

BALDWIN TOWNSHIP
SNOW PLOWING AND ICE CONTROL POLICY

GUIDELINES FOR COMMENCEMENT OF OPERATIONS

Snow removal and/or ice control operations will begin under the direction of the Town board and/or designated representative. Operations may begin when two inches or more of snow has fallen. Plowing will begin as close as practicable to the time the snowfall ceases, however, every effort will be made to have main routes plowed and sanded to accommodate morning and afternoon commuters. For storms of usually long duration, main routes will be plowed and sanded or when accumulation of ice or snow on roads becomes hazardous for driving. Because of different storm situations and severity levels, starting times may vary.

The township winter road maintenance fleet consist of:

1. 1995 Ford L8000 single axle, automatic, reversible plow, wing and sander
2. 1990 Ford L8000 single axle, automatic, reversible plow, wing and sander
3. 2002 International 2654 Tandem axle, automatic, reversible plow, wing and sander
4. 2016 Freightliner 114SD single axel, automatic, reversible plow, wing and sander
5. 2006 Ford F550 dump with V plow reversible swing
6. 2004 Case 621D wheel loader with 3 yard bucket with V plow
7. 2008 Ford F550 dump with V plow reversible swing

LEVELS OF SERVICE

It is the intent of the township to complete plowing, widening, and sanding operations within 48 hours of the time the snowfall ceases. Major blizzards may require additional time.

After a light to normal snowfall, full width plowing and cul-de-sac cleanup will be done with the first pass. However, after an extremely heavy snowfall, main routes will be plowed, followed by one pass to open residential streets and cul-de-sacs. While some isolated cul-de-sacs will be cleared completely with the first pass, most will be “circles” and plowed completed after all roads are open. By “circling” the truck will make one or two passes, usually in a counter clockwise rotation.

This policy is intended to provide safe winter driving conditions appropriate for the type of travel necessary for township roads. The level of service described may vary depending on storm conditions and circumstances.

The township will be divided into 2 main routes (see attached map). Each main route will consist of priority roads, which will be plowed and/or sanded first, followed by a designated area of secondary or residential roads. Highway 169 is the divider.

When operators are completed with their assigned route, they may be assigned to help complete other routes. During an average snowfall of three inches to six inches, it is our

goal to have streets and cul-de-sacs plowed in eight to twelve hours. Salt/Sand will be applied during and after plowing operations as needed.

SUSPENSION OF OPERATIONS

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**. Safety of the plow operators and the public is most important. Therefore, snow plowing/removal operations may be terminated after 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 to zero visibility. Any decision to suspend operations shall be made by the town board or their designated representative and shall be based on the conditions of the storm.

ICE CONTROL AND SALT/SAND APPLICATION

1. First Priority Priority routes, high volume intersections, hills and curves.
 These areas will be sanded with the first pass of the plow.
2. Second Priority Stop intersections, moderate volume intersections
3. Third Priority Residential intersections

Township employees are also on-call 24 hours a day to respond with salt/sand because of ice or snowfalls of 2 inches or less as directed by the town board or their designate representative.

PROPERTY DAMAGE

Snow plowing and ice control operations can cause property damage even under the best of circumstances and care on the part of the operators. The major types of damage are to improvements in the road right-of-way, which extends approximately 15 feet beyond the edge of the road. The intent of the right of way is to provide room for snow storage, utilities, boulevard trees and other township uses. However, certain private improvements such as mailboxes are required within this area. Therefore, the township will cooperate with the property owner in the event of damaged private property. The township may specify when this damage is the responsibility of the township and when it shall be the responsibility of the resident.

Mailboxes should be constructed sturdily enough to withstand snow rolling off a plow or wing. Therefore, damage resulting from snow is the responsibility of the resident. The township will repair, replace or reimburse the residents in those instances where the township is responsible for the damage because of negligence. The township will have the choice whether to repair or replace and will only reimburse the cost of materials in the instances where it is in the township's best interest.

In instances where there is disagreement as to the source of the damage and the reasonability therefore, the town board may determine the responsibility.

RESPONSIBILITY OF RESIDENTS

Snowstorms create numerous problems and inconveniences. The residents will also have certain responsibilities. These include clearing their own driveways, clearing areas for trashcans, clearing around mailboxes, and newspaper delivery tubes. These areas should be cleared without depositing any snow into the street. There also must not be any large piles, which obstruct vision of driveways. Trash cans must not be placed on the street surfaces. The Township will not clear private drives.

Snow plowing can cause additional snow to be deposited in driveway approaches and around roadside obstacles. Operators are instructed to attempt to minimize these instances; however, it is not practical to eliminate this situation. Residents should be aware they might have to clear their driveways a second time after their street has been plowed.

Minnesota Highway Traffic Regulations

160.27 Sub (5) Misdemeanors:

It shall be unlawful to obstruct any highway or to deposit snow or ice thereon.

169.42 Sub (1)

No person shall throw, deposit, place or dump upon any street or highway, any snow, ice, etc.

GUIDELINES FOR OPERATORS

1. Operators will be required to be on stand-by and able to report to work within one hour notice from November 1st to April 15th unless arrangements are made with the town board or their designated representative.
2. Operators will be responsible for the vehicle they are assigned to. This includes completing a daily maintenance and equipment check before and after each shift and reporting all deficiencies to the designated representative. During snowplowing operations any and all downtime or breakdowns will be reported immediately to the designated representative.
3. No snow removal vehicles shall be parked with less than three quarter tank of fuel.
4. Operators shall not assist stranded vehicles by pushing, pulling or jump-starting. Operators may assist by calling for help, offering sand, or offering a helping hand.
5. To minimize damage, no equipment will exceed twenty miles per hour in residential areas.
6. Operators will obey all traffic laws, signs, and signals.
7. Operators will report all damage to the designated representative at the end of each shift.
8. When plowing and sanding is complete after each storm, salt/sand should be emptied from all trucks and all equipment should be cleaned and washed.
9. If the operator has completed assigned route, he will contact town board and he will be assigned to assist with other routes.
10. No plowing of private property or towing of vehicles will be permitted unless it directly affects traffic.
11. Every effort will be made not to damage mailboxes and trash containers or other structures in the right-of-way.
12. Each snowplow driver will be required to log in their location every hour. A log sheet will be kept in the plow truck for inspection or review, if necessary. New log sheets will be provided by the maintenance department prior to each plow session.

GUIDELINES FOR CONTRACTOR

1. To provide consistent service. Start/Stop times will be directed by town board or their designated representative.

ACCIDENTS DURING SNOW CLEARANCE OPERATION

Should any operator have an accident of any type during snow clearance operations, they shall immediately notify the town board or designated representative, indicating their location and type of accident. If the accident involves personal injury or a vehicle accident, the operator shall remain at the scene of the accident until the police arrive. The policies and procedures relating to the drug and alcohol testing for commercial vehicle drivers may also be implemented in this situation.

Adopted by Baldwin Township November 1997

Revised November 5, 2007

Revised December 22, 2009

Revised March 18, 2014

Revised April 15, 2014

Revised December 1, 2014

Revised November 21, 2016

ADDENDUM A:

SNOW REMOVAL

1. The Town of Baldwin's snowplow equipment must be kept in the garage next to the Town Hall when not in use.
2. After plowing is finished, all icy intersections, sharp corners and curves, as well as icy inclines on Town roadways will be sanded. Spot sanding at intersections is required.
3. The Town of Baldwin's Motor Vehicle Insurance coverage does not allow for any additional persons in the cab of said vehicle unless such individuals are employed by or are supervisors of the Town.
4. To avoid tired staff operating equipment, the Town requires that no one individual shall operate town vehicles or equipment for a period of time in excess of 14 (fourteen) working hours in a 24 (twenty four) hour day. If Town snow removal shall require the operation of the snowplow for a period of time longer than the set 14-hour limit, contact the Supervisor and a scheduled relief driver shall complete the plowing and sanding.
5. We require that a specific, scheduled route be followed.
6. Plowing should be done as close to mailboxes as possible.
7. All receipts and bills must be itemized and written upon a voucher prior to being submitted to the Town Board for payment. The activity engaged in must be included in each item.
8. To determine when to salt, sand and/or plow snow when less than 2" has accumulated and to determine when temperature is warm enough to make ice/slush, a test drive will be made by a Township board member or their designated representative to test the slipperiness of intersections, curves and hills. If the ice or ice buildup creates for a dangerous situation, he is designed by the Town Board to call the 2nd route driver to let him know what action should be taken.
9. When the sheriff's department calls a Town Board member to notify him that a certain road needs plowing or sanding, that Supervisor is to call the Township contractor or the snow removal staff person and have the problem handled as quickly as possible.
10. We will accommodate residents in a similar manner. We must have the name, phone number, address of the person and the location of the problem. The Town Clerk will maintain this information.

11. Because of the increasingly heavy Highway 169 traffic between 5 a.m. and 8 a.m. and 3:30 p.m. to 6:00 p.m. (unless an emergency exists) subdivision streets coming off Highway 169 will be plowed between 8:30 a.m. and 3:30 p.m.

HM1/08/01

Passed by Baldwin Town Board

November 5, 2007

Revised November 24, 2009

Revised December 8, 2009

Revised December 1, 2014