CITY OF PLYMOUTH
AGENDA
SPECIAL COUNCIL MEETING
JUNE 14, 2016, 5:30 p.m.
MEDICINE LAKE CONFERENCE ROOM

1. CALL TO ORDER

2. TOPICS

A. Trail/sidewalk snow removal routes for 2016-2017

B. Set future Study Sessions

3. ADJOURN

City of Plymouth
Adding Quality to Life

Agenda Number: 2A

SPECIAL COUNCIL MEETING

June 14, 2016

To: Dave Callister, City Manager

Prepared by: Barb Northway, Deputy Director of Parks and Recreation

Reviewed by: Diane Evans, Park and Recreation Director

Item: **Trail/Sidewalk Removal Routes for 2016-2017**

BACKGROUND

During the snow season, the amount of residential requests for snow removal on trails and sidewalks based on exercise and recreation increases each year. Staff will be presenting current snow removal procedures and operations as well as future options for the Council to consider.

On an annual basis, the Council approves the snow removal map for City maintained sidewalks and trails. Staff presents newly added City-owned sidewalk/trail and residential requests for specific sidewalk/trail segments to be added to the snow removal map. Staff makes recommendations for approval of sidewalk or trail segments based on the following criteria:

- A route to school
- Access to transit
- Located in a high-density housing area
- Access to commercial area

Last winter, Parks and Forestry maintenance employees cleared 104 of the 156 miles of sidewalks/trails (67%). In addition, staff clears parking lots and maintain outdoor skating rinks. They also provide "as needed" back-up for the Street Department for street plowing.

The Parks and Forestry Division has a workforce of 14 maintenance employees who are responsible for the removal of snow and/or maintenance in the following priority:

1) Parking lots (e.g. Life Time/Plymouth Ice Center; City Hall; Plymouth Creek Center/Fieldhouse)
2) Sidewalk/trails and other park parking lots (e.g. Dog Park; Bass Lake Park; Parkers Lake Park)
3) Skating rinks

Per the City's "Policy on "Removal of Snow and Ice from Sidewalks and Trails," these facilities are plowed when the measured snowfall exceeds two inches, and are cleared within 24 hours. The policy further states that these facilities are not cleared to bare pavement and no chemical agents are utilized. This policy was last updated in 1990, and should be updated to coordinate with the policy on "Removal of Ice and Snow from City Maintained Streets." In recent years, both streets and sidewalk/trail snow plow work has commenced at 2 ½ inches of snow.
When snow removal commences, Parks and Forestry maintenance employees are deployed to high priority parking lots, which typically takes two to three hours for clean-up. Removal of snow from

sidewalk/trail routes and other park parking lots begin immediately after the high priority parking lots have been cleared. Parks and Forestry maintenance employees are assigned pre-determined snow removal routes of 6-11 miles in length. Depending on the amount of snow and type of equipment utilized, staff can complete the initial pass of their route within an eight to ten hour shift. Additional clean-up of the parking lots and sidewalk/trail routes occurs during the next shift. Once snow removal within these facilities is under control, work begins on the outdoor skating rinks.

Parks and Forestry maintenance employees utilize a variety of equipment to remove snow from the parking lots, sidewalks and trails. Snow removal equipment utilized includes; pick-ups with blades, tractors, front-end loaders, polar tracks and skid-steers. Each piece of equipment is unique and necessary for efficient snow removal due varying snow depths, size and width of the sidewalk/trails, available space for maneuvering and/or location for snow storage.

In the last few years, staff has received increasing number of requests for interior park trails to be plowed for recreational/fitness walking. The challenge for the Parks and Recreation Department is establishing a snow removal procedure that is fair and equitable for the entire community. As well, other considerations include the budget, personnel resources and equipment to accomplish snow removal within a reasonable time frame. As a result, staff has provided several options for Council consideration in regards to snow removal on sidewalks and trails. Once Council provides staff direction, the "Sidewalks and Trails Snow Removal Policy" would be updated at a future regular Council meeting.

OPTIONS

Option 1 – Status Quo

- The Council continues the practice of annually reviewing the sidewalk/trail snow removal map and approve routes to schools, transit, high-density housing, commercial areas and consider resident requests.
- Consider review of facilities not currently meeting the criteria.
- Update City Policy and City Code.

Option 2 – Priority 1 & 2

- Prioritize and remove snow on plowable sidewalks/trails in the system.
- Staff analyzed the sidewalk/trail system for snow removal capability and designated facilities as plowable or non-plowable (non-plowable facilities would be based on steep grades, tight corners, dead ends and unstructured bridges and boardwalks).
- For the 2016-17 snow season the projected miles of sidewalks/trails in the system will be 158.1 miles, of which 135.3 miles is plow-able.
- Sidewalks/trails designated as Priority 1 would be routes to school, transit, high-density housing, commercial areas and curbside facilities (117.0 miles).
- Sidewalks/trails designated as Priority 2 would be interior park routes and loops of a recreational nature or exercise based (18.2 miles).
- The timing for removal of snow would be 24-48 hours for Priority 1 facilities and Priority 2 sidewalks/trails and skating rinks thereafter.
- Update City Policy and City Code.

BUDGET IMPACT

Option 1 – Status quo

- Current need - due to snow removal on additional sidewalks/trails, which meet the snow removal criteria, move up the purchase of the sidewalk municipal tractor in the Capital Improvement Program (CIP) from 2019 to 2017 ($170,000).
- Future need – purchase a compact loader with blower in 2018 ($115,000) and purchase a municipal sidewalk tractor in 2019 ($170,000).

Option 2 – Priority 1 & 2

- Contract for snow and ice removal at the Life Time/Plymouth Ice Center parking lot ($40,000).
- Move up the purchase of the sidewalk municipal tractor in the CIP from 2019 to 2017 ($170,000).
- Purchase a compact loader with blower in 2018 ($115,000) and purchase a municipal sidewalk tractor in 2019 ($170,000).

ATTACHMENTS:

- Policy on Removal of Snow and Ice from Sidewalks and Trails
- Section 820 of the City Code concerning Sidewalk Maintenance
- Option 1 Mapbook
- Option 2 Mapbook

POLICY ON REMOVAL OF SNOW AND ICE FROM SIDEWALKS AND TRAILS

The City annually budgets a sum of money for winter maintenance of certain public trails and sidewalks. Taking into consideration the financial and personnel resources available to the City, it is the policy of the City to remove snow and ice from the most frequently used trails and sidewalks in accordance with the standards set forther in this policy. The designated trails and sidewalks to receive winter maintenance are depicted on the map that is on file in the office of the Risk Management Coordinator.

The following standards are adopted for providing winter maintenance to designated trails on sidewalks:

1. The designated trails and sidewalks are normally plowed when the measured snowfall depth exceeds two inches.

2. Snow removal should commence approximately 12 hours from the end of any snowfall with an accumulated depth exceeding two inches. The designated trails and sidewalks should be cleared approximately 24 hours after the commence of snow removal.

3. The designated trails and sidewalks should be cleared as thoroughly as possible but need not be cleared of all ice and snow nor need they be maintained a bare pavement.

4. Chemical agents and sand should not be used in the snow removal process.

5. Snow removal should normally be done by park maintenance employees.

6. Snow removal may be conducted on a 24-hour a day basis, which may result in snow removal equipment being operated in residential areas during the evening and early morning hours.

7. In the event of equipment failure, extreme snowfall, or other unanticipated events, such as park maintenance employees assisting street employees in now removal from streets, deviation from these standards may be appropriate.

Resolution No. 90-70, January 22, 1990

Section 820 - Sidewalk Maintenance

820.01. Purpose. The purpose of this section is to require owners or occupants of real property to maintain public sidewalks abutting their property to prevent a public nuisance affecting the safety of the general public.

820.03. Requirements.

A. It shall be unlawful for the owner or the occupant of real property to fail to remove snow and ice from public sidewalks abutting their property within 48 hours after the snow or ice has been deposited.

B. It is the responsibility of property owners abutting a sidewalk to keep the sidewalk in good repair.

C. This section shall not apply to sidewalks listed on the City's Sidewalk Maintenance Map for maintenance by the City. *(Ord. 95-50, 10/24/95)*

820.05. Penalties.

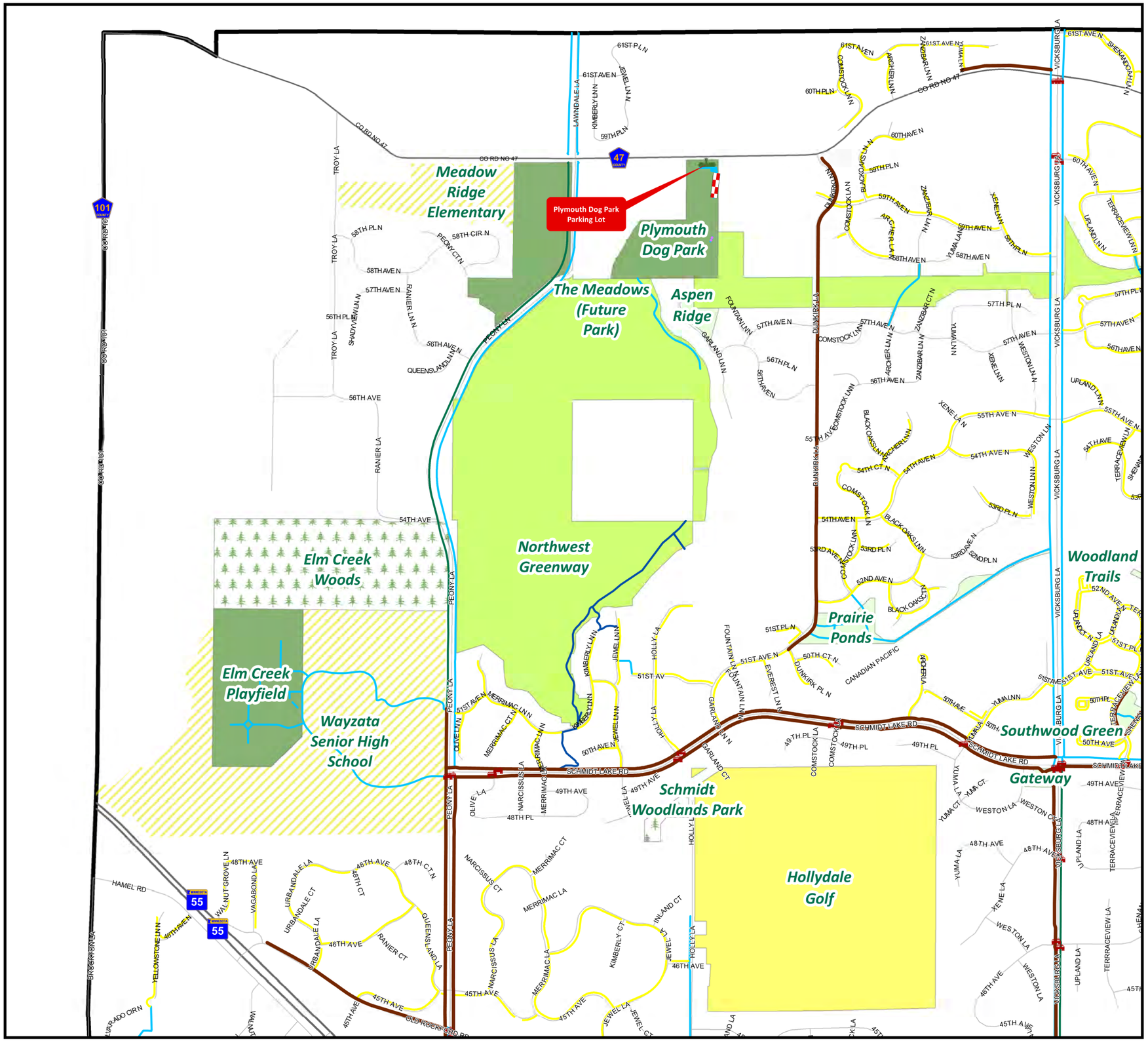
A. Any person who violates this section shall be guilty of a petty misdemeanor and shall be punished by a fine of up to $100.

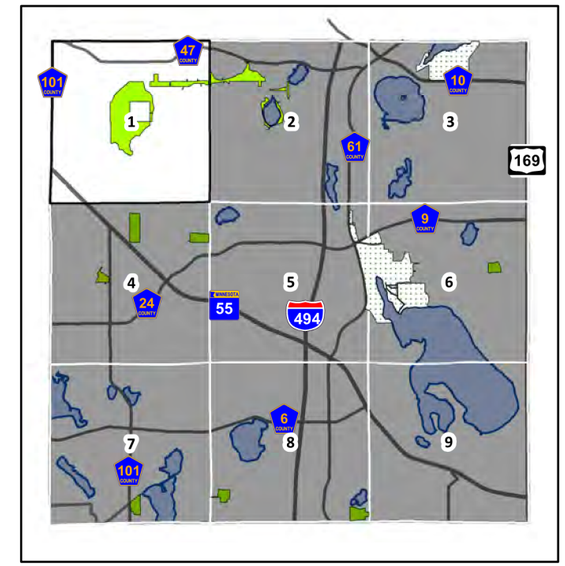
B. A separate violation occurs each day that a violation hereunder continues.

(Ord. 95-22, 4/18/95)

Option 1:
Status Quo
Snow Removal Mapbook

NW - 1





Legend

- Park & Ride
- Bus Stops

Trail

- Primary
- Parking Lot Plowing

Classification

- City Trail
- City Sidewalk
- NW Greenway
- Private Roadside

Parks

- Citywide Facilities
- Neighborhood Facilities
- Natural Areas & Open Space
- Northwest Greenway
- Regional Park
- School Recreational Facility
- Private Golf Course

0 — 5 Miles

N

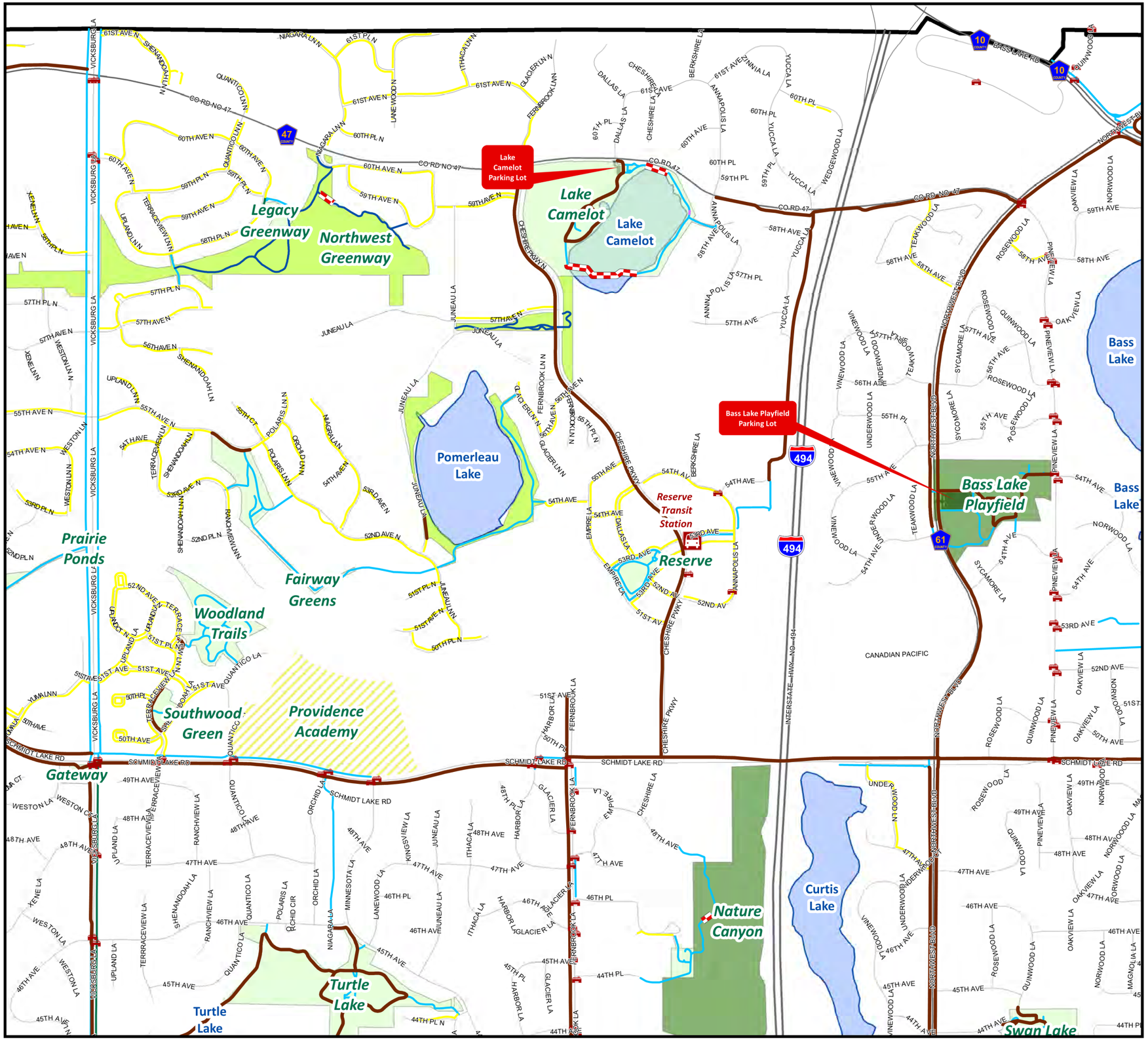
THIS REPRESENTS A COMPILATION OF INFORMATION AND DATA FROM CITY, COUNTY, STATE AND OTHER SOURCES THAT HAS NOT BEEN FIELD VERIFIED. INFORMATION SHOULD BE FIELD VERIFIED AND COMPARED WITH ORINGIAL SOURCE DOCUMENTS.

06/06/16

City of Plymouth

Option 1:
Status Quo
Snow Removal Mapbook

North - 2



Legend

- Park & Ride
- Bus Stops

Trail

- Primary
- Parking Lot Plowing

Classification

- City Trail
- City Sidewalk
- NW Greenway
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Parks

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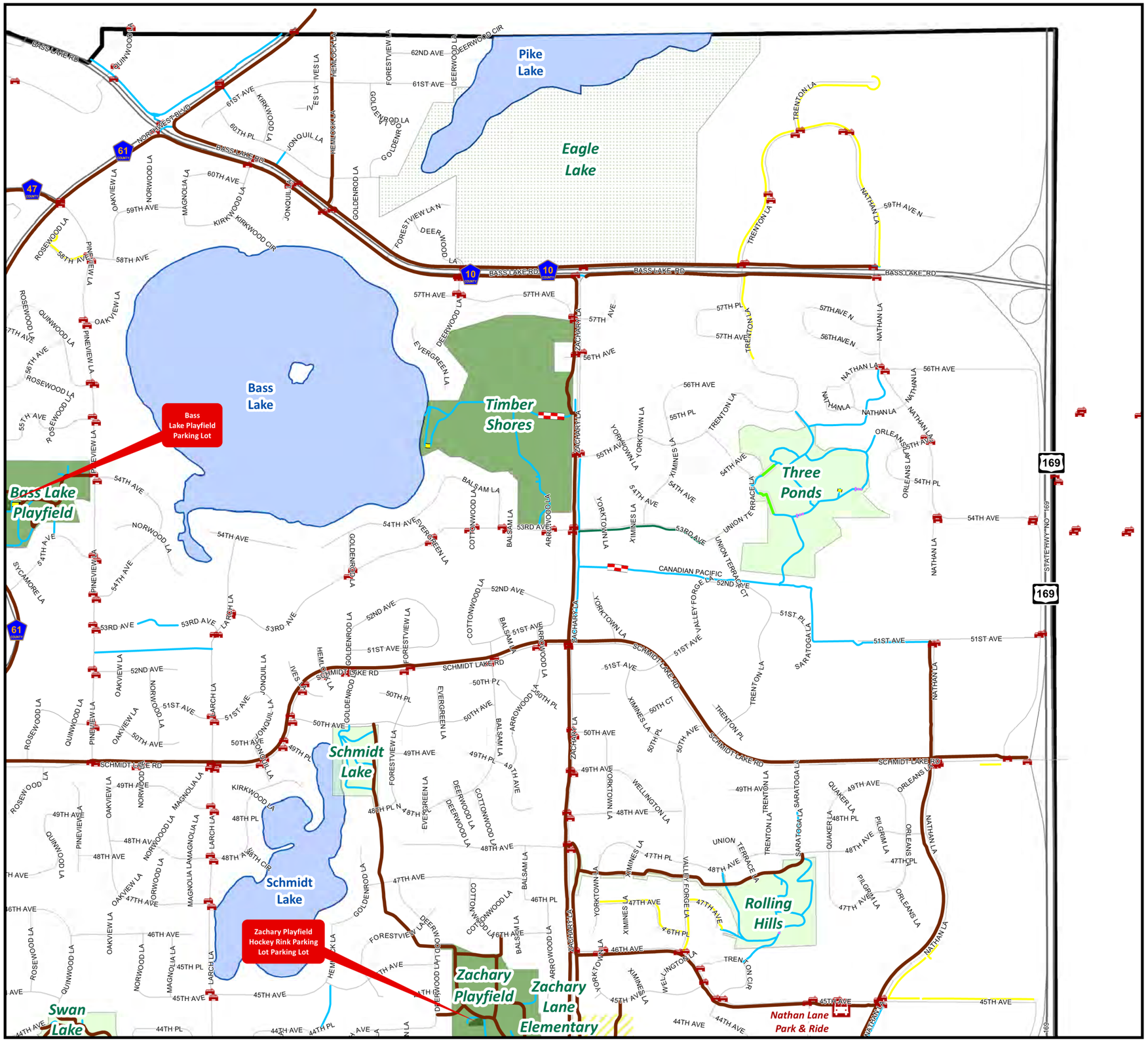
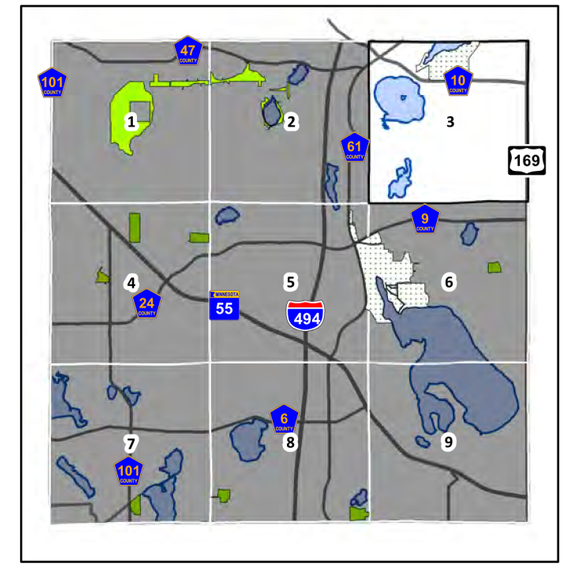
City of Plymouth

Option 1:
Status Quo
Snow Removal Mapbook

NE - 3





Legend

- Park & Ride
- Bus Stops

Trail

- Primary
- Parking Lot Plowing

Classification

- City Trail
- City Sidewalk
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Parks

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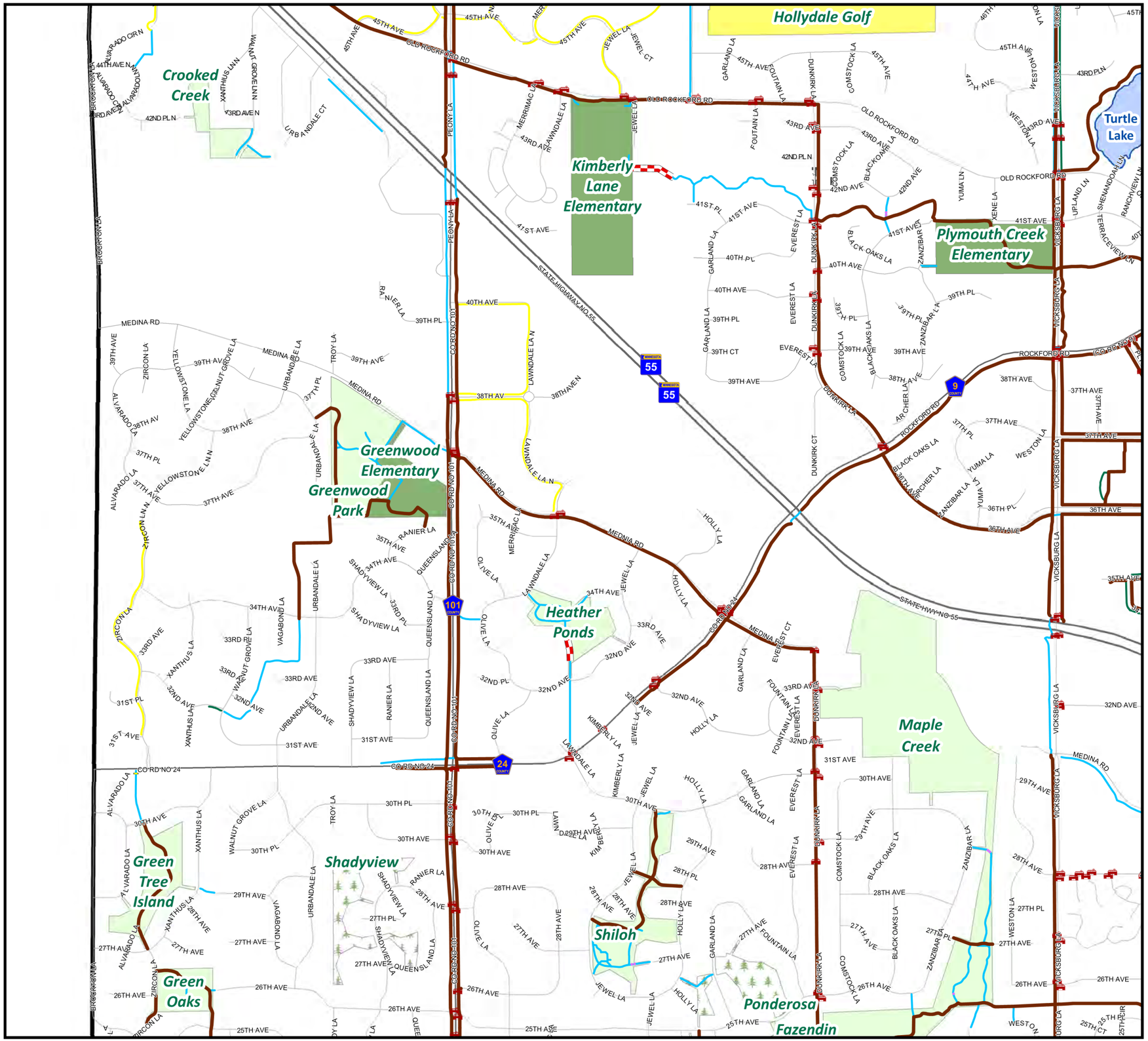
City of Plymouth

Option 1:
Status Quo
Snow Removal Mapbook

West - 4



Legend

- Park & Ride
- Bus Stops

Trail

- Primary
- Parking Lot Plowing

Classification

- City Trail
- City Sidewalk
- NW Greenway
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Parks

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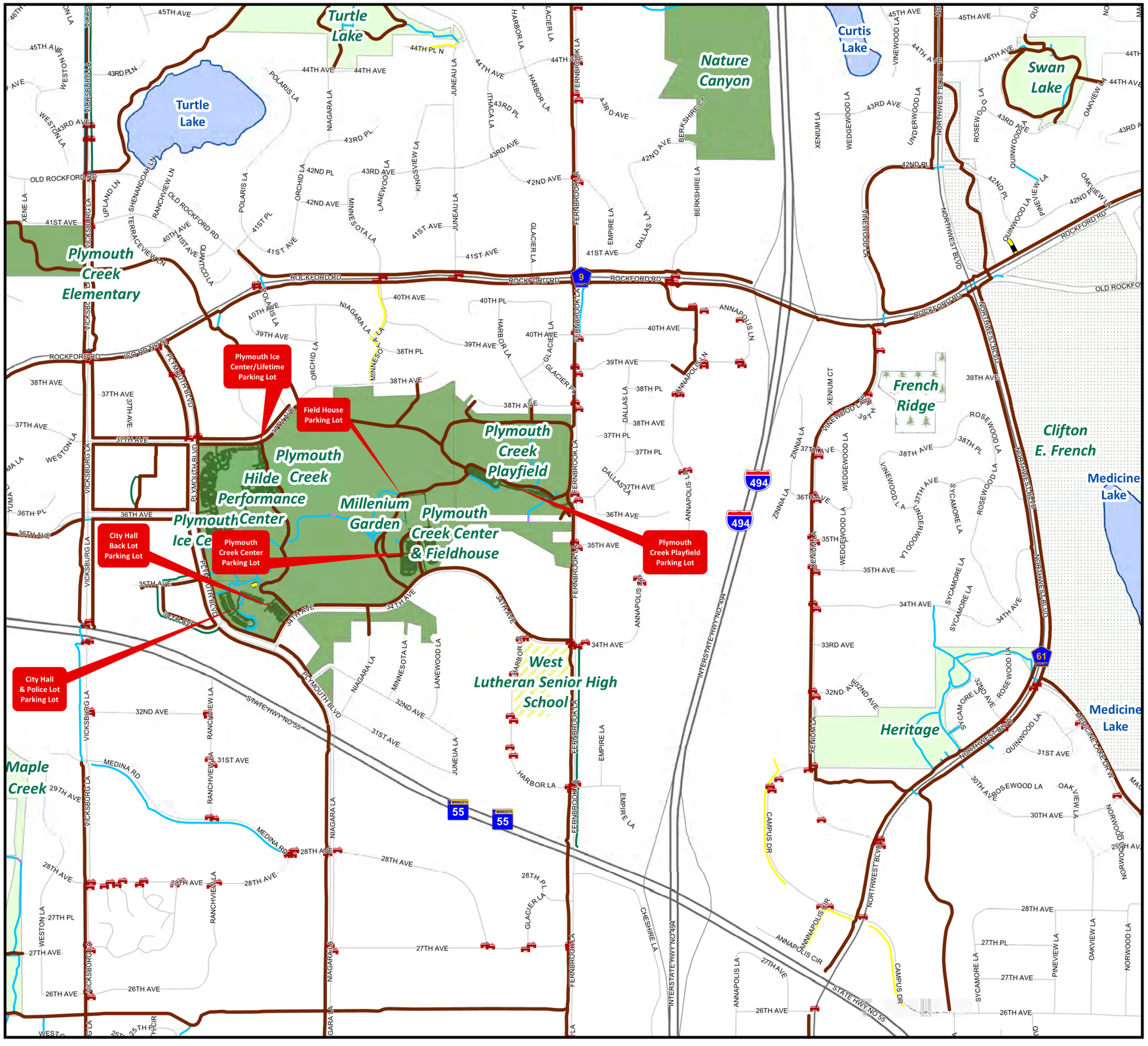
City of Plymouth

Option 1:
Status Quo
Snow Removal Mapbook

Central - 5



Legend

- Park & Ride
- Bus Stops

Trail

- Primary
- Parking Lot Plowing

Classification

- City Trail
- City Sidewalk
- NW Greenway
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Parks

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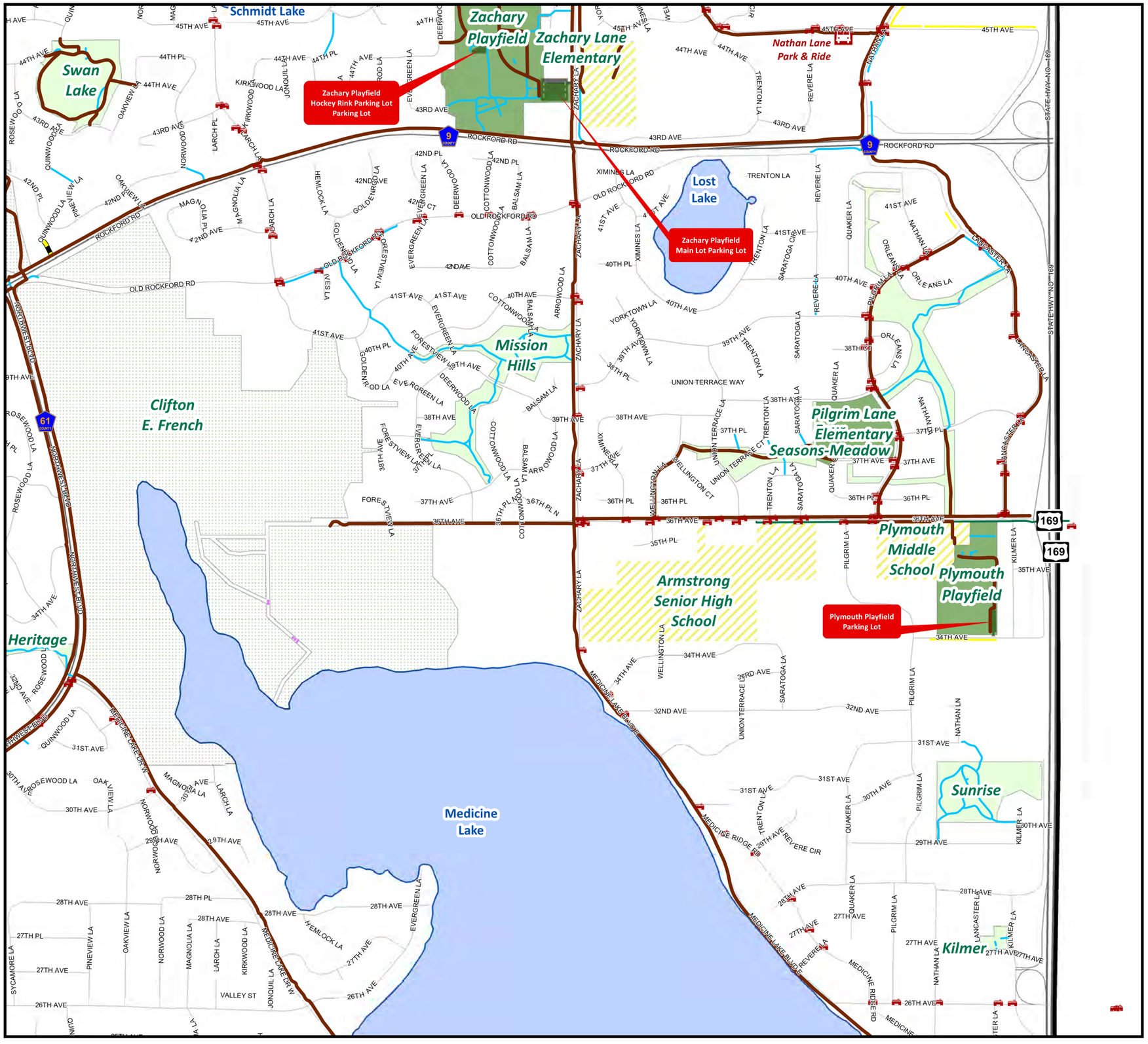
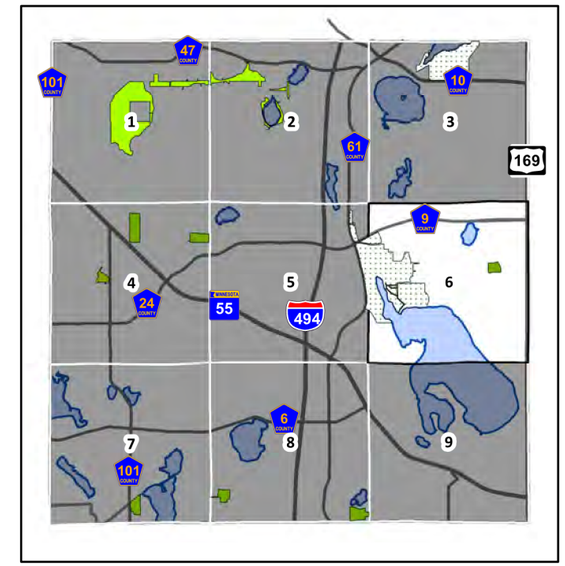
City of Plymouth

Option 1:
Status Quo
Snow Removal Mapbook

East - 6





Legend

- Park & Ride
- Bus Stops

Trail

- Primary
- Parking Lot Plowing

Classification

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- City Sidewalk
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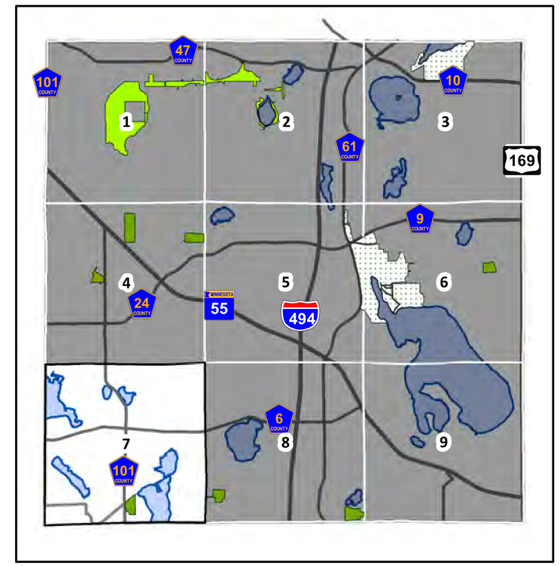
City of Plymouth

Option 1:
Status Quo
Snow Removal Mapbook

SW - 7



Legend

- Park & Ride
- Bus Stops

Trail

- Primary
- Parking Lot Plowing

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- City Sidewalk
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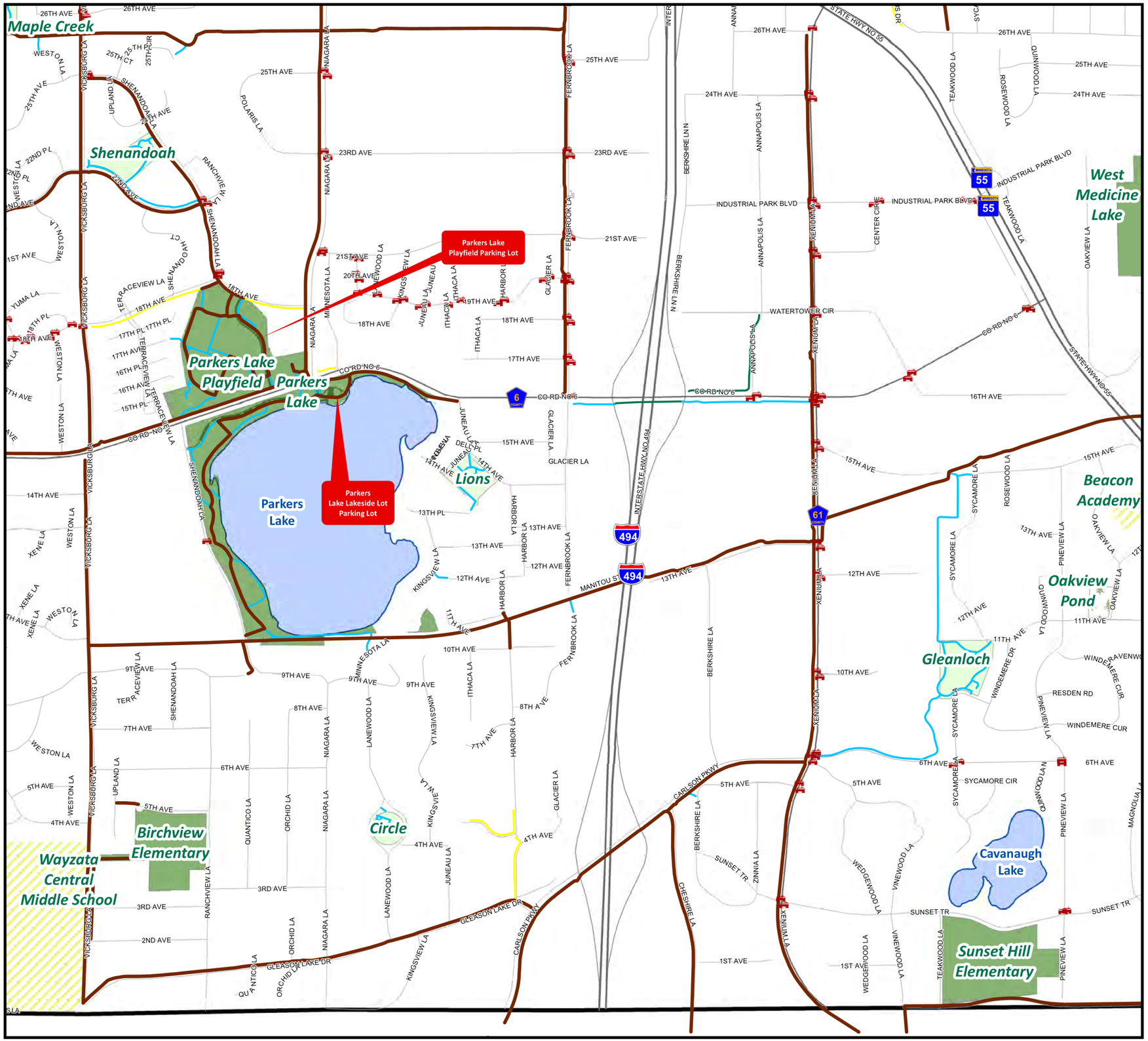
06/06/16
City of Plymouth

Option 1:
Status Quo
Snow Removal Mapbook

South - 8



Legend

- Park & Ride
- Bus Stops

Trail

- Primary
- Parking Lot Plowing

Classification

- City Trail
- City Sidewalk
- NW Greenway
- Private Roadside

Parks

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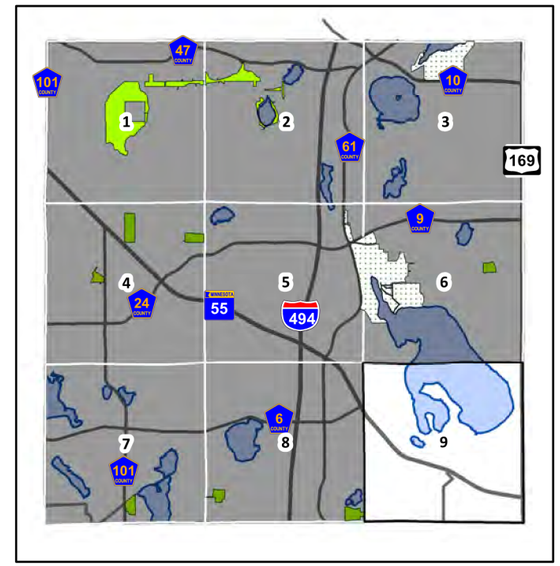
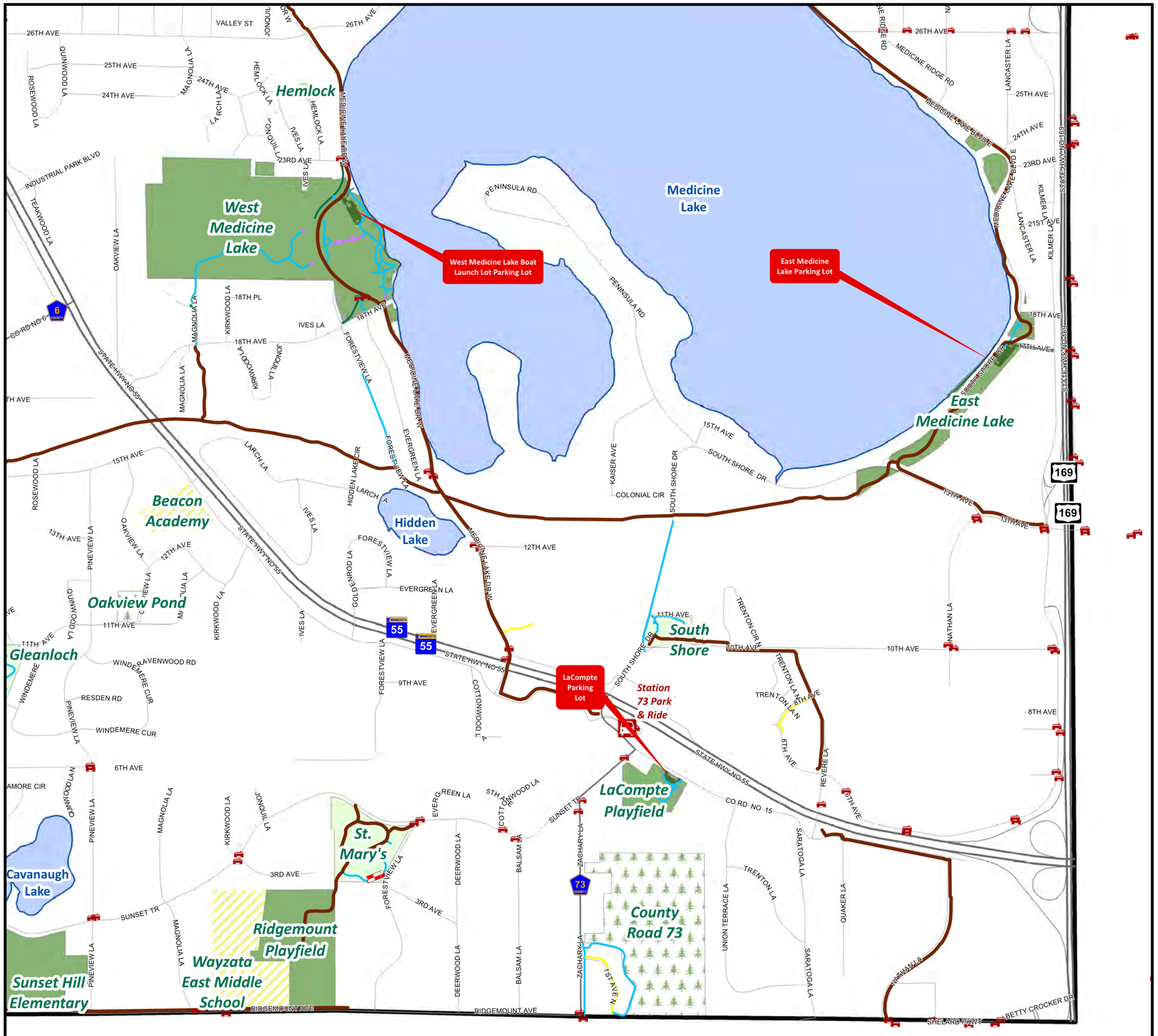
City of Plymouth

Option 1:
Status Quo
Snow Removal Mapbook

SE - 9





Legend

- Park & Ride
- Bus Stops

Trail

- Primary
- Parking Lot Plowing

Classification

- City Trail
- City Sidewalk
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06/06/16

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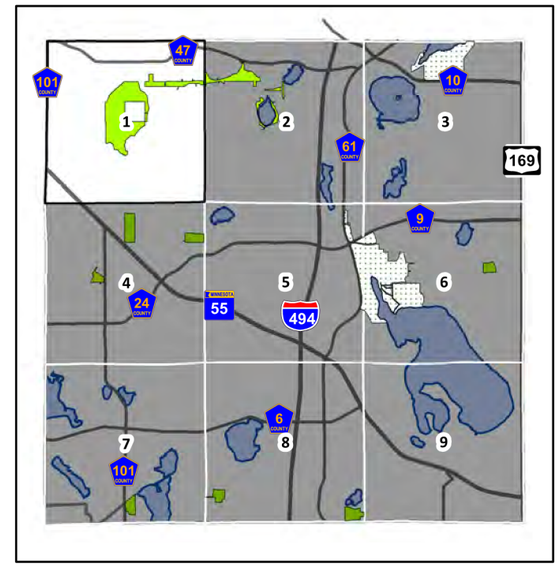
Option 2:
Priority 1 & 2
Snow Removal Mapbook

NW - 1



Legend

Park & Ride

- Park & Ride
- Bus Stops

Priority Plowing

- 1
- 2

Bridge/Boardwalk

- Boardwalk
- Bridge
- Floating Boardwalk
- Stairs

Parking Lot

- Parking Lot

0 5 Miles

N

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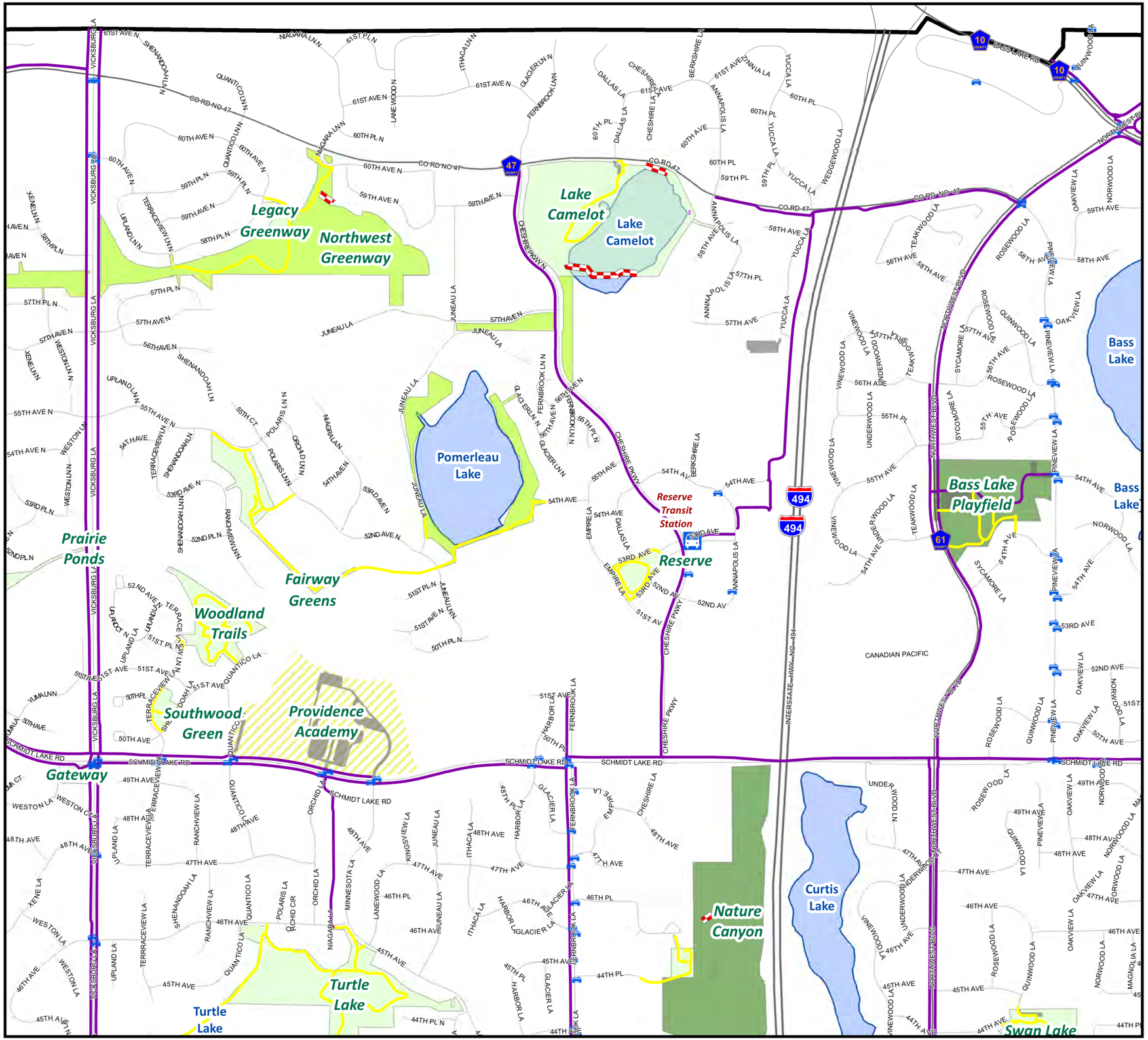
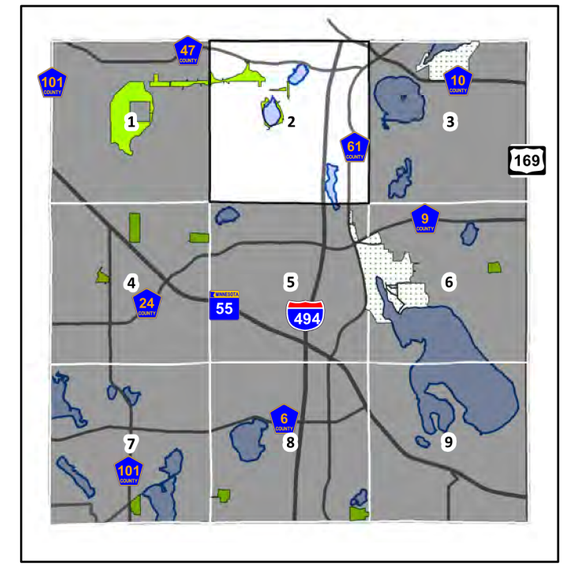
City of Plymouth

Option 2:
Priority 1 & 2
Snow Removal Mapbook

North - 2





Legend

Park & Ride

- Park & Ride
- Bus Stops

Priority Plowing

- 1
- 2

Bridge/Boardwalk

- Boardwalk
- Bridge
- Floating Boardwalk
- Stairs

Parking Lot

- Parking Lot

0 5 Miles

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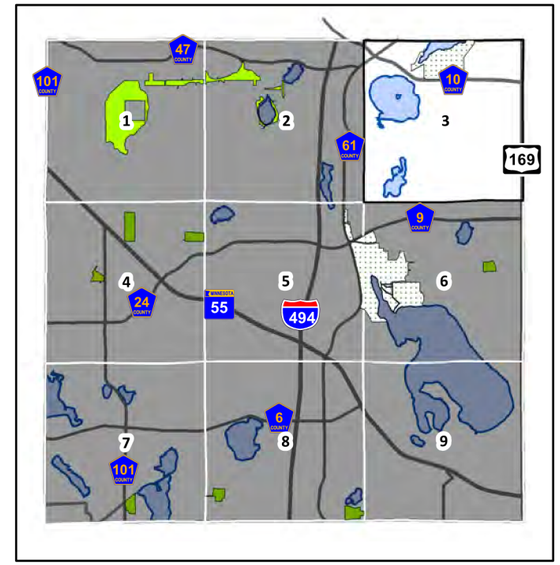
City of Plymouth

Option 2:
Priority 1 & 2
Snow Removal Mapbook

NE - 3



Legend

Park & Ride

- Park & Ride
- Bus Stops

Priority Plowing

- 1
- 2

Bridge/Boardwalk

- Boardwalk
- Bridge
- Floating Boardwalk
- Stairs

Parking Lot

- Parking Lot

0 5 Miles

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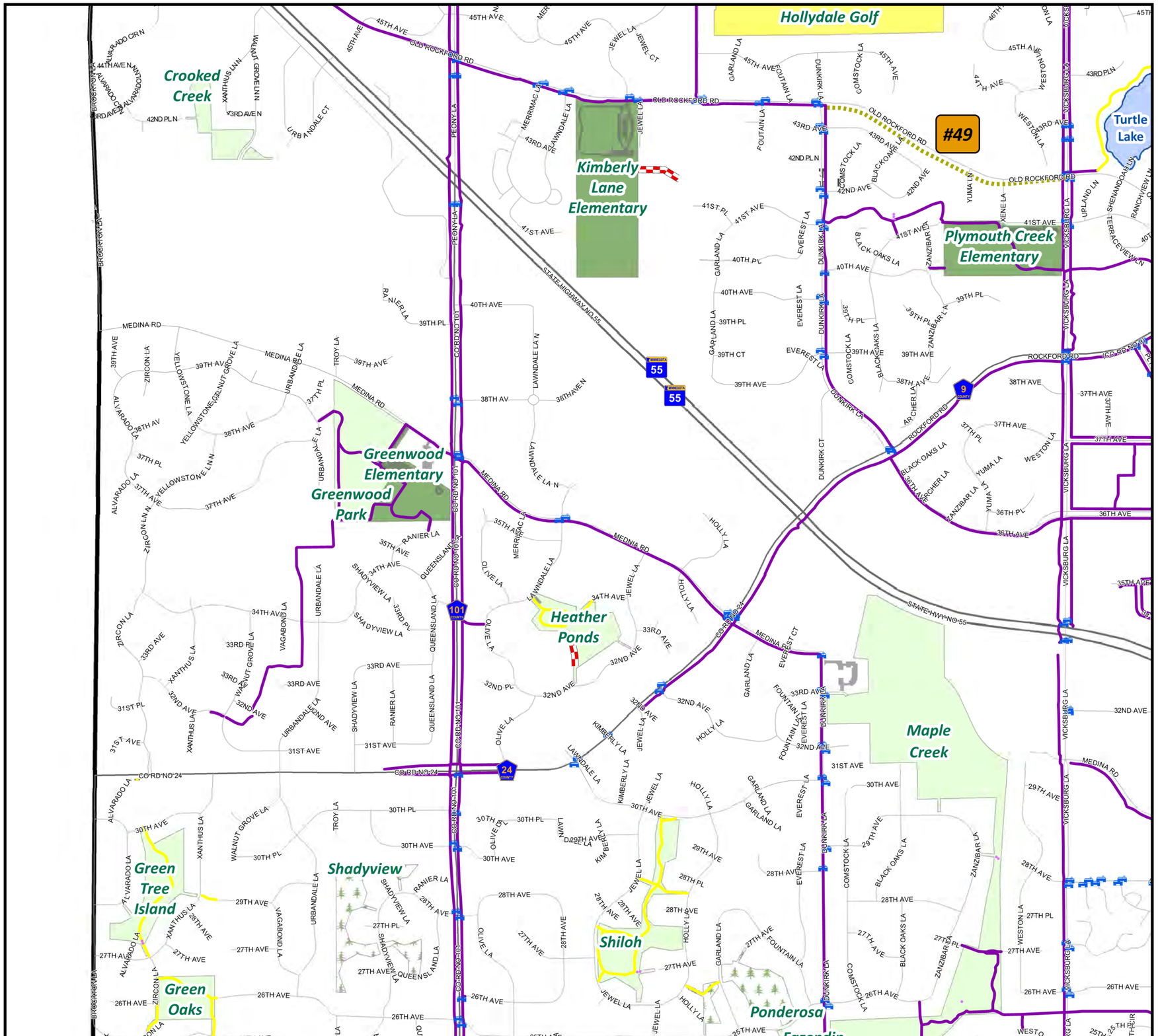
City of Plymouth

Option 2:
Priority 1 & 2
Snow Removal Mapbook

West - 4



Legend

Park & Ride

- Park & Ride
- Bus Stops

Priority Plowing

- 1
- 2

Bridge/Boardwalk

- Boardwalk
- Bridge
- Floating Boardwalk
- Stairs

Parking Lot

- Parking Lot

0 — 5 Miles

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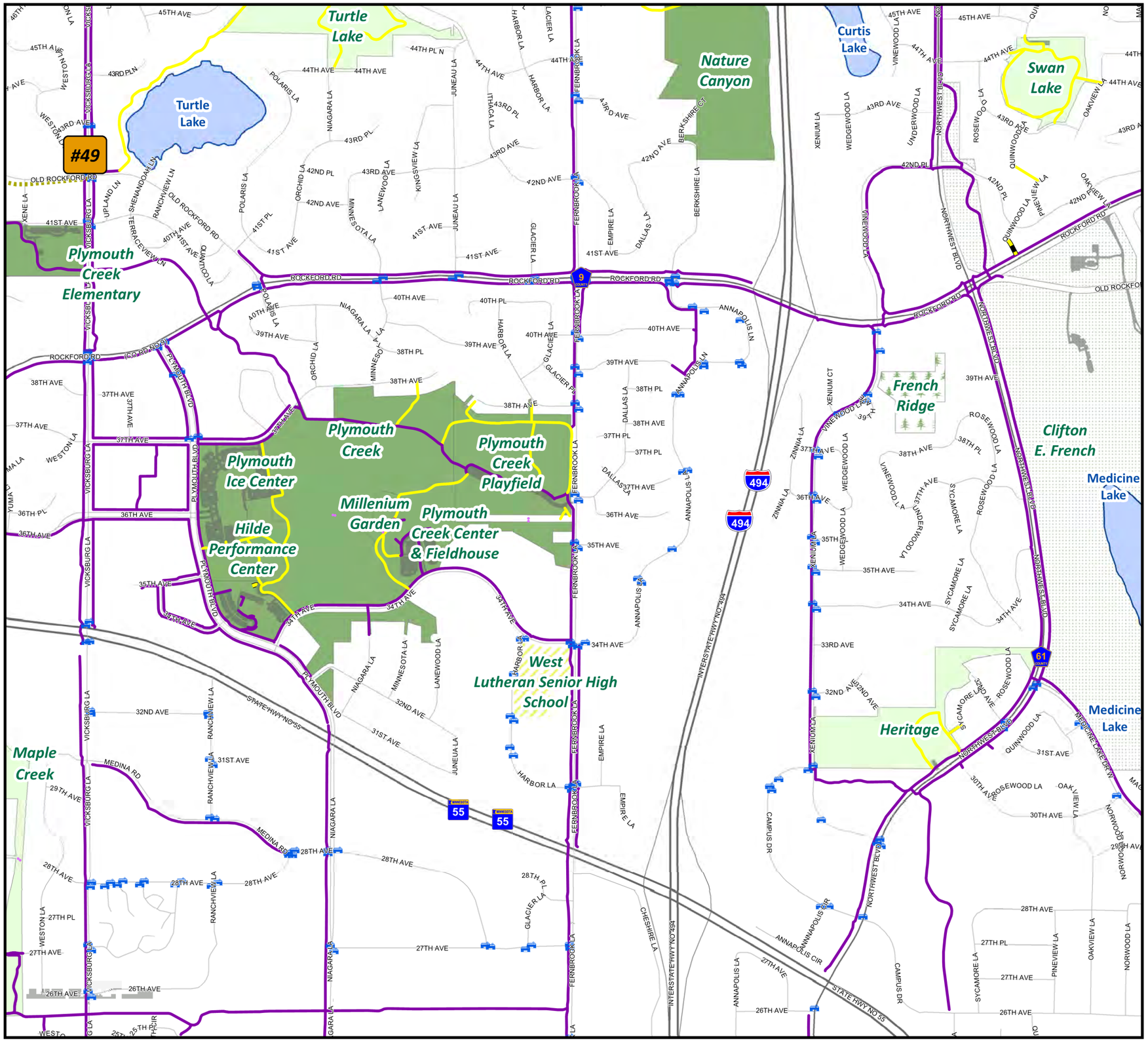
City of Plymouth

Option 2:
Priority 1 & 2
Snow Removal Mapbook

Central - 5



Legend

Park & Ride

- Park & Ride
- Bus Stops

Priority Plowing

- 1
- 2

Bridge/Boardwalk

- Boardwalk
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Parking Lot

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0 — 5 Miles

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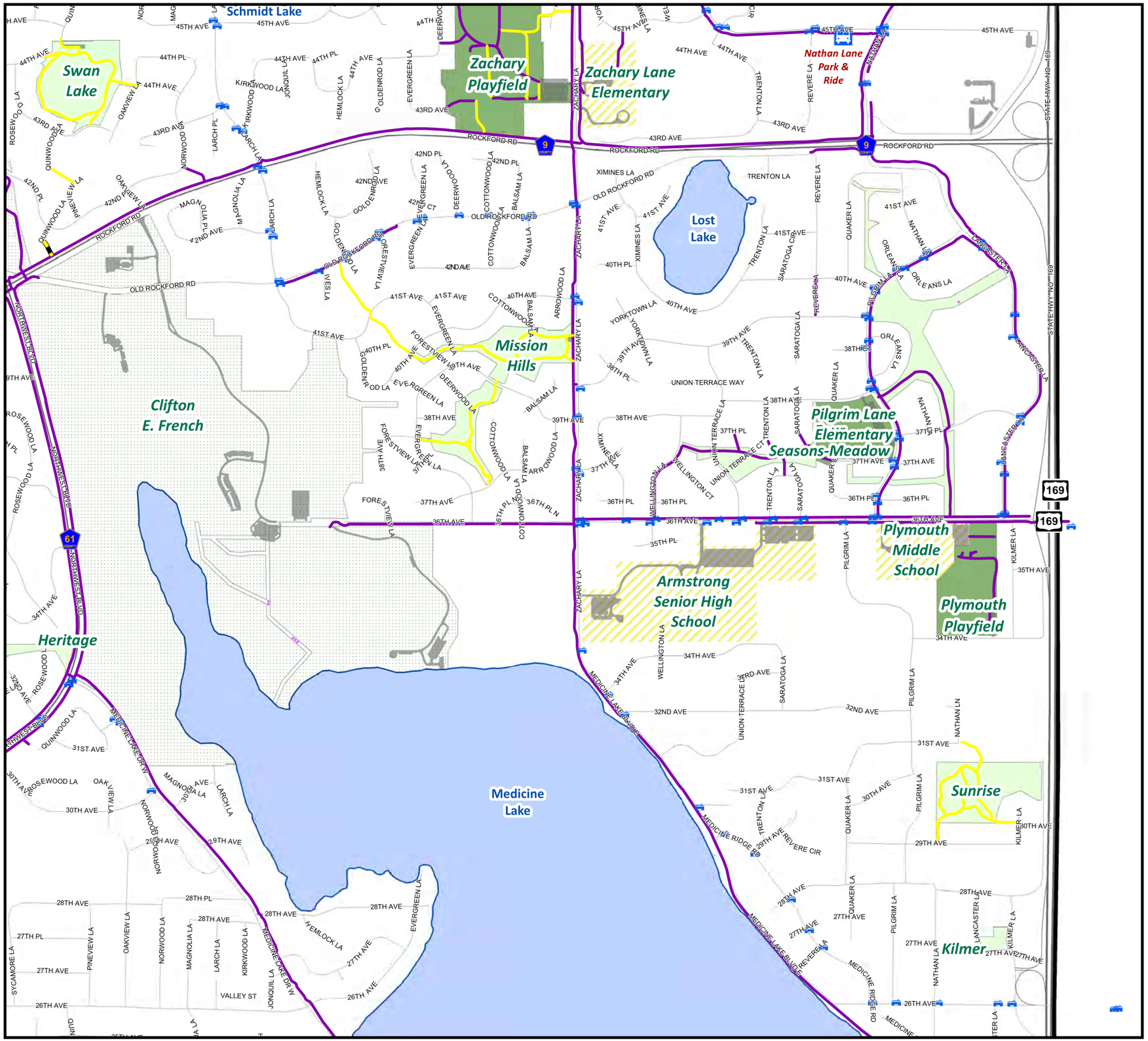
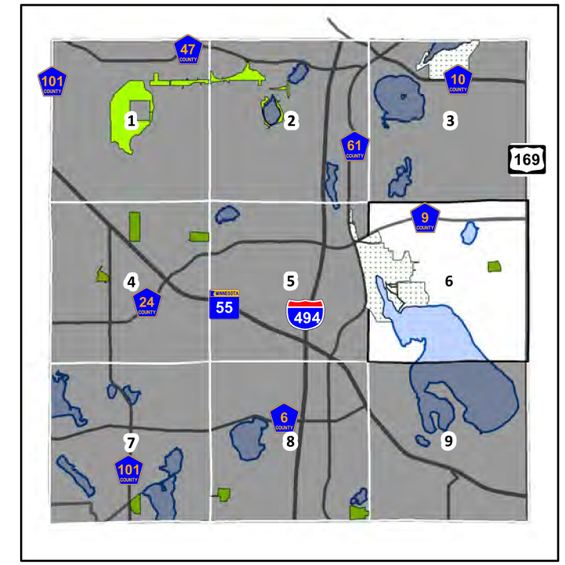
Option 2:
Priority 1 & 2
Snow Removal Mapbook

East - 6





Legend

Park & Ride

- Park & Ride
- Bus Stops

Priority Plowing

- 1
- 2

Bridge/Boardwalk

- Boardwalk
- Bridge
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Parking Lot

- Parking Lot

0 — 5 Miles

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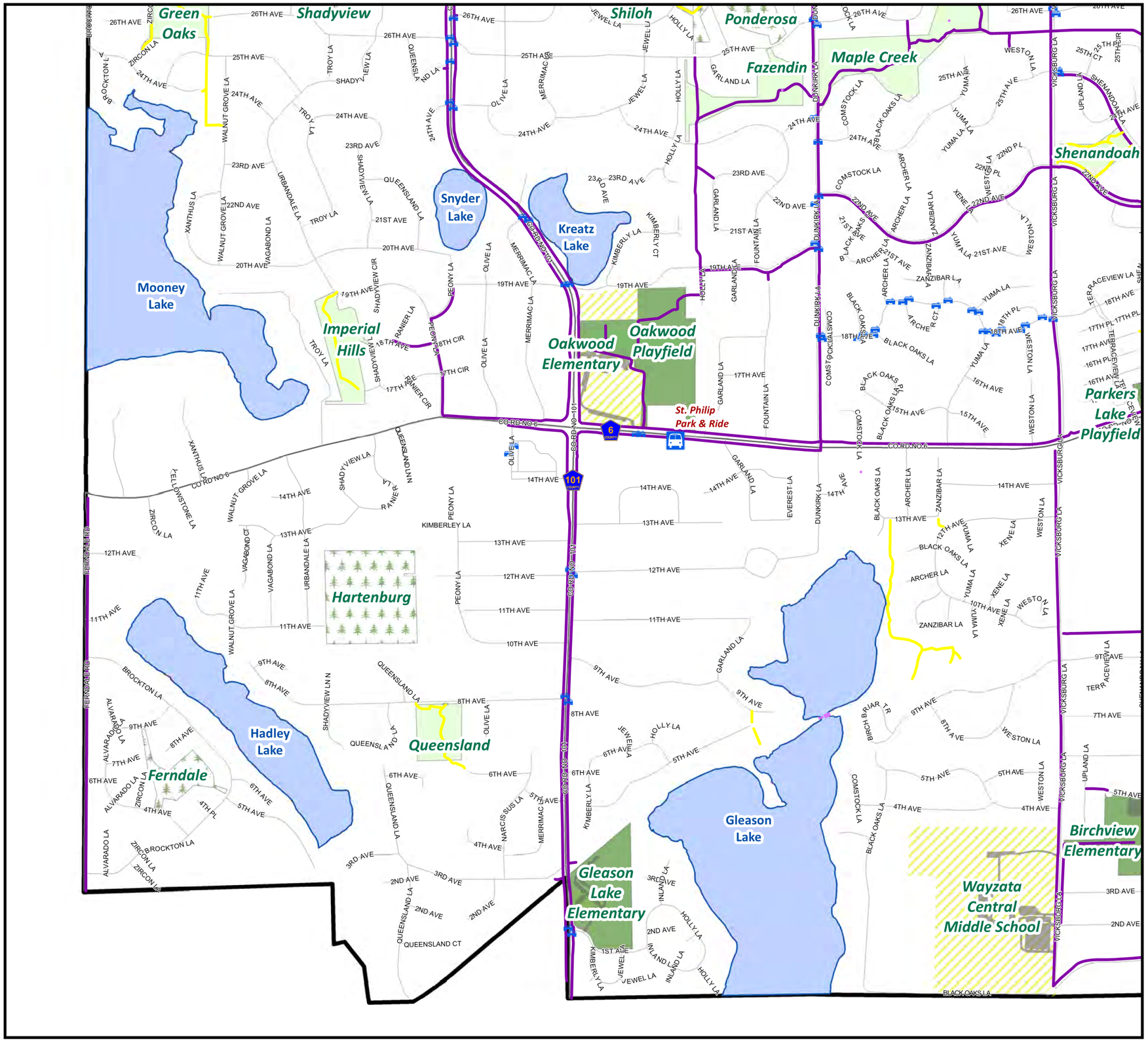
City of Plymouth

Option 2: Priority 1 & 2 Snow Removal Mapbook

SW - 7



Legend

Park & Ride

- Park & Ride
- Bus Stops

Priority Plowing

- 1
- 2

Bridge/Boardwalk

- Boardwalk
- Bridge
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Parking Lot

- Parking Lot

0 — 5 Miles

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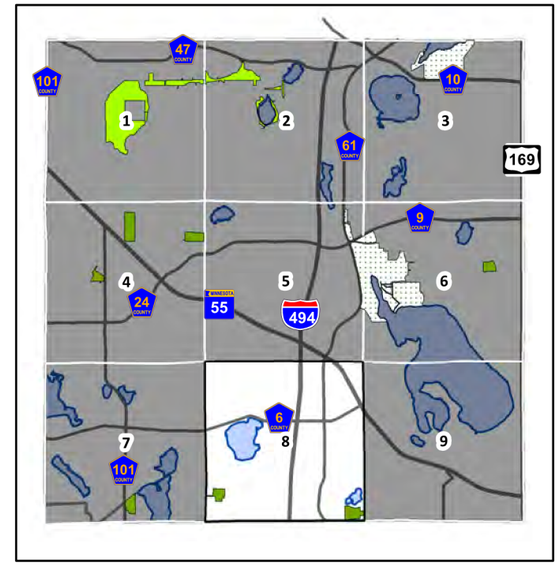
City of Plymouth

Option 2:
Priority 1 & 2
Snow Removal Mapbook

South - 8



Legend

Park & Ride

- Park & Ride
- Bus Stops

Priority Plowing

- 1
- 2

Bridge/Boardwalk

- Boardwalk
- Bridge
- Floating Boardwalk
- Stairs

Parking Lot

- Parking Lot

0 5 Miles

N

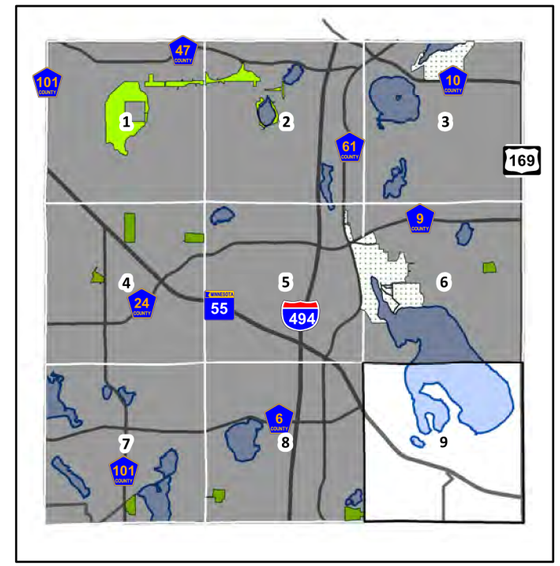
THIS REPRESENTS A COMPILATION OF INFORMATION AND DATA FROM CITY, COUNTY, STATE AND OTHER SOURCES THAT HAS NOT BEEN FIELD VERIFIED. INFORMATION SHOULD BE FIELD VERIFIED AND COMPARED WITH ORINGIAL SOURCE DOCUMENTS.

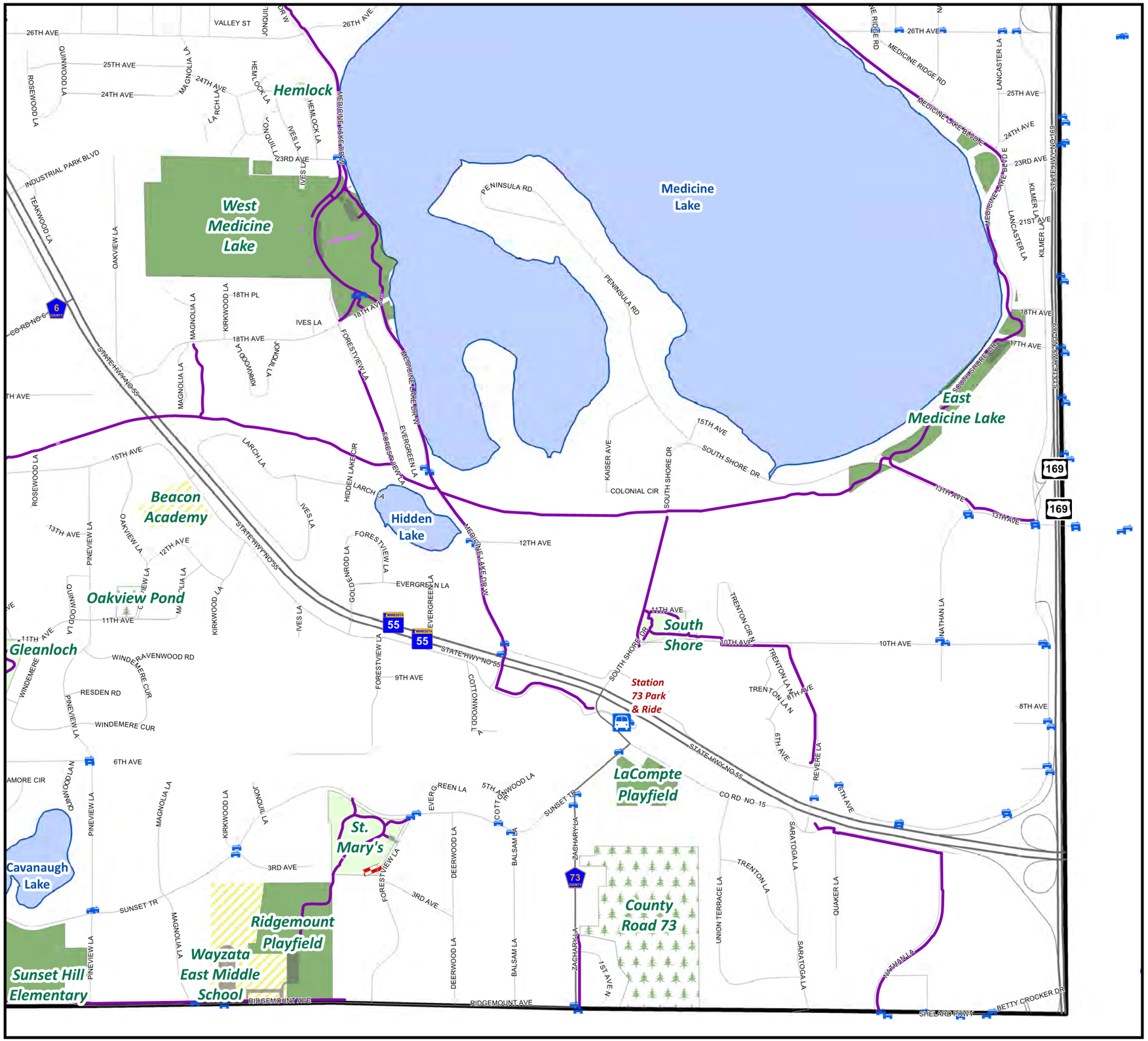
06/06/16

City of Plymouth

Option 2:
Priority 1 & 2
Snow Removal Mapbook

SE - 9





Legend

Park & Ride

- Park & Ride
- Bus Stops

Priority Plowing

- 1
- 2

Bridge/Boardwalk

- Boardwalk
- Bridge
- Floating Boardwalk
- Stairs

Parking Lot

- Parking Lot

0 — 5 Miles

N

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06/06/16

City of Plymouth

City of Plymouth
Adding Quality to Life

Agenda Number: 2B

SPECIAL COUNCIL MEETING

June 14, 2016

To: Mayor and Council

Prepared by: Dave Callister, City Manager

Reviewed by:

Item: **Set Future Study Sessions**

Staff is suggesting the Council schedule a joint Council/EDA meeting on June 21 at 5 p.m. to discuss redevelopment of the Four Seasons Mall site.

If the Council desires to schedule other study sessions, calendars are attached to assist with scheduling.

Pending Study Session Topics (at least 3 Council members have approved the following study items on the list):
None at this time.

Other Council requests for Study Session Topics:
None at this time.

City of Plymouth

Adding Quality to Life

June 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
			1 7:00 PM PLANNING COMMISSION MEETING Council Chambers	2	3	4
5	6	7	8 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Medicine Lake Room	9 CANCELLED PARK & REC ADVISORY COMMISSION (PRAC) MEETING Plymouth Creek Center	10	11
12	13	14 5:30 PM SPECIAL COUNCIL MEETING Trail/sidewalk snow removal routes for 2016-2017 Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	15 7:00 PM PLANNING COMMISSION MEETING Council Chambers	16	17	18
19	20	21	22	23 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY (HRA) MEETING Medicine Lake Room	24	25 8:00 AM Music in Plymouth 5K Fun Run
26	27	28	29 5:00 - 10:15 PM Music in Plymouth Hilde Performance Center	30		

Modified on 06/02/2016

CHANGES ARE MADE IN RED

3400 Plymouth Boulevard
Plymouth, MN 55447

OFFICIAL CITY CALENDAR

Phone: 763-509-5000
Fax: 763-509-5060

City of Plymouth

Adding Quality to Life

July 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4 INDEPENDENCE DAY CITY OFFICES CLOSED	5	6 7:00 PM PLANNING COMMISSION MEETING Council Chambers	7	8	9
10	11	12 5:30 PM SPECIAL COUNCIL MEETING Public Improvement Special Assessment Policy Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	13 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Council Chambers	14	15	16
17	18	19	20 7:00 PM PLANNING COMMISSION MEETING Council Chambers	21	22	23
24 31	25	26 7:00 PM REGULAR COUNCIL MEETING Council Chambers	27	28 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY (HRA) MEETING Medicine Lake Room 5:30 - 8:30 PM Kids Fest Hilde Performance Center	29	30

Modified on 06/02/2016

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City of Plymouth

Adding Quality to Life

August 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2 2:30-5:00 PM NIGHT TO UNITE KICKOFF Plymouth Creek Center 6:30-9:30 PM NIGHT TO UNITE CITY COUNCIL FILINGS OPEN	3 7:00 PM PLANNING COMMISSION MEETING Council Chambers	4	5	6 10:00 AM - 3:00 PM ABSENTEE VOTING
7	8 ABSENTEE VOTING Until 5:00 PM	9 STATE PRIMARY ELECTION DAY Polls open 7:00 AM to 8:00 PM 8:00 PM REGULAR COUNCIL MEETING Council Chambers	10 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Medicine Lake Room	11	12	13
14	15	16 6:00 PM SPECIAL COUNCIL MEETING Budget/CIP Medicine Lake Room CITY COUNCIL FILINGS CLOSE 5:00 PM	17 7:00 PM PLANNING COMMISSION MEETING Council Chambers	18 CITY COUNCIL FILINGS DEADLINE TO WITHDRAW 5:00 PM	19	20
21	22	23 5:30 PM SPECIAL COUNCIL MEETING Budget/CIP Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	24	25 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY (HRA) MEETING Medicine Lake Room	26	27
28	29	30 6:00 PM SPECIAL COUNCIL MEETING (If Needed) Budget/CIP Medicine Lake Room	31			

Modified on 04/13/2016

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City of Plymouth

Adding Quality to Life

September 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5 LABOR DAY CITY OFFICES CLOSED	6	7 7:00 PM PLANNING COMMISSION MEETING Council Chambers	8 7:00 PM PARK & REC ADVISORY COMMISSION (PRAC) MEETING Park Maintenance	9	10
11	12	13 7:00 PM REGULAR COUNCIL MEETING Council Chambers	14 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Medicine Lake Room	15	16	17
18	19	20	21 7:00 PM PLANNING COMMISSION MEETING Council Chambers	22 7:00 PM HOUSING AND REDEVELOPMENT AUTHORITY (HRA) MEETING Medicine Lake Room	23	24 11:30 AM - 3:00 PM Plymouth on Parade Celebration City Center Area
25	26	27 7:00 PM REGULAR COUNCIL MEETING Council Chambers	28	29	30	

Modified on 12/29/15

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