

# CITY OF NEW PRAGUE

## SNOWPLOWING AND ICE CONTROL POLICY

### 1. INTRODUCTION

The City of New Prague, 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 CITY START SNOW AND ICE CONTROL OPERATIONS

The Public Works Director or the Maintenance Supervisor will decide when to begin snow and ice control operations. Snow and ice control operations are expensive and involve the use of limited personnel and equipment. The criteria for that decision are:

- A. Snow accumulation;
- 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.

### 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 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 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. RIGHT-OF-WAY USE

The intent of the right-of-way is to provide room for snow storage, public and private utilities, sidewalks, street lights, signage and other city uses. However certain private improvements such as mailboxes are permitted within this area. Other private improvements are not permitted.

#### a. Mailbox

Mailboxes must be installed in such a manner as to provide access by Post Office personnel or other parcel carriers and to allow for Public Works equipment to maintain the streets. Newspaper boxes installed under mailboxes in most cases do not allow for snow equipment to pass under and can cause an indirect hit to the mailbox. A drawing showing the proper details for mailbox placement is attached. Mailboxes and posts should be constructed securely enough to withstand snow rolling off a plow or wing.

Any posts that are rotten or too weak to withstand winter weather will not be the responsibility of the city.

The city will bear the cost of the repair of a damaged mailbox only if it is a result of city equipment actually hitting the mailbox, not from the weight of the snow. The city will install a replacement mailbox and post which shall be a standard size non-decorative type; or the mailbox owner will be reimbursed up to \$40 toward the cost of a replacement mailbox and post provided the owner has contacted the Public Works Department within 48 hours for verification and authorization from the Public Works Director or his designee. The city will make temporary repairs to mailboxes for mail delivery if city plows actually hit a mailbox. When weather and time permit, the Public Works Department will complete the repairs.

Damage resulting from snow is the responsibility of the property owner/resident. Removing snow from the mailbox and maintaining access to the mailbox is the responsibility of the property owner.

A property owner assumes all risk and responsibilities for replacement of mailboxes and supports that are constructed of materials such as, but not limited to, brick and mortar, stone aggregate, ornamental railings, or antique type support.

Snow plow operators make every effort to remove snow as close to the curb line as practical to provide access to mailboxes for the postal department. It is not possible to provide perfect conditions and minimize damage to mailboxes with the size of equipment the city operates. The final cleaning adjacent to mailboxes is the responsibility of each resident.

5. **SNOW REMOVAL**

The public Works Director or the Maintenance Supervisor will determine when snow will be removed by truck from the 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 a hazardous condition. Snow removal operations will not commence until all 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.

6. **PRIORTIES AND SCHEDULE OF STREETS TO BE PLOWED**

The city has classified city streets based on the street function, traffic volume and importance to the welfare of the community. Those streets 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 schools and commercial businesses. The third priority streets are low volume residential streets. The fourth priority areas are alleys and city parking lots.

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 the 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 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.

**7. WORK SCHEDULE FOR SNOWPLOW OPERATORS**

Snowplow operators will be expected to work eight-hour shifts. In severe snow emergencies, operators sometimes have to work in excess of eight-hour shifts. However; because of budget and safety concerns, no operator shall work more than a twelve-hour shift in any twenty-four hour period. Operators will take a fifteen minute break every two hours with a half-hour meal break after four hours. After a twelve-hour day, the operators will be replaced if additional qualified personnel are available.

**8. 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 lighted lamps 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°.

**9. USE OF SAND, SALT, AND OTHER CHEMICALS**

The city will use 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 use the following best management practices whenever practical to protect our water and improve performance.

- Limit the use of salt by primarily salting only intersection areas.
- Use of mechanical equipment by means of snow and ice control prior to any chemical control. There will be less dilution of the salt used.
- Equipment is calibrated annually so staff knows how much material is being applied when salting.
- Plow and store snow away from surface water ponds, wetlands and streams.
- Salt will be stored in a covered building
- Currently the city does not use a salt/sand mixture.

10. **DEVIATION FROM THE POLICY**

The Public Works Director or Maintenance Supervisor 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 circumstances.

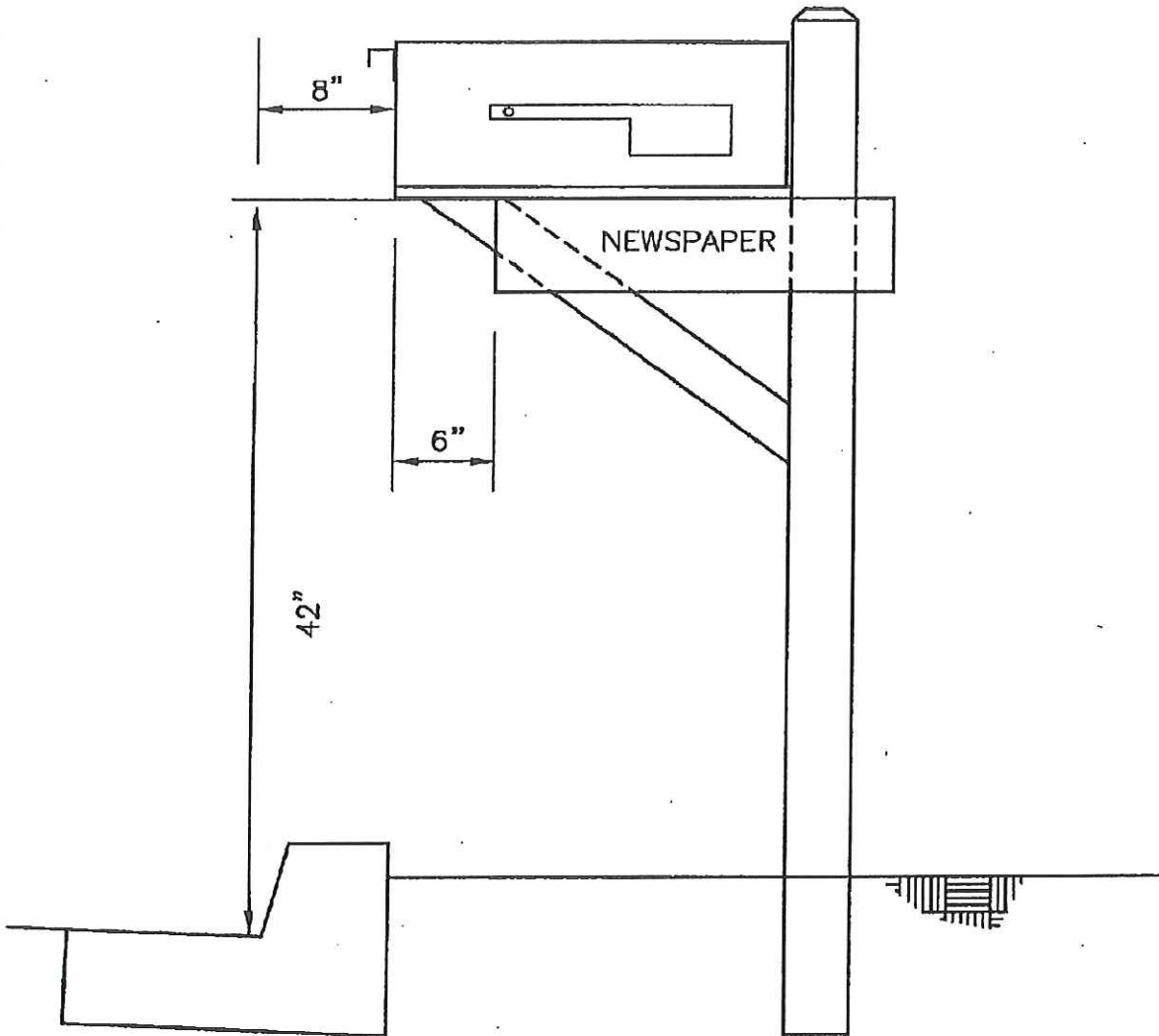
11. **SIDEWALKS**

The city will maintain a limited number of the sidewalks in the city. The attached map indicates the sidewalks and walking paths city staff will maintain.

HAVE BOX EXTEND AS FAR IN FRONT OF SUPPORT POST AS POSSIBLE. (THIS PREVENTS POSSIBLE SNOW PLOW DAMAGE.)

ADDRESS MUST BE ON SIDE OF BOX FROM WHICH CARRIER APPROACHES. LETTERS TO BE A MINIMUM OF ONE INCH HIGH. (OR ON FRONT WHERE BOXES ARE GROUPED)

BOX MUST BE LOCATED SO CARRIER CAN SERVE WITHOUT LEAVING VEHICLE.



**STANDARD DETAILS**  
**MAIL BOX INSTALLATION**

**BONESTROO, ROSENE, ANDERLIK & ASSOC., INC.**  
ENGINEERS & ARCHITECTS  
ST. PAUL, MINNESOTA

Last Revision:  
**JUNE 2004**

BRA Plate No.

City Plate No.  
**GEN-5**



# City of New Prague Sidewalk Snow Removal Routes December 2011

- City Route Priority #1
- City Route Priority #2

- Parks
- Schools
- Hospital
- Church
- Water
- City Limits
- City Streets
- Railroad

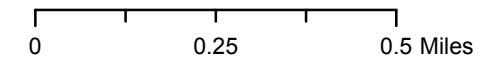
### Snow Removal Statistics:

#### Sidewalks:

Overall: 23.48 Miles (127,957 lineal feet)  
 City Plowed: 5.87 Miles  
 Property Owner Plowed: 17.62 Miles

#### Trails:

Overall: 6.34 Miles (33,438 lineal feet)  
 City Plowed: 5.92 Miles  
 Property Owner Plowed: 0.42 Miles



Current to: December 2011  
 Prepared by: New Prague Planning Department  
 File: W:\GIS\Projects\SidewalkSnowRemoval2012.mxd

Disclaimer: This map was prepared using the City's GIS and is based on the County and City Street Data maintained by the County and City. While the City believes that the data is accurate, the City does not warrant that data in the GIS is error free and the City does not represent that the GIS data can be used for purposes such as navigation or any other purpose requiring the exact measurement of distance and direction or the precise depiction of geographic features. This disclaimer is pursuant to Minnesota Statutes 466.03 Subd. 21. The user of this map acknowledges that the City shall not be liable for any damages that may arise from this map or the information it contains.

