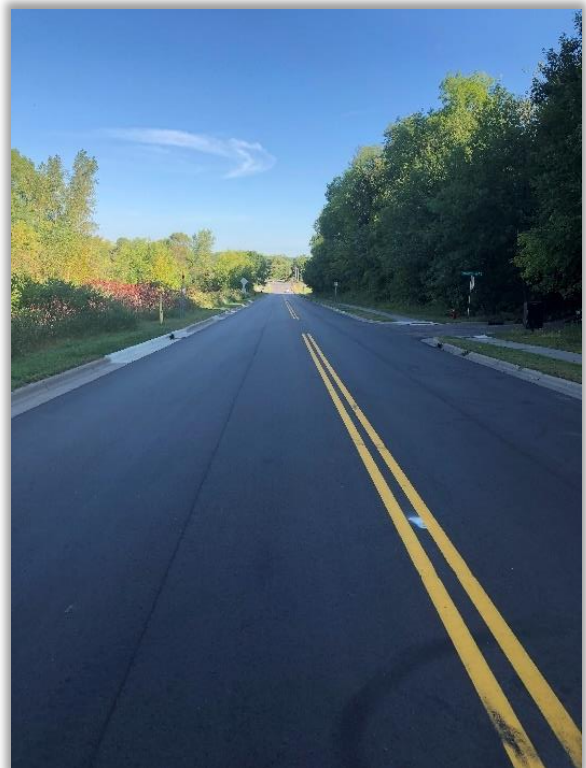


Prior Lake Public Works Operating Standards



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OVERVIEW

The purpose of this document is to clearly define the objectives and operating standards for the various functions and activities of the Prior Lake Public Works Department. These objectives and operating standards are established as a framework to effectively carry out the mission of the Public Works Department and will be reviewed annually.

MISSION STATEMENT

Our mission is to enhance the quality of life for our residents and businesses through responsive, efficient, and cost-effective delivery of services consistent with community values. With sound management, fiscal responsibility and professional care, we will strive to preserve and protect public infrastructure, creating a safe, clean, and functional environment for all to enjoy.



This document represents ideal operating standards and objectives, which may not always be achievable due to resource limitations and other circumstances beyond our normal control.

TECHNOLOGY AND COMMUNICATION

OBJECTIVES

- To keep citizens informed through informative, timely social media and website communications
- To maintain a comprehensive inventory of all city-owned assets
- To ensure that appropriate technologies are available for efficient and effective delivery of service
- To utilize technology to enhance response times and accuracy

OPERATING STANDARDS

- Maintain a current inventory of all technology devices within the department, including device ID, type of device, user(s) of device, and scheduled replacement date
- Annually coordinate with the IT Department to appropriately plan and budget for the replacement/upgrade of devices
- Utilize mobile technology in the field to document inspections, maintenance, and repairs of all assets
- Stay updated on emerging technologies via webinars, classes, and other learning opportunities, budgeting additional money for such training when necessary
- Review and update all online maps annually, or more often if necessary
- Provide meaningful, clear, concise, up-to-date information on the city webpage, periodically re-evaluating the content to ensure accuracy and relevance
- Post informative material on social media at least twice monthly
- Ensure citizens receive prompt feedback when contacting the department with a concern, via phone call, email, or Cartegraph auto-response emails
- Create fun, interactive opportunities for citizens to connect with Public Works through events like Public Works Week (May) and National Night Out (August)

ENGINEERING

OBJECTIVES

- To promote strong working relationships with developers, contractors, and other agencies by providing clear, consistent communication
- To ensure city assets are preserved and protected by managing the work performed within city right-of-way
- To ensure all engineering standards are met in accordance with the Public Works Design Manual
- To create appealing and functional public spaces and transportation corridors
- To maintain a quality infrastructure system based on a financially stable plan that meets OCI targets

OPERATING STANDARDS

- Review and provide timely feedback to internal staff and developers throughout the plat approval process
- Coordinate and manage the administration of all 429 road projects, including:
 - ✓ Preparing all necessary Council reports and resolutions
 - ✓ Managing all aspects of the public bidding process in accordance with the Bidding Policy included in Appendix A
 - ✓ Acquiring all necessary state and federal permits
 - ✓ Completing plan review in a timely manner
 - ✓ Managing/coordinating construction observation
 - ✓ Processing contractor payments, including final payment documents
 - ✓ Preparing assessment information, when applicable
 - ✓ Managing State Aid funding, when applicable
- Coordinate and manage the administration of all right-of-way, grading, and driveway permits
- Review developer escrow accounts periodically to ensure proper funding
- Assist the Finance Department with the annual audit process
- Review and update the Public Works Design Manual as needed, and when MnDOT releases a new spec book
- Review and update the Pavement Management Program annually
- Inspect one-third (1/3) of the city-maintained streets annually, entering the results into Cartegraph to maintain current OCI ratings
- Review traffic safety/sign requests, and manage Traffic Safety Committee meetings and all actions and documentation

VEHICLES AND EQUIPMENT

OBJECTIVES

- To keep all city vehicles and equipment in excellent working condition in order to
 - minimize downtime resulting from major repairs
 - maximize their salvage value
 - minimize repair/replacement costs
 - extend their useful life
- To ensure all vehicles and equipment are maintained for safe operation
- To eliminate unnecessary costs related to overextending the useful lifespan of vehicles and equipment

OPERATING STANDARDS

- Regular preventive maintenance shall be performed and recorded for all vehicles and equipment according to manufacturers' recommendations.
- Vehicles and equipment shall be cleaned as necessary. During the plowing season, vehicles and equipment shall be cleaned whenever an accumulation of dirt or salt is visible in order to prevent corrosion.
- Maintenance and repair priority shall be given according to the following:
 1. Fire and rescue vehicles
 2. Police vehicles
 3. In-season vehicles and equipment
 4. Off-season vehicles and equipment
- A Cartegraph database shall be maintained and updated to include the following information for each unit valued at \$5,000 or higher:
 1. Asset description (make, model, year, VIN, etc.)
 2. Purchase price
 3. Purchase date
 4. Maintenance history and costs
 5. Fuel costs
 6. Vehicle Replacement Rating (VRR) when applicable
- Condition inspections shall be performed annually by a member of the Fleet Maintenance Division and documented in Cartegraph. These condition inspections will be incorporated into the VRR score as outlined in the Equipment Evaluation Matrix (Exhibit A). Vehicles and equipment with a VRR score of 22 or higher will be prioritized for replacement.

ASSET	EXPECTED LIFE (YEARS)
Aerator Attachment	10
Asphalt Mill	10
Automobile	12
Backhoe	15
Compressor	20
Crane Truck	10
Easement Machine	15
Loader	15
Mower (16-foot)	7
Mower (6-foot trim and zero-turn)	7
Overhead Shop Crane	40
Light Duty Truck	12
Plow Truck, wing and plow	12
Emergency Generator	20
Portable Pump 6"	30
6-foot Slit Seeder	15
Sidewalk Plow	15
Skid-Steer	6
Snow Blower Attachment	12
Sprayer Attachment	15
Street Sweeper	10
Striper (ball fields)	10
Tractor	12
Trailers	10
Tree Spade	20
Vibratory Roller	10
Vactor Truck	15
Vehicle Hoist	40

Note – This list is for long-range planning purposes and indicates the **average** life expectancy for the asset. Vehicles and equipment may be replaced before or after these guidelines based on VRR scores and staff recommendations.

PAVED ROADS

OBJECTIVES

- To provide a smooth, safe riding surface with minimal defects
- To eliminate hazards to vehicle and pedestrian traffic
- To protect the investment of the road surface and subgrade

OPERATING STANDARDS

- As part of the city's Pavement Management Program (PMP), one-third (1/3) of the city-maintained streets shall be inspected annually. Inspection results shall be entered into Cartegraph in order to maintain current OCI ratings for the overall street network. During inspection, the following items shall be considered:
 - depressions or bumps exceeding two (2) inches and covering up to 100 square feet of surface area
 - depressions or bumps exceeding ½ inch at catch basins, manholes, valve boxes, or other similar structure
 - ruts, corrugations or pushing exceeding one (1) inch, or are located in the wheel path
 - surface alligating or checking
 - broken pavement edges, potholes, breaks or raveled areas exceeding twelve (12) inches in length or diameter
 - severe surface polishing causing excessively slippery conditions when wet
 - bleeding surfaces creating a hazard to the road user
- Repairs and/or crack filling shall be completed as needed prior to sealcoating on all streets scheduled for sealcoating within the next year.
- Concrete curb and gutter settlements exceeding two (2) inches shall be documented for repair.

Refer to the Winter Maintenance Policy in Appendix B for a summary of the snow and ice removal standards for paved roads.



OCI Range 91 - 100



OCI Range 61 - 90



OCI Range 36 - 60



GRAVEL ROADS

OBJECTIVES

- To provide a smooth, safe riding surface with minimal defects
- To eliminate hazards to vehicle and pedestrian traffic
- To protect the investment of the road surface and subgrade
- To maximize visibility by preventing excessive dust formation

OPERATING STANDARDS

- Cross slope shall be adequate to carry water off the surface into the ditches.
- Calcium chloride shall be applied annually to gravel roads
- Grading shall occur twice annually, and whenever necessary and appropriate throughout the season.

Refer to the Winter Maintenance Policy in Appendix B for a summary of the snow and ice removal standards for gravel roads.

STREET SWEEPING

OBJECTIVES

- To comply with NPDES Phase II permit requirements by reducing the potential for clogged storm sewers, catch basin grates and inlets, and silting of storm water ponds
- To remove pollutants before they enter natural waters
- To enhance the appearance of the community
- To prevent injuries and damage arising from street debris
- To promote safety by removing debris that could create a hazard or cause skidding conditions

OPERATING STANDARDS

- Street sweeping shall occur seasonally when roads are clear of snow and ice, generally from March through November, and generally during normal working hours (M-F 7 am - 3 pm).
- The following sweeping tiers, which are based on environmental susceptibility and/or specific water quality concerns, are shown on the Street Sweeping Map available on the city website (frequencies noted are **minimum** standards, more sweeping may occur if/when conditions dictate and city resources allow):
 - Tier 1 – areas with drainage to Spring Lake, Upper Prior Lake, or Lower Prior Lake. These areas will be swept 5 times per year (spring, fall, and once per month in May, June and July)
 - Tier 2 – areas with no direct drainage to Spring Lake, Upper Prior Lake or Lower Prior Lake. These areas will be swept 2 times per year (spring and fall)
- Sweeping may occur outside Prior Lake city boundaries under agreement with other municipalities or agencies.
- Material gathered from street sweeping will be stockpiled at a city stockpile site. This and all stockpiles are inspected for erosion at least once annually as part of the city's MS4 Permit. Disposal or reuse of the material is dependent upon whether potential contaminants exist. Some material may require disposal in a sanitary landfill; however, if tests show material to be under the recommended thresholds for tested pollutants, other appropriate uses may be available such as miscellaneous fill material or topsoil.

RIGHTS-OF-WAY AND BOULEVARDS

OBJECTIVES

- To promote safety by eliminating obstacles in the right-of-way that may block signs or impede the safe passage of vehicles or pedestrians
- To prevent roadside vegetation from becoming a traffic hazard and/or acting as a snow fence
- To maintain proper drainage
- To minimize erosion onto street surfaces
- To minimize the growth of noxious weeds
- To enhance the appearance of our community

OPERATING STANDARDS

Rural rights-of-way areas shall be maintained as follows:

- All ditches and other rights-of-way shall be mowed at least once each spring, and as needed thereafter
- Debris shall be removed from ditches as needed, as resources allow
- Overgrowth shall be removed from ditches as needed
- The cause for standing water observed in ditches shall be eliminated upon request or scheduled for repair if needed
- Erosion shall be minimized along ditch bottoms and adjacent to the roadbeds
- Tree trimming in rural right-of-way shall occur upon request, as resources allow

Urban boulevards and rights-of-way areas shall be maintained in accordance with the Right-of-Way and Boulevard Maintenance Policy included in Appendix C.

City-owned retaining walls shall be maintained in accordance with the Retaining Wall Policy included in Appendix D.

In the event of widespread storm damage affecting city right-of-way, the city will respond in accordance with the Storm Damage Response Policy included in Appendix E.

TREE MAINTENANCE

OBJECTIVES

- To enhance the public landscape with shade and ornamental trees where appropriate
- To minimize the presence of unsightly overgrowth that impedes visibility for pedestrians and motorists
- To eliminate the presence of diseased trees on public property

OPERATING STANDARDS

Diseased trees located on city property or in the public right-of-way shall be maintained as follows:

- The preferred solution for all city-maintained diseased trees is to remove instead of treat. Treating diseased trees is typically a temporary solution that can have a significant cost and almost always requires eventual removal.
- Diseased trees will be marked and scheduled for removal by city staff or a qualified contractor.
 - Diseased trees that pose a danger to pedestrians, motorists or property shall be removed as soon as practicable by city staff or a qualified contractor.
- Replacement of diseased trees will be at the discretion of the Public Works Director or his/her designee (most trees that are removed will not be replaced).
- Diseased trees that are in forested areas will not be removed unless they pose an immediate danger to pedestrians, motorists or property.

Non-diseased trees located in the public right-of-way shall be maintained in accordance with the Right-of-Way and Boulevard Maintenance Policy included in Appendix C.

Diseased and non-diseased trees located on private property are the sole responsibility of the property owner. Property owners may hire a contractor of their choice for inspection, maintenance, treatment and/or removal of trees. The city does not have the resources available to perform inspections on private property.

TRAILS AND SIDEWALKS

OBJECTIVES

- To provide a safe, smooth pedestrian surface with minimal defects
- To protect the investment of the sidewalks and trails, and extend their useful life
- To eliminate hazards to pedestrians and bicycle riders
- To provide appropriate access under the Americans with Disabilities Act (ADA)

OPERATING STANDARDS

- Bituminous trails shall be scheduled for fog seal within three (3) years of new construction.
- Sidewalk and trail inspections shall occur annually to document location, condition, and quantities of sections needing repair.
- Concrete sidewalks shall be documented for future repair when:
 - pitting exceeds 1/2 inch in depth and 4 inches in diameter
 - joints or cracks protrude more than 1/2 inch
 - there is severe diagonal cracking
- Paver sidewalks shall be documented for future repair when pavers are cracked, offset, heaved or otherwise displaced more than 1/2 inch.
- Bituminous trails shall be documented for future repair when:
 - there are severe signs of weather damage, polishing or bleeding surface
 - bumps or depressions exceed 1 inch and cover up to 10 feet of surface area
 - bumps or depressions at pedestrian ramps exceed 1/2 inch

Refer to the Winter Maintenance Policy in Appendix B for a summary of the snow and ice removal standards for trails and sidewalks.

SIGNS AND TRAFFIC MARKINGS

OBJECTIVES

- To provide clean and legible traffic signs that are visible in both day and night conditions
- To comply with all MUTCD standards for retroreflectivity
- To provide clearly defined and visible pedestrian markings on pavement

OPERATING STANDARDS

- Twenty percent (20%) of the city's traffic and street signs shall be inspected annually for clarity and reflectivity in accordance with the Manual on Uniform Traffic Control Devices. Deficient signs and/or posts shall be documented for maintenance or repair.
- A Cartegraph database shall be maintained to include location, installation/replace date, and maintenance history.
- Repair or replace broken signs and/or posts within 48 hours of notice (within 24 hours if it presents a safety hazard). Temporary repairs shall be made if permanent repairs are not feasible due to environmental conditions or lack of available resources.
- Crosswalk markings, pavement symbols, and all lane striping shall be painted annually as part of the Joint Powers Agreement administered by the City of Burnsville.
- Sign or signal obstructions such as weeds, trees, shrubs and/or construction materials shall be removed in accordance with the Right-of-Way and Boulevard Maintenance Policy included in Appendix C.

WATER SUPPLY AND DISTRIBUTION SYSTEM

OBJECTIVES

- To efficiently provide a safe, uninterrupted supply of drinking water
- To ensure the system will be able to function and meet the demands for daily use and fire protection
- To keep un-metered loss of water to less than 7%
- To extend the functional life of all components as long as possible

OPERATING STANDARDS

- All hydrants and valves shall be accessible and easily operable at any given time.
- Hydrant flushing shall be completed in the spring after the first city-wide sweeping. Advance notice shall be published on the city's social media platforms. Each action and/or repair shall be documented in Cartegraph.
- Hydrants shall be painted every ten (10) years.
- All valves shall be inspected and operated every five (5) years. All valves shall have GPS coordinates for locating purposes.
- Leak detection shall be performed as needed when there is a suspicion of a leak present in the system.
- Broken water mains and valves shall be repaired within 48-72 hours of known failure.
- Frozen water service lines shall be managed in accordance with the Frozen Water Service Line Policy included in Appendix F.
- Water towers shall be inspected by a qualified contractor every seven (7) years.
- Well pumps and motors shall be inspected and maintained in accordance with the manufacturer's instructions.
- Well pumps shall be reconditioned every seven (7) years.
- Water pumping volumes and water levels from each well shall be recorded daily through SCADA.
- Water levels in observation wells will be recorded hourly by data loggers, as well as monthly by manual readings. This data will be sent to regulatory agencies as required by permit.
- Water samples shall be taken annually to test for substances on the EPA pollutant list.

- Satisfy the Minnesota Department of Health Drinking Water Standards and requirements by:
 - taking monthly bacteriological samples
 - recording flows and fluoride usage
 - publishing the annual Drinking Water Report and notifying residents and businesses of its availability on the city's website and social media platforms.

OPERATING STANDARDS FOR THE WATER TREATMENT FACILITY

- Physical walk-through and security inspection of entire treatment plant and well houses to be performed daily
- Check and record chemical feeds and pumps each working day to ensure chemicals stay within the following ranges:
 - ✓ Fluoride – 0.5 to 0.9 ppm
 - ✓ Chlorine – 0.2 to 2.0 ppm
 - ✓ Polyphosphates as needed to keep mains clean (not regulated by the State)
- SCADA alarm system to be checked daily
- Chemical feed pumps to be calibrated monthly for accuracy
- Chemical injection point equipment to be removed and cleaned monthly
- Flow measuring equipment to be calibrated annually
- Clearwell storage tank to be inspected every 5 years
- High service pumps to be reconditioned every 4-6 years
- SCADA computers and operating software to be replaced every 6-8 years
- Chemical feed lines to be replaced every 7-10 years
- Chemical storage tanks to be replaced on a 10-year rotation
- Filter media to be evaluated every 5 years and replaced as needed

SANITARY SEWER COLLECTION SYSTEM

OBJECTIVES

- To minimize the chances of property damage resulting from main line backups
- To safely and efficiently collect and transport wastewater to Metropolitan Council collector mains
- To minimize surface water inflow and infiltration

OPERATING STANDARDS

- One-third of all sanitary sewer lines shall be televised and/or cleaned annually on a rotating schedule. Known problem areas shall be jetted more frequently as needed. Each action/repair shall be documented in Cartegraph.
- Needed repairs shall be documented in Cartegraph during routine televising operations. Repairs shall be scheduled and performed accordingly.
- Sanitary sewers shall be televised prior to street reconstruction projects to identify areas of needed repair.
- Broken sanitary sewer mains shall be repaired within 48-72 hours of known failure.
- Lift Station Operation and Maintenance
 - Wet wells shall be inspected monthly and cleaned as needed (at least once annually)
 - General operation shall be reviewed twice weekly, with a record of pump run times being logged in Cartegraph during each visit
 - Emergency generators shall be load tested annually, and inspected and serviced twice annually by a qualified contractor
 - Pumps and equipment shall be inspected annually by a qualified contractor
 - Motors shall be serviced according to the manufacturer's instructions
 - Non-functioning pumps or motors shall be repaired or replaced as soon as possible, dependent upon the availability of parts

STORM SEWER SYSTEM

OBJECTIVES

- To maintain the proper operation of the storm sewer system in order to minimize the chance of property damage resulting from damaged or plugged drainage structures
- To maintain structural stormwater Best Management Practices (BMPs) implemented to enhance surface water quality
- To comply with the requirements of the Municipal Separate Storm Sewer System (MS4) Permit

OPERATING STANDARDS

- Structural stormwater BMPs shall be inspected annually; if maintenance or sediment removal is not required after completion of the first two documented annual inspections, the frequency of inspection will be reduced to once every two (2) years, per MS4 Permit guidelines. All catch basin sumps found to be more than 50% full of sediment shall be scheduled for cleaning the same year. Records shall be kept in Cartegraph for each inspection, cleaning, and/or repair.
- Twenty percent (20%) of all stormwater ponds and MS4 outfalls shall be inspected annually on a rotating basis (or 100% over a five-year cycle). The following items shall be identified and documented:
 - Illicit discharge
 - Repair, replacement, or maintenance needed to ensure structural integrity and function
 - Sediment accumulation
 - Other animal or human impacts
 - Description of any maintenance conducted
- Storm sewers shall be evaluated prior to street reclamation projects to identify areas of needed repair.
- Missing grates or castings shall be replaced or secured as soon as possible upon notice.
- Broken grates or castings shall be replaced within one (1) week, unless they pose a hazard to bicycles or pedestrians, in which case they shall be replaced or secured as soon as possible upon notice.
- Stormwater basins that are shown on the Mowing map on the city website shall be mowed on a 4-year rotating cycle, or more frequently as needed.
- Flood events shall be managed in accordance with the Flood Response Policy included in Appendix G.

BUILDING MAINTENANCE

OBJECTIVES

- To protect our investment and increase the lifespan of our public facilities
- To provide a safe, clean, functional environment for city employees, elected officials, and citizens

OPERATING STANDARDS FOR EXTERIOR ENVIRONMENTS:

- Building exteriors shall be inspected annually for major disrepair. Deficiencies or needed repairs shall be documented in Cartegraph and scheduled for repair.
- Cracked or broken windows shall be replaced as soon as practicable upon notice. Windows shall be cleaned by a qualified contractor at least once annually.
- Garage doors and pedestrian doors that do not open and close freely shall be repaired as soon as possible, depending on the availability of replacement parts and other resources.
- Flat, asphalt-surface roofs shall be inspected by a qualified contractor every year for leaks, proper drainage, and/or other damage.
- Building emergency generators shall be inspected and serviced annually by a qualified contractor. Run times shall be documented twice weekly in Cartegraph.

OPERATING STANDARDS FOR INTERIOR ENVIRONMENTS:

- Building interiors shall be inspected annually for major disrepair. Deficiencies or needed repairs shall be documented in Cartegraph and scheduled for repair.
- Building safety inspections shall be completed at least once annually to ensure proper functioning of exit ways, fire suppression, fire alarms, emergency lighting, first aid supplies, ventilation, etc. Observations shall be recorded in Cartegraph.
- Contracted janitorial services shall be managed by the Public Works Director or his/her designee. A listing of the expected daily, weekly, monthly and quarterly tasks will be provided to the contractor and used as a guide for ongoing evaluation of services.
- Cracks or other structural damage to walls shall be assessed and scheduled for repair as needed.
- All carpeted areas shall be shampooed at least once annually.

- Non-working lights shall be replaced or ordered within five (5) working days of notice or request.
- Flooring (laminated, tile, wood, carpet, etc.) shall be evaluated annually and budgeted for replacement at least 2 years in advance.
- Tile floors and grout shall be deep cleaned annually.

WINTER OPERATIONS

Plowing, Ice Control, Downtown Snow Removal

OBJECTIVES

- To reduce the hazards of icy conditions for motorists and pedestrians
- To facilitate the handling of emergencies by fire and police officials
- To maintain clear pavement conditions on all priority routes, intersections, curves and hills
- To reduce economic losses to the community and local industry caused by workers and customers unable to get to their intended locations
- To maintain safe, passable school bus and winter recreation routes
- To minimize the amount of damage to streets and property caused by city equipment

OPERATING STANDARDS:

City-maintained streets, sidewalks, trails, rinks and parking lots shall be maintained in accordance with the Winter Maintenance policy included in Appendix B.

PARKS AND GROUNDS MAINTENANCE

OBJECTIVES

- To protect and enhance the city's recreational areas, open spaces, trees, prairies, wetlands, and other natural resources
- To provide a safe, clean and attractive environment for all to enjoy
- To remain environmentally conscious in the selection and application of fertilizers, pesticides and other chemicals used in the parks
- To protect our investment and increase the lifespan of our parks and recreation assets

OPERATING STANDARDS

Park maintenance includes full management of the following components:

- Baseball/Softball Fields
- Soccer/Football Fields
- Playground Structures
- Docks/Piers
- Beaches
- Tennis/Pickleball Courts
- Basketball Courts
- Volleyball Courts
- Ice Rinks
- Skate Park
- Furnishings
- Shelters/Pavilions
- Lighting Systems
- Parking Areas
- Trees/Landscaping
- Turf Management
- Irrigation Systems
- Nature Trails, Natural Areas and Boardwalks
- Community Rental Gardens
- Flowers (downtown, parks, welcome signs, public gardens, etc.)
- Waste/Debris Management

Operating Standards for all Parks and Public Areas

Operating standards for each park or public area have been established through careful consideration of several factors, including public visibility, safety, overall functionality, and frequency and type of use. TABLE 1 indicates the amenities that are available at each location, along with a number indicating the assigned maintenance level. Maintenance levels are defined on pages 23-29.

Each park and public area will undergo an annual, pre-season general inspection in early spring. The purpose of the inspection is to identify any **major** areas of disrepair to fencing, benches, parking lots, playing fields, irrigation systems, sidewalks/trails, turf, shelters, play equipment, or any other amenity located within each area. Those repairs deemed necessary and immediate by the Public Works Director or his/her designee shall be assigned a priority above that of regularly scheduled maintenance.

All inspection observations, actions and repairs shall be documented in Cartegraph.

TABLE 1 - Maintenance Level Assignments

	Irrigation System	Baseball Fields	Soccer/Football	Volleyball Court	Basketball Court	Tennis Court	Playground	Ice Rink	Tables, Benches, Grills, etc.	Shelters/Pavilions	Lighting Systems	Parking Area	Docks/Piers	Nature Area/Trails	Boardwalk	Turf Management
Parks																
Boudins		2			1		1		1	2						2
Cardinal Ridge							1		1	2				1		2
Carriage Hills		2		1	1		1		1	2				1		2
Crystal Lake									1	2			1	1		3
Deerfield							1		1	2				1		2
Eagle Brook							1		1	2						2
Enclave		2			1		1		1	2				1		2
Fairway Heights							1							1		2
Fish Point					1		1		1	2				1		2
Glynwater							1		1	2				1		2
Grainwood									1				1			3
Green Oaks		2			1		1		1	2						2
Haas Lake														1	1	3
Horkey										2				1	1	3
Howard Lake		2			1		1									2
Indian Ridge					1		1		1							2
Island View							1		1					1		2
Jeffers Pond		2			1		1		1	2				1	1	2
Knob Hill					1		1		1	2				1		2
Lakefront	♦	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Meadow View							1		1					1		2
Memorial	♦	1			1		1		1	2	1	1				1
North Shore Oaks							1		1					1		3
Northwood							1		1	2						2
Northwood Mdws		2			1		1		1	2				1		2
Oakland Beach					1		1		1	2						2
Pike Lake										2				1		3
Ponds	♦	1	1		1		1		1	2	1	1		1	1	1
Raspberry Ridge		2		1	1		1		1	2						2
Raspberry Woods														1	1	3
Raymond									1	2			1			3
Rice Lake							1							1		2
Rotary Gateway										2				1		2
Ryan	♦	1	1		1		1		1	2	1	1		1		1
Sand Point		2			1		1		1	2						2
Sand Point Beach				1			1		1	2			1	1	1	2
South Shore							1		1	2						2
Spring Lake Pickleball											1	2				
Stonebriar							1		1							2
Summit Ridge							1									2

	Irrigation System	Baseball Fields	Soccer/Football	Volleyball Court	Basketball Court	Tennis Court	Playground	Ice Rink	Tables, Benches, Grills, etc.	Shelters/Pavilions	Lighting Systems	Parking Area	Docks/Piers	Nature Area/Trails	Boardwalk	Turf Management
Parks																
Sunset Hills		2			1		1		1							2
Timber Crest		2					1		1	2						2
Trillium							1									2
Westbury														1	1	3
Wilderness							1		1	2				1		2
Wilds		2		1	1		1		1	2						2
Wilds North		2			1		1		1	2						2
Willows		2			1		1		1	2						2
Woodridge		2					1		1	2						2
Woods							1		1	2						2
Woodview														1		3
Public Buildings																
City Hall	♦										1	1				2
Police Dept	♦										1	1				2
Public Works MC	♦										1	1				2
Fire Station 1	♦										1	1				2
Fire Station 2	♦										1	1				2
WTF	♦										1	1				2
Wells/Towers/LS																2

Operating Standards for Trees and Landscaping

All public area trees and landscaping will be maintained at the same level according to the following guidelines:

- Trees and shrubs shall be pruned upon request, or as needed when resources allow
- Additional mulch shall be added around trees and shrubs as needed when resources allow

Diseased trees shall be managed in accordance with the Tree Maintenance section on Page 11 of this document

Operating Standards for Maintenance of City-Owned Natural Spaces

- Controlled burns or other removal methods will be scheduled as necessary to reduce the impact of undesirable woody growth
- Maintenance will be scheduled as needed when resources allow to reduce the presence of noxious weeds, hazardous woody material, or trees posing a safety issue
- Other maintenance as recommended by a contractor and approved by city staff

Operating Standards for Community Rental Gardens

- Turn water on/off in the spring and fall
- Empty waste containers as needed
- Haul compost to each site as needed
- Haul away plant debris in fall
- General miscellaneous maintenance on unused sites, as needed

Operating Standards for Flowers and Public Gardens

- Plan, design, purchase materials and prepare garden beds in the spring
- Set downtown planters out in the spring and remove by late fall
- Water all flowers daily or as needed, depending on location and conditions
- Weed maintenance as time permits
- Remove annuals, cut back perennials, and prep beds for winter in the fall

Operating Standards for Boardwalks

- Inspected monthly from March through November. Inspection observations and any resulting maintenance needs shall be documented in Cartegraph.
- Repairs to deficient/damaged structures shall be made as soon as possible, depending on the availability of parts and materials. Safety hazards shall be addressed immediately upon notice.
- Vegetation obstructing the safe passage of pedestrians shall be cut back or removed as soon as possible.

Operating Standards for Docks/Piers

- Structures shall be installed and removed at the beginning and end of each season, generally between May 15 and October 15, weather permitting.
- Repairs to deficient/damaged structures shall be made as soon as possible, depending on the availability of parts, materials, and contracted labor. Safety hazards shall be addressed immediately upon notice.

Operating Standards for Beaches (open Memorial Day thru Labor Day)

- Swim buoys installed prior to Memorial Day weekend and removed after Labor Day weekend
- Beaches dragged weekly
- Weeds on beach removed weekly if needed
- Beaches shall be tested for E. coli in accordance with the Beach E. Coli Testing Policy included in Appendix H

Operating Standards for Playground Structures

- Inspected monthly from March through November. Inspection observations and any resulting maintenance needs shall be documented in Cartegraph.
- Repairs to deficient/damaged equipment shall be made as soon as possible, depending on the availability of replacement parts. Safety hazards shall be addressed immediately upon notice. Some playground equipment may not always be replaced.
- Play surfaces shall be maintained as needed from April through October, with appropriate surface material added as needed.

Operating Standards for Volleyball Courts

- Set up net in spring, remove in fall
- Play area shall be inspected annually for hazards or deficiencies

Operating Standards for Football and Soccer Fields

LEVEL 1

- Striping completed weekly (full lines and circles)
- Overseeding as needed
- Turf Management according to LEVEL 1 requirements (page 29)

LEVEL 2

- Striping done weekly
- Turf Management according to LEVEL 2 requirements (page 29)

Operating Standards for Baseball/Softball Fields

LEVEL 1

- Aglime added as needed throughout the season
- Aglime weed control as needed
- Foul lines painted weekly
- Dragged as needed
- Outfield Turf Management according to Level 1 requirements (page 29)

LEVEL 2

- Aglime added as needed
- Aglime weed control as needed
- Dragged as needed
- Outfield Turf Management according to Level 2 requirements (page 29)

Operating Standards for Skate Park

- Hardware adjustments and debris removal performed upon request when time permits
- Surfaces inspected for cracks annually in the spring, and sealed as necessary
- No snow removal for the skate park

Operating Standards for Hard Courts (Tennis, Basketball, Pickleball)

LEVEL 1

- Net adjustments, wind screen adjustments, hardware adjustments, gate maintenance, and debris removal performed upon request when time permits
- Surfaces inspected for cracks annually in the spring, and sealed as necessary
- Color coat and repaint lines, typically every 6-8 years
- Surface overlay, typically every 12-15 years
- No snow removal for hard courts

LEVEL 2

- Same as LEVEL 1 with no color coating or line striping

Operating Standards for Shelters/Pavilions

LEVEL 1 (enclosed buildings)

- General operational inspection shall be performed monthly (this includes fire extinguishers, light bulbs, HVAC, etc.)
- Furnace filters shall be replaced as needed
- Carpet/flooring cleaned twice annually
- Exterior shall be painted/stained as needed

LEVEL 2 (open buildings with roof only)

- Swept as needed, or when requested for an event
- General operational inspection shall be performed annually
- Exterior shall be painted/stained as needed

Operating Standards for Lighting Systems

- Inspected annually for operation and aiming
 - ball field lighting inspected in early spring
 - ice rink lighting inspected in late fall
- Bulbs will be replaced by a contractor when it is economical and efficient to do so, generally when there are several bulbs to replace at once
- Bulb aiming and lens cleaning shall be performed by a contractor, when needed

Operating Standards for Furnishings

- Picnic tables, park benches, grills, and park signs inspected annually and repaired upon request (if possible), or budgeted for future replacement

Operating Standards for Parking Areas

LEVEL 1 (asphalt lots)

- Lots shall be swept annually in the spring
- Crack-sealed and fog sealed every 5-7 years after surface replacement
- Mill/overlay shall be scheduled based on engineer's inspection and recommendation (generally every 20-25 years)
- Snow removal in accordance with the Winter Maintenance Policy included in Appendix B

LEVEL 2 (gravel lots)

- Gravel topdressing applied and graded as needed
- No snow removal on gravel parking lots

Operating Standards for Ice Rinks

LEVEL 1 (Lakefront hockey)

- Set up and remove warming house trailer
- Snow removal after streets are cleared
- Flooding 5 days/week once ice is established
- Edging and shaving as needed to maintain a smooth, uniform, high quality surface (this service is generally provided by the hockey association instead of city staff)
- Board and hockey goal maintenance when time permits
- Buildings cleaned daily by attendants
- Building inspected weekly by park staff for cleanliness and general operation

LEVEL 2 (Pleasure rinks)

- Ice establishment as conditions allow
- Snow removal after LEVEL 1 rinks
- Flooding as resources allow

Operating Standards for Turf Management

LEVEL 1 (Irrigated athletic areas)

- Irrigated every 2-3 days
- Mowed 2-3 times per week
- Weed whipping shall occur 2-3 times per month
- Aglime treated annually with pre-emergent herbicide
- Fertilized twice annually (sand-based fields fertilized 4-5 times annually)
- Herbicide application annually
- Debris removed with each mowing
- Aerated annually
- Overseeded as needed
- Topdressed every 5 years with 50/50 sand/compost mixture

LEVEL 2 (Non-irrigated “active” park areas)

- Mowed once per week
- Weed whipping 1-2 times monthly
- Fertilized twice annually
- Herbicide application annually
- Debris removed with each mowing
- Aerated every 2-3 years
- Overseeded as needed

LEVEL 3 (Other non-irrigated public areas and buildings)

- Mowed when necessary
- Weed whipping 2-3 times per season
- Debris removed with each mowing
- Fertilizer and Herbicide applied annually
- Aerated every 5 years

Operating Standards for Irrigation Systems

- Spring start-up maintenance shall include hooking up meters, opening valves, turning on water, inspecting all lines for leaks, checking heads for proper positioning, checking rain sensors, and programming the software to maximize watering efficiency and effectiveness
- Summer maintenance shall include periodic inspections for leaks, checking heads for proper positioning, reviewing watering schedules, checking rain sensors, and making repairs as needed
- Repair sprinkler heads and water lines damaged by city contractors
- Fall shut-down maintenance shall include shutting off the water, blowing out the lines, removing meters, and closing valves

EXHIBIT A

Equipment Evaluation Matrix

Category	Definitions	Points				
		1	2	3	4	5
AGE	One point for every 2 years of chronological age, based on manufacture date	2 years	4 years	6 years	8 years	10 years
USAGE	Equipment metered in miles - 1 point for every 10,000 miles	0 – 10,000 miles	11,000 – 20,000 mi	21,000 – 30,000 mi	31,000 – 40,000 mi	> 40,000 mi
	Equipment <u>metered</u> in hours - 1 point for every 400 hours	0 - 400 hours	400 - 800 hours	800 - 1200 hours	<u>1200</u> - 1600 hours	> 1600 hours
RELIABILITY	The average number of times a vehicle is in for service <u>each</u> 90 days.	1.5 times per 90 days	3 times per 90 days	4.5 times per 90 days	6 times per 90 days	7.5 or more times per 90 days
MAINTENANCE AND REPAIR	Compares the M&R costs to a percentage of the vehicle's Purchase cost (in our case, 80 percent of the purchase cost is used). Each point represents 20 percent.	Between 0% and 20% of <u>prorated</u> vehicle cost	Between 20% and 40% of <u>prorated</u> vehicle cost	Between 40% and 60% of prorated vehicle cost	Between 60% and 80% of prorated vehicle cost	Between 80% and 100% of <u>prorated</u> vehicle cost
SERVICE TYPE (CRITICALITY)	This category takes into consideration the vehicle function and the effects of downtime on overall service levels.	More than one same unit. Service levels unaffected by downtime.	One other same unit. Service levels <u>slightly</u> affected by downtime.	One other similar unit. Service levels moderately affected by down time.	Only <u>unit</u> of this type, but easily rentable. Service levels moderately affected by downtime.	Specialized and not rentable. Service levels significantly affected by downtime.
CONDITION	A mechanic rates each unit using a 1-5 scale for overall condition. If no <u>mechanic</u> rating is given, the system will calculate a rating based on the performance curve for that type of equipment.	Like New	Slight Wear / Few Deficiencies	Moderate Wear / Some Deficiencies	Significant Wear / Multiple Deficiencies	Extreme Wear / Numerous Deficiencies

APPENDIX A

Bidding Policy

BIDDING POLICY

Last updated October 2024

SUMMARY/PURPOSE

This policy sets forth the general requirements for bidding and advertising for competitively bid projects that are estimated to exceed \$175,000. It defines and clarifies the city's bidding process that is established by state law, including processes specific to electronic bidding. Contracts that involve public improvements under Minnesota Statutes, chapter 429 may have additional requirements. The City of Prior Lake follows Minnesota law regarding municipal contracts, including procedures for competitive bidding and all public contract requirements.

PROCEDURE

1. Approval. Projects or procurements must be either in the approved budget or require city council authorization prior to bidding. All competitively bid contracts require city council action awarding a contract.
2. Plans and Specifications. Prior to seeking bids, the city must prepare plans and specifications that meet all laws and requirements. A standard contract template shall also be used and will be modified as necessary for any given project. The plans and specifications shall include the city's contract requirements based upon the estimated contract amount. Bid bonds, responsible bidder, insurance, performance and payment bonds, and withholding affidavits are required for all competitively bid contracts. Other submissions may also be necessary.
3. Advertisement for Bid. Specific language is required for the advertisement for bids. The city's standard advertisement for bids should be used to ensure all required language is included. When using electronic bidding, the notice will clearly state that paper bids will not be accepted and it will further specify the form and manner required for all electronic submissions. Projects estimated to exceed \$175,000 require publication in the city's official newspaper **at least ten days prior to the last day for submission of the bids** (publication in an industry trade journal is optional). An affidavit of publication is required from each entity that published an advertisement. Minnesota Statutes, section 331A.03 authorizes the city to replace publication in the city's official newspaper with dissemination on the city's website, provided that the city follows the procedural requirements contained in said statute.
4. Bid Requirements. Required documents from the bidders may include but are not limited to a bid bond, bid form containing responsible contractor language, human rights certification, and affidavit of non-collusion. All paper bids must be sealed and identified on the outside wrapper. When using electronic bidding, staff shall ensure that the bidding website has the functionality to facilitate submission of all required information and documents to comply with all state bidding laws.
5. Bid Opening. The bid opening will take place in a conference room, council chambers, or other public place where any person present may observe, or online via Zoom, Microsoft

Teams, or any other virtual meeting platform designated by the city. Two city staff or agents will be present when the bid time expires. All bids shall be opened or, in the case of electronic bids, viewed online, acknowledged and read aloud. Bid results will become available after this process is complete, provided that only the name of the bidder and the bid amount is made public until after the city council awards a contract. For electronic bids, all bid submittals and documents for the winning contractor, including the bid tabulation and abstract, shall be scanned and retained.

6. After Bid Opening. Bids should be evaluated to determine the responsibility of the bidder. If a contract is awarded, it must be awarded to the lowest **responsible** bidder. The City has the right to reject all bids. If city staff determines the lowest bidder is not the lowest **responsible** bidder, the city attorney shall be contacted for consultation and justification prior to recommendation and action by the city council. Once a contract is awarded, a signed contract, certificate of insurance, performance bond, payment bond, and any other items required by the city shall be provided before a notice to proceed is issued.
7. Record Retention. All bid submissions and documents, including those submitted electronically, shall be retained in accordance with the city's record retention schedule.

APPENDIX B

Winter Maintenance Policy

WINTER MAINTENANCE POLICY

Last Updated October 2024

This policy supersedes all previously written or unwritten policies of the City of Prior Lake regarding snow and ice removal. City staff will periodically review this policy and will revise it as needed.

SUMMARY/PURPOSE

The purpose of this Policy is to define and outline snow and ice control objectives and procedures as established by the City of Prior Lake.

The City of Prior Lake believes it is in the best interest of the residents for the city to assume basic responsibility for snow and ice control on city streets. Effective ice and snow control is necessary for routine travel and emergency services. The City will attempt to provide such control in a safe and cost-effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The City will use city employees, city-owned or rented equipment, and/or private contractors to perform all snow and ice control activities.

WHEN WILL CITY START SNOW OR ICE CONTROL OPERATIONS?

The Public Works Director or his/her designee will decide when to begin pre-treating, salting, or snow removal operations. Some of the criteria for that decision are:

1. Air and pavement temperatures
2. Drifting or accumulation of snow that causes problems for travel
3. Icy conditions which seriously affect travel
4. Timing of snowfall in relationship to higher volumes of traffic
5. A forecasted storm or ice event (for pre-treating operations)

Snow and ice control operations are expensive and involve the use of skilled personnel and specialized equipment. To remain cost-effective, city staff will utilize a variety of ice control products and continually monitor the effectiveness, environmental impact and costs of the products applied. The Public Works Director or his/her designee will determine the appropriate combination of chemicals to effectively control ice in the given weather conditions. Effects on the environment are a high priority in the selection of ice control products.

Effective and efficient snow and ice control often requires equipment to be operated in residential areas during the evening, night, and early morning hours.

PRE-TREATING

This is a common practice of being proactive to a forecasted snowfall or frost event. This practice helps prevent the snow or frost from bonding or compacting to the pavement surface at a much lower cost than applying dry salt products. The product most often used is salt brine.

HOW SNOW WILL BE PLOWED

Snow will be plowed in a manner that minimizes any traffic obstructions. Generally, the center of the roadway will be plowed first. The snow shall then be pushed from left to right. The discharge shall go onto the boulevard area of the street. In times of extreme snowfall, the process of clearing the streets of snow may be delayed, and it may not be reasonably possible to completely clear the streets of all snow.

Generally, operations shall continue until all roads are passable. Widening and clean-up operations may continue immediately, or on the following workday depending upon conditions and circumstances. Due to safety concerns for the plow operators and the public, operations may be suspended after 10-12 hours to allow personnel adequate time for rest.

Cul-de-sacs will be plowed with one pass along the curb to provide an outlet for the driveways, with snow being piled in the middle of the cul-de-sac where possible. Crews will clean up the cul-de-sac later that day or the following workday as time permits. Snow removal will only occur when no storage space is available in the cul-de-sac area.

DOWNTOWN SNOW REMOVAL

The downtown area will be plowed from right-of-way to right-of-way (generally storefront to storefront) with the snow pushed into piles where feasible. Crews will remove the snow piles during non-business hours on the day of the event if possible. Snow removal operations may be delayed depending on weather conditions, time of day, personnel, and equipment availability.

SNOW REMOVAL

The Public Works Director or his/her designee will determine when snow will be removed by truck from an area. Such snow removal will occur in areas where there is no room on the boulevard for snow storage, and in areas where piles of snow have been created by the normal plowing operations. Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel, and equipment availability. The snow will be removed and hauled to a snow storage area.

PRIORITIES AND SCHEDULE FOR SNOW REMOVAL

City streets, facilities, trails, sidewalks, and recreational facilities are categorized based on the function, use volume, and importance to the welfare of the community.

Timetables for snow removal are based upon the priority of the trail, sidewalk, parking lot, skating rink, or access as set forth below.

Priority 1 - The streets classified as "Priority Plow Routes" will be plowed first. These are high volume streets which connect major sections of the city and provide access for emergency fire, police, schools and medical services. Non-street facilities classified as "High Priority" include the Fire Halls, downtown area, and pedestrian routes for schools and public safety. Please visit www.PriorLakeMN.gov/snow to view the Priority Plow Routes map.

Priority 2 - Low volume residential streets and alleys

Priority 3 - Medium priority non-street facilities (hockey rinks, high-use recreation)

Priority 4 - Low priority non-street facilities (pleasure rinks, community trails)

PARKING RESTRICTIONS

Refer to City Code 901.207 Winter Parking Restrictions for full details.

WORK SCHEDULE FOR SNOW AND ICE CONTROL EQUIPMENT OPERATORS

Equipment operators will be expected to work 8-10 hour shifts on a regular basis. In severe snow emergencies, operators sometimes work more than 10 consecutive hours. After a 12-hour shift, the operators will be replaced if additional qualified personnel are available.

WEATHER CONDITIONS

Snow and ice control operations will normally 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 severe cold, significant winds and/or limited visibility.

USE OF SALT AND OTHER CHEMICALS

City staff will use salt and other chemicals when there is hazardous ice or slippery conditions. City staff are concerned about the cost and the effect of such chemicals on the environment and may limit its use for that reason.

SIDEWALKS/TRAILS/PARKING LOTS

City staff plow certain sidewalks and trails as illustrated on the Sidewalk and Trail Plowing map which can be viewed at www.PriorLakeMN.gov/snow. The following standards are adopted for providing winter maintenance to designated trails, sidewalks, parking lots, and winter lake access:

1. Sidewalks and trails that border private property will not be cleared of snow by city staff unless designated within this Policy and shown on the Sidewalk and Trail Plowing map. It shall be the responsibility of the property owner to keep sidewalks clear of snow or ice in accordance with City Code 701.100. If notice has been sent to owner/occupant and snow has not been removed, the City may choose to remove the snow and ice and charge the cost of removal to the property owner in accordance with the current Fee Schedule.
2. Trails and sidewalks shall be cleared as thoroughly as possible but may not always be cleared of all ice and snow, nor maintained to bare pavement.
3. As time permits, city facilities and downtown sidewalks will be treated by city staff with salt to reduce the presence of ice. Other sidewalks and trails throughout the city will not be salted or treated with chemicals.

SKATING RINKS

The following standards are adopted for providing winter maintenance to hockey and pleasure skating rinks:

1. All rinks with warming houses will be swept and flooded Monday through Friday, as needed.
2. In the event of snow:
 - a. No rink will be maintained until snow fall ceases.
 - b. Maintenance crews will generally maintain rinks during normal working hours. The Public Works Director or his/her designee may decide to call in a crew on weekends or holidays to maintain rinks if snow fall exceeds 2" **and** it provides efficiency to remove snow (i.e. freezing conditions).
 - c. Hockey rinks are considered a medium priority and therefore will not be maintained until high priority winter operations are completed.
 - d. Pleasure rinks are considered a low priority and therefore will not be maintained until high and medium winter operations are completed.
4. If the condition of the ice becomes a safety concern, rinks may be closed at the discretion of the Public Works Director or his/her designee.
5. For safety reasons, warming houses and rinks will be closed if the actual air temperature is -5 degrees Fahrenheit or colder, or the wind chill is -25 degrees Fahrenheit or colder. The weather cancellation hotline is 952-447-9825.

RIGHT-OF-WAY USE

The intent of the right-of-way is to provide room for snow storage, public and private utilities, sidewalks, streetlights, traffic signs and other city uses. However, certain private improvements such as mailboxes are permitted within this area. Other private improvements (such as irrigation system components, fences, landscaping, or other fixtures) are **not** permitted.

MAILBOXES

Mailboxes must be installed in such a manner as to provide access by Post Office personnel or other parcel carriers, and to allow for city equipment to maintain the streets. Newspaper boxes installed under mailboxes in most cases do not provide enough room for snow equipment to pass under and can cause an indirect hit to the mailbox. A drawing showing the proper details for mailbox placement is attached as Exhibit A. Mailboxes and posts should be constructed securely enough to withstand the force of snow rolling off a plow or wing. Any posts that are rotten or too weak to withstand winter weather will **not** be repaired by city staff.

Each incident of mailbox damage will be reviewed by city staff to determine whether the mailbox damage was from plow impact or snow load. Staff will then contact the resident with their findings. If it is determined that the plow hit the mailbox, city staff will make temporary repairs, if necessary, to ensure the resident can continue to receive mail until conditions allow for replacement in the spring. The City will provide \$150 to the property owner to make their own repairs according to the specifications detailed in Exhibit A. A secondary option is to have city staff repair the post and/or mailbox with a standard size, non-decorative type.

Damage resulting from the force of the snow is the responsibility of the property owner/resident. Removing snow from the mailbox and maintaining access to the mailbox is the responsibility of the property owner.

A property owner assumes all risk 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.

Snowplow operators make every effort to remove snow as close to the curb line as practicable to provide access to mailboxes for the USPS. The final cleaning adjacent to mailboxes is the responsibility of each property owner/resident.

TURF REPAIR

All instances of turf damaged by city plows shall be reported by the property owner to the Public Works Department by May 15 for review. The damage will be reviewed by city staff in the spring when the extent of the damage can be verified. If the turf needs repair as determined by city staff, city staff shall seed the damaged area. It is the property owner's responsibility to water and maintain the restored area. The City covers the cost of one (1) restoration service per property, per damage event.

To reduce the likelihood of turf being damaged by plow equipment, markers will be provided free of charge to residents to mark the edge of the road. Markers can be picked up at the Public Works Maintenance Center (17073 Adelman St SE) beginning October 1, while supplies last.

IRRIGATION, LIGHTING, TREES, FENCES, ETC.

The City will assume no responsibility for damage to underground irrigation systems, private lighting systems, trees, shrubs, specialty grasses, rocks, fences, underground dog containment wires, retaining walls, basketball hoops or other landscaping installed in public rights-of-way or easements.

Garbage cans and recycle bins must be placed in the driveway of the residence. Placement of garbage cans and recycle bins in the roadway is prohibited.

DRIVEWAY OR PRIVATE STREET ACCESS

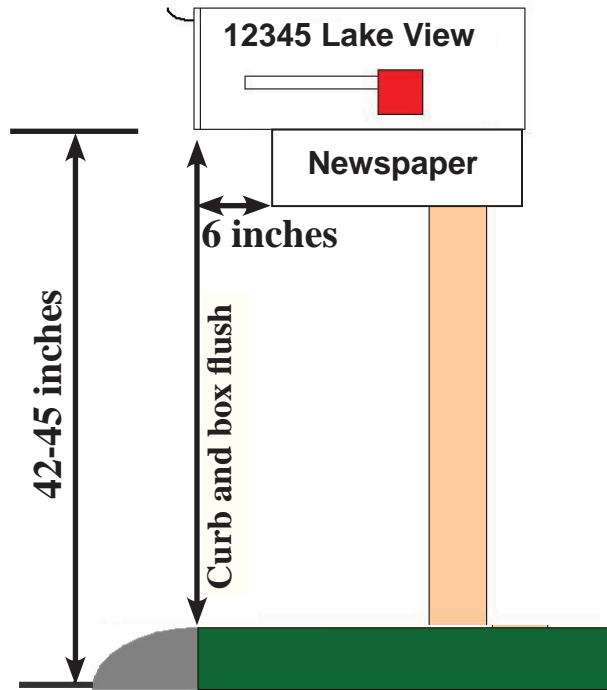
Per Minnesota Statute **160.2715 Right-of-Way Use Restrictions**, it is unlawful to obstruct or deposit snow or ice on a public roadway.

Exhibit A
Mailbox Installation Guidelines

City of Prior Lake

Mailbox **Installation Guidelines**

Helpful hints to protect your mailbox from the snowplow



Mailbox is at the **correct** height.

Snowplow blade clears the mailbox.



Mailbox is **too low**.

Snowplow blade hits the mailbox.

The Prior Lake Public Works Department reminds residents to check their mailboxes to ensure that they meet the following criteria:

A	Front of mailbox should be flush with the back of the curb.
B	Bottom of mail box should be 42-45 inches to the top of the street.
C	Newspaper boxes and other containers should be set back a minimum of 6 inches from the back of the curb.



City of Prior Lake Public Works Department

17073 Adelmann Street SE, Prior Lake, MN 55337

952-447-9896

APPENDIX C

Right-of-Way and Boulevard Maintenance Policy

RIGHT-OF-WAY AND BOULEVARD MAINTENANCE POLICY

Last updated October 2024

PURPOSE

The purpose of this policy is to define roles and responsibilities for right-of-way and boulevard maintenance within the city. The city will save valuable time and resources by involving property owners and homeowners' associations with responsibility for maintenance of these areas. Establishing this Policy will also prevent confusion over maintenance responsibilities and expectations in future developed areas.

The following definitions are utilized in the Policy:

right-of-way – a street, alley or easement permanently established for the passage of persons and vehicles and the installation of public utilities, including the traveled surface of lands adjacent that are formally dedicated to such usage

boulevard – area of land between the street and the sidewalk or bike trail (properties without a sidewalk or bike trail do not have a boulevard as defined here, but do contain public right-of-way)

collector street – a locally significant street that provides connectivity between arterial streets or other important activity centers such as commercial areas, schools, parks or neighborhoods

local street – a low-volume street (neither arterial nor collector) that connects City blocks and individual land parcels, with its main function being access rather than mobility

businesses – all properties included in the Commercial or Industrial zoning classification

homeowners' associations – single or multi-family housing developments governed by an association

Right-of-way and boulevard maintenance includes the following components:

1. Boulevards and rights-of-way area shall be mowed when grass/vegetation exceeds twelve (12) inches.
2. Boulevards and rights-of-way area shall remain cleared of debris and noxious weeds.
3. Proper drainage shall be maintained on sidewalks and trails to avoid areas of water ponding to the maximum extent practicable.
4. Boulevard and right-of-way trees and brush shall remain pruned so that no part is within fifteen (15) feet of the ground, no part is within five (5) feet of the edge of a trail, and no part is restricting the view or safe passage of any pedestrian or vehicle traffic, or obstructing the view of street signs, streetlights, or intersection sight-distance.

POLICY

Under most circumstances, the maintenance designations enumerated below shall apply. Certain exceptions exist for the sake of efficiency and continuity. The **Boulevard Mowing Map** on the city website designates the boulevard and right-of-way areas that will be mowed by the city. The map supersedes the designations below in the case of any exception.

Residential property that is not part of an association:

- Property owners shall be responsible for components 1, 2 and 3 (refer to Boulevard Mowing Map for exceptions).
- The city shall be responsible for component number 4.
- Removal of a damaged or dead tree located in a boulevard or right-of-way shall be performed by the city, at the city's discretion.

Other Properties

- Businesses, churches, schools and homeowners' associations are responsible for components 1 - 4.
- Removal and replacement of a damaged or dead tree located in a boulevard or right-of-way is the sole responsibility of the business, church, school or homeowners' association. Replacement trees must be planted at least 20-feet behind the back of the curb.

IRRIGATION FACILITIES

- Irrigation systems constructed in the right-of-way will be held subject to the terms and conditions of the Prior Lake City Code relating to right-of-way management.
- Location, maintenance and repair of all private irrigation facilities is the sole responsibility of the property owner or homeowners' association.
- The city will have no responsibility for maintenance, operation or replacement of private irrigation systems.

OTHER TERMS AND CONDITIONS

- The city will remove any portion of a tree located on private property that falls into the public right-of-way due to a storm or other such natural occurrence, up to the point at which it is no longer blocking pedestrian or vehicle traffic. Removal of the remaining portion and its subsequent replacement is the sole responsibility of the property owner. Replacement trees must be planted at least 20-feet behind the back of the curb.
- The city prohibits property owners from planting new trees in the boulevard or public right-of-way. Developers and builders that are required to plant front yard trees shall ensure the trees are planted at least twenty (20) feet behind the back of the curb. If special consent is granted by city officials to plant a tree in the public right-of-way, the

property owner or homeowners' association shall be solely responsible for the maintenance of such trees.

- All boulevards and rights-of-way area established through future development shall be maintained as defined in this Policy.

PROCEDURES

The Public Works and Community Development Departments will work together throughout the development approval process to ensure that developers are informed and educated about their right-of-way and boulevard maintenance responsibilities.

When the City becomes aware of a situation where the Policy is not being followed, staff will inform the property owners about the Policy and provide enough information to encourage future compliance.

APPENDIX D

Retaining Wall Policy

RETAINING WALL POLICY

Last revised October 2024

INTRODUCTION

Establishing a policy for maintenance, repair and replacement of city-owned retaining walls is both reasonable and desirable considering the monetary investment and potential risk involved with the disrepair of these assets.

POLICY

A comprehensive inventory of retaining walls must be performed to establish the ownership, location, size, and condition of all walls. This inventory will be maintained and updated in GIS/Cartegraph.

Privately-owned retaining walls are subject to the rules and regulations of all city codes pertaining to the installation and maintenance of such structures.

City-owned retaining walls shall be inspected every three years and documented in Cartegraph. Walls shall be scheduled for **immediate** repair when there is obvious indication of a weakness or failure that presents a safety issue. Walls shall be scheduled for **future** repair when the following conditions exist but do not pose a safety issue:

- cracking or settlement exceeds 2 inches
- portions of the wall are missing or broken
- portions of the wall are significantly deteriorated

Within 24 hours of notification that a hazardous condition may exist, a qualified city representative will inspect and assess the situation, scheduling repairs as indicated above.

The city reserves the right to remove retaining walls on city-owned property if proper stabilization of the surrounding landscape can be achieved without the wall.

PROCEDURES

Precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fills.

City representatives will periodically inspect the site, ensuring the safety measures remain in place until the repairs are completed, and monitoring for other potential hazards.

When cost effective or necessary to do so, repairs may be completed on portions of retaining walls which do not meet the requirements of this policy.

All public or private property that is disrupted during the repair process shall be restored to its original condition with dirt and grass seed, as best as is practicable, when the project is complete. Private property owners are responsible for watering new seed/sod once the project is complete.

APPENDIX E

Storm Damage Response Policy

STORM DAMAGE RESPONSE POLICY

Last updated October 2024

SUMMARY/PURPOSE

The City of Prior Lake occasionally experiences severe weather events that can include heavy rains, strong winds, lightning, hail, and tornadoes. The purpose of this Policy is to define how the city will respond when such an event occurs and causes damage to public and private property in the community.

POLICY

Damage can occur during severe weather events, including the disposition of litter, loss of small branches, and large tree and structure damage. Any damage that occurs on public property owned and maintained by the city is the responsibility of the city.

When a severe weather event occurs, city staff will focus on the following priorities in this order:

1. Ensure water and sewer facilities are operating, utilizing temporary power when necessary
2. Ensure public streets are passable for emergency purposes
3. Ensure public buildings and associated infrastructure is accessible and operating
4. Clear debris from streets and active use areas in the parks
5. Address any other debris removal from public property

PUBLIC ASSISTANCE FOR PRIVATE PROPERTY DAMAGE

Generally, any damage that occurs on private property is the responsibility of the private property owner. However, there may be instances when city officials determine that it is in the community's best interest to assist in clean-up efforts for a specified period of time after the storm event. This determination will be made by on a case-by-case basis and will be based on the following factors:

1. Risk to public safety (if private clean-up efforts are leading to traffic congestion or other obstructions in the right-of-way)
2. Extent of damage both in severity and in geographic spread (the damage is severe causing widespread loss of trees or large limbs)
3. Availability of city resources to assist

When the city decides to assist in private property clean-up efforts, it will only include removal of tree and brush material. The city will not pick up any non-organic material such as siding, shingles, carpet, and other household items. The city will not enter private property to move materials. Property owners must follow these steps to prepare the material for pick-up:

1. Cut all logs and brush into segments measuring 8 feet or shorter
2. Material must be stacked neatly with the stump side to the street
3. Material must be behind the curb (not in the street)
4. Material must be within 10 feet of the back of the curb (crews will not go further into private property to access the material)

Failure to follow this protocol will result in pick-up cancellation. Residents should call Public Works at 952-447-9896 to schedule a pick-up. Scheduling of pick-ups will occur based on the volume of calls, location of pick-up, and other workload constraints.

OTHER RESOURCES

Residents have the following options available for disposal of storm damage material:

1. The SMSC Organics Recycling Facility. Call 952-233-9191 or visit their website at www.smscorf.com for hours of operation and more information about what is accepted.
2. Contact your garbage hauler to see if they will accept the yard waste.
3. Contact a tree removal vendor.

POLICY IMPLEMENTATION

This policy will be implemented after severe weather events in the following manner:

1. Public Works staff will survey the damage and report the severity and locations of visible damage to city officials.
2. City officials will decide whether public assistance will be provided, based on the parameters outlined above.
3. When a decision has been made to provide public assistance, information will be posted on the city website and social media outlets. This communication will include instructions on how to request public assistance.
4. All calls received by residents will be documented, whether city assistance is provided or not.

APPENDIX F

Frozen Water Service Policy

FROZEN WATER SERVICE POLICY

Last Revised October 2024

SUMMARY/PURPOSE

Typically, water service connections are buried below the average frost table depth to ensure they do not freeze. If the water service is above the average frost table, or we experience an extended period of severe cold that drives the frost table deeper, some service lines become susceptible to freezing. When this happens, the city receives requests for assistance in thawing service lines. This policy was created to define how the city will respond to these requests.

POLICY

The service line is the responsibility of the property owner from the meter (inside the home) all the way out to the curb stop (typically located near the front property line). The curb stop and the remaining pipe to the watermain are the responsibility of the city. If the service line freezes, it is sometimes difficult to determine where the issue has occurred and who is responsible.

The city has historically worked with property owners to address frozen service lines. This policy was developed to standardize the practice of thawing service lines to the best of our ability, while keeping in mind our limited resources and reducing our liability when entering into private properties.

The following parameters are hereby established:

- a. The water service lateral from the curb stop to the meter is the responsibility of the property owner.
- b. The city will assist property owners by offering, at no charge, to thaw the service if it can be accomplished without digging and if it is the first occurrence of the season for the property. A fee will be charged for subsequent thawing services within a single season (November-March). The current fee for this service will be actual cost based on the labor, equipment and materials needed, as noted in the city's fee schedule.
- c. The City will attempt to thaw the service for up to four (4) hours. If unsuccessful, staff will evaluate the availability of resources to continue or suspend the attempt.
- d. The property owner must sign a Right of Entry and Release of Liability before any work is completed.
- e. The city will not assist with any frozen water pipes on the house side of the meter.
- f. The city has the right to refuse to enter a residence due to health and/or safety concerns.
- g. The city does not guarantee a frozen water service can be thawed with city resources.

- h. The city reserves the right to deviate from this policy at any time if deemed to be in the best interests of the city and its residents based on safety, political and economic considerations. Any deviation and the reason for the deviation shall be documented in writing.

PROCEDURES

1. Property owners who believe their service line may be frozen should call Public Works at 952-447-9896 for assistance during normal working hours (M-F, 7 am - 3 pm). For assistance outside normal working hours, property owners should call non-emergency dispatch at 952-445-1411.
2. The property owner must request the service, sign the Right of Entry and Release of Liability forms, and be present during the service call.
3. The city will respond to calls during normal working hours in the order they are received, as resources allow.
4. Calls received outside of normal working hours will be responded to by on-call personnel who will assess the situation, determine the appropriate actions, and assist as resources allow.
5. Property owners shall not be allowed to use electrical welding methods to thaw services.

APPENDIX G

Flood Response Policy



FLOOD RESPONSE POLICY

Last Updated October 2024

SUMMARY/PURPOSE

The purpose of this Policy is to define and outline the City's response to high lake levels and lake flooding on Spring Lake, Prior Lake, and Markley Lake. Lake levels have historically been one of the most important issues for the community, impacting residents living around the lakes, many businesses, and local transportation corridors. Spring Lake rises and falls quickly based on its large drainage area and natural outlet channel. Prior Lake does not have a natural outlet and lake levels have fluctuated by 15 feet or more, from extreme low water levels in the 1930s and late 1980s to the flooding of the 1960s and high-water records in 2014. Markley Lake is landlocked and has experienced periodic flooding during periods of wet weather.

After significant study, public process, and agency coordination, the establishment of the Prior Lake Outlet and Channel (PLOC) was selected as the first flood mitigation effort by the newly-formed Prior Lake-Spring Lake Watershed District (PLSLWD). This outlet system to the Minnesota River was first used in 1983. The regulatory flood zone for Prior Lake did not originally account for the benefit of the outlet structure and the 100-year flood elevation remained at 908.9 until it was revised to 906.9 in 2018. The Prior Lake outlet structure, owned and operated by the PLSLWD, constitutes the beginning of the PLOC and includes a fixed weir set at an elevation of 902.5 and a low-flow slide gate to allow manual discharge of water down to a lake level elevation of 902.0.

The Prior Lake area experienced record amounts of precipitation in 2014, leading to a historic flooding event. This event highlighted the need to develop watershed modeling and evaluate flood mitigation and response strategies for future events. The PLSLWD and the City of Prior Lake, in collaboration with Spring Lake Township, completed the Prior Lake Stormwater Management and Flood Mitigation Study (2016) that includes a calibrated modeling of the Prior Lake watershed, review of flood-related issues and projects, identification and evaluation of a suite of potential flood reduction strategies, and implementation plan recommendations. Public input was used to guide the development and evaluation of the available flood mitigation options described in the flood study. Development of a City Flood Response Policy addresses one of the major study implementation plan recommendations.

Markley Lake is located within the Scott Watershed Management Organization (WMO). The Cities of Prior Lake and Credit River both have land use authority for areas draining to Markley Lake. High water levels in the 1990s led the cities (Credit River was a township in 1999) and WMO to develop a temporary drawdown plan for the lake in 1999 that included pumping water from the lake to the Credit River using an abandoned sanitary sewer line. Above-average precipitation through the 2010s led to more high-water levels on Markley Lake, leading to record-high water levels in 2019. Flooding on Markley Lake has the potential to impact Whitewood Avenue, septic systems, and homes in Credit River, as well as a City of Prior Lake trail and yards/landscaping within the City of Prior Lake. To address high water levels, the cities and WMO partnered to temporarily draw down Markley Lake in 2019 and 2020 under 1-year cost-share agreements. All three organizations entered into a 5-year cost-share agreement in 2021 to address future temporary draw down needs while also working jointly on a Markley Lake Study that will guide long-term flood response.

This policy supersedes any and all previously written or unwritten policies of the City regarding lake flood response. The City will review this policy periodically and will amend it as appropriate.

RESPONSIBILITY FOR FLOOD PROTECTION

During flooding conditions, both the City and its residents have responsibility for different aspects of flood protection. The priority for Prior Lake city government, as evidenced by the city's mission statement, is to enhance the quality of life for citizens by providing quality services which result in a safe and healthy community.

City of Prior Lake: The City's primary responsibility during a flooding event is to protect public safety. City goals and priorities during flooding conditions include:

1. Protect public safety – maintain emergency vehicle access
2. Protect public health and safety – protect public utility infrastructure (i.e., sanitary sewer and water distribution)
3. Maintain traffic flow through the County Road 21 corridor
4. Maintain access to private property through public rights-of-way

The City will coordinate with other agencies and provide updated information to residents in anticipation of flooding events. This communication will continue during flooding events.

Property owners: Property owners are responsible for protecting their own private property during flooding events. Property owners may take advantage of city flood protection efforts to enhance private property protection efforts; an example of this would be connecting private sandbag walls to road right-of-way barriers.

PRIOR LAKE WATER LEVEL-BASED FLOOD RESPONSE

City flood response is based on factors such as Prior Lake levels, weather forecasting, watershed conditions, and existing and projected system flow. The city’s Public Works Director will consider these factors when directing implementation of the city’s response. Lake levels and ice-covered status are determined by the PLSLWD. The following approximate lake level responses apply to Prior Lake:

Lake Level 903.0. Levels below this point are typically not a cause for concern in relation to potential flooding events.

When Prior Lake reaches 903.0, the city may initiate the following actions:

Category	Action
Shoreline Erosion	Prepare to deploy “Save Our Shores” signs at DNR public access points. Not applicable when the lake is ice-covered.
Equipment	Find a source of pumps and storm sewer plugs, various sizes & configurations; take inventory of sanitary manhole sealing devices; prepare to protect sanitary sewer lift stations; find source of right-of-way barriers; prepare to protect infrastructure at higher lake levels.
Residential Sandbagging	Confirm sources of sand and sandbags; prepare to purchase these materials if needed.
City Emergency Operations Plan (EOP)	No action required at this level.
Mayor/City Council	No action required at this level.
Agency Coordination	Contact PLSLWD staff and initiate communications regarding lake levels and Prior Lake Outlet Channel inspections and operation. Contact Spring Lake Township staff and initiate communications regarding lake levels.
Infrastructure Protection	No action required at this level.
Water Quality	Continue standard weekly surface water E. coli testing at public beaches. Only applicable when beaches are open, as determined by the City’s Recreation Department.
Water Surface Use Management	Prepare to deploy “Save Our Shores” signs at DNR public access points. Not applicable when the lake is ice-covered.
Communications	Initiate flood communications plan; monitor weather and lake levels; begin posting updates on website and social media.

Lake Level 903.5. Levels approaching 903.5 can potentially cause impacts to shorelines and docks, especially when combined with wave action. Shoreline erosion potential is high and can be addressed using voluntary slow no-wake provisions.

When Prior Lake reaches 903.5, the city may initiate the following actions:

Category	Action
Shoreline Erosion	Deploy “Save Our Shores” signs at DNR public access points. Not applicable when the lake is ice-covered.
Equipment	Confirm sources of sand and sandbags and prepare to purchase sand.
Residential Sandbagging	Begin offering sandbags for sale to residents, per the City Fee Schedule.
City Emergency Operations Plan (EOP)	No action required at this level.
Mayor/City Council	The City’s Public Works Director will prepare staff updates. The City Manager will provide the Mayor and City Council with these staff updates (frequency as needed).
Agency Coordination	Continue PLSLWD and Spring Lake Township coordination; notify Scott County Sheriff’s Office and DNR of advisory “Save our Shores” signs, if applicable.
Infrastructure Protection	Prepare to deploy right-of-way barriers, storm sewer plugs, and pumps in critical areas.
Water Quality	Continue standard weekly surface water E. coli testing at public beaches. Only applicable when beaches are open, as determined by the City’s Recreation Department.
Water Surface Use Management	Coordinate with Scott County Sheriff’s Office on the potential for a slow no-wake declaration at 903.9; prepare to deploy “Slow No-Wake” signs at DNR public access points. Not applicable when the lake is ice-covered.
Communications	Monitor weather and lake levels; post updates on website and social media; prepare a list of potential media contacts; use electronic signs to update the public; internal staff briefings as needed.

Lake Level 903.9. Prior Lake reaches its regulatory Ordinary High Water (OHW) elevation at 903.9. In accordance with City Code Section 703, the city will enact a lake-wide slow no-wake restriction when the lake is at the OHW or higher due to the increased potential for severe shoreline damage due to wave action. A lake-wide slow no-wake restriction will not be enacted when the lake is ice-covered.

When Prior Lake reaches 903.9, the city may initiate the following actions:

Category	Action
Shoreline Erosion	Potential is high for severe shoreline damage. Lake-wide slow no-wake restriction enacted per City Code Section 703. Not applicable when the lake is ice-covered.
Equipment	Begin to deploy temporary flood protection measures in critical locations, based on road elevations and forecasted conditions.
Residential Sandbagging	Continue offering sandbags for sale to residents. Begin providing sand to residents in a designated location at the City Maintenance Center.
City Emergency Operations Plan (EOP)	Inform City Emergency Management Manager of lake levels and the potential for a local emergency at higher lake levels.
Mayor/City Council	The City’s Public Works Director or designee will prepare staff updates. The City Manager will provide the Mayor and City Council with these staff updates (frequency as needed).
Agency Coordination	Continue PLSLWD and Spring Lake Township coordination; notify Scott County Sheriff’s Office and DNR of lake-wide slow no-wake restriction, if applicable.
Infrastructure Protection	Protect sanitary sewer manholes & lift stations; install sewer plugs; install barriers to protect public right-of-way; deploy pumps to manage water for these locations.
Water Quality	Continue standard weekly surface water E. coli testing at public beaches, if applicable; contact testing laboratory to prepare for additional tests at higher lake levels.
Water Surface Use Management	Enact “Slow No-Wake” provision per City Code Section 703; deploy notification signs at public access points and remove “Save our Shores” signs from the same locations. Not applicable when the lake is ice-covered.
Communications	Meet notification requirements of City Code Section 703 to enact slow no-wake restriction, if applicable; Monitor weather and lake levels; post updates on website and social media; direct residents to the City Flood website which will provide updates and useful information for residents; use electronic signs to direct public to City website for updates; internal staff briefings as needed; coordinate with Prior Lake Association; plan for community meetings triggered at higher levels.

Lake Level 904.5: Lakeshore properties and public infrastructure continue to be threatened at this level. There is also potential for a local emergency declaration above this elevation. City staff will coordinate with Scott County to initiate an action plan for keeping the County Road 21 corridor open to traffic during higher water levels. The city’s Emergency Management Manager begins to play a larger role in operations.

When Prior Lake reaches 904.5, the city may initiate the following actions:

Category	Action
Shoreline Erosion	Potential is high for severe shoreline damage. Lake-wide slow no-wake restriction continues. Not applicable when the lake is ice-covered.
Equipment	Continue to deploy temporary flood protection measures in critical locations. Contact Scott County to determine the possibility of using their sandbag filling machine to fill City sandbags (not intended for private residential use).
Residential Sandbagging	Continue offering sandbags for sale to residents. Continue providing sand to residents in a designated location at the City Maintenance Center.
City Emergency Operations Plan (EOP)	Staff coordinates with City Emergency Management Manager to assess the potential for a local emergency declaration.
Mayor/City Council	The City’s Public Works Director will coordinate with the City Manager to provide the Mayor and City Council with daily staff updates; City Emergency Management Manager will provide City Manager with an assessment of the potential for a local emergency declaration.
Agency Coordination	Scott County Sheriff’s Office (surface water use), Scott County Highway Department (County Road 21 status), County Emergency Manager (potential emergency declaration), PLSLWD (outlet structure/channel operation & maintenance, lake levels, water quality), Scott WMO, State agencies (potential emergency declarations affecting this area).
Infrastructure Protection	Protect sanitary sewer manholes & lift stations; install sewer plugs; install barriers to protect public right-of-way; deploy pumps to manage water for these locations.
Water Quality	Continue standard weekly surface water E. coli testing at public beaches, if applicable; sample for E. coli in one flooded right-of-way location (one sample/week, random location), if applicable.
Water Surface Use Management	“Slow No-Wake” provision continues per City Code Section 703; signs remain at public access points. Not applicable when the lake is ice-covered.
Communications	Monitor weather and lake levels; post updates on City website and social media; provide updates to media; use electronic signs to convey important announcements and direct public to City website for updates; daily operations update for City council and staff; daily updates for front line staff (consistent message for the public); schedule first community meeting (need for community meetings will be based on lake levels and forecasted weather).

Lake Level 905.0. Lakeshore properties and public infrastructure continue to be threatened at this level. The city’s Emergency Management Manager may recommend declaring a local emergency at this elevation. City staff will continue to provide public communications, coordinate with other agencies, and protect public infrastructure.

When Prior Lake reaches 905.0, the city may initiate the following actions:

Category	Action
Shoreline Erosion	Potential is high for severe shoreline damage; lake-wide slow no-wake restriction continues. Not applicable when the lake is ice-covered.
Equipment	Continue to deploy temporary flood protection measures in critical locations. Use Scott County sandbag filling machine to fill City sandbags, if applicable.
Residential Sandbagging	Continue offering sandbags for sale to residents; City will begin to offer free sandbags and sand to residents upon a local emergency declaration; City will begin delivering sand to designated locations only.
City Emergency Operations Plan (EOP)	Coordinate with City Emergency Management Manager, assess potential for local emergency and potentially declare local emergency; initiate EOP procedures; designate one Public Works staff person to summarize activities and complete incident reports.
Mayor/City Council	Consider declaring a Local Emergency; daily updates from City Manager and/or City Emergency Management Manager.
Agency Coordination	Scott County Sheriff’s Office (surface water use), Scott County Highway Department (County Road 21 status), County Emergency Management Manager (local emergency declaration), PLSLWD (outlet structure/channel operation & maintenance, lake levels, water quality, potential for temporary flood reduction measures), Scott WMO, State and Federal agencies (potential emergency declarations affecting this area).
Infrastructure Protection	Protect sanitary sewer manholes & lift stations; install sewer plugs; install barriers to protect public right-of-way and deploy pumps to manage water for these locations; daily inspections and maintenance of protection measures to ensure effectiveness.
Water Quality	Continue standard weekly surface water E. coli testing at public beaches, if applicable; sample for E. coli in all flooded right-of-way locations (one sample/week/location).
Water Surface Use Management	“Slow No-Wake” provision continues per City Code Section 703; signs remain at public access points. Not applicable when the lake is ice-covered.
Communications	Monitor weather and lake levels; post updates on website and social media; provide updates to media; use electronic signs to convey important announcements and direct public to City website for updates; daily operations update meeting for City officials and staff; daily updates

	for front line staff (consistent message for the public); schedule additional community meetings (based on lake levels and forecasted weather).
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Lake Level 905.5 and above: Significant lakeshore property damage is expected at this level and above. Most critical public infrastructure will be temporarily protected by the time Prior Lake reaches this level and daily inspections of the protection measures are required. There may be significant media attention at this level and above as the city operates under a local emergency declaration and follows its EOP. Communication with the public is critical and should come from one point of contact at the City (in accordance with the EOP). City staff will continue to provide communications support, coordinate with other agencies, and protect public infrastructure.

When Prior Lake reaches 905.5, the city may initiate the following actions:

Category	Action
Shoreline Erosion	Potential is high for severe shoreline damage; lake-wide slow no-wake restriction continues. Not applicable when the lake is ice-covered.
Equipment	Continue to deploy temporary flood protection measures in critical locations.
Residential Sandbagging	Continue offering free sandbags and sand to residents under a local emergency declaration; City continues to deliver sand to designated locations.
City Emergency Operations Plan (EOP)	Coordinate with City Emergency Management Manager, local emergency assumed for this elevation and above; EOP in effect; Public Works staff designee continues to summarize activities and complete incident reports.
Mayor/City Council	Operating under a Local Emergency; daily updates from City Manager and/or City Emergency Management Manager. Mayor is responsible for communicating Emergency Public Information under the EOP.
Agency Coordination	Scott County Sheriff's Office (surface water use), Scott County Highway Department (County Road 21 status), County Emergency Management Manager (local emergency declaration), PLSLWD (outlet structure/channel operation & maintenance, lake levels, water quality, potential for temporary flood reduction measures), Scott WMO, State and Federal agencies (potential emergency declarations affecting this area).
Infrastructure Protection	Protect sanitary sewer manholes & lift stations; install sewer plugs; install barriers to protect public right-of-way; deploy pumps to manage water for these locations; daily inspections and maintenance of protection measures to ensure effectiveness.
Water Quality	Continue standard weekly surface water E. coli testing at public beaches, if applicable; sample for E. coli in all flooded right-of-way locations (one sample/week/location).
Water Surface Use Management	"Slow No-Wake" provision continues per City Code Section 703; signs remain at public access points. Not applicable when the lake is ice-covered.
Communications	Monitor weather and lake levels; post updates on website and social media; provide updates to media; use electronic signs to convey important announcements and direct public to City website for updates; daily operations update meeting for City officials and staff; daily updates for front

	line staff (consistent message for the public); schedule additional community meetings, City maintenance staff and/or police go door-to-door to provide updates and gather information from residents and businesses.
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SPRING LAKE WATER LEVEL-BASED FLOOD RESPONSE

City flood response is based on factors such as Spring Lake levels, weather forecasting, watershed conditions, and overall system flow. The City’s Public Works Director will consider these factors when implementing the City’s response. Lake elevations and ice-covered status are determined by the PLSLWD. All flood response related to Spring Lake will be coordinated with Spring Lake Township. The following elevation response levels apply to Spring Lake:

Lake Level 911.9. Levels below this point are typically not a cause for concern in relation to potential flooding events.

When Spring Lake reaches 911.9, the City may initiate the following actions:

Category	Action
Shoreline Erosion	Prepare to deploy “Save Our Shores” sign at public access point. Not applicable when the lake is ice-covered.
Equipment	N/A (no public infrastructure is threatened by high water levels on Spring Lake)
Residential Sandbagging	Confirm sources of sand and sandbags; prepare to purchase these materials if needed.
City Emergency Operations Plan (EOP)	No action required at this level.
Mayor/City Council	No action required at this level.
Agency Coordination	Contact PLSLWD staff and initiate communications regarding lake levels and Prior Lake Outlet Channel operation. Contact Spring Lake Township staff and initiate communications regarding lake levels.
Infrastructure Protection	N/A (no public infrastructure is threatened by high water levels on Spring Lake)
Water Quality	N/A (no public beaches or infrastructure is threatened by high water levels on Spring Lake)
Water Surface Use Management	Prepare to deploy “Save Our Shores” sign at public access point. Not applicable when the lake is ice-covered.
Communications	Initiate flood communications plan; monitor weather and lake levels; begin posting updates on website and social media.

Lake Level 912.3. Levels approaching 912.3 can potentially cause impacts to shorelines and docks, especially when combined with wave action. Shoreline erosion potential is high and can be addressed using voluntary slow no-wake provisions.

When Spring Lake reaches 912.3, the City may initiate the following actions:

Category	Action
Shoreline Erosion	Deploy “Save Our Shores” sign at the DNR public access point. Not applicable when the lake is ice-covered.
Equipment	N/A (no public infrastructure is threatened by high water levels on Spring Lake)
Residential Sandbagging	Begin offering sandbags for sale to City and Township residents, per the City Fee Schedule.
City Emergency Operations Plan (EOP)	No action required at this level.
Mayor/City Council	The City’s Public Works Director or designee will prepare staff updates. The City Manager will provide the Mayor and City Council with these staff updates (frequency as needed).
Agency Coordination	Continue PLSLWD and Spring Lake Township coordination; notify Scott County Sheriff’s Office and DNR of advisory “Save our Shores” signs, if applicable; coordinate with Spring Lake Association.
Infrastructure Protection	N/A (no public infrastructure is threatened by high water levels on Spring Lake)
Water Quality	N/A (no public beaches or infrastructure is threatened by high water levels on Spring Lake)
Water Surface Use Management	Coordinate with Scott County Sheriff’s Office on the potential for a slow no-wake declaration at 912.8; prepare to deploy “Slow No-Wake” signs at DNR public access point. Not applicable when the lake is ice-covered.
Communications	Monitor weather and lake levels; post updates on website and social media; prepare a list of potential media contacts; use electronic signs to update the public; internal staff briefings as needed.

Lake Level 912.8: Spring Lake reaches its regulatory Ordinary High Water (OHW) elevation at 912.8. In accordance with City Code Section 703 (and equivalent Spring Lake Township ordinance), the City and Township will both enact a lake-wide slow no-wake restriction when the lake is at the OHW or higher due to the increased potential for severe shoreline damage due to wave action. A lake-wide slow no-wake restriction will not be enacted when the lake is ice-covered.

When Spring Lake reaches 912.8, the City may initiate the following actions:

Category	Action
Shoreline Erosion	Potential is high for severe shoreline damage. Lake-wide slow no-wake restriction enacted per City Code Section 703. Not applicable when the lake is ice-covered.
Equipment	N/A (no public infrastructure is threatened by high water levels on Spring Lake)
Residential Sandbagging	Continue offering sandbags for sale to the City and Township residents. Begin providing sand to residents in a designated location at the City Maintenance Center.
City Emergency Operations Plan (EOP)	Inform City Emergency Management Manager of lake levels and the potential for a local emergency. A potential local emergency declaration based on lake elevation will be tied to Prior Lake levels.
Mayor/City Council	The City’s Public Works Director or designee will prepare staff updates. The City Manager will provide the Mayor and City Council with these staff updates (frequency as needed).
Agency Coordination	Continue PLSLWD and Spring Lake Township coordination; notify Scott County Sheriff’s Office and DNR of lake-wide slow no-wake restriction, if applicable.
Infrastructure Protection	N/A (no public infrastructure is threatened by high water levels on Spring Lake)
Water Quality	N/A (no public beaches or infrastructure is threatened by high water levels on Spring Lake)
Water Surface Use Management	Enact “Slow No-Wake” provision per City Code Section 703; deploy notification signs at DNR public access point and remove “Save our Shores” signs from the same location. Not applicable when the lake is ice-covered.
Communications	Meet notification requirements of City Code Section 703 to enact slow no-wake restriction, if applicable; Monitor weather and lake levels; post updates on website and social media; direct residents to the City Flood website which will provide updates and useful information for residents; use electronic signs to direct public to City website for updates; internal staff briefings as needed; coordinate with Spring Lake Association; begin to plan for community meetings triggered by higher levels.

Lake Level 913.3 and above: Due to the lack of public infrastructure impacts from flooding on Spring Lake, the primary impacts of higher lake levels are to private residential properties.

When Spring Lake reaches 913.3, the City may initiate the following actions:

Category	Action
Shoreline Erosion	Potential is high for severe shoreline damage. Lake-wide slow no-wake restriction continued. Not applicable when the lake is ice-covered.
Equipment	N/A (no public infrastructure is threatened by high water levels on Spring Lake)
Residential Sandbagging	Continue offering sandbags for sale to the City and Township residents; City begins to offer free sandbags to residents upon a local emergency declaration; City continues to provide free sand to residents in a designated location at the City Maintenance Center.
City Emergency Operations Plan (EOP)	Inform City Emergency Management Manager of lake levels and the potential for a local emergency. A potential local emergency declaration based on lake elevation will be tied to Prior Lake levels.
Mayor/City Council	City Manager will provide the Mayor and City Council with daily staff updates; City Emergency Management Manager will provide City Manager with an assessment of the potential for a local emergency declaration. If a local emergency is declared, the City EOP will be in effect.
Agency Coordination	Scott County Sheriff's Office, Scott County Highway Department, County Emergency Manager, PLSLWD, Scott WMO, Spring Lake Association, State and Federal agencies.
Infrastructure Protection	N/A (no public infrastructure is threatened by high water levels on Spring Lake)
Water Quality	N/A (no public beaches or infrastructure is threatened by high water levels on Spring Lake)
Water Surface Use Management	"Slow No-Wake" provision continues per City Code Section 703; sign remains at public access point.
Communications	Monitor weather and lake levels; post updates on website and social media; provide updates to media; use electronic signs to convey important announcements and direct public to City website for updates; daily operations update meeting for City officials and staff; daily updates for front line staff (consistent message for the public); possible community meetings; City maintenance staff and/or police may go door-to-door to provide updates and gather information from residents and businesses.

MARKLEY LAKE WATER LEVEL-BASED FLOOD RESPONSE

City flood response is based on factors such as Markley Lake levels, weather forecasting, watershed conditions, and overall system flow. The City's Public Works Director will consider these factors when implementing the City's response. Lake elevations and ice-covered status are determined by the City. All flood response related to Markley Lake will be coordinated with the Scott Watershed Management Organization (WMO) and Credit River Township. Flood response cost responsibilities are specified in a 5-year cost-share agreement (2021-2026). The following response levels apply to Markley Lake:

Lake Level 893.2: The Ordinary High Water level (OHW) for Markley Lake is reached; levels below 893.2 are typically not a cause for concern in relation to flooding events.

When Markley Lake reaches 893.2, the City may initiate the following actions:

Category	Action
Equipment	No action required at this level
Mayor/City Council	No action required at this level
Agency Coordination	Contact Scott WMO and Credit River Township representatives and initiate communications regarding lake levels
Infrastructure Protection	No action required at this level
Communications	No action required at this level

Lake Level 894.0: Continue to observe Markley Lake levels; initial action steps are taken.

When Markley Lake reaches 894.0, the City may initiate the following actions:

Category	Action
Equipment	Determine source of portable pump; confirm pump discharge route to Credit River remains viable
Mayor/City Council	No action required at this level
Agency Coordination	Contact Scott WMO and Credit River Township representatives and initiate communications regarding lake levels and cost-share; contact DNR regarding possible dewatering permit application
Infrastructure Protection	Prepare to close the Markley Lake trail
Communications	Initiate flood communications plan; monitor weather and lake levels

Elevation 894.5: Trail flooding and residential lawn flooding is imminent at this level and above. Preparations for a potential lake drawdown should be made.

When Markley Lake reaches 894.5, the City may initiate the following actions:

Category	Action
Equipment	Prepare to deploy portable pump
Mayor/City Council	The City's Public Works Director or designee will prepare staff updates. The City Manager will provide the Mayor and City Council with these staff updates (frequency as needed).
Agency Coordination	Continue to provide Scott WMO and Credit River Township representatives with updates regarding lake levels and potential lake pumping; prepare DNR dewatering permit application (submit to DNR when Markley Lake reaches 895.5)
Infrastructure Protection	Close the Markley Lake trail using barriers and signs at all three entry points (Welcome Avenue, Markley Lake Court, and Cardinal Ridge Park)
Communications	Continue to follow flood communications plan; monitor weather and lake levels

Elevation 895.8: The 100-year flood level for Markley Lake is reached. The City's Markley Lake Trail is closed and partially submerged. The north end of Whitewood Avenue and septic systems for homes in Credit River Township may be threatened by flooding at or above this level.

When Markley Lake reaches 895.8, the City may initiate the following actions:

Category	Action
Equipment	Deploy portable pump and begin to draw down lake in accordance with DNR dewatering permit
Mayor/City Council	The City's Public Works Director or designee will prepare staff updates. The City Manager will provide the Mayor and City Council with these staff updates (frequency as needed).
Agency Coordination	Follow the cost-share agreement between the City, Scott WMO, and Credit River Township to draw down Markley Lake starting at this level; provide weekly updates to WMO and Township representatives regarding lake levels and lake pumping; DNR dewatering permit application submitted in anticipation of lake reaching 100-year flood level is activated starting at this level; pumping should continue under the terms of the DNR permit until the lake reaches 893.2 or becomes ice-covered
Infrastructure Protection	The Markley Lake trail remains closed; inspect barriers and signs at all three entry points on a weekly basis
Communications	Continue to follow flood communications plan; monitor weather and lake levels

CITY FLOOD OPERATIONS PLAN

Emergency Declaration: The Mayor of the City of Prior Lake has the authority to issue a Declaration of Local Emergency based on Minn. Stat. Sections 12.29 and 12.37 and Prior Lake City Code section 113.

Significant rainfall or snowmelt causing rapid increases in water levels, dangerous flooding conditions, or imminent danger to persons and property shall constitute a Local Emergency with respect to this policy. The City Emergency Management Manager will advise the City Manager and Mayor/City Council of conditions that may lead to a Local Emergency.

Emergency Management Structure: A Declaration of Local Emergency activates the City's Emergency Management operations. The City developed its Emergency Operations Plan (EOP) in 2008 and the document is periodically reviewed and updated (last updated 2/27/2017). The EOP guides emergency operations for the City. It assists key City officials and emergency organizations to carry out their responsibilities for the protection of the public under a wide range of emergency conditions, including flooding. The EOP is also used to:

- Mitigate the loss of life and property
- Prepare for emergencies
- Respond to emergencies
- Recover from the emergency
- Provide support to other political subdivisions in the County that may require assistance

The Basic Plan section of the EOP outlines the basis and purpose of emergency planning. The EOP also contains several Annexes that describe the basic functions of emergency response and includes specific responsibilities delegated to the Public Works Department related to utilities and debris clearance.

Direction and control of the City response to an emergency will be carried out at the Emergency Operation Center (EOC). The City EOC is located at the Prior Lake Police Department office, 4649 Dakota Street, Prior Lake. Per the National Incident Management System (NIMS), Prior Lake uses the Incident Command System (ICS) to manage and coordinate incident response. Upon activation of the EOC, City departments will respond to the emergency as coordinated by the City's designated Emergency Management Manager.

To increase local agency coordination during emergencies, the City adopted the Scott County All-Hazard, Multijurisdictional Mitigation Plan on November 14, 2016. The plan includes risk assessment, mitigation strategy, and an implementation process. Participating jurisdictions are eligible for FEMA hazard mitigation assistance grants.

Protecting Public Safety: The primary focus of the City will be to employ measures that provide emergency vehicle access to flooded areas to the maximum extent practicable. Emergency vehicles can travel through a water depth of approximately 1.5 feet or less. The Lake Level-Based Flood Response section of this policy outlines the measures to be taken to protect flood-prone areas and thereby public

safety. There are seven Flood Watch Areas (FWAs) affected by Prior Lake flooding (first inundated at approximate lake level in parentheses):

1. Boudin/Watersedge/Rutgers/Glendale FWA (904.0)
2. County Road 21/Wagon Bridge FWA (904.5)
3. Shady Beach Trail FWA (905.0)
4. Breezy Point Road FWA (905.5)
5. Cove Avenue FWA (905.5)
6. Lords Street FWA (906.5)
7. Fish Point Road FWA (907.0)

Barriers will be placed only after considering current lake level conditions, lake level trends, and forecasted weather conditions. Barriers can be effectively placed in up to 6 inches of water. Additional watch areas that may require infrastructure protection but not barriers include Northwood Road and West Avenue. The City will post temporary speed limit signs and signs to designate flooded areas as closed/local traffic for those areas under City jurisdiction. The City will defer to Scott County for traffic control and other measures within the County Road 21 corridor. Signs will be posted in conjunction with the work done at each lake level-based flood response area.

Protecting Public Property: Public property to be protected includes roads and associated right-of-way, sanitary sewer infrastructure, water distribution infrastructure, stormwater infrastructure, parks facilities, and other City-owned or City-controlled features.

Appendix A contains maps showing the approximate locations of temporary flood protection barriers, road closed barriers, trash collection points, and public-use sand piles for all Flood Watch Areas.

Some private driveway accesses will be blocked due to flood protection barrier placement; residents will be notified of this installation in advance and may construct private sandbag walls to tie into the City's barriers. No parking will be allowed in any area protected by temporary barriers to ensure adequate emergency vehicle access.

County Road 21 Transportation Corridor: The County Road 21 transportation corridor between State Highway 13 and County Road 42 is critical to the community. Flooding has the potential to cause the temporary closure of this critical corridor, as was seen during the record flooding of 2014. Scott County has jurisdiction for County Road 21; any policy for the corridor must be coordinated with Scott County.

The Wagon Bridge on County Road 21 separates Lower Prior Lake and Upper Prior lake. The area north of the bridge is low in elevation and floodwaters on the roadway can result in Scott County closing the roadway to all traffic. Floodwaters can enter the roadway through the storm sewer system because the road surface is lower than the surrounding land; in 2014, the road started to flood when water came up through catch basins that could not be retrofitted with anti-backflow devices. The following actions are recommended:

- Install anti-backflow devices (such as sewer balls) for all connected storm sewer pipes when Prior Lake reaches an elevation of 904.5 or higher

- Ensure that pumps are on hand to remove any water from the roadway during rainfall events, while anti-backflow devices are deployed
- Remove anti-backflow devices after the lake falls below an elevation of 904.5

The City will coordinate with Scott County to ensure that water from the lake will not back up through the storm sewer system and onto the roadway north of the Wagon Bridge. If temporary anti-backflow devices are installed for all connected storm sewer pipes, roadway drainage would no longer occur and pumping would be required after all rainfall events. The City will work with Scott County to ensure that a plan is in place to manage any system to allow access through the corridor. Scott County is the ultimate authority for any plan initiated to keep the County Road 21 corridor open to traffic during flooding events.

Supporting Residential Sandbagging Efforts: Sandbags will be offered to Prior Lake residents in accordance with the lake level-based flood response listed in this Policy. Sandbag wall construction and other property protection guidance will be made available to residents on the City’s website. Residential sandbag walls may be constructed to tie into City walls and barriers. The City is not responsible for the construction or maintenance of private sandbag walls.

Supporting Essential Services: The City Emergency Management Manager is the primary contact for coordinating the support of essential community services:

- Mail and other deliveries: The City Emergency Management Manager will coordinate with entities such as the US Post Office to ensure that essential deliveries can reach residents and businesses. The City Emergency Management Manager may designate temporary mail pickup locations.
- School bus routes: The City Emergency Management Manager will coordinate with school districts to ensure proper school bus routing during an emergency.
- Waste hauling: The City Emergency Management Manager may work with providers to facilitate coordinated waste hauling for affected neighborhoods.
- Other services: Residents may contact the City Emergency Management Manager with other essential service requests not listed in this section.

POST-FLOOD OPERATIONS

Flood protection measures will be removed in reverse order of installation. Flood cleanup operations will follow City EOP procedures. Communications will continue according to the Lake Level-Based Flood Response tables of this Policy. The following items are key:

- Deactivate as directed by City Emergency Management Manager
- Turn over recovery operations to appropriate entities
- Ensure all incident documentation is collected
- Participate in initial debriefing session
- Participate in Incident Review

FINANCIAL CONSIDERATIONS

All financial expenditures related to emergency flooding events must be tracked. FEMA programs may reimburse the City for these expenditures with supporting documentation. If the City implements flood response items and FEMA reimbursement does not become available, all funding for flood response will be the responsibility of the City.

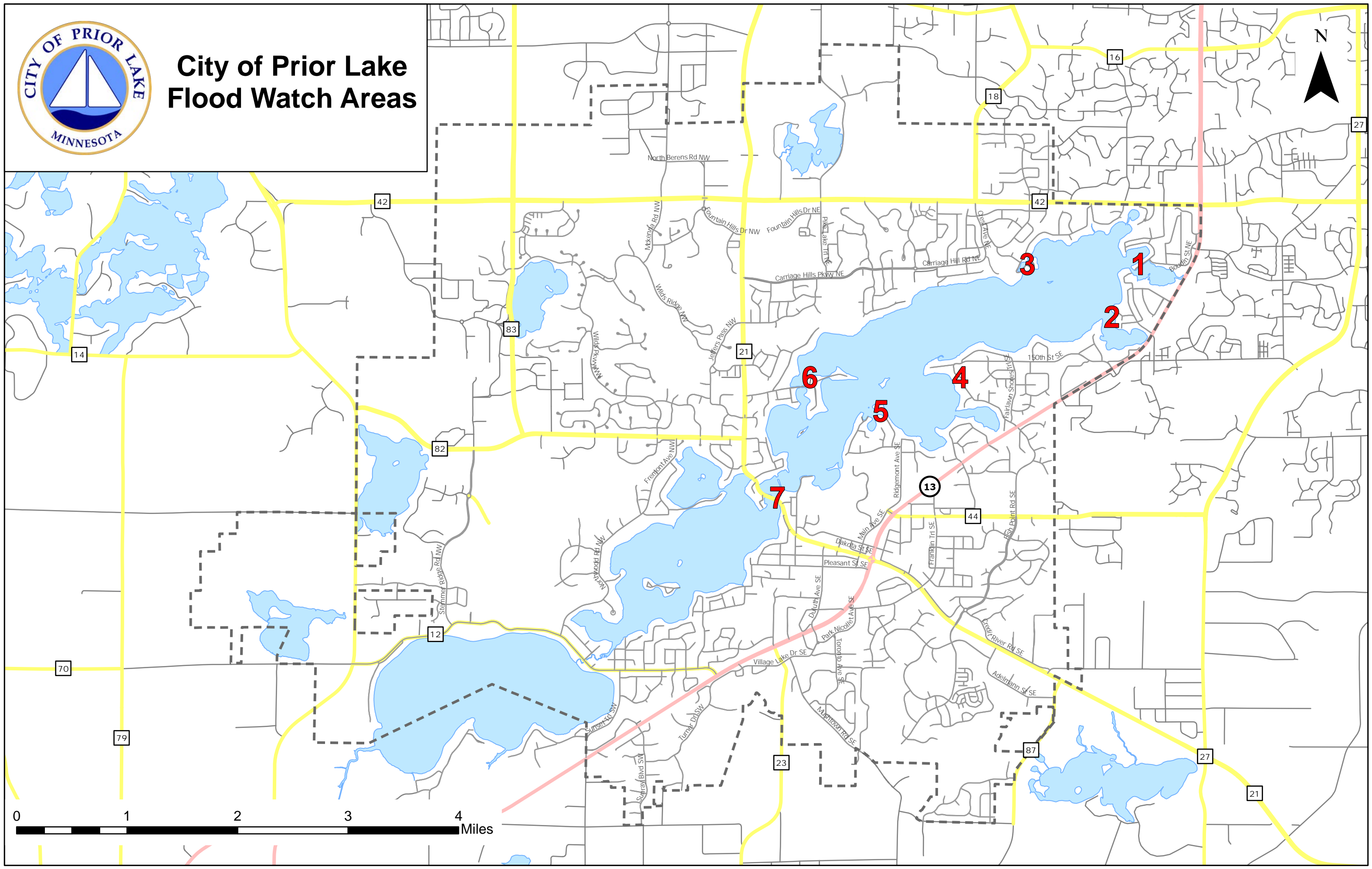
Tracking City expenditures: The City Public Works Coordinator will enable tracking for time and expenses, including labor, machinery, and materials. All employees who use timesheets must track time spent on flooding-related work. Employees must also fill out FEMA forms corresponding to the same work; this ensures that all expenses will be tracked and submitted for reimbursement in a timely manner after the flooding.

APPENDICES

- Appendix A: Flood Response Maps
- Appendix B: City Code Section 703 (Public Waters – Water Surface Use Management rules)
- Appendix C: City Emergency Operations Plan (EOP)
- Appendix D: Scott County Multi-Jurisdictional All Hazards Mitigation Plan (link only)
- Appendix E: Prior Lake Stormwater Management and Flood Mitigation Study (link only)



City of Prior Lake Flood Watch Areas





City of Prior Lake Flood Watch Areas

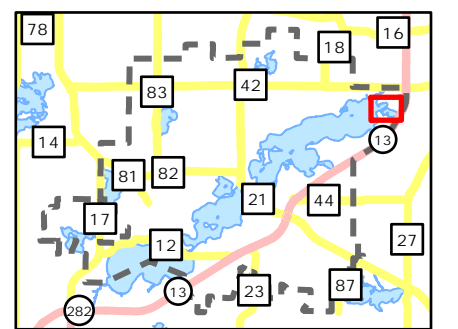
Area 1

*Boudin St, Watersedge Trl,
Rutgers St, Glendale Ave*

Flood Information

- Sand Pile
- Trash Collection
- Road Closures

Approximate 2014 Max
906 f








City of Prior Lake Flood Watch Areas

Area 2

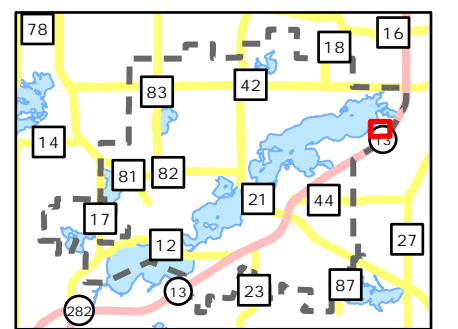
Cove Ave

Flood Information

-  Sand Pile
-  Trash Collection
-  Road Closures

Approximate 2014 Max

906 f








**City of Prior Lake
Flood Watch Areas**

Area 3

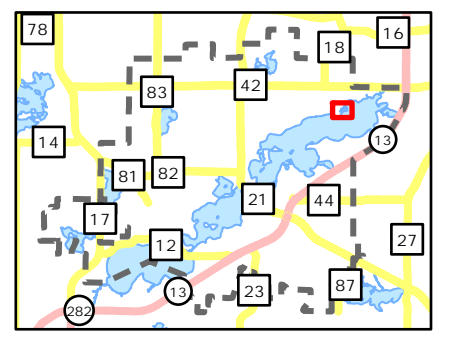
Shady Beach Trl

Flood Information

-  Sand Pile
-  Trash Collection
-  Road Closures

Approximate 2014 Max

— 906 f








City of Prior Lake Flood Watch Areas

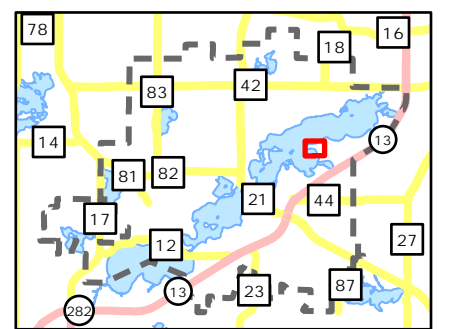
Area 4

Fish Pt Rd

Flood Information

-  Sand Pile
-  Trash Collection
-  Road Closures

Approximate 2014 Max
— 906 f








City of Prior Lake Flood Watch Areas

Area 5

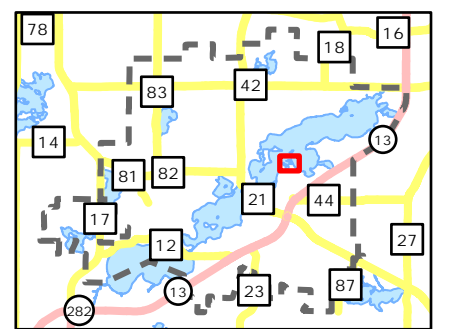
Breezy Point Rd

Flood Information

-  Sand Pile
-  Trash Collection
-  Road Closures

Approximate 2014 Max

— 906 f





City of Prior Lake Flood Watch Areas

Area 6

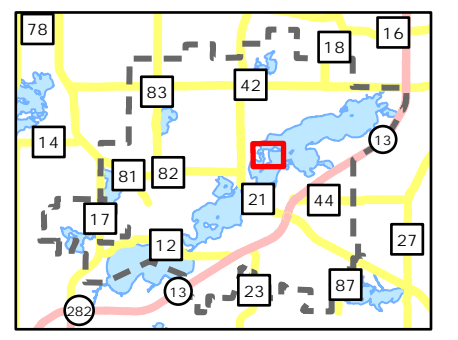
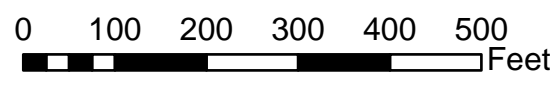
Lords St

Flood Information

- Sand Pile
- Trash Collect on
- Road Closures

Approximate 2014 Max

— 906 f





City of Prior Lake Flood Watch Areas

Area 7

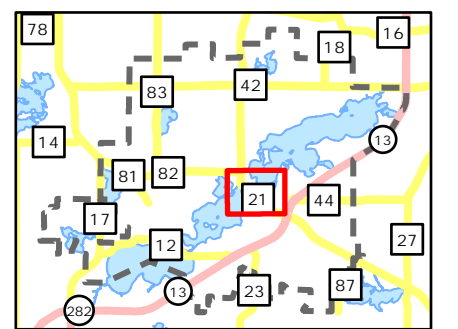
County Rd 21

Flood Information

- Sand Pile
- Trash Collection
- Road Closures

Approximate 2014 Max

906 f



SECTION 703
PUBLIC WATERS

SUBSECTIONS:

703.100:	CHAPTER
703.200:	PURPOSE, INTENT AND APPLICATION
703.300:	DEFINITIONS
703.400:	SPEED LIMITATIONS
703.500:	ADDITIONAL RESTRICTIONS
703.600:	EXEMPTIONS
703.700:	NOTIFICATION
703.800:	ENFORCEMENT
703.900:	PENALTIES

703.100: **TITLE:** This Section shall be known and cited as the *PUBLIC WATERS* Code.

703.200: **PURPOSE, INTENT, AND APPLICATION:** As authorized by Minnesota Statutes 86B.201, 86B.205, and 459.20, and Minnesota Rules 6110.3000 – 6110.3800, as now in effect and as hereafter amended, this Ordinance is enacted for the purpose and with the intent to control and regulate the use of the waters of Prior Lake and Spring Lake in Scott County, Minnesota; to promote to the fullest extent possible the public’s use and enjoyment of said bodies of water; to promote and protect the safety of persons and property in connection with the use of these waters; to harmonize and integrate the varying uses of these waters; and to promote the public health, safety, and welfare on said bodies of water.

703.300: **DEFINITIONS:** For the purposes of this Section, the definitions set out in Minnesota Statutes Section 86B.005 are incorporated herein and made part of this Section. Terms not defined by said Statute shall have the following meanings:

High Water: An elevation of 903.9’ or greater above mean sea level on Prior Lake, as determined by the Prior Lake-Spring Lake Watershed District gauge. An elevation of 912.8’ or greater above mean sea level on Spring Lake, as determined by the Prior Lake-Spring Lake Watershed District gauge.

Prior Lake: The body of water given that name and assigned the lake numbers 70002600 and 70007200 by the Minnesota Department of Natural Resources.

Shore: The line separating land and water which shifts as lake levels increase and decrease.

Slow No-Wake: The operation of a watercraft at the slowest possible speed necessary to maintain steerage and in no case greater than five (5) miles per hour.

Spring Lake: The body of water given that name and assigned the lake number 70005400 by the Minnesota Department of Natural Resources.

Watercraft: Any contrivance used or designed for navigation on water, except: 1) a duck boat during the duck hunting season; 2) a rice boat during the harvest season; or 3) a seaplane.

703.400: WATERCRAFT SPEED LIMITATIONS:

703.401 **General Speed Limit:** No person shall operate a watercraft, at any time, greater than a slow no-wake speed within one hundred fifty feet (150') from shore. Any watercraft launching or landing a person on water skis, wakeboards, kneeboards, or barefoot by the most direct and safe route to open water or shore shall be exempt from this provision.

703.402 **Daytime Speed Limit:** No person shall operate a watercraft at greater than forty (40) miles per hour, from sunrise to one-half hour after sunset, on all weekends and legal holidays occurring from Memorial Day weekend through Labor Day weekend.

703.403 **Nighttime Speed Limit:** No person shall operate a watercraft at greater than twenty (20) miles per hour, from one-half hour after sunset to sunrise the following day, at any time during the year.

703.404 **High Water Slow No-Wake:** No person shall operate a watercraft at greater than a slow no-wake speed on the entire surface of Prior Lake when the water level in said water body reaches its High Water elevation, as defined in Section 703.300.

No person shall operate a watercraft at greater than a slow no-wake speed on the entire surface of Spring Lake when the water level in said water body reaches its High Water elevation, as defined in Section 703.300.

When the water level of Prior Lake and/or Spring Lake reaches a High Water elevation, as defined in Section 703.300, the City Manager or designee shall arrange to have notice of the high water slow no-wake restriction posted on the City's website. The high water slow no-wake restriction shall become effective as of the posting. All public water accesses shall be posted during the time the restriction is in place.

When water levels have subsided and have remained below a High Water elevation, as defined in Section 703.300, for 72 consecutive hours, said restriction shall be promptly removed by removing the posting on the City's website.

703.405 **Marked Slow No-Wake Zones:** No person shall at any time operate a watercraft at a speed greater than slow no-wake speed in any marked slow no-wake zone. The City of Prior Lake or the Scott County Sheriff's Office shall install or cause to

be installed buoys marking slow no-wake zones. Marked slow no-wake zones are intended to maintain a safe lake environment and protect the lives and property of all lake users and owners. Slow no-wake zones shall be marked at the following locations on Prior Lake:

- The navigational channel located north and south of the County Road 21/Eagle Creek Avenue Bridge.
- The navigational channel located to the south of Reed's Island.
- The navigational channel located north and south of the Lords Street Bridge.
- The navigational channel located at the entrance/exit of Boudin's Bay and the entire surface of Boudin's Bay.
- The navigational channel located at the entrance/exit of Candy Cove, and the entire surface of Candy Cove.
- The navigational channel located at the entrance/exit of Mud (Crystal) Bay.
- The navigational channel located at the entrance/exit of Paradise Bay, and the entire surface of Paradise Bay.

703.500: ADDITIONAL RESTRICTIONS:

703.501 **Swimming:** No person shall use an inflatable water toy, air mattress, or inner tube more than one hundred fifty feet (150') from shore, unless accompanied by a watercraft. No person shall swim more than one hundred fifty feet (150') from shore, unless accompanied by a watercraft.

703.502 **Towing Restrictions:** No watercraft towing a person on water skis, inner tube, aquaplane, or similar device shall be operated at any time within a marked slow no-wake zone.

703.600: EXEMPTIONS: All authorized resource management, emergency, and enforcement personnel, while acting in the performance of their assigned duties, are exempt from the restrictions set forth in this Section.

A temporary exemption from the restrictions set forth in subsection 703.502 may be allowed under certain circumstances. To qualify for a temporary exemption, an application for a permit must be completed, which shall include: the purpose of the exemption, the organization or persons being exempted, the location of the exemption, and the date and time of the exemption. The temporary exemption permit shall be issued by the Scott County Sheriff's Office.

703.700: NOTIFICATION: The City shall notify the public of this Section, which shall include but not be limited to placing a sign at each public watercraft launching facility outlining the essential elements of this Section, as well as placing other necessary buoys and signs.

703.800: **ENFORCEMENT:** The enforcement of this Section shall be primarily the responsibility of the Scott County Sheriff's Office. Other licensed peace officers, including conservation officers of the Minnesota Department of Natural Resources, are also authorized to enforce the provisions of this Section.

703.900: **PENALTIES:** Any person who violates any provisions of this Section shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not more than one thousand dollars (\$1,000.00), or by imprisonment of not more than ninety (90) days, or both.



EMERGENCY OPERATIONS PLAN

CERTIFICATION OF PLAN APPROVAL

This page documents approval of the General Plan and Annexes, the Standard Operating Procedures, and the Resource Manual.

Plan developed by: **Randy Hofstad**
City of Prior Lake
Police Lieutenant/Director of Emergency Management

Date: 4/11/08

Plan approved by: **Jack Haugen**
City of Prior Lake
Mayor

Signature: _____

Date: _____

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Emergency Operations Plan - Annexes

- A [Notification and Warning](#)
- B [Incident Management](#)
- C [Public Information](#)
- D [Search and Rescue](#)
- E [Health Protection](#)
- F [Evacuation, Traffic Control and Security](#)
- G [Fire Protection](#)
- H [Damage Assessment](#)
- I [Mass Care](#)
- J [Debris Management](#)
- K [Public Works/Utilities Restoration](#)
- L [Environmental Hazard Response](#)
- M [Resource Management](#)
- N [Terrorism](#)
- O [Emergency Notification/Contact List](#)
- P [Continuity of Government](#)

Supporting Documents

- Standard Operating Procedures (SOPs)
- City Resource Manual

FOREWORD

The primary purpose of this plan is to provide a guide for emergency operations. It is intended to assist key city officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if it is not reduced to written form. Personnel familiar with unwritten "plans" may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF THE CITY OF PRIOR LAKE, DEPARTMENT OF EMERGENCY MANAGEMENT

Upon termination of office by reason of resignation, election, suspension, or dismissal, the holder of this document shall transfer it to his/her successor or to the City of Prior Lake Emergency Management Director.

Copy No: _____ CD or Printed version

Assigned to: _____

I. Reason for Plan

Tornadoes, floods, blizzards, and other natural disasters can affect the City of Prior Lake. In addition, major disasters such as, transportation accidents, explosions, fires, hazardous materials releases, pipeline leaks, disease outbreaks, terrorist attacks, and national security emergencies pose a potential threat to public health and safety. Environmental emergencies related to hazardous materials may also present risks to the community through exposures in the air, surface or ground water, or soil. An emergency plan is needed to ensure the protection of the public from the effects of these hazards.

II. Purpose of Plan

The City of Prior Lake has many capabilities and resources, which could be used in the response to any major disaster. These include the facilities, equipment, personnel, and skills of both government and non-government professions and groups. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

1. Maximize the protection of life and property,
2. Prepare for and respond to emergencies and recover to a state of normalcy,
3. Ensure the continuity of government,
4. Provide support to all areas in the city that require assistance.

III. Legal Basis and References

The legal basis for planning for and conducting all-hazard emergency operations at the Federal level and state of Minnesota level are listed in the Emergency Management Director's Handbook, Section B. located at the Emergency Management Department, or Record Storage.

The legal basis also includes the following:

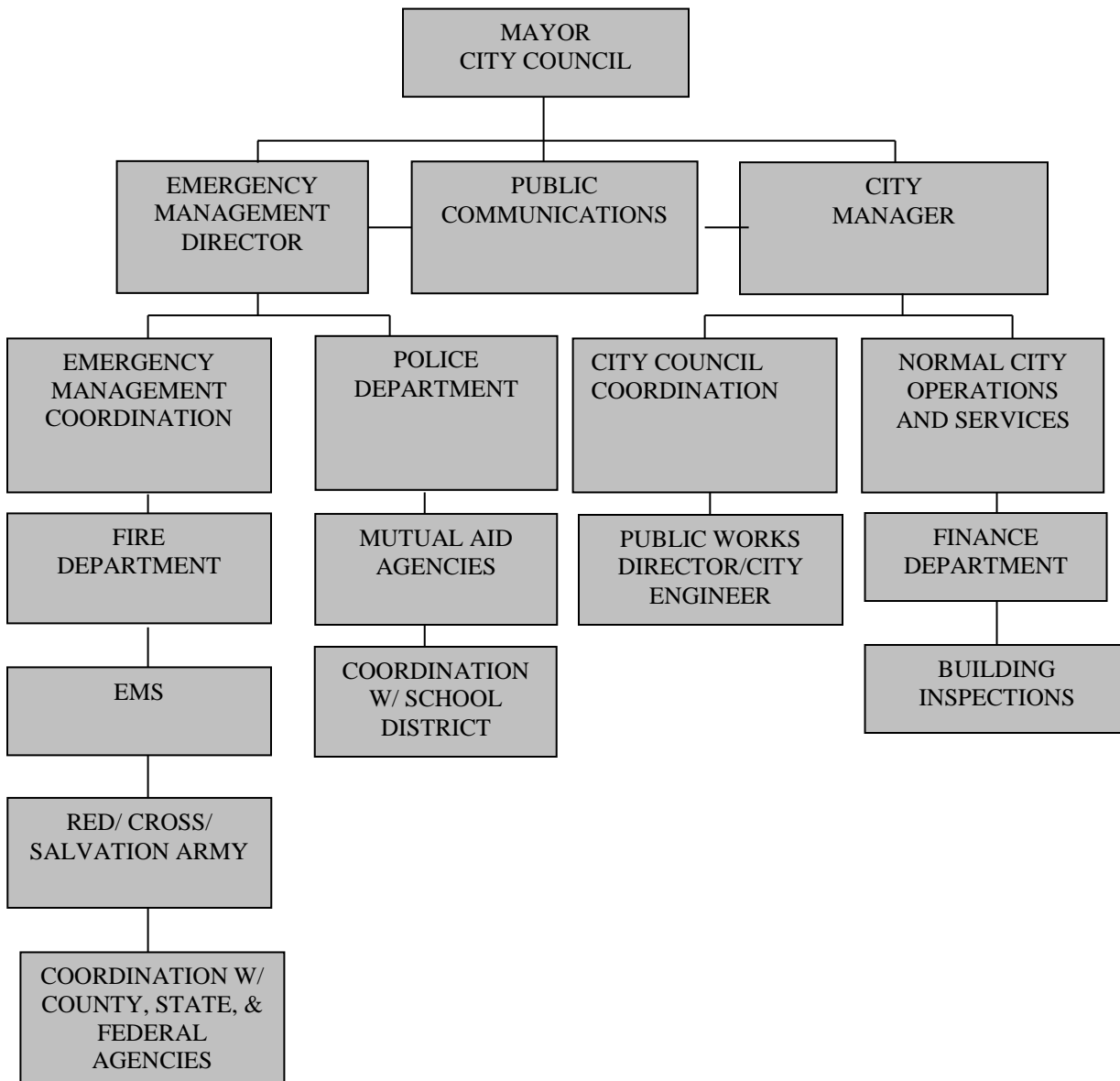
- Minnesota State Statute Chapter 12
- City of Prior Lake Code Ordinance No. 201
- Mutual Aid agreements
- Scott County Emergency Operations Plan.

IV. Organization

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis. City organization and interrelationships that coordinate plan development and maintenance are shown on Chart A of this basic plan.

CHART A

EMERGENCY MANAGEMENT ORGANIZATIONAL CHART



V. Hazard Analysis

Natural Hazards

Tornadoes/Straight-line Winds	Severe Hail Storms
Flooding	Extreme Ice Storms
Severe Thunderstorms	Severe Winter Storm Accumulations
Large Rain Falls with Flash Flooding	Extreme & Prolonged Fog
Extreme & Prolonged Heat Temperatures	Large Scale Wild Fires/Grass and Forest
Drought	Earthquake
Extreme & Prolonged Winter Cold Temperatures	

Technological Hazards (Human Created)

Fixed Facility Hazardous Materials Incident	International Hazardous Materials Dumping
Transportation Hazardous Materials Incident	Large Scale Transportation Accident
Large/Multiple Structure Fire w/high occupancy	Large/Multiple Structure Collapse
Utility Failure – Water, Sewer, Gas, Electric, etc.	

National Security/Terrorism/Manmade

Terrorist Bombing/Mass Homicide/Assault	Hostage Taking Incident
Terrorist Act Against Government/Society	Large Scale Civil Disorder/Riot Incident
Enemy Military Invasion	Chemical/Biological Weapon Attack

Hazard Probability Analysis:

More Likely to Occur

Tornadoes/Straight-line Winds	Severe Thunderstorms
Flooding	Severe Winter Storm Accumulations
Severe Hail Storms	Large Rain Falls with Flash Flooding
Extreme & Prolonged Winter Cold Temperatures	Drought
Extreme & Prolonged Heat Temperatures	Facility Hazardous Materials Incident
Extreme Ice Storms	Extreme & Prolonged Fog
Transportation Hazardous Materials Incident	Large Scale Transportation Accident
Utility Failure – Water, Sewer, Gas, Electric, etc.	Large Scale Civil Disorder/Riot Incident
Large/Multiple Structure Fire w/high occupancy	

Less Likely to Occur

Terrorist Hostage Taking Incident	Terrorist Act Against Government/Society
Large Scale Wild Fires/Grass and Forest	International Hazardous Materials Dumping
Earthquake, Large/Multiple Structure Collapse	Enemy Military Invasion
Terrorist Bombing/Mass Homicide/Assault	Chemical/Biological Weapon Attack

(Maps showing areas at risk are located in [Annex L](#), hyperlinks on page 1 and in the annex on pages 4 - 9)

VI. Training/Response by Emergency Management Responders

Emergency responders and city employees who respond to hazardous materials incidents within the City of Prior Lake have received training designed to help them respond to such incidents.

Prior Lake Police Department is trained to, and responds at the First Responder Awareness Level, as defined in 29 CFR 1910.120. Training records are maintained in police training files at the Prior Lake Police Department.

Allina Ambulance Co. is the primary EMS transport in the City of Prior Lake. These personnel and the designated mutual aid ambulance services are trained to and respond at the First Responder Awareness Level, as defined in 29 CFR 1910.120 at a minimum.

Prior Lake Fire Department is trained to, equipped and responds at HazMat Operations Level as part of a Scott County wide team defined in 29 CFR 1910.120 9 (except new firefighters). Training records are maintained Scott County Emergency Manager.

Training records are maintained per appropriate departments.

VII. Direction and Control

The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to the conduct of emergency operations. This has been provided for as follows:

The Police Lieutenant / Emergency Management Director shall be responsible for determining when it is necessary to implement the Emergency Operations Plan and then make a recommendation to the Mayor for enactment of the plan. Where the remainder of this document references the “Emergency Management Director” it should be noted that this term also includes their designee.

The City Manager will be responsible for providing overall direction and control of city government resources involved in the response to a disaster in consultation with the Mayor and City Council. The City Emergency Management Director will serve in a staff capacity to the City Manager, will implement this plan, and will coordinate emergency operations.

Direction and control of the City of Prior Lake response to a major disaster will be carried out at the Emergency Operating Center (EOC) unless another location is better suited for the disaster. The City EOC is located at 4649 Dakota Street (Prior Lake Police Department).

(For additional direction and control information such as staffing, communications, incident command system [ICS], etc.; refer to the Direction and Control Annex, and SOP, to this plan.)

VIII. Emergency Responsibility Assignments

- A. A summary of the City of Prior Lake emergency responsibility assignments, by function, is shown on chart B. Heads of the various city government departments and agencies will be responsible for carrying out the assignments shown on this chart. Additional information about these emergency responsibility assignments is contained in the annexes to this basic plan. (One annex exists for each of the responsibilities [functions] that are shown on Chart B.) Lastly, city departments and agencies are expected to develop whatever SOPs they may need in order to carry out these responsibilities.
- B. Responsibilities have been assigned by a code letter: "P," "S," or "C."
1. "P" indicates primary operational responsibility, which means that the official or agency is in charge of, and responsible to make provision for, that function.
 2. "S" indicates support responsibility, which means that the agency so assigned will, if possible, assist the official or agency that has primary or coordination responsibility for that function.
 3. "C" indicates coordination responsibility, and is assigned when several agencies have a partial responsibility, but no one official/agency has obvious primary responsibility. This will oftentimes be the situation when non-government agencies are involved.
 4. As a general rule, county officials will be primarily responsible for carrying out emergency functions outside city limits, and municipal officials will have the corresponding responsibility within city limits.
 5. Only one "P" or "C" can be assigned per function, and a minimum of one "S" should be assigned for each function.

CHART B
EMERGENCY RESPONSIBILITY ASSIGNMENTS

FUNCTION	RESPONSIBLE AGENCIES	REMARKS
1. Warning and Notification	Scott County Sheriff's Office - P Prior Lake Police Department - S	See Warning and Notification Section (Annex A)
2. Incident Management	Emergency Management Director - P City Manager - S Mayor - S	See Annex B
3. Emergency Public Information	Mayor - P Communications Coordinator - S City Manager - S Emergency Management Director - S	See Annex C
4. Search and Rescue	Fire Department - P Police Department - S Scott County Sheriff's Office - S	See Annex D
5. Health Protection	Scott County Emergency Management - P Red Cross - S	See Annex E
6. Evacuation, Traffic Control, and Security	Police Department - P State Patrol - S Scott County Sheriff's Office - S Fire Department - S	See Annex F
7. Fire Protection	Fire Department - P Automatic and Mutual Aid Fire Depts. - S	See Annex G
8. Damage Assessment	Building Official - P City Engineer - S Community Development Director - S	See Annex H
9. Mass Care	Red Cross - P Scott County Emergency Management - S Salvation Army - S	See Annex I
10. Debris Management	City Engineer - P Public Works Department - S Scott County Mutual Aid Cities - S	See Annex J
11. Public Works/Utilities Restoration	City Engineer - P Public Works - S	See Annex K
12. Environmental Hazard Response	Scott County Emergency Services - P City of Prior Lake Emergency Management - S City Forester - S	See Annex L
13. Resource Management	Dependant upon Incident	See Annex M
14. Terrorism	Emergency Management Team (Incident Dependant) - P FBI, CIA - S, C	Emergency Management is Primary in terms of initial response. FBI and CIA become primary in terms of investigation and on-going response. See Annex N
15. Emergency Notification Contact List	Emergency Management Department - P	See Annex O
16. Continuity of Government	City Manager - P Emergency Management Department - S	See Annex P

Code: P = Primary S = Secondary C = Coordination

IX. Operation Policies

- A. In the event of a major disaster, the Mayor may declare a local emergency. Such a declaration will invoke necessary portions of this plan, and will permit the city to take such actions as may be required to protect lives and property. In addition, any or all parts of the plan may be implemented whenever it is deemed necessary in order to provide for the Emergency Management.
- B. Protection of life and property and alleviation of human distress is the primary goal of city government emergency operations.
- C. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
- D. The Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- E. Local government resources must be utilized to the maximum before state or federal assistance will be made available.
- G. Each agency, department, or service of city government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.
- H. All emergency response organizations in the city are required to prepare and maintain SOP's, resource lists and checklists to support their operations. Depending on the emergency, different departments/organizations will be required to be involved, but at minimum they will include police, fire, EMS, Public Works, Administration/Mayor, Finance, and MIS.

X. State and Federal Support

- A. *General*
The City of Prior Lake Emergency Management Director will be responsible for assisting the city in obtaining any county, state or federal government resources that may be needed as a result of a disaster. In carrying out this responsibility, the director will contact the County Emergency Management Director. The county director can provide/obtain technical information and assistance, if requested. Lastly, a summary of state and federal disaster assistance that may be available is contained in Disaster Response and Recovery: A Handbook for Local Government. This document is on file with the Scott County Emergency Management Director.

B. *Emergency Assistance*

In the event of a major emergency/disaster which exceeds the resources and capabilities of city and county government, and which requires immediate state and/or federal assistance, the State Duty Officer should be contacted. The State Duty Officer telephone number is (651) 649-5451.

C. *National Guard*

When a natural disaster or other major emergency is beyond the capability of local government, support from the National Guard may be available. Only the Governor, as Commander-in-Chief of the Minnesota National Guard, has the authority to activate the Guard. The purpose of activation is to ensure the preservation of life and property and to support civil law enforcement authorities.

1. Operational Policies

- a. National Guard assistance will complement, and not be a substitute for county and/or city participation in emergency operations.
- b. If made available, National Guard personnel will remain under military command at all times, but will support and assist city and/or city forces in the accomplishment of a specific task or tasks.

2. Request Procedure

In the case of cities that are not of the first class, the sheriff is the only local government official authorized to submit the request for National Guard assistance. Such requests are to be submitted to the State Duty Officer.

XI. Plan Development/Maintenance, Implementation, Training, and Exercises

- A. With regard to this plan, the City Emergency Management Director will serve as the planning coordinator. As such, the director will have overall authority and responsibility for the development and maintenance of the plan, and implementation. The Emergency Management Director/Emergency Management Director is listed in Annex O along with various phones and pager numbers.
- B. This plan will be reviewed and updated as necessary. The City Emergency Management Director will be responsible for ensuring that this updating occurs, and that the Minnesota HSEM in accord with the schedule and procedures establishes it. In establishing its schedule and procedures, HSEM will consult with the appropriate state and federal agencies.
- C. This plan will be distributed to all city government departments and agencies that have emergency assignments relative to a major disaster in the city. The City of Prior Lake Emergency Management Director will maintain a plan distribution list.

D. At least once annually, the Emergency Management Director will review the Emergency Operations Plan.

[MNWALK](#): click this hyperlink to view the MNWALK items locations.

See next page for EOP distribution list.

**Emergency Operations Plan
Distribution List**

Title	Person	Date Obtained	Plan #	Printed or CD	
				Printed	CD
Mayor	Kirt Briggs		1	<input type="checkbox"/>	<input type="checkbox"/>
City Manager	Jason Wedel		2	<input type="checkbox"/>	<input type="checkbox"/>
Assistant City Manager	Lori Olson		3	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Management Director	Liam Duggan		4	<input type="checkbox"/>	<input type="checkbox"/>
Police Chief	Liam Duggan		5	<input type="checkbox"/>	<input type="checkbox"/>
Fire Chief	Rick Steinhaus		6	<input type="checkbox"/>	<input type="checkbox"/>
1 st Asst Fire Chief	Jim Ruzicka		7	<input type="checkbox"/>	<input type="checkbox"/>
2 nd Asst Fire Chief			8	<input type="checkbox"/>	<input type="checkbox"/>
Public Works Director	Nick Monserud		9	<input type="checkbox"/>	<input type="checkbox"/>
City Engineer	Nick Monserud		10	<input type="checkbox"/>	<input type="checkbox"/>
Parks Supervisor	Greg Skluzacek		11	<input type="checkbox"/>	<input type="checkbox"/>
Community Development Director	Casey McCabe		12	<input type="checkbox"/>	<input type="checkbox"/>
Streets Supervisor / Water Dept	Greg Skluzacek		13	<input type="checkbox"/>	<input type="checkbox"/>
Building Official	Al Ernste		14	<input type="checkbox"/>	<input type="checkbox"/>
Finance Director	Cathy Erickson		15	<input type="checkbox"/>	<input type="checkbox"/>
			16	<input type="checkbox"/>	<input type="checkbox"/>
			17	<input type="checkbox"/>	<input type="checkbox"/>
			18	<input type="checkbox"/>	<input type="checkbox"/>
			19	<input type="checkbox"/>	<input type="checkbox"/>
			20	<input type="checkbox"/>	<input type="checkbox"/>
			21	<input type="checkbox"/>	<input type="checkbox"/>
			22	<input type="checkbox"/>	<input type="checkbox"/>
			23	<input type="checkbox"/>	<input type="checkbox"/>
Scott County EM	Scott Haas		24	<input type="checkbox"/>	<input type="checkbox"/>
MN HSEM Regional Coordinator	Gary Peterson		25	<input type="checkbox"/>	<input type="checkbox"/>

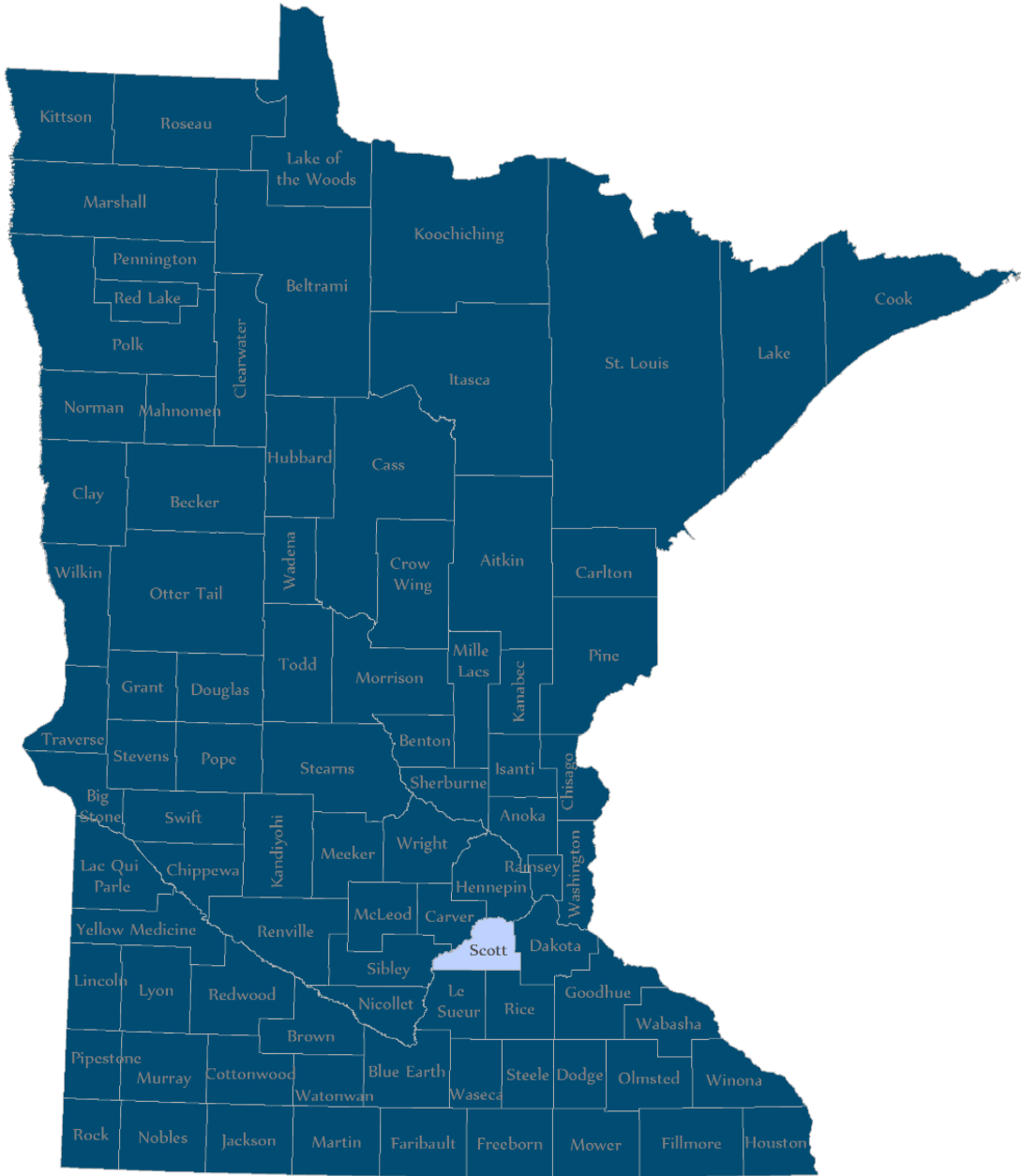
City of Prior Lake Flood Response Policy - Appendix D

Full document available at:

<https://www.scottcountymn.gov/DocumentCenter/View/5290>

Multi-Hazard Mitigation Plan

Scott County, Minnesota, 2016





Prior Lake Stormwater Management & Flood Mitigation Study

Prepared for
Prior Lake-Spring Lake Watershed District and the City of Prior Lake

December, 2016

See the full document at:
http://www.plslwd.org/wp-content/uploads/2016/12/Flood-Mitigation-Study-Report_FINAL-VERSION_Dec-2016.pdf

APPENDIX H

Beach E. Coli Testing Policy

BEACH E. COLI TESTING POLICY

Last Revised October 2024

SUMMARY/PURPOSE

The purpose of this policy is to clearly define the E. coli sampling and testing protocols and the city response to test results.

PROCEDURE

E. coli sampling at Sand Point Beach and Watzl's Beach will occur weekly from Memorial Day through Labor Day. Designated staff will sample the water using these established sampling protocols:

- Two samples will be taken at each site – one from the center of the swimming area, and another from 100 feet to either side of the first
- Samples shall be taken approximately six inches below the surface of the water where the water has a depth of at least 2.5 feet
- If samples show elevated E. coli levels, more frequent sampling may be needed
- At each beach, the two collected samples will be averaged and the result will be reported as the value for that date and site
- Samples will be sent to the city's testing lab on the same day they are collected to ensure sample holding times are not exceeded
- The City's testing lab will provide sample bottles, labels, and chain of custody forms

If the level of E. coli exceeds the standards set by the Minnesota Pollution Control Agency (MPCA), the beach will be closed temporarily until further testing shows safe levels. Beach closings will be publicized on the city website and social media outlets, as well as with on-site signage.

Minnesota Rule 7050.0222 Specific Water Quality Standards for Class 2 Waters of the State; Aquatic Life and Recreation: E. coli levels not to exceed 126 organisms per 100 milliliters as a geometric mean of not less than five samples representative of conditions within any calendar month, nor shall more than ten percent of all samples taken during any calendar month individually exceed 1,260 organisms per 100 milliliters. The standard applies only between April 1 and October 31.