

# **CITY OF ROSEVILLE STREETS AND PARKING LOT SNOW AND ICE CONTROL POLICY**

## **BACKGROUND**

The Twin Cities metropolitan area averages 49” of snow per season. We have approximately a trace or more of snow on the average of 74 times each season and 1” or more an average of 9 times. Snowfalls of 3” and up occur about 4 times and 6” or more of snowfall an average of 1 time per season.

The City of Roseville annually budgets funds for the removal of snow and ice from the city maintained street system and city parking lots. Reasonable snow and ice control is necessary for routine travel and emergency services. The City will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns.

Responsibility for directing and coordinating snow and ice control operations is assigned to the Street Maintenance Division of the Public Works Department. Snow and ice control will have top priority in the Public Works Department and is considered emergency in nature. The City will use in-house staff, equipment, and/or private contractors when necessary to provide this service. Snow and ice control may be suspended at any time the Public Works Superintendent, Street Maintenance Supervisor, or their designee determines that rising or falling temperature, visibility, and/or the rate of accumulation makes the control unsafe, ineffective, or unnecessary.

The City of Roseville has 123 centerline miles of roadway under its jurisdiction. The City also maintains 41 parking lots at various city facilities. Providing snow and ice control is a monumental task. Operators use 30,000-pound trucks with 14’ snowplows to move tons of snow. The obstacles and hazards as seen by snowplow operators are parked cars, garbage cans, vehicles traveling too fast and close to the plow, and especially important, children sliding and building snow forts too close to streets. At any given time during the winter months, there can be equipment plowing or applying ice control material on streets or parking lots. The following is a guide explaining our purpose and operations for winter snow removal and ice control.

## **Goals**

- ◆ Monitor in conjunction with the Police Department and Parks & Recreation Department, weather and road conditions 24 hours per day.
- ◆ Maintain streets and parking lots in a safe driving condition.
- ◆ Allow for emergency vehicle access during snow and ice events.
- ◆ To have streets and critical parking lots plowed full width within 10 hours after the snow has quit falling.
- ◆ Perform snow removal and ice control tasks in a timely manner.
- ◆ Perform all maintenance tasks equally and in the best interest of Roseville taxpayers.
- ◆ To communicate with residents on how they can work together with Public Works in keeping streets safe and clear of snow.
- ◆ To inform the Police department, City Administration, and residents of the progress of snow removal operations as conditions permit.

## **SNOW AND ICE CONTROL POLICY**

### **Streets**

The start of snow and/or ice control operations for any storm is dependent upon immediate and anticipated conditions. Because of the many weather variables encountered, maintenance requirements differ for each snow and ice event. General winter maintenance requirements have been established for different snow and ice events as follows:

- ◆ Freezing rain, sleet, black ice, and freeze/thaw. These types of events are based on changing weather conditions. The Street Maintenance Supervisor will determine the required ice control response based on current and forecasted conditions. The response may vary from 1 unit to full fleet applying ice control material.
- ◆ Snowfall of less than 2". General snow plowing may not be necessary and normal ice control procedures may be adequate to produce safe winter driving conditions. The Street Maintenance Supervisor may deem plowing necessary if a series of less than 2" snowfalls has caused a buildup of snow on City streets.
- ◆ Snowfall of 2" to 6". Typically, snow removal begins as soon as practical after snowfall has ended. Once continuous accumulation reaches 2", the City's parking ban on City streets takes effect (see City Ordinance 602.09). Depending on the timing of the snowfall event, every effort is made to provide motorists with safe winter driving conditions prior to critical time periods. The most critical time periods are weekday morning and evening rush hours. The City will attempt to remove ice and snow from the City maintained collector and priority streets prior to rush hour periods. Normally, collector and priority streets are plowed first. Once the collector and priority areas are plowed and opened, the remaining streets in the residential, commercial, and industrial areas will be plowed and ice control applied.
- ◆ Snowfall greater than 6". Each plow route has a system of collector, priority, and secondary streets that link neighborhoods, major arterials, and facilities such as schools, health care facilities, etc. Depending upon the duration of any snowfall event, it may be necessary to continually clear priority streets in order to assure public safety. Once snowfall has ceased, priority streets within each route will be cleared before snow removal begins on secondary streets. Ice control measures will follow once streets are plowed full width.

Each year the Public Works Department Street Maintenance Division reviews and makes changes as deemed necessary to a map (Exhibit A) showing the city maintained street system and snow plow routes. Equipment is assigned to each route based on availability and the effort required for the control of snow and ice. The routes will be periodically revised to correspond with the budgetary, equipment, and personnel resources available. Within each route, the collector and priority streets are defined along with streets and highways within the city limits that are maintained by other government agencies. Streets and highways within the community that are maintained by Ramsey County and the Minnesota Department of Transportation will be maintained under the county and state maintenance policies.

Snow and ice removal operations will be conducted only when weather conditions do not endanger the safety of employees or equipment and operations are effective. Under

severe conditions, limited visibility, or where weather patterns suggest additional ice and snow, streets may not be plowed “full width” and plowing in some areas may be delayed. Factors that may delay snow and ice control operations may include severe cold, significant winds, limited visibility, and rapid accumulation of snow.

### Parking Lots

General winter maintenance requirements for parking lots have been established for different snow and ice events as follows:

- ◆ Freezing rain, sleet, black ice, and freeze thaw. These types of events are based on changing weather conditions. Critical parking lots will have ice control material applied as soon as practical as determined by the Street Maintenance Supervisor or Park Maintenance Supervisor. The remainder of winter use parking lots will be monitored for safe conditions and ice control application after all streets and critical lots have been completed.
- ◆ Snowfall of less than 2”. Plowing may not be necessary and ice control procedures may be adequate to produce safe winter conditions. The Street Maintenance Supervisor and Park Supervisor will determine if snow depth or drifting will require plowing of parking lots.
- ◆ Snowfall greater than 2”. Snow removal on critical parking lots will begin as soon as practical after snowfall has ended. These lots will be plowed simultaneously or immediately after street plowing is completed. All other winter use parking lots will be plowed as equipment and personnel become available after emergency plowing is completed. During extremely heavy snow events, critical parking lots maybe plowed before snowfall has ended to allow for emergency vehicle access and city business to be conducted.
- ◆ Each year the Public Works Department Street Maintenance Division and the Parks & Recreation Department Maintenance Division will review and make changes to a map showing city parking lots (Exhibit F), their priority level (critical or winter use) and department of responsibility.

### EQUIPMENT

The City will acquire, maintain, repair, and replace equipment on a timely basis, as the City’s established budget will allow. To provide for utilization of equipment in a cost-effective manner, the City may use city trucks, motor graders, front-end loaders, and other regular equipment as may be useful for control of snow and ice.

### DISPATCHING EQUIPMENT

The start of snow and ice control operations for any storm is dependent upon immediate and anticipated conditions. The Street Maintenance Supervisor or his designee will determine the dispatching of equipment. Plowing and/or sanding operations may occur during a regular work shift 7:00 a.m. to 3:30 p.m. or on an emergency call-out basis.

### HOW SNOW WILL BE PLOWED FROM COLLECTOR, PRIORITY, AND RESIDENTIAL STREETS

The City is divided into 11 plow routes and 2 cul-de-sac routes (Exhibit A). Snow will be plowed in a manner so as to minimize traffic obstructions. The center of the street will be plowed first. The snow will then be pushed from left to right with discharge going onto the boulevard area of the right-of-way. The street is cleared curb to curb. The Street Maintenance Division will not be responsible for plowing snow from any sidewalk

and/or driveway except under unusual circumstances. Putting snow on City streets from private property is in violation of Minn. Stat. 160.2715, Right-Of-Way Use Misdemeanors.

In cul-de-sacs, 1-ton trucks will try to minimize snow windrows in driveways and push the majority of the snow onto the boulevard.

### **SNOW STORAGE**

Ongoing snow and ice control efforts require the use of City owned right-of-ways and easements for storage of plowed snow. The right-of-way generally extends 10' to 16' behind the curb. Depending upon volume of snow, storage within the right-of-way could create sight obstructions at intersections. Intersection conditions will be reviewed case by case and resolved by appropriate methods.

Where space does not allow for snow to be piled outside the driving lanes, the City will remove the snow by hauling. Timing of such hauling will be at the discretion of the Public Works Superintendent, Street Maintenance Supervisor, or their designee.

### **ICE CONTROL**

The City of Roseville does not guarantee that streets or parking lots will be free of snow and ice after plowing. Bare, dry pavement should not be expected and may not be continuous on City streets throughout the winter months. The City attempts to maintain adequate traction for the motoring public.

Planning for a winter storm is difficult. The differences in rate of rain, sleet, snowfall, moisture content, temperature, time of day, and wind make each storm unique. Melting conditions may also require some level of ice control.

Ice control operations may consist of as few as a single truck applying material on isolated areas to the full fleet applying material citywide during a major ice control event. See Exhibit E for typical ice control routes.

In order to remain cost effective, the Street Division will provide ice control measures at intersections of collector streets, priority streets, residential streets, hills, and curves. Ice control material will also be applied as deemed necessary on residential streets and at the beginning of cul-de-sacs. A variety of ice control products are available and City staff is continually monitoring the effectiveness, environmental impact, and cost of each. The Public Works Superintendent and Street Maintenance Supervisor will determine the appropriate combination of chemicals and sand to effectively control ice in the given weather conditions. Effect on the environment is of the highest priority in selection of ice control products.

The City cannot be responsible for damage to grass or driveways caused by the ice control products and will not make repairs or compensate residents for ice control products damage to turf or driveways.

### **PARKING ON CITY STREETS**

Providing quality snow removal on City streets requires the street to be free of vehicles or other obstacles. Parking on City streets is not allowed after a continuous 2" accumulation of snow for up to 48 hours or until the street is plowed full width, see City Ordinance

**PLOWING AND/OR SANDING OF PRIVATE PROPERTY**

Unless there is direct benefit to the City operations or unless emergency vehicles need access, there will be no plowing or ice control of private property with City equipment.

**MAILBOXES**

In those instances in which the U. S. Postal Service does not provide door-to-door delivery, it is necessary for property owners to install mailboxes on the city right-of-way immediately adjacent to the street curb. While the installation of mailboxes on City owned right-of-way is permitted, the mailbox owner assumes all risk of damage except where a mailbox is damaged through **direct contact** by snow removal vehicles. If the mailbox is damaged due to **direct contact** by a snow removal vehicle, the City at its option will repair or replace the mailbox. The City will replace with a standard metal mailbox and a 4' x 4' treated post. The City will reimburse up to \$40 provided the owner has contacted the Public Works Superintendent or Street Maintenance Supervisor within 72 hours for verification and authorization. The property owner will be required to submit an itemized statement of materials. Newspaper boxes installed under mailboxes do not allow for snow equipment to pass under and can cause an **indirect** hit to the mailbox. See Exhibit B for City and postal mailbox standards.

A property owner assumes all risks 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.

If a mailbox is damaged due to **indirect contact**, including the force of snow generated by the snow removal vehicle, the City assumes no responsibility. It is necessary for homeowners in this climate to use materials and construct mailboxes that will withstand the force of a snow windrow off the end of a snowplow.

**MAIL DELIVERY**

The snowplow 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.

**LANDSCAPING**

Landscaping, including nursery and inanimate materials that are installed by a property owner or encroach on City right-of-way and are allowed by City ordinance will be the responsibility of the owner and the owner will assume all risk. Damage to trees, shrubbery, and other landscaping will not be considered for compensation. The City cannot control drift or discharge of snow from a snowplow or snow blower.

The City will assume no responsibility for damages incurred as the result of snow removal and ice control activities. The City at its option will repair by reseeding or replacing sod that is removed as the result of plowing activities. The City at its option may replace, trim, or remove landscaping including shrubbery, trees, and inanimate objects, which are hazardous to snow removal.

## **LAWN SPRINKLING, LIGHTING SYSTEMS, AND PERSONAL PROPERTY**

The City will assume no responsibility for damage to above the ground or underground lawn sprinkling systems, exterior lighting systems, and similar landscaping installed in City owned right-of-way. The City will assume no responsibility for personal property that is being stored on the City right-of-way.

## **DRIVEWAYS**

One of the most frequent and irritable problems in removal of snow from public streets is the snow deposited in driveways during plowing operations. Snow being accumulated on the plow blade has no place to go but in the driveway. The amount of snow deposited in the driveways may be significant but is unavoidable due to the nature of snow removal. The depth of snow in any given driveway is proportional to the depth of the given snowfall. The City will not clean driveways based on financial restraints and available personnel.

## **RESPONSIBILITY**

### Streets:

The Public Works Superintendent and Street Maintenance Supervisor with assistance from the police department will monitor the street conditions to determine the timing and the number of crews necessary to clear the City maintained public street system.

The Public Works Superintendent, Street Maintenance Supervisor, or in their absence the designated representative, has the responsibility of determining plow routes and sequencing of operations in accordance with the priorities as established in Exhibit A. The Street Maintenance Supervisor or his designee will retain the latitude to adjust sequencing or route assignments based on storm conditions, equipment availability, and/or other conditions warranting changes.

### Parking Lots:

The Street Maintenance Division along with the Parks Maintenance Division will monitor conditions in parking lots to determine timing and equipment and staff necessary to provide snow and ice control in city parking lots.

The Street Maintenance Division is responsible for snow and ice control in all parking lots within the City Center Campus, including the City Hall lots, Fire Station #1 lots, maintenance garage lots, and Ice Skating Center lots.

The Parks Maintenance Division is responsible for snow and ice control on all other city parking lots. As in other areas of maintenance, divisions assist each other as available and necessary to carry out snow and ice control operations.

## **STAFFING**

As snow and ice control on city streets and critical parking lots is considered emergency in nature, all maintenance divisions, including streets, utilities, and park maintenance staff will be called upon to ensure all necessary equipment is utilized for each snow and ice event as determined by the Public Works Superintendent or Street Maintenance Supervisor.

## **COMPLAINTS AND REQUESTS FOR FURTHER SERVICE**

Complaints and requests for further services regarding snow and ice control or damage will be taken during normal working hours and handled in accordance with City procedures. Complaint and requests for further services should be directed to Public Works Street Department. Complaints and request for further services will be handled on a priority basis. Response time should not exceed 24 hours after snow has ceased unless conditions or operations prevent the Superintendent or Supervisor to respond.

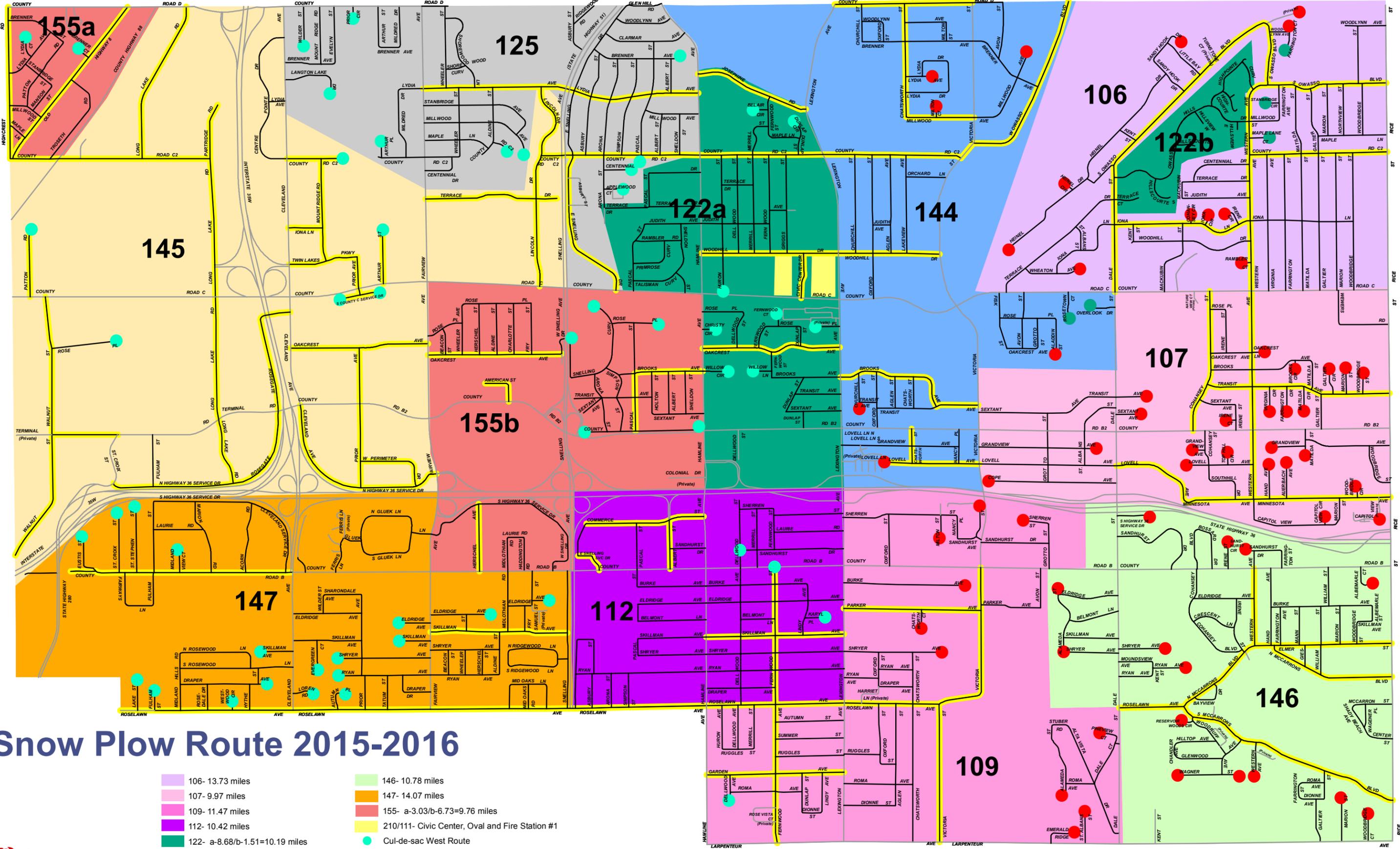
Emergency requests for service should be directed to the Public Works Department at 651-792-7004 during regular business hours or after hours to the Roseville Police Department at 651-767-0640 where on-call staff will be notified to respond. It should be understood that responses are to ensure that the provisions of the policy have been fulfilled and that all residents have been treated uniformly.

## **REVIEW OF POLICY**

The City will keep on file comments and complaints received regarding this policy. This policy will be reviewed annually. The review will consider comments received since the last review.

## **EXHIBITS**

- Exhibit A: Large citywide map with plow routes
- Exhibit B: City and postal installation requirements for mailboxes
- Exhibit C: Snowplow visibility diagram
- Exhibit D: Roadway clearing diagram
- Exhibit E: Map of Ice Control routes, 2-6 routes
- Exhibit F: Map of City Parking lots



# Snow Plow Route 2015-2016

- 106- 13.73 miles
- 107- 9.97 miles
- 109- 11.47 miles
- 112- 10.42 miles
- 122- a-8.68/b-1.51=10.19 miles
- 125- 11.13 miles
- 144- 10.75 miles
- 145- 11.21 miles
- 146- 10.78 miles
- 147- 14.07 miles
- 155- a-3.03/b-6.73=9.76 miles
- 210/111- Civic Center, Oval and Fire Station #1
- Cul-de-sac West Route
- Cul-de-sac East Route
- Cul-de-sac Route 122
- Collector Streets



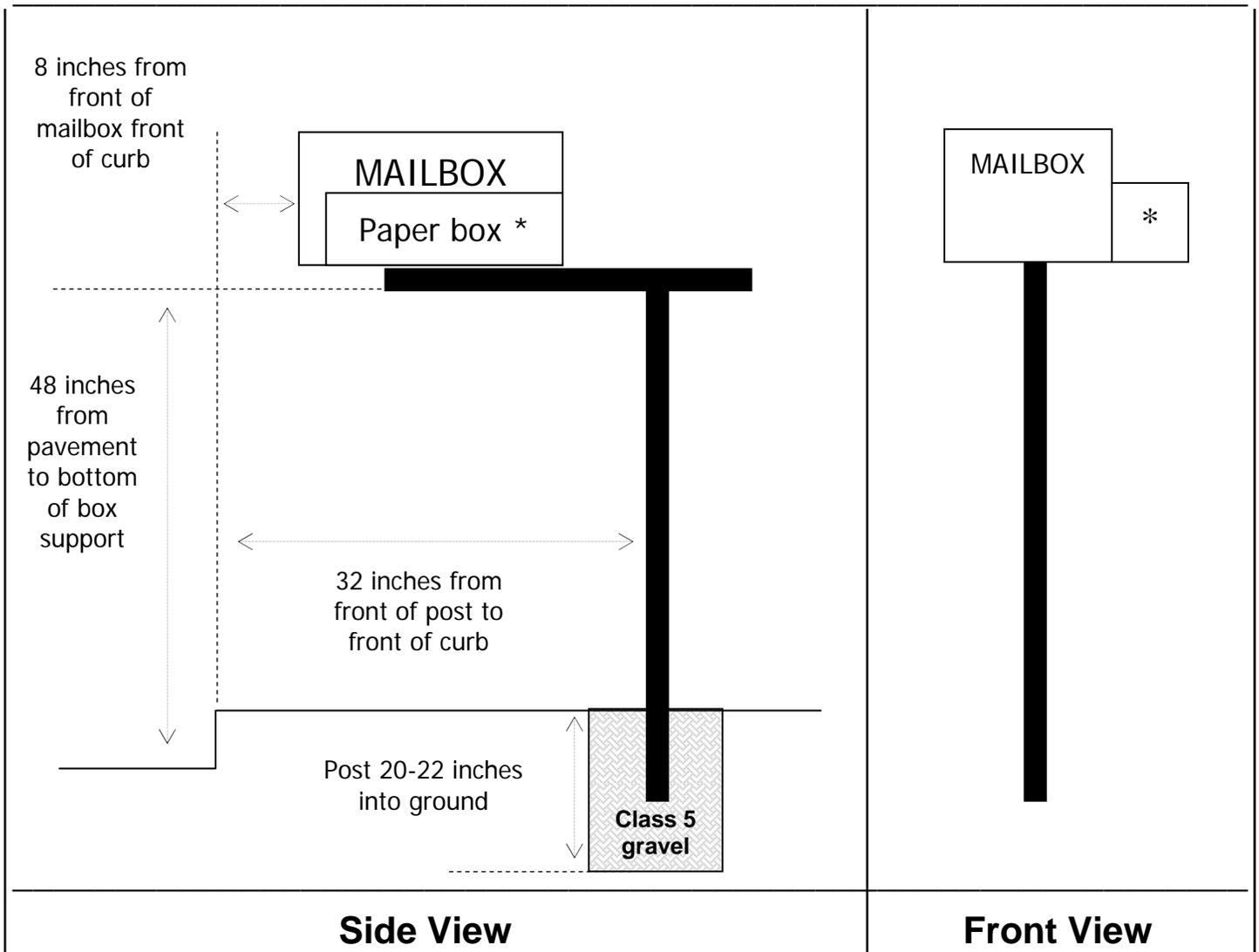
Data Sources and Contacts:  
 \* Ramsey County GIS Base Map (10/01/15)  
 \* City of Roseville Community Development  
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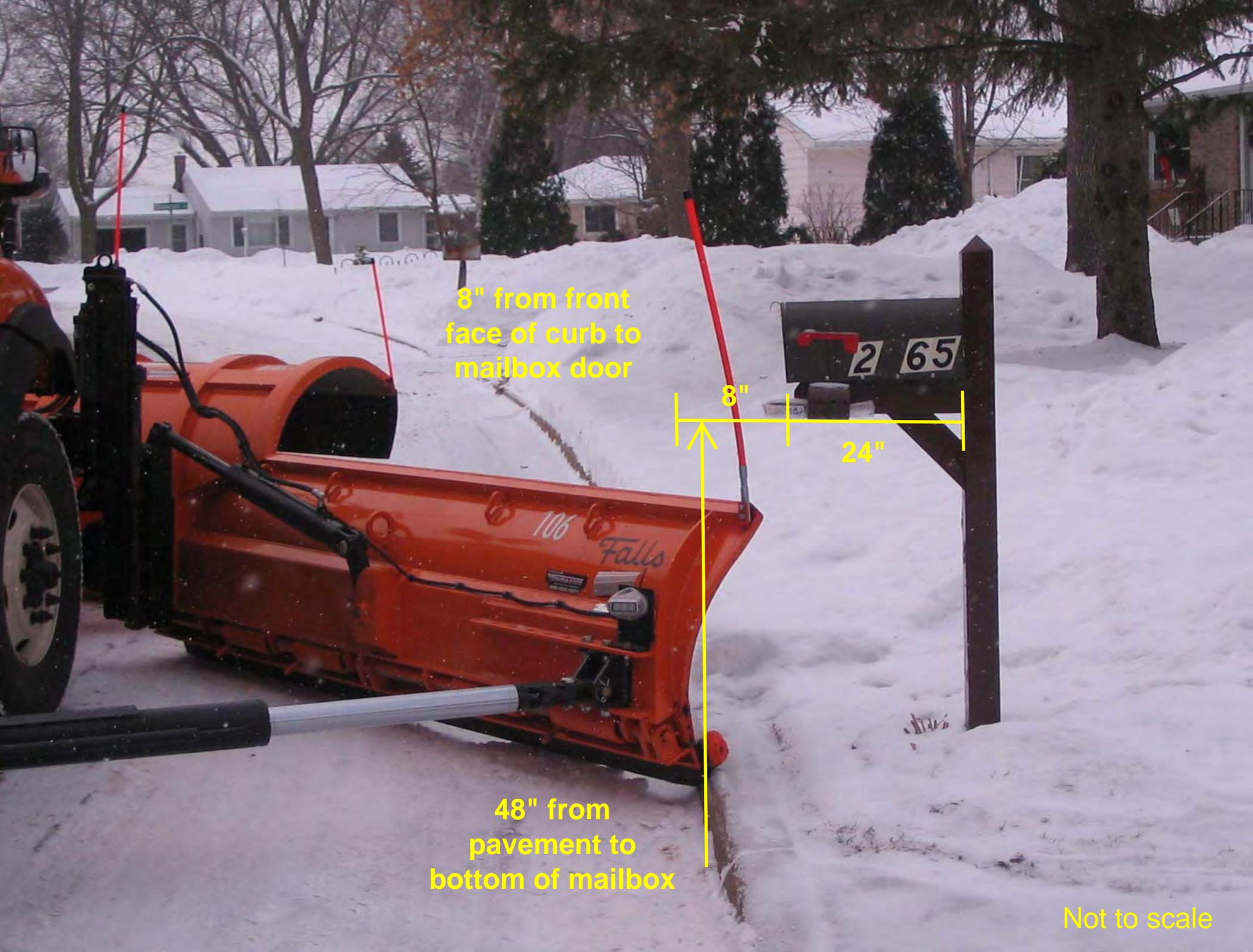
# MAILBOX STANDARD INSTALLATION



(Not to scale)

## NOTES:

- Box must be located so carrier can serve without leaving vehicle.
- Have box extend as far in front of support post as possible, but 8 inches from front of curb.
- Address must be on side of box from which carrier approaches in letters about 1" high. (Or on front where boxes are grouped.)



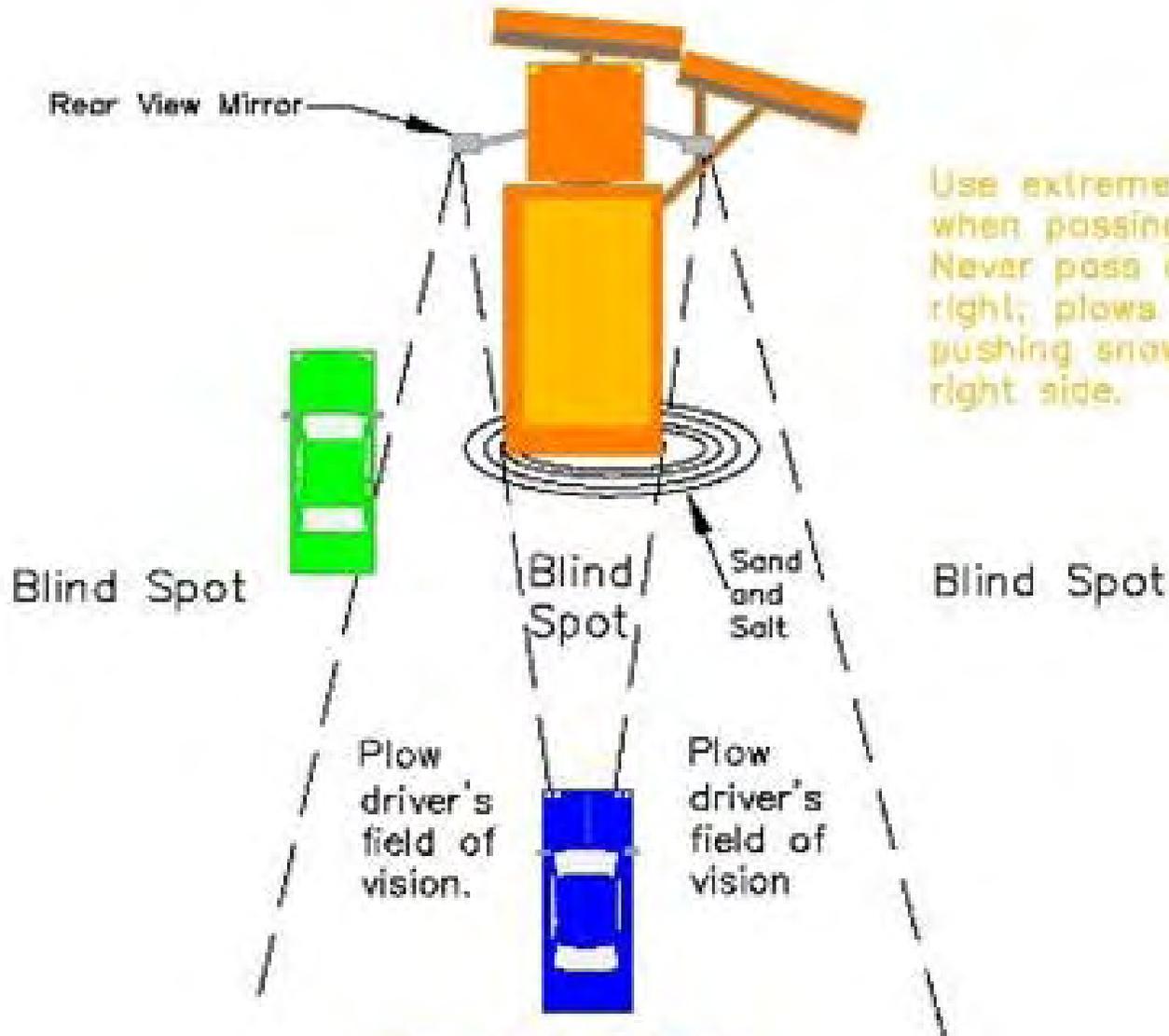
8" from front face of curb to mailbox door



48" from pavement to bottom of mailbox

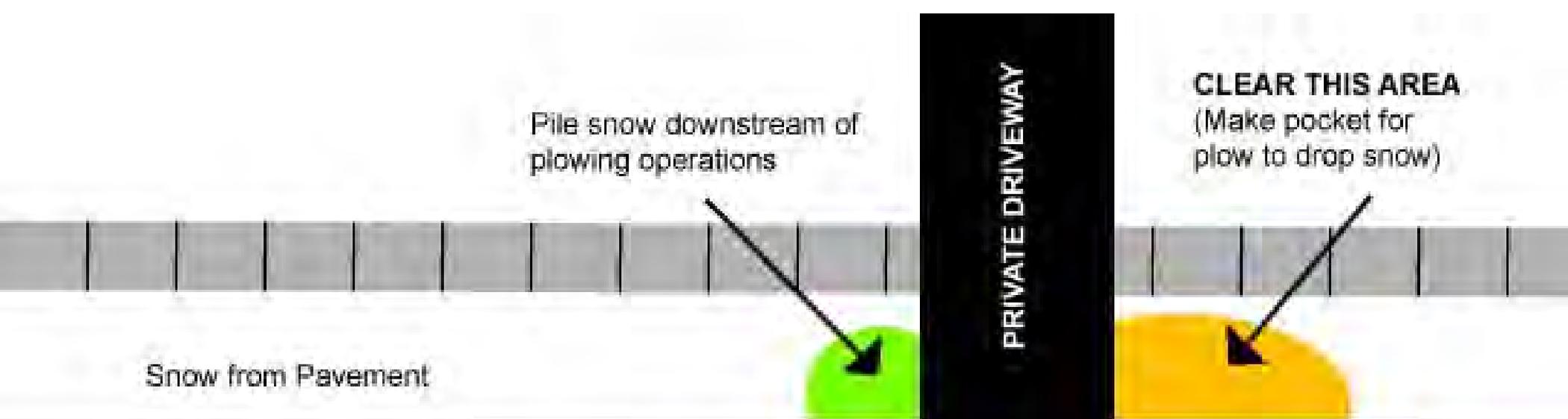
Not to scale

Don't assume plow drivers see you.  
Their field of vision is limited.

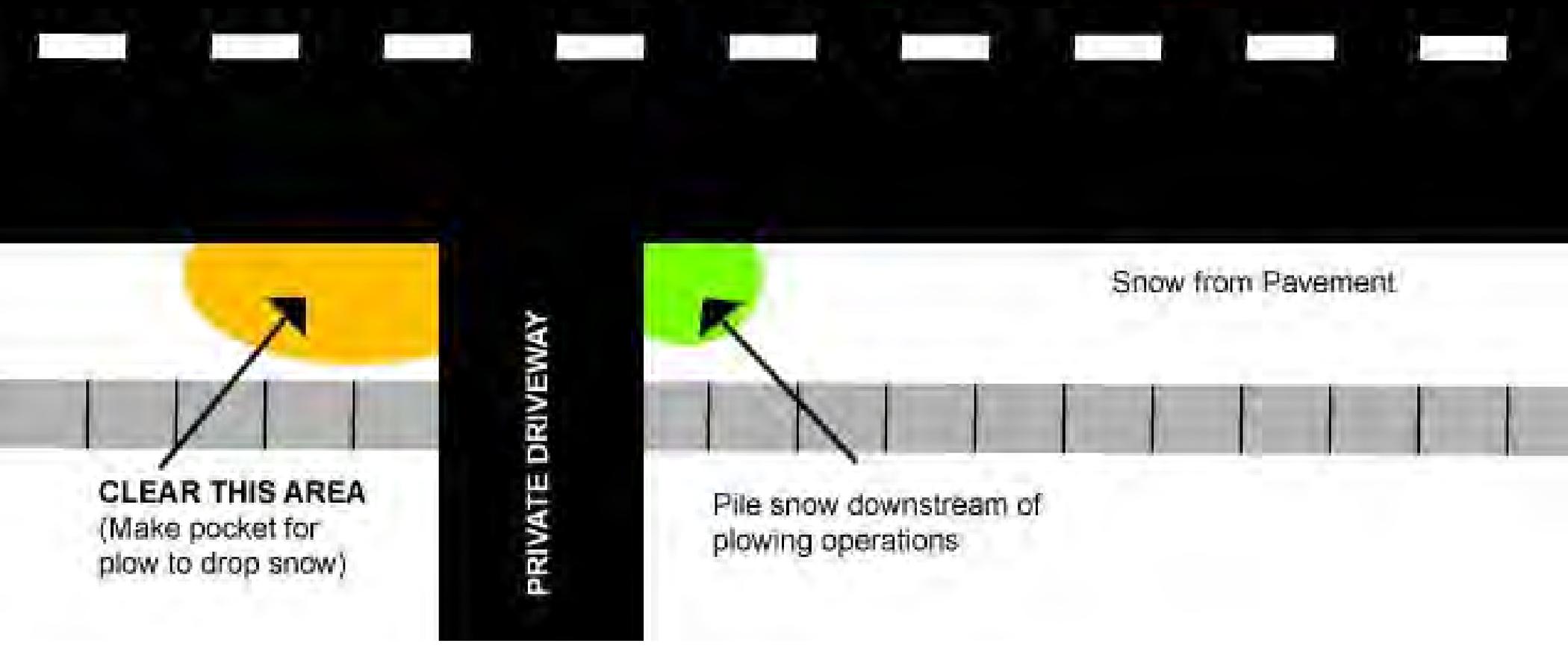


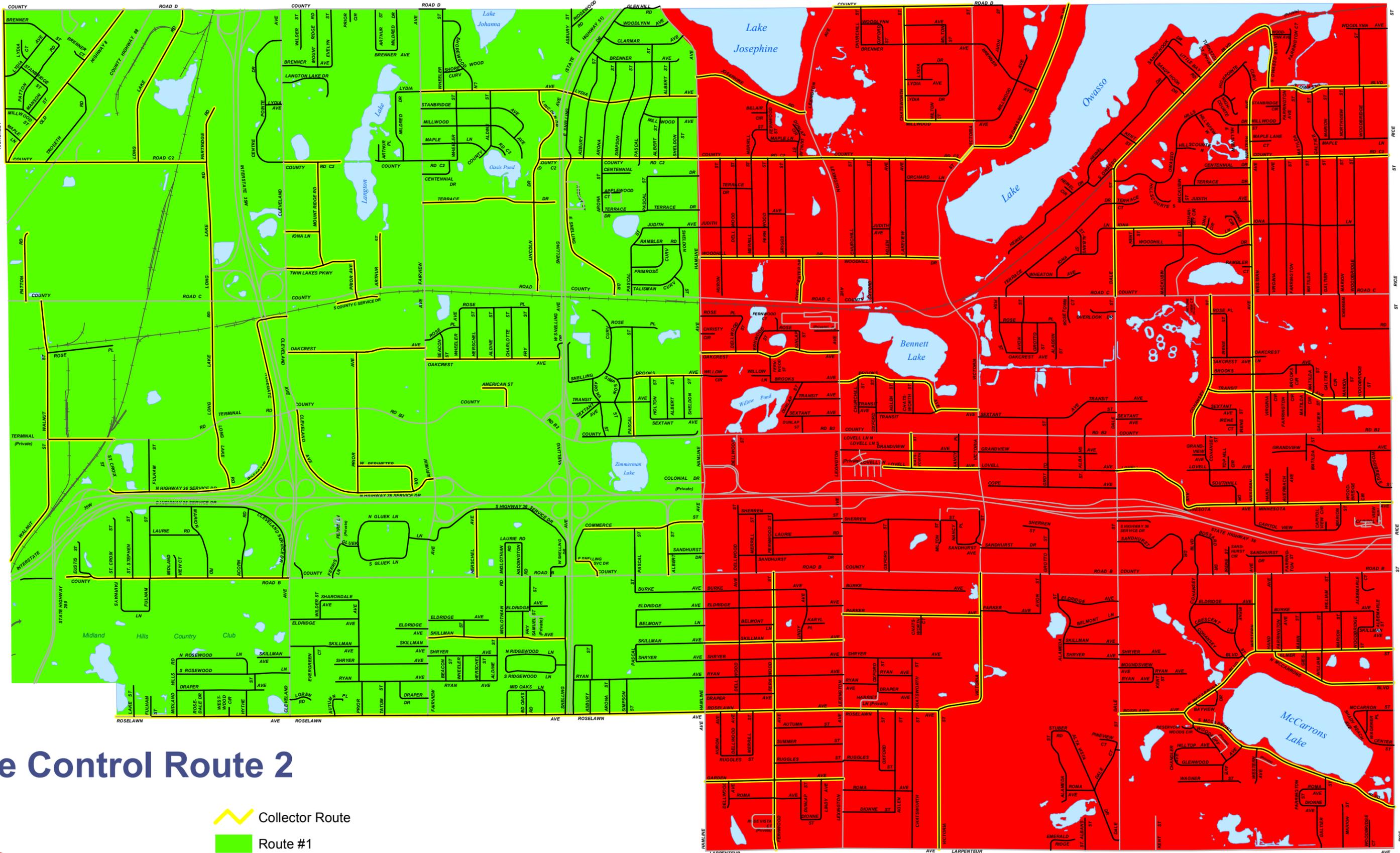
Use extreme caution  
when passing a plow.  
Never pass on the  
right; plows are usually  
pushing snow to the  
right side.

Stay back 200 feet.  
If you can't see the  
plow's mirrors, the  
driver can't see you.



## CLEARED ROADWAY AREA





# Ice Control Route 2

-  Collector Route
-  Route #1
-  Route #2



Prepared by:  
Engineering Department  
October 10, 2014

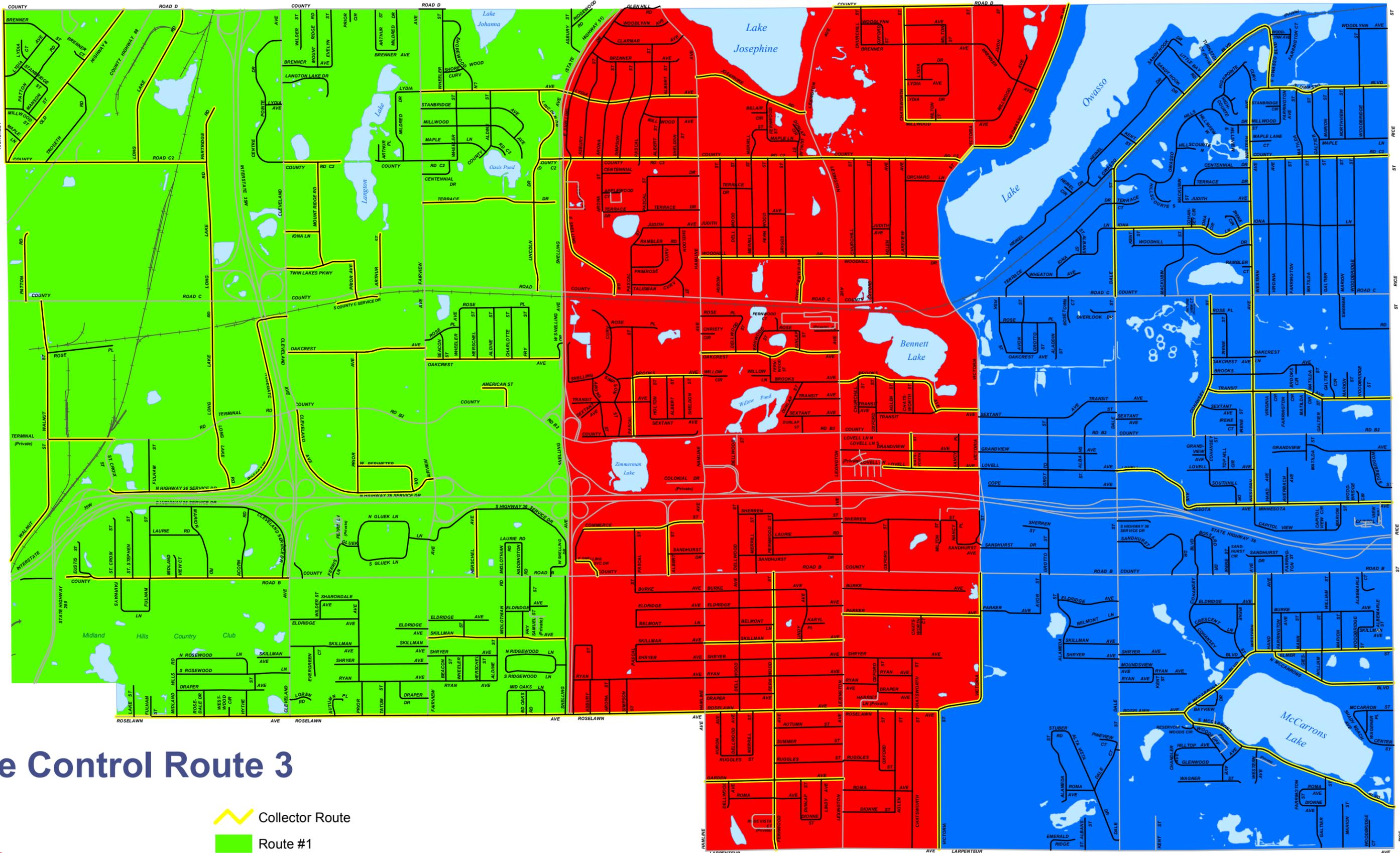
Data Sources and Contacts:  
 \* Ramsey County GIS Base Map (10/01/14)  
 \* City of Roseville Engineering Department  
 For further information regarding the contents of this map contact:  
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# Ice Control Route 3

-  Collector Route
-  Route #1
-  Route #2
-  Route #3



Prepared by:  
Engineering Department  
October 10, 2014

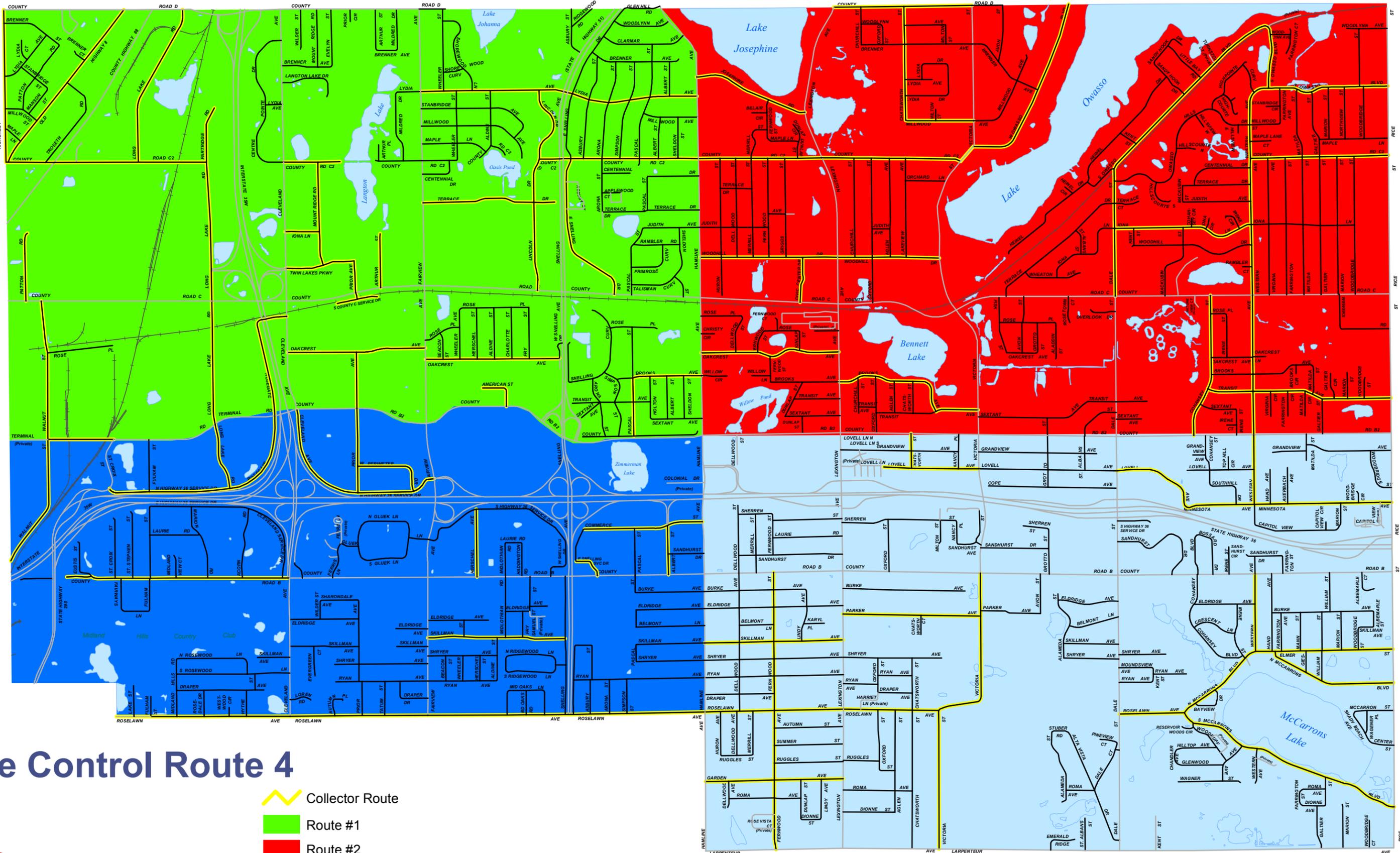
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# Ice Control Route 4

-  Collector Route
-  Route #1
-  Route #2
-  Route #3
-  Route #4



Prepared by:  
Engineering Department  
October 10, 2014

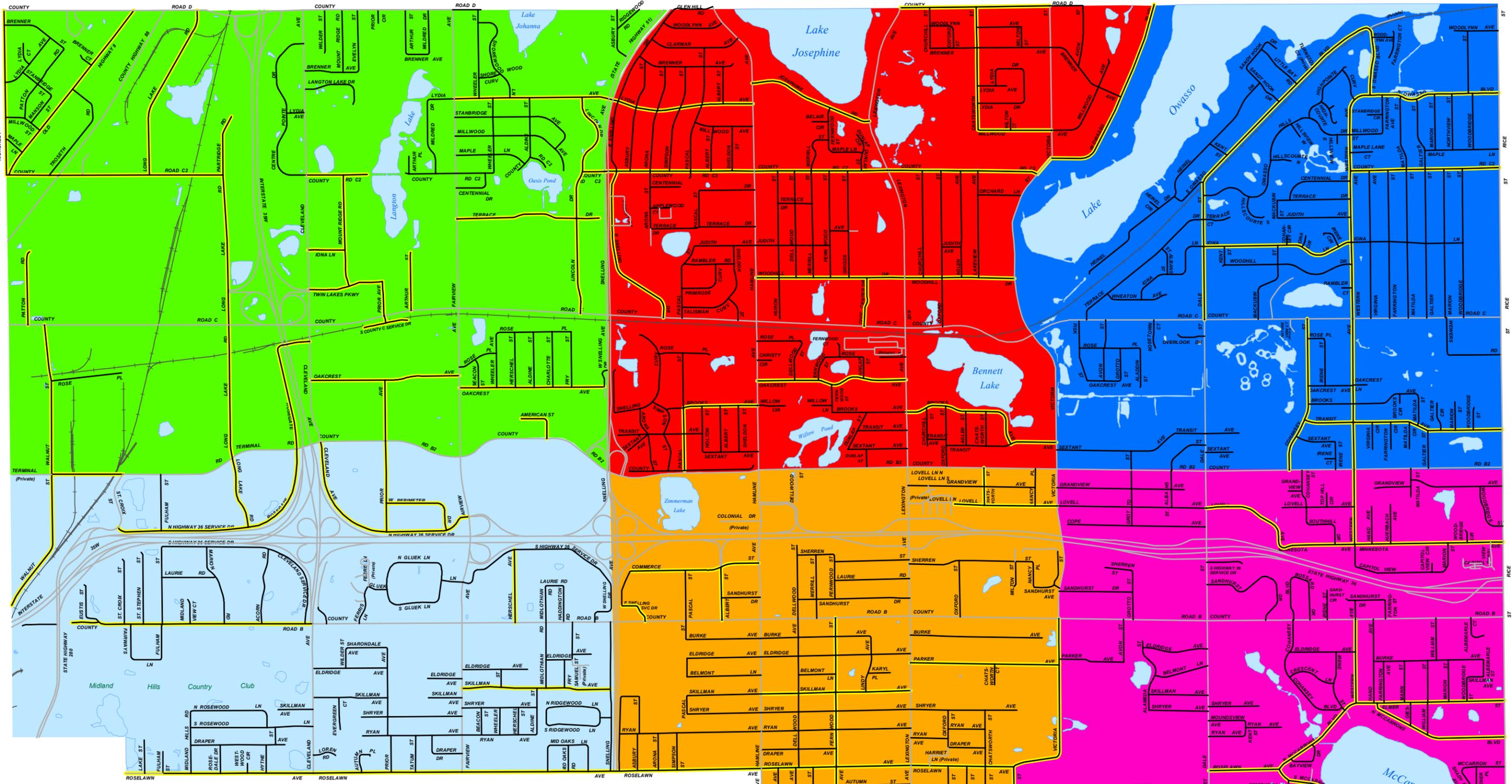
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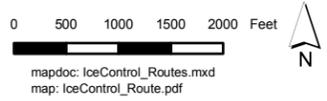


# Ice Control Route 6

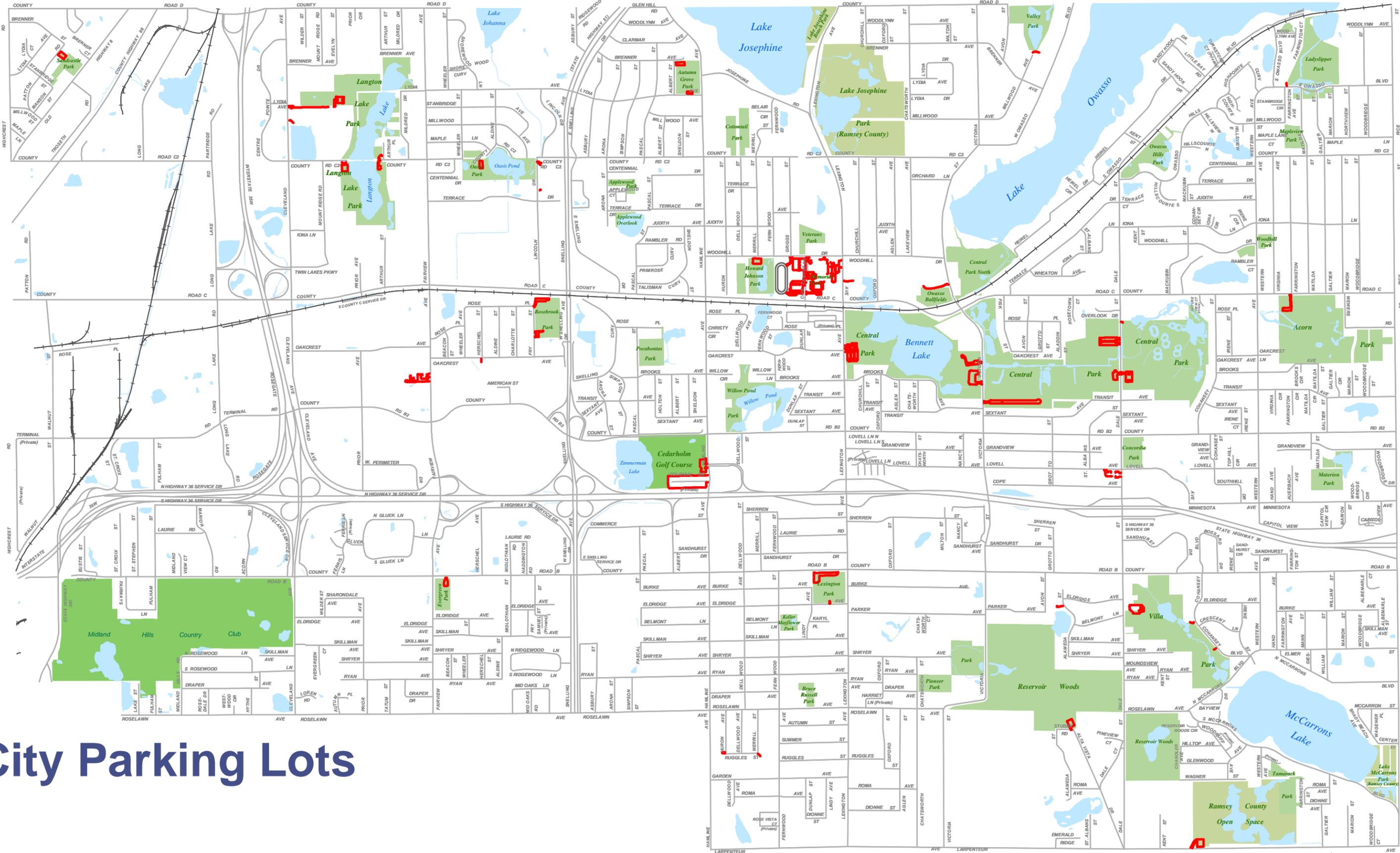
-  Collector Route
-  Route #1
-  Route #2
-  Route #3
-  Route #4
-  Route #5
-  Route #6

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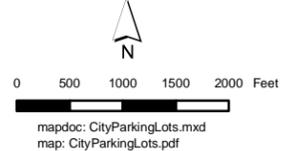
# City Parking Lots



Prepared by:  
Engineering Department  
October 8, 2009

**Data Sources and Contacts:**  
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