

City of Shafer, Minnesota
Snowplowing Policy
Adopted by the Shafer City Council 5-1-18

1. Introduction

The city of Shafer, 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. 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 and/or private contractors to provide this service. 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.

2. When Will the City Start Snow or Ice Control Operations?

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

- A. Snow accumulation of three (3) inches or more;
- 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.

3. 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. The snow shall then be pushed from left to right on two-way streets. On one-way streets 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 boulevard in an attempt 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.

4. Snow Removal

Normally snow will be pushed back onto boulevard to make room for the next snowfall. The Public Works Director will determine if and when it is necessary for snow to be removed from the area by truck. 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.

5. Priorities and Schedule of Streets to be Plowed

The Fire Department is a priority and may be plowed prior to any city streets.

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 routes, which connect major sections of the city and provide access for emergency fire, police, and medical services. The second priority streets are those streets providing access to commercial businesses. The third priority streets are low volume residential streets. The fourth priority areas are city parking lots and biking/hiking trail.

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.

6. Work Schedule for Snowplow Operators

Snowplow operators will be expected to work their assigned shifts. In severe snow emergencies, operators sometimes have to work longer shifts, but will be paid overtime for hours in excess of 40 per week, or pursuant to any collective bargaining contract language. However, because of budget and safety concerns, no operator shall work more than a twelve-hour shift in any twenty-four hour period. While work breaks are not guaranteed, generally operators will take breaks in accordance with city policy, provided the breaks do not interfere with city services or operations. In addition, operators will be allowed sufficient time to eat a meal during any shift which is eight or more hours, or as provided in the collective bargaining agreement. After a twelve-hour shift, the operators will be replaced if additional qualified personnel are available. If additional qualified personnel are not available snow removal operations will cease until the required rest period is met.

7. 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 judgment, 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 lighted 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.

8. **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.

9. **Use of Sand, Salt, and Other Chemicals**

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 will limit its use for that reason.

10. **Sidewalks and Hydrants**

The city will maintain some of the sidewalks and hydrants in the city. **The list of those sidewalks and hydrants is attached at the end of the document.** As there are a limited number of personnel available, the city will only maintain these sidewalks and hydrants after the streets have been plowed. It is the responsibility of the resident and/or property owner to remove all accumulated snow from all other sidewalks and hydrants along public streets adjoining their property. This includes any snow plowed from public streets onto the sidewalk or hydrant.

11. **Mailboxes and Property Damages**

A). **Mailboxes:** There must be direct contact from the city plow for any claims made by property owners against the city. The city shall not be held liable for any mailbox damage due to discharge only.

The city will conduct a review of each mailbox damage claim to determine whether the city has any legal responsibility for the damage and, if so, to replace or provide reimbursement for the mailbox. If the city, in its discretion, determines that reimbursement or replacement is appropriate, the city may:

Provide reimbursement in a reasonable amount for the mailbox and support posts that meet the postmaster's standards, as well as state and federal requirements for mailbox size, support and placement.

It is the property owner's responsibility to shovel the accumulating snow from the front of their mailbox. The post office will not deliver the mail if they are unable to reach a mailbox.

B). **Property Damages:** Any turf damages incurred due to normal city snow plowing activity shall be repaired with black dirt and grass seed and it is up to the property owner to water. If the property was sodded the prior year the city will reimburse the property owner for the cost of sod replacement, per the submittal of dated receipt of sod purchase.

C). **Landscape Damages:** Any landscaping placed in the public right-of-way is at the property owner's risk and shall not be replaced or reimbursed by the city due to damage done during snow plowing operations. Included in landscaping are plantings, rocks and irrigation systems.

Any repairs for damage done to the city-owned or contracted snowplowing equipment due to contact with such landscaping objects shall be billed to the property owner. If the bill is not

paid the cost will be assessed to the property owner's taxes.

12. Complaints

Complaints received shall be forwarded to the Public Works Director, who will determine the course of action required. Emergency complaints will be handled in an expeditious manner as resources are available.

13. Deviation from Policy

The Public Works Director or Mayor may authorize deviation from this policy when in his or her judgment 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 4 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 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 24 hours should be made in a written record and the public should be informed of such changes through normal methods used by the city for emergency notifications.

14. Review and Modification of Policy

The Public Works Director 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 any other factors affecting the policy or its implementation.

Hydrants the city is responsible for clearing snow from:

#1 Water Tower

#14 Well #2

#28 Hydrant in swamp behind lift station #2

#31 Hydrant in ditch at the corner on 305th and Redwing Ave

#40 Hydrant in ditch one 310th

#76 Hydrant on the corner of 311th and Reflection Ave

#77 Shafer Meadows park

#78 Well #3

#79 Shafer Meadows park

#83 Hydrant in ditch on Redwing Ave north of 311th Ct

(map on next page)

city hydrants to creek

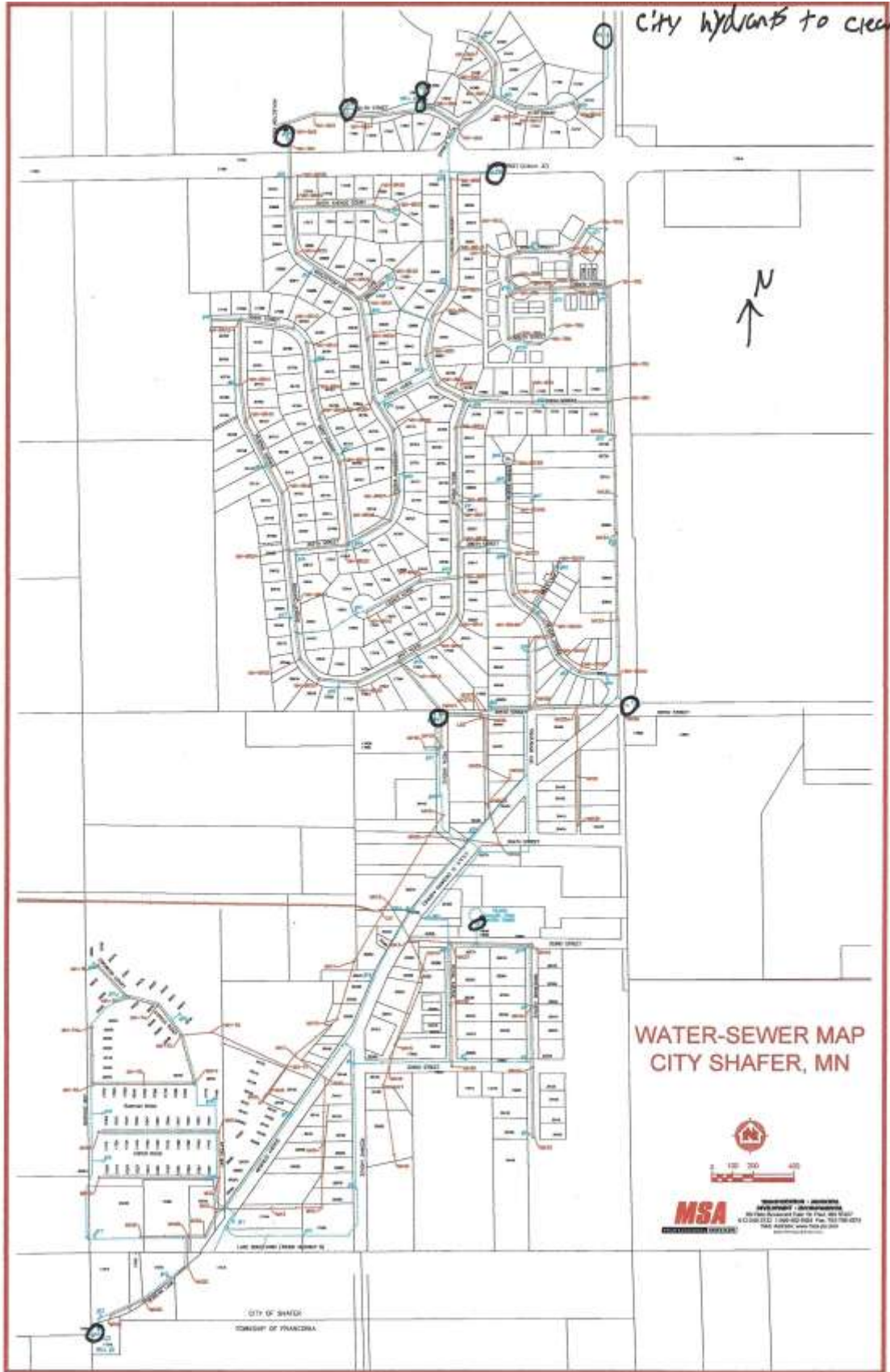


WATER-SEWER MAP CITY SHAFER, MN



MSA
MUNICIPAL SERVICES AUTHORITY
1000 UNIVERSITY DRIVE, SUITE 200, ST. CLOUD, MN 56301
PHONE: (800) 368-8888 FAX: (800) 368-8889
WWW.MSA-MN.COM

CITY OF SHAFER
TOWNSHIP OF FRANCISDA





City Side walk to flow

N



Redwing Ave

Redwing Ave

306th St

303rd St

Cannon