

CITY OF CORCORAN SNOWPLOWING POLICY
APPROVED NOVEMBER 14, 2013

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I. Introduction

The goal of the Corcoran Public Works Department is to clear snow and ice from City roads as soon as possible. Delays may occur in the event of equipment breakdown or extreme weather conditions. The safety of the public and City employees is our top priority.

The City of Corcoran has 69 miles of roads that are maintained. Residents expect to have their roads plowed in a reasonable amount of time. To do this, decisions need to be made when to commence plowing, how much sanding, which roads are plowed first, the estimated cost, etc. This policy has been prepared to set procedures and practices to provide safe winter driving conditions on City roads. It is based on past practices of the City Road Department, input by residents, and a report by the Office of the State Auditor, entitled "Snow and Ice Control – A Best Practices Review".

II. Level of Service

The intent of this policy is to provide safe winter driving conditions. The level of service described herein shall be considered a guideline with the understanding that immediately after a storm the level of service provided may be less than described herein and may vary across the City depending on localized storm conditions and other circumstances.

Streets shall be plowed and/or sanded to allow intersections and curves to be as safe as conditions allow. 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.

During light to normal snowfall, streets shall be plowed their full width as soon after the initial pass as possible. During heavier snowfalls the streets shall be widened as the storm intensity lessens. After the storm passes, clean-up operations shall begin to clear intersections and snow storage areas along corners and road right-of-ways. It is the city's intent to complete the initial plowing and widening operations within twenty-four (24) hours of the storm. Clean-up operations should be complete within twenty-four (24) hours for light snowfalls and within seventy-two (72) hours for heavy snowfalls. Extreme weather conditions (blizzards/high winds, ice/rain, or other unusual weather events) may require additional time to complete the snow/ice removal operation.

No two winter storms are identical therefore, different conditions may require different responses.

III. Commencement of Snowplowing Operation

Snow plowing and/or ice control operations shall commence under the direction of the Public Works Supervisor or his/her designated representative, City Administrator, and or Public Safety Director. The Public Works Supervisor or his/her designated representative will decide when to commence snow or ice control operations, based on his/her judgment of current and predicted weather conditions and the policies as herein set forth.

The criteria for the decision to begin snow and/or ice control operation are as follows:

- Snow accumulation of 2 inches or more warrants the plowing of asphalt roads, 2 to 4 inches warrants the plowing of both asphalt and gravel roads dependent on road conditions. Call out is normally at 2 a.m. when practical (snow fall is over). It is advisable to plow at this time if possible, so that traffic is minimal and to open roads for the morning commute.
- Drifting of snow may also warrant commencement of operation depending upon conditions.
- Icing and/or freezing rains may warrant commencement of sanding operations depending upon the extent and conditions.
- Public Works Supervisor, or his/her designated representative, shall determine the time to begin operations.
- Operations will continue until all roads are passable. Widening and clean-up of operations may continue immediately or on the following working day(s) depending upon conditions and circumstances.

IV. Suspension of Snowplowing Operations

The criteria for suspension of snowplowing operation are as follows:

- Safety of the plow operators and the public is important. Therefore, snow plowing operations may be terminated after 12 – 14 hours to allow personnel adequate time for rest. There may be instances where this is not possible depending on storm conditions and other circumstances.
- High winds, creating white out conditions, could cause suspension of plowing operations until weather conditions improve.

V. Snowplowing Plow Routes/Priorities

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The City of Corcoran's snowplowing priorities are as follows

1. High volume major collector roads, roads with steep hills and curves, commercial businesses
2. Emergency Services/City Hall parking lot
3. Residential streets
4. Cul-de-sacs and Cartway type roads that terminate in a dead-end and City Park parking lot
5. Widening or winging roads may continue several days after a large snow fall or after high winds.

VI. Salting and Sanding

Hills, curves, and intersections are normally salted/sanded during plowing operation when trucks are used. During heavy snowfall when graders, tractor, and loader are used, salting/sanding becomes a separate operation.

- It should be noted that certain weather conditions (primarily rain followed by excessively cold temperatures) could make it impossible to keep roads completely ice free. Chemicals are effective only too about 10 degrees Fahrenheit.
- Sanding operation may commence at the direction of the Public Works Supervisor or his/her designated representative and with any ice conditions due to normal freezing/thawing and freezing rain.

VII. Parking Regulations

- No parking on City streets from November 1st through March 31st.
- After November 1st, but before the first snow fall, vehicles in violation may receive warning tags to remind the public of no parking restrictions.

VIII. Resident Responsibilities

The City requests the following from residents:

- Keep updated on current and predicted weather conditions.
- Be aware of the snow removal equipment and please ***do not crowd the plow.***
- Expect snow removal equipment to back up frequently.
- Park vehicles off the street and road right-of-ways and cul-de-sacs.
- Be patient – plowing and sanding takes time
- Minnesota Statute 160.27 subd 5, and city ordinance prohibits plowing, pushing or blowing snow across city roads.
- Clean snow from around mailboxes.

- Group mailboxes in cul-de-sacs when possible.
- Place garbage and recycling containers away from the edge of the road so they don't get covered.
- Snow plowing will cause additional snow to be deposited in driveways and around roadside obstacles. Residents should be aware that they may need to clear their driveways several times until their street has been plowed and winged its full width.
 - Decorative rocks, landscaping plant gardens, lawn sprinkler heads, posts, fences, or other obstruction to snow plowing operations are not allowed in the right-of-way. These items need to be removed at the cost of the resident if viewed as a snow removal hazard.

IX. Property Damage

The City practices the following property damage policy:

- | A. Mailboxes and mailbox posts, which meet current USPS regulations, physically hit by a plow will be repaired or replaced at the expense of the contractor(s) or City. Cost of replacement shall not exceed \$60.00.
- | B. Damage caused by the thrown snow or weight of snow **is not** the responsibility of the City or its contractor(s).
- C. Boulevard damage is the responsibility of the resident and will not be repaired by the City or contractor(s).
- D. The city will assume **no responsibility** for damage to underground lawn sprinkling systems, exterior lighting systems, and similar landscaping installed in the public right-of-way. Public right-of-way typically includes the area of the improved street plus additional property between the improved street and a resident's property line. On most Corcoran streets this is approximately 60 feet (or 30 feet from roadway centerline), refer to your survey to confirm distance. Snow plowing and snow storage will take place in the area approximately 15 ft from the traveled road surface into a resident's property (commonly described as public right-of-way.).

X. Cul-de-Sacs

- The wings on the snow plow trucks are mounted on the right side. Thus, 80% of the snow is deposited on the right side of a cul-de-sac.
- Mailboxes should be grouped at the beginning of the cul-de-sac, on the left side of the road, to allow adequate room for snow storage.

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XI. Emergency Snowplow Procedures

The City may want to institute the following emergency procedures to keep residents informed.

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- The Mayor, City Administrator, or Public Safety Director may declare a snow emergency after discussing the matter with the Public Works Supervisor or his/her designated representative.
- No unnecessary travel is advised.
- The City Administrator or Public Safety Director will attempt to keep residents informed about current conditions and progress of clearing the roads.
- The City Administrator or Public Safety Director will keep the City Council informed about current conditions and progress to clear roads.
- The City may also decide to inform the media in extreme circumstances.
- The Mayor, City Administrator, or Public Safety Director will cancel the snow emergency when conditions improve enough so travel is again possible.
- If there is a medical or other emergency situation where police, fire or other emergency vehicles are unable to reach a resident or business, road maintenance personnel are authorized to make every effort to allow emergency vehicles to obtain access.

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