



City of Newport Snow Plowing Policy

The City of Newport, 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.

1. When Will the City Start Snow or Ice Control Operations?

The Public Works Superintendent or Assistant Public Works Superintendent will decide when to begin snow or ice control operations. The criteria for that decision are:

- A. Snow accumulation of two (2) inches or more or request from emergency personnel.
- B. Drifting of snow that causes problems for travel;
- C. Icy conditions which seriously affect travel; and
- D. Time of snowfall in relationship to heavy use of streets.

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently snowplowing operations will not generally be conducted for snowfall of less than two (2) inches.

2. 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. The discharge shall go onto the boulevard area of the street. Snow on cul-de-sacs in an R-1 Zone will normally be plowed to the center in an attempt to provide the largest turning radius possible for emergency vehicle ingress and egress. When a plow goes on a bridge, the driver shall slow down so snow does not go over the bridge, if possible. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

3. Snow Removal

The Public Works Superintendent or Assistant Public Works Superintendent will determine if and when snow will be removed from the area by truck. 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 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.

4. Priorities 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 classified as "Snow Plow Routes" 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 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 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 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.

5. Work Schedule for Snowplow Operators

Snowplow operators will be expected to work their assigned shifts. In severe snow emergencies, operators sometimes have to work longer shifts, but will be paid overtime for hours in excess of 40 per week, or pursuant to any collective bargaining contract language. While work breaks are not guaranteed, generally operators will take breaks in accordance with City policy, provided the breaks do not interfere with City services or operations. In addition, operators will be allowed sufficient time to eat a meal during any shift which is eight or more hours, or as provided in the collective bargaining agreement.

6. Traffic Regulations

The City recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169.035 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 169.035, 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 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.

7. Weather Conditions

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 and ice control operations include: severe cold, significant winds, and limited visibility.

8. Use of Sand, Salt, and Other Chemicals

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.

9. Pedways and sidewalks

The City will maintain some of the pedways in the City. The list of those pedways is attached. As there are a limited number of personnel available, the City will only maintain these pedways after the streets have been plowed. It is the responsibility of the resident and/or property owner to remove all accumulated snow from all other sidewalks along public streets adjoining their property. This includes any snow plowed from public streets onto the sidewalk.

10. Mailboxes

Damage to a mailbox is a risk that snowplow operators face during their winter plowing requirements. The City will conduct a review of each mailbox damage claim to determine, whether the City has any legal responsibility for the damage and if so, to replace or provide reimbursement for the mailbox. The City accepts responsibility for structures that are obvious or are marked and which have been damaged by physically being struck by a plow blade, wing or other piece of equipment. Mailboxes, lights, etc. should be constructed well enough to withstand the impact of snow rolling off a plow or a wing. Repair of damage that results from such snow impact is the responsibility of the residents. If the City, in its discretion, determines that reimbursement or replacement is appropriate, the City may:

- A. At the mailbox owner's request, replace the mailbox with a standard size, non-decorative metal mailbox and replace the support post as necessary or as provided by the public works design manual, both which will be installed by the City;
- B. Provide reimbursement in a reasonable amount for the mailbox and support posts that meet the City's ordinance standards, as well as state and federal requirements for mailbox size, support and placement.

11. Boulevards

Repair and or replacement of bushes and other landscaping material which has been installed within the City's boulevard area are the responsibility of the property owner if damage occurs from snow plowing. Sand that has been deposited in the boulevard area by plowing operations is also the responsibility of the property owner.

12. Complaint Procedure

Complaints will be recorded on telephone logs. Calls requiring service will be transferred to a work request and forwarded to the appropriate supervisor for scheduling. Emergency complaints will be handled in an expeditious manner as resources are available.

13. Deviation From Policy

The Superintendent of Public Works or Assistant Public Works 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 circumstances. Changes in priorities (lasting more than 4 hours) will be documented as to what caused such actions, why the change was necessary, and for how long the change is to be in effect. Those City employees and/or contractors affected will be notified immediately by radio or cell phone of such changes with all communications logged. Information logged will include the time and date of the communication, name of employee contacted, and how they were contacted. Any changes of priorities lasting more than 24 hours should be made in a written record and the public should be informed of such changes through normal methods used by the City for emergency notifications.

14. Review and Modification of Policy

The Superintendent of Public Works shall keep on file all comments and complaints received regarding this policy. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.

RESOLUTION NO. 2011-35

A RESOLUTION APPROVING THE CITY OF NEWPORT'S POSITION ON TRAIL MAINTENANCE FOR THE WINTER SEASON.

WHEREAS, the City of Newport has been responsible for the maintenance of the trails and pedestrian bridges associated with the Highway 61/Wakota Bridge project; and

WHEREAS, the City feels it's important to keep the pedestrian bridges and certain trails maintained in the winter for residents to utilize; and

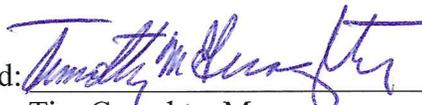
WHEREAS, time constraints, a lack of sufficient resources, lack of pedestrian use, and the relentless wear on the City's equipment has limited the City of Newport's ability to properly maintain many of these trails on a consistent basis throughout the winter months.

NOW, THEREFORE, BE IT RESOLVED, That due to time constraints, a lack of sufficient resources, lack of pedestrian use, and the relentless wear on the City's equipment, the City of Newport will only be conducting winter trail maintenance on the two pedestrian bridges along with the paved trails between the two pedestrian bridges along 7th Avenue and Hastings Avenue and along Glen Road from Hastings Avenue up to Loveland Park.

Adopted by this council this 3rd day of November, 2011.

Motion by: Sumner, Seconded by: Ingemann

VOTE:	Geraghty	<u>Aye</u>
	Ingemann	<u>Aye</u>
	Sumner	<u>Aye</u>
	Gallagher	<u>Aye</u>
	Rahm	<u>Aye</u>

Signed: 
Tim Geraghty, Mayor

ATTEST: 
Brian Anderson, City Administrator