placement of a warning tag on such vehicle at least 24 hours prior to removal.
- (3) Any person, firm, or corporation violating the provisions of this Section shall be guilty of a misdemeanor and upon conviction thereof shall be subject to a fine not exceeding \$25.

9-122 - Winter Parking Ban.

No person shall park or permit to be parked any vehicle on a public street in the City of Coon Rapids between the hours of 2:00 a.m. and 6:00 a.m. between the first day of November and the first day of April next following, both dates inclusive. Any vehicle parked in violation of this Section may be removed as provided by Revised City Code—1982, Section 9-116.

8-206 - Location of Containers and Yard Waste.

- (1) The outside location of residential containers for the storage of mixed municipal solid waste, yard waste and recycling materials must be placed no closer to the street than the existing front yard setback of the residence.
- (2) The location and screening of any commercial containers for the storage of mixed municipal solid waste and recycling materials must be approved in advance by the City and in accordance with land use regulations of Title 11.
- (3) Yard waste must be prepared for collection in a manner required by the person's licensed hauler. No yard waste may be stored on the property except as allowed in Chapter 8-1600 (Composting).
- (4) Yard waste, residential containers for mixed municipal solid waste and recycling materials that are prepared for collection must be placed in one location at ground level and off the traveled roadway (such as in the driveway, or in the boulevard behind the curb) no sooner than 4:00 p.m. the day prior to collection. Such containers must be returned to their outside storage location no later than midnight on the day of collection. Upon pick up licensed haulers will be required to place empty containers off the traveled roadway.
- (5) Hours for the placement of yard waste generated by a residential household for collection purposes may be extended by the Director in event of emergency situations.

[Revised 11/06/13, Ordinance 2110]