

RESOLUTION 9386

**CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA**

**APPROVING AN UPDATE ON THE SNOW AND ICE CONTROL POLICY AND 1ST READING ON
UPDATED PARKING ORDINANCE TITLE 800 CHAPTER 802**

WHEREAS, the City approved Chapter 901 to Ordinance 451 adding the Snow & Ice Control Policy in 1988; and

WHEREAS, the Snow & Ice Control Policy was updated in 2011 Res 7855; and

WHEREAS, Chapter 801 was adopted in 1988 and has had various revision through the years; and

WHEREAS, Public Works staff has reviewed the current Snow & Ice Control Policy and in working with the City Attorney, City Administrator and the Police Chief are recommending changes to the Policy; and

WHEREAS, Public Works, Police Chief, City Administrator, and the City Attorney, have reviewed Chapter 801 Ordinance 451 regarding the Parking Restrictions and are recommending changes to the Title 800, Chapter 802, 802.05 as outlined.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mounds View, Ramsey County, Minnesota as follows:

1. Approves the changes to the Snow and Ice Control Policy as presented.
2. City Council also approves the 1st (first) reading of changes to Title 800, Chapter 802, Section 802.05 of the Mounds View Municipal Code as outlined.

Adopted this 25th day of January, 2021

ATTEST:

Carol A. Mueller, Mayor

(seal)

Nyle Zikmund, City Administrator

ORDINANCE NO. 974

CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA

AN ORDINANCE AMENDING TITLE 800, CHAPTER 802
OF THE MOUNDS VIEW CITY CODE
RELATING TO PARKING REGULATIONS

THE CITY OF MOUNDS VIEW ORDAINS:

SECTION 1. The City Council of the City of Mounds View hereby amends Title 800, Chapter 802, Section 802.05 of the Mounds View Municipal Code by adding the underlined material as follows:

802.05: **IMPEDING TRAFFIC OR STREET MAINTENANCE:**

Subd. 1. No person shall allow a motor vehicle to remain parked on public property or in the right-of-way when said motor vehicle impedes, impairs or prohibits the free flow of traffic.

Subd. 2. No person shall allow a motor vehicle to remain parked on public property or in the right-of-way when said motor vehicle impedes, impairs, or prohibits maintenance or construction equipment from properly conducting their functions, including street maintenance, snowplowing, or snow removal services.

Subd. 3. The Director of Public Works, or his or her designee, may, in conjunction with a police officer, authorize the removal of any vehicle parked in violation of this Section, as provided by Section 802.10 of this Chapter.

Subd. 4. For a violation of this Section, the Director of Public Works, or his or her designee, shall issue an administrative fine as outlined in the current year's fee schedule in addition to any additional charges, fees, or fines.

SECTION 2. The City Council of the City of Mounds View hereby amends Title 800, Chapter 802, Section 802.06, Subdivision 1 of the Mounds View Municipal Code by adding the underlined material and deleting the ~~stricken~~ material as follows:

802.06: **PARKING DURING SNOW ACCUMULATION AND SNOW EMERGENCY DECLARATIONS:**

Subd. 1. Parking During Snow Accumulation: No person shall park or permit to be parked any vehicle within any block on any public street when, within the preceding forty eight (48) hours, melting or blowing snow or a combination thereof has accumulated to a depth of ~~three~~ two inches (3" 2") 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 the 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 Section 802.10 of this Chapter.

Subd. 2. Snow Emergency Declaration for Snow Plowing and Ice Control Operations:

- a. A snow emergency declaration shall be made by the Director of Public Works, or his or her designee.
- b. During a snow emergency, it shall be unlawful for any person, except an operator of an emergency motor vehicle on an emergency call, to park or leave standing any vehicle on any public property or

in the right-of-way during the hours of twelve o'clock midnight (12:00) A.M. and six o'clock (6:00) A.M.

- c. A snow emergency shall begin at twelve o'clock midnight (12:00) A.M. on the date following the date on which the snow emergency declaration is made. The snow emergency shall last for 54 hours, or until six o'clock (6:00) A.M. on the third day after the snow emergency begins, unless the City declares an earlier end. If the snow emergency is ended early, the City will use all available methods of notification to notify residents of the canceled snow emergency.
- d. The Director Public Works, or his or her designee, may also, in conjunction with a police officer, authorize the removal of any vehicle parked in violation of this Section, as provided by Section 802.10 of this Chapter.
- e. The owner of any vehicle that is removed shall be responsible for the actual costs of removal and storage in addition to any additional charges, fees, or fines.

SECTION 3. The City Council of the City of Mounds View hereby amends Title 800, Chapter 802, Section 802.08, Subdivision 1 of the Mounds View Municipal Code by adding the underlined material and deleting the ~~stricken~~ material as follows:

Subd. 1. Generally, ~~2:00 A.M.~~ 12:00 A.M. to 6:00 A.M.: No person shall stop, stand or park a motor vehicle or trailer on any street or highway in the City between the hours of ~~two o'clock (2:00) A.M.~~ twelve o'clock midnight (12:00) A.M. and six o'clock (6:00) A.M., except as otherwise authorized by this Chapter or unless directed or authorized by a police officer or traffic-control device. The City Council may authorize exceptions from this Section. Any street or highway so excepted must be posted with a sign indicating that parking between ~~two o'clock (2:00) A.M.~~ twelve o'clock midnight (12:00) A.M. and six o'clock (6:00) A.M. is allowed.

SECTION 4. The City Council of the City of Mounds View hereby amends Title 800, Chapter 802, Section 802.10, Subdivisions 3, 4, and 5 of the Mounds View Municipal Code by adding the underlined material and deleting the ~~stricken~~ material as follows:

802.10: **VEHICLE TOWING PROVISIONS:** Police officers 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:

...

Subd. 3. Unattended, Illegally Parked Vehicles: 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 snow plowing an impairment, impediment, or prohibition on the free flow of traffic or maintenance or on construction equipment from properly conducting their functions, including street maintenance, snowplowing, or snow removal services.~~

Subd. 4. Vehicles Leaking Oil or Fluid: When any vehicle is leaking an oil or a fluid, including but not limited to motor oil, hydraulic oil, or engine lubricant.

Subd. ~~4~~ 5. Violation of Provisions: When any vehicle is parked upon a public street or Right of Way in violation of any of the other provisions of this Chapter.

SECTION 5. This ordinance shall take effect and be in force 30 days from and after its passage and publication, in accordance with Section 3.09 of the City Charter.

Introduction and First Reading by the Mounds View City Council on _____, 2021.

Second Reading and Adoption by the Mounds View City Council on _____, 2021.

Publication Date: _____, 2021.

Carol A. Mueller, Mayor

Attest:

Nyle Zikmund
City Administrator

(SEAL)

SNOW PLOWING AND ICE CONTROL POLICY

1. DESCRIPTION

- A. Introduction:** The City of Mounds View finds that it is in the best interest of its residents to assume basic responsibility for control of snow and ice on public streets, trails, sidewalks, and parking lots under the jurisdiction of the City. Reasonable snow plowing and ice control is necessary for routine travel and emergency services. The City will use city employees, city-owned or rented equipment, and/or private contractors to provide this service.
- B. Purpose:** The purpose of this policy is to establish standard guidelines and objectives for snow plowing and ice control operations. The City will attempt to provide such operations in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns.
- C. Application:** This policy applies to all public streets, trails, sidewalks, and parking lots located on City property and in public rights-of-way under the jurisdiction of the City, including trails and sidewalks located within Ramsey County public rights-of-way that are maintained by the City. This policy does not apply to snow removal maintenance of ice hockey and skating rinks.
- D. Appointed Authority:** The Public Works ~~Supervisor~~ **Superintendent** is primarily responsible to carry out the provisions of this policy and oversee its guidelines and objectives.
- E. Unusual or Extenuating Circumstances:** While the City fully intends to meet the guidelines and objectives established in this policy, there may be times when this is not feasible due to unusual or extenuating circumstances involving, but not limited to, weather, equipment failure, resources, budget constraints, emergencies, and force majeure events.
- F. Related Documents and References:**
1. Minnesota Statutes, Chapter 169 – Traffic Regulations
 2. Municipal Code, Chapter 801 – General Traffic Regulations
 3. Municipal Code, Chapter 802 – Parking Regulations
 4. Municipal Code, Chapter 910 – Right-of-Way Management
 5. City of Mounds View Records Retention Policy
- G. Tables and Exhibits:**
1. Table 1 – Priority Snow Plow Routes for Streets
 2. Table 2 – Priorities Snow Plowing for Trails, Sidewalks, and Parking Lots
 3. Exhibit A – General Snow Plow Route Map for Streets
 4. Exhibit B – Priority Snow Plow Route Map for Streets
 5. Exhibit C – Snow Plow Route Map for Trails, Sidewalks, and Parking Lots

2. SNOW PLOWING AND ICE CONTROL STANDARD PROVISIONS

A. Commencing Snow Plowing and Ice Control Operations

1. The Public Works ~~Supervisor~~ **Superintendent** will decide when to begin all snow plowing and/or ice control operations. The criteria for that decision are:
 - (a) Snow accumulation amounts;
 - (b) Drifting of snow that causes problems for travel;
 - (c) Icy conditions which seriously affect travel;
 - (d) Time of snowfall in relationship to heavy use of streets;
 - (e) Air and pavement temperatures; and
 - (f) Weather forecast.
2. Snow plowing and ice control operations are expensive and involve the use of limited personnel and equipment. In addition, snow and ice characteristics, as well as pavement and weather conditions, vary extensively and can be unpredictable for each winter storm. Therefore, the Public Works Supervisor will exercise his or her professional judgment when evaluating the decision to begin snow plowing and ice control operations.

B. Snow and Ice Control Methods

1. The City will choose from a variety of available snow and ice control methods best geared to tackle the varying conditions of snow, ice, weather, and pavement conditions for each winter storm event. Some of these methods may 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.
2. The following methods, or combination thereof, may be used in the City's snow plowing and ice control operations:
 - (a) *Snow Plowing* is the pushing of accumulated snow with a snowplow blade and redirecting it into the boulevard areas (typically). This is the traditional and most common form of snow removal from pavements.
 - (b) *Snow Blowing* is similar to snow plowing but employs a motorized rotary blowing device to propel the snow into the air and away from the area being cleared.
 - (c) *Applying Salt* is the spreading of rock salt onto the pavement surface to melt snow and ice accumulations where hazardous ice or slippery conditions exist. The effectiveness of salt to melt snow and ice is typically limited to pavement temperatures above 0° F.
 - (d) *Applying Sand* is used in locations where a layer of ice covers the pavement surface and air temperatures are too cold for salt to effectively melt the ice. Sand applications may be used at traffic intersections with hazardous ice or slippery conditions to improve vehicular friction for stopping and traction for acceleration.
 - (e) *Pre-wetting* is when brine or other chemical solutions are added to the salt (and/or sand) mixture prior to dispersal to the pavement surface, causing the mixture to stick to the pavement instead of blowing off the pavement.
 - (f) *De-icing* is a generic term for the removal of existing snow and ice from a pavement surface by either mechanical means (plowing or scraping) or chemical methods (applying salt or other ice melting chemicals). De-icing activities are intended to break the bond between a layer of ice or snow and the pavement surface.
 - (g) *Anti-icing* is the pretreatment of pavements with ice melting chemicals (usually liquid brine or wetted salt) before a winter storm to prevent or delay the formation of ice and frost, or the adhesion of ice and snow, to the pavement surface. Anti-icing can

significantly reduce the amount of salt needed during de-icing operations and allows easier removal by snow plows.

- (h) *Winging Back* is the pushing of snow banks further into the boulevard and away from the driving surface. Winging back is typically performed between winter storms to create additional snow storage volume for future snow storms or to increase traffic sight lines at intersections.
- (i) *Hauling or Snow Removal* is the removal of snow piles and windrows, created by prior snow plowing operations, by loading into trucks and hauling to a snow storage area. Hauling is commonly performed after other snow removal operations are complete.

C. Performing Snow Plowing and Ice Control Operations

1. Street Operations

- (a) A map showing the general snow plow routes for streets is included as Exhibit A.
- (b) Snow will be plowed in a manner to minimize traffic obstructions.
- (c) In general, the center of the street will be plowed first. The snow will be pushed from left to right on two-way streets. The discharge shall go onto the boulevard area of the street right-of-way.
- (d) In times of extreme snowfall, streets may not always be immediately cleared of snow completely. An initial pass will try to plow the street as wide as possible to allow for vehicular passage. Subsequent passes will attempt to clear the remaining snow from the street. Clean up operations will occur last to clear intersections and snow storage areas along corners and County intersections.
- (e) Widening and clean up operations may occur on the initial day of snow plowing or on the following working day for most winter storms. There may be major winter snow storms that will necessitate additional time to complete widening and clean up operations.

2. Trails and Sidewalks Operations

- (a) Trails and sidewalks adjacent to streets will typically be plowed after the adjacent street has been cleared of snow. In general, the snow will be pushed onto the boulevard area furthest from the street. In times of extreme snowfall, subsequent passes may be needed to clear additional snowfall that has fallen or been discharged from street snow plowing operations onto the trail or sidewalk.
- (b) Trails and sidewalks will be plowed, blown, or swept depending on the amount and type of snowfall. The City will attempt to clear trails and sidewalks as thoroughly as possible, but they may not be cleared of all snow and ice or maintained to bare pavement.

3. Municipal Parking Lots Operations

- (a) City-owned parking lots that are generally empty of parked vehicles and/or whose facilities closed for business at the time of plowing will typically be plowed in the most efficient manner to clear the accumulated snow from the drive lanes and parking spaces. Parking lots that contain a higher number of parked vehicles make plowing the entire lot difficult. In these cases, the drive lanes may be plowed for vehicular passage. Plowing of parking spaces and other clean up operations may need to occur later after the lot becomes emptier of parked vehicles.
- (b) The City will attempt to clear the parking lots as thoroughly as possible, but they may not be cleared of all snow and ice or maintained to bare pavement. The City may make exceptions with handicapped stalls and associated circulation routes.

4. Other Operations

- (a) Metro Transit is responsible for winter maintenance of their bus stops in the city. However, if commuters are subject to hazardous or unsafe conditions due to lack of adequate space to wait, the City may attempt to clear the waiting area in conjunction with snow and ice control for trails, sidewalks, or clean up operations.
- (b) Private property owners are responsible for clearing snow and ice control activities associated with their properties. The City will not perform snow plowing or ice control operations for any driveways, streets, sidewalks, or parking lots owned by private entities.

D. Determining Priority Snow Plow Routes and Coordinating Operations

1. Priority Snow Plow Routes for Streets

- (a) The City has designated certain streets as “Priority Snow Plow Routes” to set precedence for which streets provide the most benefit to the City when snow plowing and ice control demands exceed available resources. This designation was generally based on street function, traffic volume, and importance to the welfare of the community. The highest ranking streets typically have higher traffic volumes and connect major sections of the city and region, whereby providing emergency access for fire, police, and medical services to these various sectors. These high-ranking streets typically have a functional classification as arterials and collectors. Other designated priority streets that provide additional emergency access have functional classifications as local streets. These local priority streets also provide good access to schools, civic centers, commercial businesses, industrial parks, and other points of interest. Table 1 lists the street segments that make up the Priority Snow Plow Routes and includes sub-ranking and other considerations used in determining priority routes. A map showing the street segments and sub-ranking of the Priority Snow Plow Routes is included as Exhibit B.

2. Priority Routes for Trails, Sidewalks, and Municipal Parking Lots

- (a) Snow plowing and ice control priorities for City trails and sidewalks are based upon use, location, and connections to other trails and sidewalks. Priorities for trails and sidewalks consider school routes and zones and proximity to arterial and collector streets, city facilities, and bus routes. These priorities may change based upon time of day and day of week that snow plowing and ice control operations begin (and end) for each winter storm, compared to the schedules of the schools, bus company, and business hours. Table 2 summarizes the priorities for all city trails and sidewalks as high, medium, and low. A map showing the trail and sidewalk system, along with the parking lots, is attached as Exhibit C.
- (b) Prioritization for snow plowing and ice control operations for municipal parking lots also varies depending on time of day and day of week compared to usage of parking lots. Parking lots used by public safety vehicles (police, fire, etc.) will take precedence over other parking lots. Prioritization ranking for snow plowing of the municipal parking lots is summarized on Table 2 and locations shown on the Exhibit C map.

3. Coordinating Snow Plow and Ice Control Operations

- (a) The City has a limited number of specific pieces of equipment for snow removal and ice control. Most of this equipment is customized for only streets or trails/parking lots or sidewalks. In addition, City employees are assigned to specific routes with backups assigned. Therefore, snow plowing and ice control operations for streets, sidewalks, and trails/parking lots are more-or-less separate processes and priorities between these infrastructures seldom conflict.

- (b) During significant and severe winter storms, the City must be prepared to move personnel and equipment to maintain Priority Snow Plow Routes if needed. 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.
- (c) Snow plowing and ice control operations for municipal parking lots and trails may be intertwined since travel between municipal parking lots occurs on the trail system.
- (d) 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.

3. RULES, REGULATIONS, AND PROPERTY DAMAGE

A. Traffic and Parking Regulations

1. Snowplow Operator Exemption (Minn. Statutes, Chapter 169)

- (a) 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.
- (b) 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.

2. Snow and Ice Accumulations (Municipal Code, Section 801.40, Subd. 1)

- (a) "All snow accumulated from clearing or plowing operations on private property shall be stockpiled on the property from which the snow is cleared or upon other private property for which the property owner has written permission. In clearing snow and/or moving snow, it shall be unlawful to operate in such a manner as to cause any snow to be deposited in the street, on sidewalks, in the boulevard of any street or on private property for which the property owner does not have written permission for storage of snow. Snow cleared from the portion of a driveway or sidewalk in the boulevard of a street may be placed on the boulevard adjacent to the driveway or sidewalk, but may not be moved across the street to other areas without express permission of the property owner receiving the snow."

3. Parking During Snow Accumulations (Municipal Code, Section 802.06)

- (a) "No person shall park or permit to be parked any vehicle within any block on any public street when, within the preceding forty eight (48) hours, melting or blowing snow or a combination thereof has accumulated to a depth of ~~three~~ two inches (3" 2") 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 the 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 Section 802.10 of this Chapter."

4. Parking – Restricted Hours (Municipal Code, Section 802.08, Subd. 1)

- (a) “No person shall stop, stand or park a motor vehicle or trailer on any street or highway in the City between the hours of twelve ~~two o'clock~~ (2:00–12:00) A.M. and six o'clock (6:00) A.M., except as otherwise authorized by this Chapter or unless directed or authorized by a police officer or traffic-control device. The City Council may authorize exceptions from this Section. Any street or highway so excepted must be posted with a sign indicating that parking between twelve ~~two o'clock~~ (2:00–12:00) A.M. and six o'clock (6:00) A.M. is allowed.”

5. Vehicle Towing Provisions (Municipal Code, Section 802.10, Subd. 3 & 4)

- (a) “Police officers 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:

Subd. 3. Unattended, Illegally Parked Vehicles: 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 snow plowing.

Subd. 4. Violation of Provisions: When any vehicle is parked upon a public street in violation of the provisions of this Chapter.”

6. Snow Emergency Declaration for Snow Plowing and Ice Control Operations:

- a. A snow emergency declaration shall be made by the Director of Public Works, or his or her designee.
- b. During a snow emergency, it shall be unlawful for any person, except an operator of an emergency motor vehicle on an emergency call, to park or leave standing any vehicle on any public property or in the right-of-way during the hours of twelve o'clock midnight (12:00) A.M. and six o'clock (6:00) A.M.
- c. A snow emergency shall begin at twelve o'clock midnight (12:00) A.M. on the date following the date on which the snow emergency declaration is made. The snow emergency shall last for 54 hours, or until six o'clock (6:00) A.M. on the third day after the snow emergency begins, unless the City declares an earlier end. If the snow emergency is ended early, the City will use all available methods of notification to notify residents of the canceled snow emergency.
- d. The Director Public Works, or his or her designee, may also, in conjunction with a police officer, authorize the removal of any vehicle parked in violation of this Section, as provided by Section 802.10 of this Chapter.
- e. The owner of any vehicle that is removed shall be responsible for the actual costs of removal and storage in addition to any additional charges, fees, or fines.

B. Property Damage

1. General: In accordance with Municipal Code Chapter 910, the City manages and regulates the public right-of-way to ensure the integrity of its streets and the appropriate use of its rights-of-way. Regulation is done through a permitting process for any work or installation that occurs in the city boulevard. Many adjacent property owners place or install private property objects or make improvements in the boulevard without City knowledge making the object or improvements subject to damage. A key function of this boulevard area during winter is snow storage from streets. Snow plowing operations can damage private property objects located in the boulevard in two general ways: 1) direct physical contact with the plowing equipment, or 2) damage from snow during snow plowing operations.

2. Mailboxes

- (a) Mailboxes may be placed in the boulevard without prior City approval. The mailbox is owned by the property owner, and the delivery of mail is an arrangement between the property owner and the US Postal Service. The City will attempt to remove snow as close to the curb lines as practical for delivery of the mail, but it is the property owner's responsibility to perform final clean up along the curb to ensure his or her mail delivery.
- (b) Damage to a mailbox is a risk that snowplow operators face during their winter plowing operations. The mailbox assembly (mailbox with post) should be constructed securely enough to withstand snow rolling off a snow plow blade or wing. The City will not be responsible for any mail posts that are rotten or too weak to withstand this snow mass. In addition, any mailbox or newspaper tube that is crushed, dislodged, or lost is the responsibility of the property owner.
- (c) The City will conduct a review of each mailbox damage claim to determine whether the City has any legal responsibility for the damage. In general, the City may claim responsibility for the damage only if direct physical contact was made between the City plowing equipment and the mailbox assembly. If the City, at its discretion, claims responsibility to remediate damage to mailbox assemblies, the City will first consider repairing the mailbox assembly. If repair is not feasible, then the City will furnish and install a new mailbox and/or post.
- (d) Grouped mailbox assemblies (commonly furnished and installed with street reconstruction projects) have a shared ownership. The City is responsible for the timber post and cross-beam, while the resident is responsible for his or her individual mailbox that is attached to the City's post/cross-beam.

3. Boulevard Turf Grass

- (a) Turf grass in the boulevard can be damaged by snow plowing equipment during winter snow plowing operations. The City will assess the damaged boulevard turf and compile a list of substantiated locations for restoration the following spring. Most restoration will use fertilizer and seed; however, some locations may require restoration with sod due to site specific conditions. The decision to use sod for restoring boulevard turf grass is at the discretion of the City. All restoration costs for damaged boulevard turf grass will be the City's responsibility.

4. Irrigation, Landscaping, Tress/Shrubs, Fences, and Other Items

- (a) The City will assume no responsibility for damage to irrigation systems, landscaping, retaining walls, trees, shrubs, fences, private lighting systems, or any other private property objects located in the City's public right-of-way. Property owners are encouraged to mark these items with non-metal markers (such as wood or plastic rods) before winter to lessen the possibility of damage.
- (b) Garbage containers should only be brought to the curb on designated pick-up days and be placed only in the driveway or boulevard and kept entirely off the street to avoid conflicts with snow plowing operations.
- (c) The City will assume no responsibility for damage to vehicles, boats, RVs, equipment, and other similar items parked in the City's boulevard. Parking of these items in the boulevard is prohibited under Municipal Code Section 802.07 Subd. 4.

4. GENERAL and Administrative PROVISIONS

A. Documentation and Record-Keeping

1. The City will document snow plowing and ice control operations as described in this policy, including snow removal logs, priority route changes, property damage reports, general complaints, and policy comments.
2. Records will be retained by the City in accordance with the records retention policy.

B. Employee Safety and Training

1. 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 plowing and ice control operations include severe cold, significant winds, and limited visibility.
2. The City will provide training to employees responsible for snow plowing and ice control operations. Training of some employees may include education necessary to earn and maintain appropriate certifications or licenses for these operations. Training will also address standard operating procedures, proper use of equipment, emergency response, and other topics required by State and Federal regulatory agencies.

C. Public Safety and Communication

1. This policy does not relieve operators of private vehicles, pedestrians, bicyclists, property owners, residents, and all others that may be using public streets, trails, sidewalks and parking lots of their responsibility to act in a reasonable, prudent, and cautious manner, given the prevailing pavement conditions.
2. Periodically, the City may inform residents of policy provisions in an effort to communicate objectives and responsibilities related to this policy.

D. Complaint Procedures

1. Complaints will be recorded on telephone logs and be investigated for substantiation by the Public Works ~~Supervisor~~ **Superintendent**. Valid complaints requiring remedial action will be prioritized by the Public Works ~~Supervisor~~ **Superintendent** and scheduled accordingly. Emergency complaints will be handled in an expeditious manner as resources are available.

E. Deviation from Policy

1. The Public Works ~~Supervisor~~ **Superintendent** may deviate 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 unusual or extenuating circumstances.

F. Review and Modification of Policy

1. This policy will be reviewed periodically to ascertain if its provisions are practical, timely, and legal. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.
2. The Director of Public Works is authorized to make and implement modifications to the policy after providing notification to the City Administrator. Proposed modifications that significantly affect the policy's scope of services, purpose, application, and/or budget in a negative manner will be approved by the City Council prior to implementation.

Rev. No.	Res. No.	Date	Modified By	Description
-	Ord. 451	12/27/1988	-	Policy created for taking on snow plowing services in place of Ramsey County; Adopted as ordinance (451) adding City Code Chap. 901 (Snow & Ice Control Policy)
1	7855	11/14/2011	DeBar	Major format and provision overhaul; delete Chap. 901 from City Code (Ord. 866) Description (Section 1) added; commencement of operations criteria (2A) amended; methods (2B) & operation (2C) descriptions expanded; priorities for snow plow routes (2D) redefined (tables & maps added); rules/regs added & prop. damage amended (Section 3); general & administrative provisions added (Section 4); level of service/hours removed
2	-	12/05/2012	DeBar	Added Mustang Drive/Circle to Priority Plow Routes
3	?	11/9/2020	Peterson	Changed Supervisor to Superintendent, added Snow Emergency over 3" of snow, changed the "No Parking" authorizing Public Works Director or his/her designee to tow vehicles parked on the street as Chap. XXX (Ord.xxx) indicates.
Last Policy Revisions Approved By:				
Director of Public Works				

Printed 10/28/2021 3:08 PM