

CITY OF BAGLEY STREET DEPARTMENT

SNOW PLOWING POLICY

I. PURPOSE AND NEED FOR POLICY

The City of Bagley believes that it is in the best interest of the residents for 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 provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The City will primarily use City personnel and equipment, but on occasion may use contractors for snow removal.

II. COMMENCEMENT OF OPERATIONS

The Street Superintendent will decide when to begin snow or ice control operations. The Public Safety Division will assist the Street Department in monitoring street conditions and will notify the Street Department of snow and ice conditions needing attention. The main criteria for that decision are:

- a. snow accumulation of two (2) inches or more
- b. drifting of snow that causes problems for travel
- c. icy conditions which seriously affect travel
- 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. Normal snow plowing and snow removal operations commence at midnight. However the start of snow and ice removal operations from any storm is dependent upon immediate and anticipated conditions.

III. METHOD OF PLOWING SNOW

Snow will be plowed in a manner so as to minimize any traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from the left to the right. The discharge shall go onto the curb area of the street.

IV. SNOW REMOVAL

The Street Superintendent will determine when snow will be removed by truck from the snow removal areas. Such snow removal will occur in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snow

plowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel and budget availability. From time to time, the City may blow snow off the street further onto the City right of way. Property owners will not be notified when this occurs. 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.

V. PLOWING PRIORITIES

The City has prioritized city streets based on street functions, traffic volume, and importance to the general welfare of the community. Streets classified as "First Priority Routes" will be plowed first. These are high volume streets that connect major sections of the city and provide access for emergency fire, public safety and medical services. The downtown business district and related alleys are "First Priority Routes."

The second priority streets are those streets providing access to schools, commercial businesses and other city owned properties. The third priority streets are low volume residential streets. The fourth priority areas are residential alleys.

VI. WORK SCHEDULE

Snowplow operators will be expected to work eight (8) hour shifts. In severe snow emergencies, operators may have to work in excess of these shifts. However, because of budget and safety concerns, no operator shall work more than a 12-hour shift in any 24-hour period. Operators can take a 15-minute break every 2 hours with a half-hour meal break after 4 hours. After a 12-hour day, the operators will be replaced if additional qualified personnel are available.

VII. WEATHER CONDITIONS

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of city employees and equipment. Factors that may delay snow and ice control operations include, but are not limited to: severe cold; significant winds; limited visibility; rapid accumulation of snow and/or ice. Also, at any time the Street Superintendent may determine that dropping temperatures, decreasing visibility and/or the rate of snow/ice accumulations make control operations unsafe or ineffective. Generally, operations shall continue until all roads are passable. Widening and clean-up operations may continue immediately or on the following working day depending upon conditions and circumstances. When possible, the City will provide access for emergency service vehicles during a major snow or ice storm.

VIII. USE OF SAND, SALT AND OTHER CHEMICALS

The City will use sand, salt and other chemicals when hazardous ice is found in the public right of way, or slippery conditions are discovered around intersections, near stop signs, and other isolated areas affecting public safety. This treatment is intended to provide for traction but is not intended to provide bare pavement during winter conditions. The city of Bagley will not sand entire streets, or private property.

IX. EQUIPMENT

The City shall acquire, maintain, repair, and replace equipment on a timely basis, as the City's established budgets shall allow. To provide for the utilization of equipment in a cost-effective manner, the City may use regular City trucks, motor grader, front-end-loader, and blower for control of snow and ice. When heavy snow removal equipment owned by the City breaks down the Street Department may rent equipment. Also, the Street Department may rent equipment to haul snow away from designated areas. The Clerk-Treasurer shall be notified of this decision immediately.

X. DAMAGE TO PERSONAL PROPERTY

Only those inanimate materials that are installed properly and allowed by Bagley Ordinance to be adjacent to streets and are damaged by actual contact with City equipment will be considered for repair or replacement at City expense. Damage to trees, shrubbery, and other landscaping will not be considered for damages. Damage to sod only on City-owned right of way that is removed as the result of plowing activities will be replaced at City expense. Top-dressing and seeding the following spring will repair the sod. Residents are requested to assist by watering the areas that are repaired. The City will not be responsible for damage to grass caused by the sand/salt mixture and therefore will not make repairs or compensate residents for salt damage to turf areas in the City right-of-way.

Damage to personal vehicles will be considered only if the vehicle(s) are legally parked and only if physically contacted by equipment.

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 contact by snow removal vehicles. If a mailbox is damaged through contact by a snow removal vehicle, the City, at its option, will repair or replace at a cost not to exceed \$30.00. 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. City snowplow operators make every effort to remove snow as close to the curb line as practical and to provide access to mailboxes for the Post Office. However, it is realistic to suppose mailbox damage given the size and type of equipment the City operates, and the large volume of snow that could be pushed off the streets. Final cleaning adjacent to mailboxes is the responsibility of each resident.

The City will assume no responsibility for damage to underground lawn sprinkling systems, exterior lighting systems, and similar landscaping installed in City owned right of way.

Except as otherwise provided in any license or franchise agreement, the City will only be responsible for damage to utility pedestals and transformers with the right of way resulting from direct contact by City snow and ice removal equipment. City liability shall be limited to actual costs to repair the damages as documented by invoices submitted to the City by the utility company.

XI. DRIVEWAYS

One of the most frequent and most 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 drivers make every attempt to minimize the amount of snow deposited in driveways, but the amount can still be significant. Based on staffing levels, City personnel do not provide driveway cleaning. Also, from time to time, the City may widen or scrape streets causing compacted snow chunks to accumulate in driveways. Property owners will not be notified when this occurs.

It is important for residents to understand that the City will first make all streets passable. Contractors who remove snow need to give the City an opportunity to finish with our snow plow operations first, before commencing with driveway clearing. The City will not reimburse property owners for any driveway clearing expenses.

XII. PERSONAL PROPERTY SNOW REMOVAL

All property owners need to use common sense when removing snow from their driveway and/or sidewalks. It is against this policy to pile or blow snow into the street, or around stop signs or to cause any traffic related hazards.

XIII. COMPLAINTS

Complaints regarding snow and ice removal or damage shall be taken during normal working hours and handled in accordance with the City's complaint procedures. Complaints involving access to property or problems requiring immediate attention shall be handled on a priority basis. Response time should not exceed 24 hours for any complaint. It should be understood that complaint responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly. It is the City's intention to log all complaints and upgrade this policy as necessary in consideration of the constraints of the City's resources.

XIV. SAVINGS CLAUSE

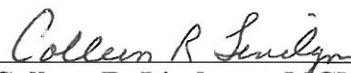
This policy is a guide for City staff and residents of the community. The City Street Department and Public Safety Department may deviate from this policy if they feel the best interest of the City will be served while considering unusual circumstances or emergency situations.

Whereupon said policy was declared duly passed and adopted by the City Council of the City of Bagley, on November 27, 2013.

BY:



Mayor Sidney F. Michel



Colleen R. Lindgren, MCMC
City Clerk Treasurer

CITY SEAL

CITY OF BAGLEY STREET DEPARTMENT

POTHOLE REPAIR POLICY

1. Introduction

The City of Bagley believes it is in the best interest of the residents for the City to do the maintenance of its city streets. An important part of street maintenance is the repair of potholes. The City will repair potholes 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. Pothole repair is part of the city's overall pavement management program.

2. Application

This policy applies to city streets. It does not apply to other government's roads that go through the City unless there is a specific agreement between the City and that other government.

3. When will the City repair potholes?

The Street Superintendent will decide when to conduct pothole repairs but repairs will consist of two elements.

Inspection and repair

A crew will be assigned an area to inspect. It will repair any potholes it finds in that area. Each street will be inspected at a minimum of once a year depending on available resources and factors such as weather and other street work that needs to be done. The timing for the repairs will also be based upon those factors.

Response to complaint or accident

A crew will be sent out to inspect any street when the City receives a complaint or notice of an accident or damage involving a pothole.

4. Criteria for pothole repair

Not every imperfection in a street surface is necessarily considered to be a pothole in need of repair. The general criteria for repair will be a pothole that is 2 inches or more

deep and over 5 inches in diameter. The Street Superintendent or his designated employee will have discretion to decide if a condition is a pothole in need of repair.

5. How will potholes be repaired?

Potholes will be repaired temporarily during cold weather with a cold asphalt mix or other means. During cold weather, the repairs will be limited to those determined to be hazardous for motor vehicles. In warmer weather and when hot asphalt mix is available, potholes will be filled with the hot asphalt mix or other means for a more permanent repair.

6. Priorities and schedule for which streets where potholes will be repaired

The City has classified City streets based on the street function, traffic volume, and importance to the welfare of the community. The City will repair those streets first that are high volume and high speed routes that 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 alleys and City parking lots.

7. Weather conditions

Pothole repairs will be conducted only when weather conditions do not limit the ability to perform the work or when such work would not endanger the safety of City employees and equipment. Factors that may delay repairs are cold temperatures, rain, snow, and ice conditions.

8. Documentation

Workers will document all street repairs to potholes that are made under this policy. Records will not necessarily identify each individual pothole, but may show the general street location where repairs were made.

9. Warning signs or devices


If the City knows of a pothole in a street and it is not able to repair it, it will consider whether it should use warning signs or devices. Factors that will be examined will be the location of the pothole, how dangerous it is, and whether a warning sign or device would be effective.

10. Savings clause

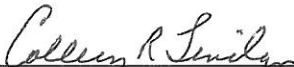
This policy is a guide for City staff and residents of the community. The City Street Department and Public Safety Department may deviate from this policy if they feel the best interest of the City will be served while considering unusual circumstances or emergency situations.

Whereupon said policy was declared duly passed and adopted by the City Council of the City of Bagley, on November 27, 2013.

BY:



Mayor Sidney F. Michel



Colleen R. Lindgren, MCMC
City Clerk Treasurer

City Seal