



SNOWPLOWING/ICE CONTROL POLICY

BACKGROUND: The Town of White Bear, Minnesota, finds that in the best interest of the residents of the Town to assume basic responsibility for the control of snow and ice on Town streets.

PURPOSE: Provide reasonable snow and ice control that is necessary for routine travel and emergency services. The Town will attempt to provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The Town will use Town employees, equipment and/or private contractors to provide this service. The 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.

POLICY:

1.0 SCOPE

- 1.1 The Public Works Department is responsible for snow and ice control for the Town's 45+ center lane miles of streets, 125 cul-de-sacs/hammerheads/dead ends and 3 public building complexes. During winter, motorists and pedestrians can expect streets, sidewalks/trails and Town parking lots to have potentially hazardous conditions caused by wind, freezing rain, snow and freezing temperatures. The goal of the Public Works Department is to make all streets and Town parking lots safe and accessible for vehicles equipped for winter driving conditions during and after a storm.
- 1.2 Because of the potential hazard to the motoring public, careful planning and preparation must be done prior to the snow and ice season. This process is made difficult due to the variable conditions encountered in each storm. Such factors as the rate of snowfall, moisture content and temperature, time of day or night, wind direction and velocity, and duration of a storm create unique situations. No two storms are identical.
- 1.3 Each year the Public Works Department reviews the map illustrating the Township's street system. This map clearly defines streets maintained by the Town. The map is divided into (8) routes for purposes of snow and ice control operations. Within each area, the Town has classified streets based on street function and traffic volume. Those streets classified as "neighborhood collector" streets will have first priority for snowplowing and ice control activities. Neighborhood collector streets are higher volume streets that act as a thoroughfare to Ramsey County roads,

connect sections of the Town and provide access to schools and emergency services. In general, neighborhood collector streets will be plowed and all hills, curves and intersections will be treated with deicer by 6:00 a.m. the day after the snowstorm. The neighborhood collector streets are as follows:

- Hammond Road (west of Otter Lake Road)
- Township Parkway
- Meadowlands Drive
- Birch Bend Lane
- Allendale Drive
- Greenhaven Drive
- White Bear Parkway
- Leibel Street
- Red Pine Blvd/Norway Pine Drive/Mallard Ponds Drive/Mallard Ponds Boulevard
- Township Drive/Otterview Trail/Jonquil Lane
- Anderlie Lane
- Lorane Avenue
- South Birch Lake Boulevard
- Bibeau Road
- Oakmede Lane
- Martin Way
- Lakewood Avenue/Arbor Drive

After the neighborhood collector streets have been plowed and deicer applied, all remaining residential streets will then be plowed and the hills, curves and intersections treated with deicer.

2.0 ORGANIZATIONS AFFECTED:

Public Works, Building Inspections/Code Enforcement, White Bear Lake Fire Department, and the Ramsey County Sheriff's Department.

3.0 RESPONSIBILITY

3.1 County Roads: Ramsey County Public Works. To contact Ramsey County regarding maintenance issues call 651-266-7100.

- County Road J
- County Road H-2
- East Bald Eagle Boulevard
- West Bald Eagle Boulevard
- Eagle Street
- Division Street
- Stillwater Street

- Centerville Road
- County Road F
- Bellaire Avenue
- South Shore Boulevard
- East County Line (120)
- Otter Lake Road
- Portland Avenue
- Buffalo Street
- Hugo Road
- Short Street (County Road 7)
- Park Street
- Bald Eagle Avenue
- County Road 96

3.2 Town Streets: White Bear Township maintains local Town streets including alleys and cul-de-sacs within the Town limits with the exception of roads maintained by Ramsey County Public Works.

3.3 Public Sidewalks/Trails: It is the responsibility of each property owner to maintain the public sidewalk adjacent to their property. The Town will remove snow from the sidewalks and trails by either blowing or plowing the snow, but only as time and resources allow.

3.4 Bus stops: The bus stop located on Centerville Road (north of Highway 96, in front of Cub Foods) is cleared by the Township between the trail and the street in order to provide access between the bus and the trail. This service is provided as time and resources allow.

3.5 Public Parking Lots: Public Works removes snow from the Town owned parking lots located at Heritage Hall, Public Works, Administrative Building, Columbia Park, and Bellaire Beach.

3.6 Fire Hydrants: The Public Works Department will cooperate with White Bear Lake Fire-Rescue and citizens in clearing snow from the fire hydrants. The Township asks that residents keep the hydrants visible and accessible.

4.0 PROCEDURES

4.1 Notification

4.1.1 The Field Maintenance Supervisor and/or designee shall monitor weather and road conditions and notify Public Work Maintenance staff of operations.

4.2 Commencement of operations

Snowplowing and/or ice control operations shall commence under the direction of the Field Maintenance Supervisor. In the event the Field Maintenance Supervisor is unavailable, the Public Works Director or his designee will determine when and what operations will begin in accordance with this policy. In general, operations shall commence when the following events have occurred:

4.2.1 Snow accumulation of approximately 2".

4.2.2 Drifting of snow.

4.2.3 Icing of pavements.

4.3 Method of Snow Plowing

Snow shall be plowed 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 with the discharge going to the boulevard portion of the right-of-way. It is the Public Works Department's goal to have the entire street system cleaned after a typical snowfall in approximately 10-12 hours, assuming a general plowing operation beginning at 2:00 a.m. and snowfall ending by 6:00 a.m. Depending on snowfall conditions and duration of the storm, cleanup operations can widely vary.

4.4 Use of Salt

The Town is concerned about the effects of salt on the environment and will limit its use for that reason. Application of the salt is generally limited to hills, curves and intersections. The Town is not responsible for damage to grass caused by the salt.

4.5 Suspension of Operations

Generally, operations will continue until all streets are passable. Widening and cleanup operations may continue immediately or on the following day depending on conditions and circumstances. Safety of the public and operators is important. Therefore, snowplowing/removal operations may be terminated after 10-12 hours to allow personnel adequate time for rest. There may be instances when this is not possible depending on storm conditions and other circumstances. Operations may also be suspended during periods of limited visibility. Any decision to suspend operations shall be made by the Field Maintenance Supervisor in consultation with the Public Works Director, and shall be based on the condition of the storm. The Town

will provide access for law enforcement, fire and medical services during a major snow and or ice storm.

4.6 Property Damage

Snow plowing and ice control operations can result in property damage even under the best of circumstances and care of the operators. The most common types of damage are to improvements in the Town right-of-way, which normally extends approximately 10-15 feet beyond the curb. The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks and other public or Town authorized uses.

Certain private improvements such as mailboxes are required within the boulevard. Therefore, the Town will cooperate with residents to determine if damage to the mailbox is the responsibility of the property owner or the Town. The Town may replace mailboxes located on the boulevard damaged by snowplows (the snowplow must make contact with the mailbox). The Town shall not be responsible for damage to mailboxes caused by plowed snow (no contact by snowplow). A standard design will be used for replacements. (The Town does not replace decorative mailboxes.) A property owner who installs decorative materials in the right-of-way does so at their own risk.

Property owners who experience damage to fences, shrubs, trees or other structures located on private property (outside of the public right-of-way) may file a claim with the Town Clerk. Lawns that are scraped or gouged by Town equipment will be repaired with top soil and seed the following spring as top soil becomes available and manpower permits. Call Public Works at 651-747-2776, to report lawn damage by Town equipment. Residents who request that the boulevard be repaired are required to assist by watering the repaired areas. In instances where there is disagreement as to the source of the damage, the Public Works Director shall investigate, make a report with findings regarding responsibility. If the property owner disagrees with the report they may appeal to the Town Board.

4.7 Driveways

One of the most frequent problems in snow removal from public streets is the snow deposited in driveways. Snow accumulating on the plows is designed to be deposited within the **right-of-way** in either driveways or on the boulevard. The drivers attempt to minimize the amount of snow deposited in driveways, but the amount can be significant. Town personnel do not provide driveway cleaning.

4.8 Mail Delivery

The snowplow operators attempt to remove snow as close to the curb line as practical and to provide access to mailboxes for the United States Postal Service (USPS). It is not possible to remove all snow and minimize potential damage to mailboxes due to the size and type of equipment the Town operates. Therefore, the final cleanup adjacent to mailboxes is the responsibility of each resident. The United State Postal Service (USPS) publishes guidelines for residents regarding keeping snow back from mailboxes to allow mail delivery.

4.9 Complaints

Complaints regarding snow and ice control or damage shall be taken during the normal Administrative Office business hours. Complaints involving access to property or problems requiring immediate attention shall be handled on a priority basis. Staff will respond in a timely manner. Complaint responses are to ensure that the provisions of this policy have been fulfilled and that residents of the Town have been treated uniformly.

5.0 Assistance with Private Property

Under no circumstances will a Town employee be allowed to use a Town owned vehicle to push, pull or tow a stranded private vehicle from a roadway or parking lot. The employee may, if a hazard exists, use their 800 mghz radio and/or phone to notify the Sheriff's dispatcher of the hazardous condition.

6.0 No Right or Duty Created

The purpose of this policy is to establish goals for the White Bear Township employees regarding snow and ice control. It is not to be construed to create any duty to any individual, person or entity. This policy does not provide any special protection or service to any particular individual or group of individuals. No additional rights shall be granted to any individual or entity simply by adoption and enforcement of this policy. This policy may be affected in total or in part, as a result of acts of God, strikes, equipment breakdown, weather conditions, inadequacy of equipment, state or federal regulations, shortage of personnel, and any other unforeseen, uncontrolled or unanticipated acts.

PUBLIC WORKS DEPARTMENT

Snowplowing/Ice Control Operation Guidelines

OPERATION 1: Snow and Ice Control with 2 single axle dump trucks.

This operation is initiated during rush hours or between 7:00 p.m. and 12:00 midnight, when snowfall accumulation is less than 1" or when there is freezing rain and the streets are icy. Each single axle dump truck is responsible for a specific area.

Neighborhood Collector Streets Only that are identified in section 1.3 of the policy.

OPERATION 2: Snow and Ice Control with 4 single axle dump trucks.

Operation 2 takes place when conditions are the same as described in Operation 1 and notification occurs after 12:00 midnight. All 4 single axle dump trucks are assigned to their individual snowplowing routes applying salt/sand to hills, curves, intersections and Town owned parking lots.

OPERATION 3: Snow and Ice Control with 4 single axle dump trucks.

Operation 3 occurs when notification is by 4:00 a.m. and the snow accumulation exceeds 2". Each truck has an assigned route to follow.

OPERATION 4: Full equipment call out. Snow and Ice Control with 4 single axle dump trucks, 1 wheel loader, 1 one ton dump truck, and two pickups.

Operation 4 is initiated when the notification is received by 2:00 AM, and the snow accumulation exceeds 2", and it has stopped snowing. All streets, cul-de-sacs, and parking lots will be plowed and salt applied as needed. Sidewalks will be plowed between 7:00 a.m. and 3:00 p.m.

OPERATION 5: Four trucks plowing.

Operation 5 is initiated when a major snowstorm is in progress (approximately 2" per hour for 2 hours). This operation is similar to Operation 3 with the additional responsibility to maintain access for emergency vehicles and personnel where needed. Sidewalks will be plowed between 7:00 a.m. and 3:00 p.m.

OPERATION 6: Variable equipment usage.

Operation 6 is initiated when the snow and/or ice accumulation is between >0" and 2". The type of operation used will be at the discretion of the Field Maintenance Supervisor and/or the Public Works Director.

Adopted by the Town Board on December 7, 2015.