

## **RESOLUTION NO. 2018-195**

### **A RESOLUTION APPROVING SNOW PLOWING POLICY AND OPERATIONAL GUIDELINES**

#### **I. PERSONNEL**

All Department of Public Works personnel shall be available for all snow plowing operations, unless on approved leave or unable to respond due to a medical condition.

#### **II. PROCEDURES**

##### **A. Alert and Call Out**

During normal working hours, the Public Services Director or designee shall be responsible for monitoring street and weather conditions and initiation of snow and ice control procedures.

After hours, on weekends, and during holidays the Police Department shall notify the Public Works On-Call or designee when snow and ice conditions warrant crew alert. Snowplows will not be sent out in situations that may be hazardous due to severely restricted visibility.

##### **B. Salting and Sanding**

The City shall consider in order the following factors when establishing application rates and locations for application of salt and/or sand. The City shall use salt as the primary treatment. Sand may be used if there is a traction issue or if weather conditions deem it effective either combined with salt or as a separate treatment.

- 1) Safety of the Motoring Public
- 2) Environmental impact of salt usage
- 3) Cost

Salt or sand shall be applied to the street surface in such quantities so as to provide a level of skid resistance that is consistent with standards normally experienced on city streets throughout the State of Minnesota. It is recognized that a bare pavement policy is not possible at all times during winter.

Streets shall be spot salted (or sanded) to provide skid resistance and traction consistent with area standards in accordance with the following priorities:

- 1) All controlled intersections along Main Street, Heritage Blvd, County Road 23 and all curves.
- 2) School zones
- 3) Commercial and industrial streets
- 4) Residential – blanket sanding of general snow pack on residential streets will not be done.
- 5) In rare instances, when ice accumulation renders the streets unsafe to drive, the

Public Services Director may authorize blanket sanding of city streets to restore vehicle traction.

##### **C. Snow Plowing**

The City will plow all storms of over 2 inches. During the season, snowfall of less than 2 inches may be removed depending on road conditions. Snow plowing shall normally begin when accumulation reaches a point where functional traffic flow is inhibited. Typical plow start time is 3:00 a.m. Plowing may start earlier in the prior evening, or delayed after 3:00 a.m., or may start during the daytime if conditions warrant. Plowing shall begin as close as practicable to the time snowfall ceases and will continue as visibility and operator safety permit. Work periods shall not exceed safe limits that operators can continue without rest.

Snow removal operations shall proceed as rapidly as possible in accordance with the following priorities:

- 1) Fire Hall Access Area
- 2) Police Department Access Area
- 3) Snow Emergency Routes - These routes (listed in this resolution) are typically first plowed. In extreme snowfalls, these routes shall be plowed to maintain the driving lanes in a passable condition until normal snow plowing activities resume.
- 4) 2" or more snow event, Downtown sidewalks from the Railroad Tracks on the east and traveling west to the intersection of Main and 2<sup>nd</sup> Avenue.
- 5) Sidewalk Routes to Schools – First day sidewalks listed in this resolution.
- 6) Residential Streets
- 7) City Downtown Parking Lot, City Hall Parking lot and Isanti Community Center Lot
- 8) Municipal Liquor Store Parking Lot
- 9) Alleys
- 10) Eagle Park Parking Lot
- 11) Isanti Indoor Arena
- 12) All Other Sidewalks – Second day sidewalks (except exempt sidewalks)
- 13) River Bluff Preserve and Bluebird Park Parking Lots
- 14) Ice Skating Rink

For a storm of roughly 6 to 10 inches, it shall be the goal of the City to have all streets plowed curb-to-curb within 12 hours after snowfall stops. Storms of larger magnitude or extremely wet snow will take longer depending on severity. Extreme snowfalls may warrant the opening of two lanes in the middle of the street initially with full width plowing to follow at a later time.

It shall be the policy of the City that the opening of driveways will not be the responsibility of the City. Property owners shall be responsible for clearing driveways, and walkways. For a 2" or more snow event, the City shall clean all sidewalks and trails that provide direct access to the Primary, Intermediate and Middle Schools.

**D. Snow Hauling**

Snow will be hauled from the following streets:

- 1) Main Street between 3rd Avenue and Elim Lane.

Late spring and early fall snowfalls may be left on roadways if melting is determined to be imminent or if substantial damage will be caused to the pavement structure. Clearing of intersection snow banks will be accomplished when needed on collector streets and near schools.

Snow hauling could begin as early as 3:00 a.m. or 1 hour following the beginning of snow removal operations. Hauling will continue for as many nights as is necessary. Snow pickup shall be accomplished using such personnel, equipment and methods appropriate to maintaining a reasonable and safe passage of vehicles and pedestrians at all times. Traffic may be restricted by the Police Chief or his designee as emergency conditions may dictate.

**E. Snow Plowing Alleys**

Alleys will be opened in the aforementioned priority to provide functional traffic movement.

**F. Snow Plowing Cul-de-Sacs**

During snow events, the snowplow may complete only a portion of the cul-de-sacs during the first pass. The major portion of the cul-de-sacs shall be plowed during the usual time guidelines for snowplowing but specialized equipment will return for further clearing. Main city streets are cleared first with large snowplows before the smaller equipment begins clearing cul-de-sacs. There will be an effort made to distribute the snow evenly as the snowplow clears snow.

**G. Wingbacks**

During planned City-wide wingbacks, resident notification will be made on the City Website and by News Blasts. The Public Services Director, Designee or route driver will determine that areas may need wingbacks more often due to drifting snow or other conditions at the time, in these instances notice may not be given.

The Public Works Department will try to minimize impact to driveways and sidewalks but some snow removal may be required by the homeowner.

**H. Complaints**

Complaints concerning snow and ice removal will be handled in the following manner:

- 1) All complaints shall be referred to the Public Services Director or designee.
- 2) Slippery Street and sidewalk complaints shall be listed and given to Public Works for investigation and possible action.
- 3) All other complaints shall be given to Administration for investigation and possible action.

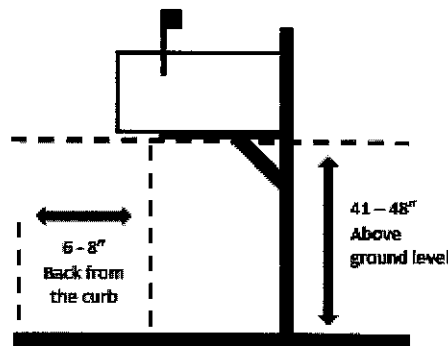
**I. Property Damage**

It is recognized by the City that on occasion private property is damaged during snow and ice control operations. Where this happens, it shall be the policy of the City to handle damages in the following manner:

- 1) **Mailboxes** – Where mailboxes are placed adjacent to the street it shall be the policy of the City that snow shall be plowed to the curb to allow for passage

of traffic and mail delivery. It shall be the responsibility of the property owner to keep piled snow away from mailboxes so mail can be delivered.

Where damage to the mailbox occurs, such damage shall be investigated by the Public Services Director or Designee. If it is determined that the weight of the snow movement caused the damage, the City will not assume responsibility for repair of the mailbox. Per USPS guidelines, mailboxes, as well as any accessory paper boxes, must be mounted at a minimum height of 41 inches above the street level to reduce the possibility of damage during winter snowplowing operations. USPS guidelines also state the post be installed 6-8 inches behind the grass/concrete curb edge and the front of the mailbox should be installed behind the back edge of the concrete curb. If the mailbox was built according to ~~Isanti County~~ these USPS specifications guidelines or as directed by the Post Master, and was struck directly by the plow, the City will repair or replace the mailbox in kind, not to exceed \$100.00.



- 2) **Boulevard Damage** – The City will repair physical damage to boulevard areas and may replace sod in extreme cases as determined by the Public Services Director. Typical repairs will be with dirt and seed. The City will not repair winter kill or salt damaged lawn areas. The City will not replace or repair sprinkler/ irrigation systems, landscaping or other structures in the boulevard or right-of-way area.
- 3) **Curbs** – Concrete curbs will not be replaced unless the curb back is broken.
- 4) **Driveway Ramps** – Damage caused to driveway ramps or fillets where mountable curb is in place will not be repaired by the City unless authorized by the Public Services Director.
- 5) **Garbage Receptacles** – Garbage receptacles are not to be placed in the street section or beyond the grass/concrete curb edge. The City is not responsible for damage of receptacles or clean-up of waste.

**J. Snow Emergency Routes**

The following routes are designated as Snow Emergency Routes and shall be marked by signage:

Cajima Street - T.H. 65 to 8th Ave NE

8<sup>th</sup> Ave NE - Cajima Street to Heritage Blvd  
8<sup>th</sup> Ave SE Boulevard - Heritage Blvd to CSAH 55  
Main Street East - Railroad Tracks to T.H. 65  
Dahlin Avenue - Broadway to Heritage Blvd  
Main Street West - Whiskey Road to Railroad Tracks  
First Avenue NW. - Main Street to Heritage Blvd  
Centennial Drive - Oakwood Street to Heritage Blvd  
Oakwood Street - Whiskey Road to Centennial Drive  
Whiskey Road - Heritage Blvd to Isanti Parkway West  
Hillock Street NW - Whiskey Road to 11th Avenue NW  
11th Avenue NW - Hillock Street NW to Blossom Boulevard  
Blossom Boulevard - 11th Avenue NW to Isanti Parkway West  
Isanti Parkway West - Blossom Boulevard to 3rd Avenue N.  
3rd Avenue N - Heritage Blvd to Isanti Parkway  
Isanti Parkway East - 3rd Avenue N to East Dual Boulevard  
East Dual Boulevard - Heritage Blvd to Cajima  
Cajima Street - East Dual Blvd. to T.H. 65  
Railroad Avenue - Main St to South Passage  
Palomino Road - Railroad Avenue to T.H. 65  
Townsedg Road - Railroad Avenue to T.H. 65  
South Passage - Railroad Avenue to Whiskey Rd  
Sixth Avenue SW - South Passage to S Brookview Lane  
Dogwood Street SW - Whiskey Rd to 3rd Avenue SW  
South Passage - Whiskey Rd to Rum River Drive SW  
Rum River Drive SW - South Passage to Birch Street SW  
Birch Street SW - Rum River Drive SW to Whiskey Rd

**K. Sidewalk Routes to Schools**

Broadway Street - Railroad Avenue to Candy Avenue  
Dahlin Avenue - Broadway Street to Main Street  
Main Street West - Whiskey Rd to Dahlin Avenue  
Oakwood Street - Whiskey Rd to Centennial Drive  
Heritage Blvd - Whiskey Rd to 65

First Avenue N - Main Street to Heritage Blvd  
Second Avenue N - Main Street to Heritage Blvd  
Third Avenue N - Main Street to Heritage Blvd  
Fourth Avenue N - Main Street to Heritage Blvd  
Fifth Avenue N - Main Street to Heritage Blvd  
Fifth Avenue S – Main Street to S Brookview Lane SW  
Whiskey Road - South Passage to Heritage Blvd  
Whiskey Road - Heritage Blvd to Isanti Parkway West  
Wendover Street NW - Whiskey Road to Rum River Drive NW  
Rum River Drive NW - Wendover Street NW to Hillock Street NW  
Eleventh Ave – Winsome Way to Wendover St NW  
Nemo – Broadway St SE to Main St E  
Isanti Parkway NW – 3<sup>rd</sup> Ave NW to 701 Isanti Parkway NW  
First Ave NW – Broadway St to Heritage Blvd  
8<sup>th</sup> Ave SE – Marion St SE to Heritage  
9<sup>th</sup> Ave SE – Marion St SE to 8<sup>th</sup> Ave SE  
Marion St SE – 8<sup>th</sup> Ave SE to 9<sup>th</sup> Ave SE  
7<sup>th</sup> Ave NE – North of Cajima Street

### **III. POST PLOWING OPERATIONS**

Once plowing is completed from curb to curb, post plowing operations will begin in the following priority:

#### **A. Fire Hydrants**

Fire hydrants on public streets serving commercial/industrial areas, high density residential units and school facilities shall be plowed or shoveled out so as to be readily accessible for use.

#### **B. Intersections**

If in the discretion of staff, snow piles at busy intersections are of such height as to create unsafe conditions, the piles will be pushed back at those intersections on the following streets:

- 1) County Road 5
- 2) Main Street
- 3) County Road 23

### **IV. EMERGENCY ASSISTANCE**

At the discretion of the City Administrator, the Public Services Department can hire either additional equipment or drivers for assistance with snow removal.

**V. ADMINISTRATION**

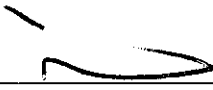
**A. Council Review**

The City Council's Public Works Committee shall annually review the City's Snow Removal Policy and Operational Guidelines, prior to the next year's snow season and make any recommendations for amendments to the City Council.


**VI. REPEAL**

This resolution repeals all previous snow plowing policies.

This Resolution was duly adopted by the Isanti City Council this 21<sup>st</sup> day of August, 2018.

  
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Mayor George A. Wimmer

Attest:

  
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Katie Brooks  
Human Resources/City Clerk