SHAKOPEE
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STREET SWEEPING POLICY
CITY OF SHAKOPEE

I. Purpose

The purpose of this policy is to provide the City of Shakopee's procedures for street sweeping. The City believes it is in the best interest of the residents for the City to assume the basic responsibility of sweeping public streets. Reasonable sweeping is necessary for vehicle and pedestrian safety, water quality issues, environmental concerns and to comply with requirements set forth by the City's Comprehensive Water Resources Management Plan and its storm water permit with the Minnesota Pollution Control Agency (MPCA). The City will provide this service in a cost-effective manner, keeping in mind safety, budget, personnel and environmental concerns. The City will use its own employees, equipment and/or private contractors to provide this service. Completion dates are dependent upon weather conditions, personnel and equipment availability. The Public Works Director, the Public Works Superintendent or their assigns will be responsible for scheduling of personnel and equipment.

II. Operations

1. Spring Sweeping. Spring sweeping of snow and ice control aggregate will begin when streets are significantly clear of snow and ice, usually late March or early April, after the risk of a late snowfall has passed. Priority will be given to areas draining directly into higher priority water bodies such as the downtown business district, old urban Shakopee, industrial zones and other areas as determined by the Public Works Director. Spring sweeping is usually completed by mid-May.

2. Sealcoat Sweeping. Sealcoating is a surface application of an asphalt emulsion followed by a layer of small aggregate that protects the pavement from the deteriorating effects of sun and water, plus it provides increased surface friction. In order to provide a clean street surface, preliminary sweeping will begin within two (2) days prior to application. Once the aggregate has been applied, final sweeping will begin within seven (7) days and will be completed within twenty-one (21) days.

3. Fall Sweeping. Fall sweeping will commence in areas of extensive foliage as soon as a sufficient quantity of leaves have fallen from the trees to make it cost-effective. Priority will be given to areas draining directly into higher priority water bodies such as the downtown business district, old urban Shakopee, areas with the greatest accumulation of leaves and other areas as determined by the Public Works Director. Overall sweeping priorities will be established based on removing the greatest quantity of leaves as possible. Therefore, some streets may be swept twice prior to other streets being swept for the first time.

4. Water Quality Sweeping. Water quality sweeping will be performed on an as needed basis throughout the year as weather conditions allow. Priority will be given to areas draining directly into higher priority water bodies such as the downtown business district, old urban Shakopee, industrial zones and other areas as determined by the Public Works Director.

5. Environmental Sweeping. Environmental sweeping will be performed on an as needed basis throughout the year as weather conditions allow.

6. Bituminous Milling Recovery Sweeping. Bituminous milling recovery sweeping will be performed within three (3) days of a grinding, milling and/or cracksealing operation, and as determined by the Public Works Director.

7. Erosion, Sediment and Debris Sweeping. Erosion, sediment and debris cleanup resulting from construction activities is the responsibility of the developer, contractor and/or property owner. Except in cases of emergency, the streets shall be cleaned and swept within twenty-four (24) hours of receiving instructions and notice from the Public Works Director, City Engineer and/or Building Official or their assigns. If the developer, contractor and/or property owner fail to perform this work within the time specified or in the case of an emergency, the City reserves the right to perform the work and charge the associated cost to the appropriate party.

8. Tree Maintenance Sweeping. Tree trimming and pruning areas will be swept within one (1) day of the operation if necessary.

9. Sweeping of County roads is the responsibility of the Scott County Highway Department. Sweeping of State highways is the responsibility of the Minnesota Department of Transportation (MNDoT). The City may assist in their sweeping operations under emergency conditions or cooperative maintenance agreements.

10. Citizen requests for street sweeping will be evaluated by the Public Works Director and/or the Public Works Superintendent and they will determine the priority.

III. Procedure

1. Street sweeping is a slow process with an average speed for the first sweeping in spring of two (2) to three (3) miles per hour. The City will use its own employees, equipment and/or private contractors to provide this service. Typically, centerlines are swept after gutter lines are swept. Equipment utilized may include mechanical, vacuum and/or regenerative air sweepers.

2. Priorities/Frequencies. The City has classified its streets based on their functions and traffic volumes. The City has also defined areas with importance to the welfare of the community. Accordingly, sweeping routes will be designed to provide the maximum possible benefit to higher volume streets and water quality sensitive areas. See the minimum frequencies listed below:

Description	Minimum Sweeping Frequency
Arterial Streets (minor and principal)	Four (4) times per year
Collector Streets (minor and major)	Four (4) times per year
Local Urban Streets	Three (3) times per year
Local Rural Streets	Two (2) time per year
Commercial Zones	Four (4) times per year
Industrial Zones	Four (4) times per year
Old Urban Shakopee	Four (4) times per year

Downtown Business District	Thirty (30) times per year

3. Sidewalks and Trails. The City will sweep sidewalks and trails adjacent to its arterials and collectors one (1) time in the spring after the risk of snowfall has passed and they are clear of snow and ice. The City will sweep sidewalks and trails as necessary in the downtown business district and in public areas. Equipment with a front mounted broom will sweep the material to the street where it will be collected by a street sweeper.

4. Parking Lots. The City will sweep parking lots located at City facilities and those intended for City use. See the minimum frequencies listed below:

Description	Minimum Sweeping Frequency
City Hall	Two (2) times per year
Police Department	Two (2) times per year
Fire Departments	Two (2) times per year
Public Works Department	Two (2) times per year
Shakopee Community Center	Two (2) times per year
City Parking Lot (South of City Hall)	Two (2) times per year
City Parks	One (1) time per year

Porous pavements and permeable pavers do require sweeping, but because of their design they require special consideration. This includes not forcing materials into the "pores" of the porous pavements and not removing any filler material between the pavers. Prior to commencing sweeping operations, the City will contact the sweeper manufacturer and the porous pavement/permeable paver supplier to determine how to best perform the sweeping.

5. Weather Conditions. Sweeping operations will be conducted when weather conditions permit. Factors that may delay sweeping may include temperatures below thirty-two (32) degrees Fahrenheit, wind, rain, snow and frozen gutter lines.

6. Work Schedule. Sweeping operations are performed in conjunction with and can be impacted by other maintenance operations. Sweeping will typically be conducted during a regular eight (8) hour workday. Extended workdays and shift changes may be necessary for spring sweeping, fall sweeping and emergency conditions to provide maximum efficiency. For safety reasons, no operator will work more than a twelve (12) hour shift in any twenty-four (24) hour period.

7. Safety Concerns. Sand, sealcoat aggregate or other sediment and debris on City streets can create a dangerous condition for vehicles, motorcyclists, bicyclists and pedestrians. It is not practical to sign all streets for potentially dangerous conditions. During sealcoating, grinding, milling and cracksealing operations, warning signs indicating loose rock will be placed on each end of the project limits and other areas deemed necessary by the Public Works Director. These signs will remain in place until street sweeping is complete per this policy.

8. Training. The City will provide training on a regular basis to employees involved in the routine use and maintenance of the street sweeping equipment. At a minimum, training will include:

    - Daily operation checklist procedures
    - Reasons for street sweeping
    - Machine operation
    - Trouble-shooting indicators and problems
    - Daily and long-term preventative maintenance
    - Minor repairs
    - Machine and personal safety requirements

9. Complaints. Complaints concerning street sweeping will be taken during normal working hours. Complaints involving access to property or problems requiring immediate attention will be handled on a priority basis as determined by the Public Works Director. The City will document all complaints and upgrade this policy as necessary while giving consideration to the constraints of available resources.

10. Documentation. The City will document all of its inspection, maintenance, complaint and emergency responses. The City will also document circumstances that limit its ability to comply with this policy. These records will be kept in accordance with the City's record retention schedule.

11. This policy is a guide for City staff and residents of the community. The City Administrator, the Public Works Director, the Police Chief and the Fire Chief may deviate from this policy if they feel it is in the best interest of the City while considering unusual circumstances and emergency conditions.