

**CITY OF EAGAN**  
**SNOW AND ICE CONTROL POLICY**  
**FOR CITY STREETS**  
(adopted by City Council on December 20, 1999)

**I. PURPOSE**

The **purpose** of this policy is **to establish and maintain uniform definitions and procedures concerning snow and ice control operations at the City of Eagan.**

**II. GOAL**

It is the **goal** of the City of Eagan Public Works Department **to maintain City roadways during the snow and ice season to a bare pavement condition in order to assure delivery of emergency services and provide access to the motoring public.**

**III. PROCEDURE**

The Street Superintendent or his/her designated representative will determine when to begin snow and ice control operations.

In General:

- A. Any combination of snow, freezing rain, sleet and/or wind conditions contributing to drifting may require ice control or plowing operations to begin, depending on their effects to city roadways.
- B. Mainline plowing operations will occur upon the accumulation of approximately two or more inches of snow.
- C. Cul-de-sacs will be plowed to the center whenever possible with the intention of bulk snow storage in this area. Exceptions will be defined by the Street Superintendent or his/her designee after identifying a special need or circumstance.
- D. Full cul-de-sac plowing operations will usually begin approximately one to three hours after the mainline start time.
- E. E. The primary effort will be the plowing of all streets and the application of salt/sand or other chemicals at major intersections, steep grades or other critical areas. The secondary effort will be the application of sand/salt on lower volume roads.
- F. Removal of stored snow from bridges, medians, and intersections will occur at some

time after snow and ice control operations are complete. Normally, these efforts will occur during regular work hours.

- G. All plow routes will be checked and re-plowed as needed during the next regular work days following mainline plowing efforts.
- H. H. Additional plowing, scraping, winging back and/or application of chemicals or abrasives will occur as determined by the Superintendent or his/her designee. Whenever possible, these additional operations will continue during normal work shifts until the ice and/or snow is removed from the traveled areas of City roadways.
- I. I. Snow plowing and ice control on County roads is the responsibility of the Dakota County Highway Department. State highways are the responsibility of the Minnesota Department of Transportation. Frontage roads for Minnesota State highways and County roads are the City's responsibility. The City may assist in snow and ice control operations on these other jurisdictional roadways under emergency or mutual aid conditions.
- J. J. New subdivisions within the City of Eagan consisting of public right-of-way and streets to be ultimately transferred to the City for perpetual maintenance will be inspected by City personnel before **October 15**. The following minimum conditions must be met by November 15 in order for the City to assume snow and ice control responsibilities on these roadways:
  - 1. 1. All streets must have concrete curb and gutter with at least the first lift of bituminous surfacing completed.
  - 2. 2. All manhole and gate valve adjustments accessible and exposed at least 1/4" but no more than 3/4" below existing bituminous surface.
  - 3. 3. All permanent and/or temporary dead-end streets must have a temporary cul-de-sac constructed to City design standards.
  - 4. 4. Boulevard areas must be graded to current City standards and clear of all construction material and debris.
  - 5. 5. If only the first lift of bituminous surfacing has been paved, the transition from the first lift and existing pavement or cross valley gutters must be ramped at all areas.
  - 6. 6. Hydrant flags must be installed.
  - 7. 7. Responsible parties must receive a written letter from the Public Works Department indicating the City will perform winter snow and ice control maintenance.

Responsible parties who do not meet the November 15 deadline will be required to

provide snow and ice control services to City standards privately. If they fail to provide the City standard level of service at any time, the City reserves the option to contract with private services or may employ City forces on an overtime basis to perform required operations. Costs will be recovered from the financial security provided by responsible parties for the subdivision/development.

- K. K. During extraordinary snow and ice events, additional personnel and equipment may be utilized to supplement normal mainline and cul-de-sac operations. During periods of extended continuous snowfall or freezing rain, operations may be performed on a limited scale and focused on arterial and collector transportation routes and emergency service delivery locations.
- L. L. The City has classified City streets based on the street function, traffic volume, and importance to the welfare of the community. Accordingly, snow and ice control routing is designed to provide the maximum possible coverage to higher volume safety sensitive areas first.
- M. M. The Street Superintendent or his/her designee will provide an updated mainline and cul-de-sac snowplow route plan by November 1<sup>st</sup> each year. Specific personnel and equipment or contractual services will be designated to each route to provide maximum efficiency. Alternate equipment and personnel will also be part of the plan and the Superintendent or his/her designee will make every effort to cross-train city maintenance personnel wherever possible to assure competent personnel are available.

#### IV. BOULEVARD CONSIDERATIONS

Snowplowing operations deposit snow onto the boulevard area adjacent to the street (7 to 13 feet behind the curb). **The City will not be responsible for damage to any objects/amenities (fences, landscaping, etc.) located in this boulevard area.** Garbage awaiting pick-up should be set back at least eight feet behind the curblane. Mailboxes should be as per attached City Standard Plate #610.

- A. A. The snow plow operators make every effort to remove snow as close to the curblane as practical and to provide access to mailboxes for the Postal carrier. However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size and type of equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.
- B. B. The City replaces mailboxes that are damaged, broken or knocked down only if there was a direct hit by a City plow or City vehicle provided the mailbox was installed and maintained to City and postal specifications. Those specifications require mailboxes be located at least 48" above the street level with the forward bottom corner located behind the back of the curb.
- C. C. Most of the mainline plowing vehicles are equipped with a front plow and side wing for two-pass plowing of most residential streets. Plows are angled to the

right for plowing from the centerline of the street toward the outside edge of the street. A certain amount of snow will be deposited into driveways abutting curb lines. **The City will not remove snow from driveway entrances** regardless of whether it has been cleared of snow before the City vehicle arrives. The City does not plow private streets, accesses or driveways.

- D. D. Some sidewalks and trails are plowed by the City. Refer to the most current "Sidewalk/Trailway Winter Maintenance Program & Policy." (Sample Attached)
- E. E. The City will repair turf damage only on boulevards which was the direct result of plowing beyond the back of the curb. All other damage within the public right-of-way is the property owner's responsibility (i.e., shrubs, bushes, rock, trees, irrigation systems, driveway, etc.).

## **V. Parking Regulations, City Codes and State Laws**

To help provide a safer and more efficient snow removal operation, the City Council has established parking regulations which are in effect from November 15 to April 15 of each year.

- A. Based on an odd/even address/day system, the restriction is in effect from 6:00 A.M. to 6:00 P.M. each day. Parking is allowed only on the odd numbered side of the street on odd numbered calendar days, and only on the even numbered side of the street on even numbered calendar days. Parking is allowed on both sides of the street from 6:00 P.M. to 6:00 A.M., unless otherwise restricted for reasons other than snow removal. Vehicles not in compliance with this new parking regulation may be ticketed and/or towed.
- B. Placing of snow in the street or plowing across the street is prohibited by State law and City code. Snow placed in the street or on sidewalks and trails compounds maintenance problems and creates hazards for others.
- C. Reference to all City code or State laws:

169.42 - Subdivision #1 - States in part: LITTERING OR PLACING REFUSE UPON HIGHWAYS OR ADJACENT LANDS, PRIVATE PROPERTY, PARKS OR PUBLIC PLACE: DROPPING OBJECTS ON VEHICLES. No person shall throw, deposit, place or dump, or cause to be thrown, deposited, placed or dumped upon any street or highway or upon any public or privately owned land adjacent thereto without the owners consent any snow ice, glass bottle, glass, nails, tacks, wire, cans, garbage, or any other substance likely to injure any person, animal or vehicle, upon any street or highway.

Subdivision 5. Any person violating the provision of this section shall be guilty of a misdemeanor.

## **CITY CODE CHAPTER 7, SECTION 7.05 SUBDIVISION 1 & 3**

## **SEC. 7.05. OBSTRUCTIONS IN STREETS**

Subd. 1. Obstructions. It is a misdemeanor for any person to place, deposit, display or offer for sale, any fence, goods or other obstructions upon, over, across or under any street without first having obtained a written permit from the Council, and then only in compliance in all respects with the terms and conditions of such permit, and taking precautionary measures for the protection of the public. An electrical cord or device of any kind is hereby included, but not by way of limitation, within the definition of an obstruction.

Subd. 3. Dumping in Streets. It is a misdemeanor for any person to throw, deposit, track or place onto any street any dirt, soil or clay, waste or abandoned products, including, but not limited to, any nails; soil; glass or glassware; cans; cloth or clothing; metal scraps; garbage; leaves; grass or tree limbs; paper or paper products; shreds or refuse; oil, grease or other petroleum products, or to empty any water containing salt or other injurious chemical thereon. It is a violation of this Section to haul any such material, inadequately enclosed or covered, or to fail to remove any dirt, soil or clay from a motor vehicle thereby permitting the same to fall upon streets. It is also a violation of this Section to place or store any building materials or waste resulting from building construction or demolition on any street without first having obtained a written permit from the Council.

### **CITY CODE, CHAPTER 7, SECTION 7.05 SUBDIVISION 5A, B and C & 6**

#### **Subd. 5. Snow in streets or on sidewalks**

- A. A. Placement of snow or ice within street, sidewalk or trail right-of-way. No person, unless acting under a specific contract with the city or with special permission from the city, shall place snow or ice in any travel portion of any street, sidewalk or trail
- B. B. The owner or occupant of any property adjacent to a public sidewalk, or trail right-of-way who deposits snow or ice in any travel portion of any street, sidewalk or trail right-of-way shall remove the deposit snow or ice within 12 hours after notice is given by the city. If the owner or occupant fails to remove the snow or ice as required in the notice within the 12 hours, the city may perform such work and the owner or occupant shall be personally liable and shall pay the cost within 30 days of mailing of invoice by the city. When payment is not remitted as required herein, the city clerk-treasurer may, at the next meeting, present such information to the city council. The City Council may approve all or a portion of any snow remove costs as herein provided as a special assessment against the abutting property and such special assessments shall, at the time of certifying taxes to the county auditor, be certified for collection as other special assessment are certified and collected pursuant to Minn. Stat. § 429.101.
- C. C. Violation. Any violation of this subdivision shall be a petty misdemeanor offense.

Subd. 6 Continuing Violation. Each day that any person continues in violation of this

Section shall be a separate offense and punishable as such.

## **CITY CODE, CHAPTER 9, SECTION 9.02**

### **SEC. 9.02. GENERAL PARKING PROHIBITIONS.**

It is unlawful for any person to stop, stand or park a vehicle except when necessary to avoid conflict with other traffic or in compliance with the specific directions of a police officer or traffic control device in any of the following places: 1) on a sidewalk or trailway; 2) in front of a public or private driveway or trailway; 3) within an intersection; 4) within ten feet of a fire hydrant or mail box; 5) on a crosswalk; 6) within twenty feet of a crosswalk at any intersection; 7) in a sign-posted fire lane; 8) within thirty feet upon the approach to any flashing beacon, stop sign or traffic control signal located at the side of a roadway; 9) within fifty feet of the nearest rail of a railroad crossing; 10) within twenty feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within seventy-five feet of said entrance when properly sign-posted; 11) alongside or opposite any street excavation or obstruction when such stopping, standing or parking would obstruct traffic; (12) on the roadway side of any vehicle stopped or parked at the edge or curb of a street; (13) at any place where official signs prohibit or restrict stopping, parking or both; (14) in any alley, except for loading or unloading and then only so long as reasonably necessary for such loading and unloading to or from adjacent premises; or, (15) on any boulevard which has been curbed.

## **CITY CODE CHAPTER 9 SECTION 9.03**

### **SEC. 9.03 RECREATIONAL CAMPING VEHICLE PARKING**

Subd. 1. Definition. The term "recreational camping vehicle" means any of the following:

- A. A. "Travel Trailer" means a vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational, and vacation uses, permanently identified "Travel Trailer" by the manufacturer of the trailer.
- B. B. "Pickup Coach" means a structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation.
- C. C. "Motor Home" - A portable, temporary building to be used for travel,

recreation and vacation, constructed as an integral part of a self-propelled vehicle.

- D. D. "Camping Trailer" - A folding structure, mounted on wheels and designed for travel, recreation and vacation uses.

Subd. 2. Unlawful Act. It is unlawful for any person to leave or park a recreational camping vehicle on or within the limits of any street or right-of-way for a continuous period in excess of twenty-four (24) hours, except where signs are erected designating the place as a campsite or in a mobile home park. Provided, however, that during such twenty-four hour period, such vehicle shall not be occupied as living quarters.

## **CITY CODE CHAPTER 9 SECTION 9.09**

### **SEC. 9.09. WINTER SEASON PARKING.**

Subd. 1. The winter season in which the following parking restrictions are applicable is hereby defined as beginning on November 15 of each year and continuing through April 15 of the following year.

Subd. 2. Parking.

A. On odd-numbered days parking shall be permitted only on that side of the street with odd-numbered addresses for a period of twelve (12) hours beginning at 6:00 A.M. and continuing until 6:00 P.M.

B. On even-numbered days parking shall be permitted only on that side of the street with even-numbered addresses for a period of twelve (12) hours beginning at 6:00 A.M. and continuing until 6:00 P.M.

C. The Director of Public Works, may post signs along the frontage roads located north and south of Diffley Road between Rahn Road and Nicols Road prohibiting parking on either side of the street until it is plowed to its full width following a snowfall of two (2) inches or more. The signs shall state "No Parking Both Sides Until Plowed Entire Width 2 Inches of Snow or More".

Subd. 3. Impounding and Removing Vehicles. If any vehicle is parked, abandoned, or left standing in violation of the terms of this Section, the vehicle may be moved by the City in accordance with the terms of Section 9.12 of this Code entitled "Impounding and Removing Vehicles".

Source: (Code 1983, § 9.09, eff. 1-1-83; Ord. No. 78, 2nd Series  
Effective Date: 3-31-89

## **CITY CODE CHAPTER 9 SECTION 9.10**

## **SEC. 9.10 TRUCK, TRAILER AND COMMERCIAL VEHICLE PARKING.**

Subd. 1. It is unlawful to park a detached semi-trailer upon any street, City-owned parking lot, or other public property except streets as specifically designated by the Council by resolution and sign-posted.

Subd. 2. It is unlawful to park a semi-trailer, truck-tractor, or a combination thereof, within an area zoned as a residential district, except for the purpose of loading or unloading the same.

Subd. 3. It is unlawful to park a truck of more than 9,000 pounds gross vehicle weight upon any street in the business district which has been duly sign-posted prohibiting the same, but parking of such vehicle for a period of not more than twenty (20) minutes shall be permitted in such space for the purpose of necessary access to abutting property while actively loading or unloading when such access cannot reasonably be secured from an alley or from an adjacent street where truck parking is not so restricted.



Subd. 4. It is unlawful to park a truck or other vehicle using or equipped with a trailer, or extended body or other extension or projection beyond the original length of such vehicle, or any passenger bus, diagonally along any street except for a time sufficient to load or unload, and in such case, only parallel parking shall be permitted. Provided, however, that truck may stand backed up to the curb if the weight or bulk of the load makes parallel parking impracticable, but then only for a period of time sufficient to load or unload.

Subd. 5. Parking of commercial vehicles is permitted in duly designated and sign-posted loading zones, and in alleys, for a period of up to twenty (20) minutes, provided that such alley parking does not prevent the flow of traffic therein, all of which shall be for the purpose of access to abutting or adjacent property while actively loading or unloading.

Subd. 6. It is unlawful to park any detached trailer upon any street for a continuous period of more than 24 hours.

Subd. 7. It is unlawful to park any vehicle in excess of 9,000 pounds gross vehicle weight and/or any commercial vehicle upon any residential street for a continuous period of more than six hours.

## **CITY CODE CHAPTER 9 SECTION 9.12**

### **SEC. 9.12. IMPOUNDING AND REMOVING VEHICLES.**

Subd. 1. Vehicles in violation of parking regulations. When any police officer finds a vehicle standing upon a street or City-owned parking lot in violation of any parking regulation, such officer is hereby authorized to require the driver or other person in charge of such vehicle to remove the same to a position in compliance with this Chapter. When any police officer finds a vehicle unattended upon any street or City-owned parking lot in violation of any parking regulation or driven by an individual arrested for violation of Minn. Stat. § 169.121 or 169.129, such officer is hereby authorized to impound such vehicle and to provide for the removal thereof to a convenient garage or other facility or place of safety;

Subd. 2. Release of impounded vehicles. Any motor vehicle impounded under this section shall only release from impoundment:

- A. To the registered owner or person authorized by the registered owner, a lienholder of record, or a person who has purchased the vehicle from the registered owner who provides proof of ownership of the vehicle, proof of valid state driving privileges, and proof of insurance required by law to cover the vehicle;
- B. If the vehicle is subject to a rental or lease agreement, to a renter or lessee

with valid state driving privileges who provides a copy of the rental or lease agreement and proof of insurance required by law to cover the vehicle; or

- C. To an agent of a towing company authorized by the registered owner, renter or lessee if the owner provides proof of ownership of or the renter or lessee provides a copy of the rental or lease agreement for the vehicle and proof of insurance required by law to cover the vehicle; and
- D. Upon payment of any charge placed against such vehicle for cost of removal or storage or both by anyone called upon to assist therewith.

Subd. 3. To whom information provided. The proof of ownership, valid driving privileges and insurance, and, when applicable, the copy of the rental or lease agreement shall be provided to a licensed police officer at the police department or to an agent of the towing company acting on behalf of the police department.

(Code 1983, § 9.12, eff. 1-1-83; Ord. No. 160, 2nd series, eff. 3-26-93)

## **CITY CODE CHAPTER 10 SECTION 10.32**

### **SEC. 10.32. OBSTRUCTIONS ON PUBLIC PROPERTY.**

Subd. 1. Obstructions. It is unlawful for any person to place, deposit, display or offer for sale, any fence, goods or other obstructions upon, over, across or under any public property without first having obtained a written permit from the Council, and then only in compliance in all respects with the terms and conditions of such permit, and taking precautionary measures for the protection of the public. An electrical cord or device of any kind is hereby included, but not by way of limitation, within the definition of an obstruction.

Subd. 2. Fires. Except where authorized in this Code, it is unlawful for any person to build or maintain a fire upon public property.

Subd. 3. Dumping on Public Property. It is unlawful for any person to throw or deposit on public property any nails, dirt, glass or glassware, cans, discarded cloth or clothing, metal scraps, garbage, leaves, grass or tree limbs, paper or paper products, shreds or rubbish, oil, grease or other petroleum products, or to empty any water containing salt or other injurious chemicals thereon. It is a violation of this section to place or store any building materials or waste resulting from building construction or demolition on public property without first having obtained a written permit from the Council.

Subd. 4. Signs and Other Structures. It is unlawful for any person to place or maintain a sign, advertisement, or other structure on public property without first having

obtained a written permit from the Council.

Subd. 5. Snow or Ice on Public Property. It is unlawful for any person not acting under a contract with the City to dump snow or ice on public property.

Subd. 6. Continuing Violation. Each day that any person continues in violation of this Section shall be a separate offense and punishable as such.

Subd. 7. Condition. Before granting any permit under any of the provisions of this Section, the Council may impose such insurance or bonding conditions thereon as it, considering the projected danger to public or private property or to persons, deems proper for safeguarding such persons and property. Such insurance or bond shall also protect the City from any suit, action or cause of action arising by reason of such obstruction. (Code 1983, § 10.32, eff. 1-1-83)

**City Code Chapter 11, Section 11.10, Subdivision 9. states:**

Subd. 9. Structures in Public Rights-of-Way. No buildings, structures or uses may be located in or on any public lands or rights-of-way without approval by the Council.

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## CITY OF EAGAN POLICY

**SUBJECT:** Winter Maintenance of Sidewalk and Trailways.

**DATE ADOPTED:** October 15, 1996      **REVISED:** Revised: June 2, 1998

**Basis:** The City of Eagan has received continued requests to have the sidewalk and trailway system maintained year around. In addition, the trail system plan element of the 1995 Park System Plan states “Prudent decision making regarding snow plowing must consider the actual amount of trail use gained given the level of investment required”. After evaluating two seasons of winter maintenance on a limited segment (3.8 miles) of trails and sidewalks, the City Council decided to expand the program to meet the basic needs of the community and also modify the previous policy.

**Purpose:** The City of Eagan has developed the following policy in order to respond in an orderly, consistent, and fiscally responsible manner to the desires of the community for a basic Winter Trail and Sidewalk Maintenance Program. After reviewing the extent of sidewalks and trails that exist within the community as of 1998 (110 +/- miles), the City Council has determined that those segments that meet the City’s basic criteria shall have priority for performance of winter maintenance. After evaluating the cost associated with acquiring the specialty type equipment and the additional personnel resources necessary to provide a reasonable level of service expected by the public, the City Council has determined that this new public service will be provided through private contractual services.

**Criteria:** The following criteria will be used to determine whether a segment of sidewalk and/or trailway should be included in the winter trail maintenance program:

1. Major Arterial Roads. These are thoroughfare roads with 4+ lanes, traffic volumes greater than 5,000 vehicles per day and speed limits of 45 mph or greater.
2. Community Collectors. With 2 traffic lanes and safety lane/shoulders or 4 full lanes of traffic with volumes greater than 3,000 vehicles per day and speed limits from 35-45 mph.
3. Neighborhood Collector Streets: Local streets approximately 1 mile in length with 2 traffic lanes and 2 safety lanes/shoulders, traffic volumes less than 3,000 vehicles per day and speed limits of 35 mph or greater.
4. Local School Walking Route These are trails and sidewalks that are relied upon by the school districts for designated walkers under their bus transportation policy.
5. Other: The Council’s discretion will be used to designate other segments as necessary to provide continuity, designated recreational loops, etc.

## **Operational Policies**

Specific operational policies are hereby adopted to implement a Winter Trail and Sidewalk Maintenance Program on a uniform basis. This will allow the City Council to evaluate the effectiveness, economics and acceptance of this program as necessary to determine the appropriateness of discontinuing, maintaining or modifying the program on a regular basis.

1. Sidewalk and trailway snow removal will be performed only after a minimum of 2" of snow has accumulated resulting from a snowfall event. Accumulations resulting from drifting and/or depositions resulting from public street snow removal operations will be performed as determined necessary by the City. City-wide snow removal operations will begin within 24 hours after the cessation of the last (in case of multiple back-to-back storms) snowfall event and/or when deemed necessary by the City in coordination with public street snow removal operations. The City will attempt to complete all snow removal operations within 24 hours after beginning depending on the event and weather predictions.
2. Snow removal operations will be performed with equipment and operators retained through a private contractual service agreement.
3. The level of service will be limited to what can be provided by mechanical equipment. Due to the limitations of mechanical equipment and trail irregularities, pathways may not be cleared or maintained to a dry pavement standard. No hand work will be performed by City or contractual personnel. Surface irregularities and slippery conditions may result. No ice control (sanding or salting) will be performed by the City or contractor.
4. It is to be expected that snow can be plowed, blown, swept or dumped on public right-of-way and easements on either side of the sidewalk/trail as needed for the best efficiency of operation.
5. Reasonable attempts will be made not to deposit excessive snow in driveways and/or private sidewalks if is operationally or mechanically controllable. However, the removal of any snow deposits that may result will be the responsibility of the adjacent property owner and/or occupant.
6. The City will not be responsible for sand, salt or incidental plow damage to turf or driveways, nor irrigation systems or any landscaping improvements located within public rights-of-way or easements. Any related repair will be the responsibility of the adjacent property owners and/or occupant.
7. In order to perform snow removal operations, pathways must remain free of any obstructions (i.e., vehicles, refuse containers, play equipment, implements, etc.) until the pathway snow clearing operation has been completed. If obstructions are encountered, the City's operation may skip the affected property frontage and the subsequent removal will be the responsibility of the adjacent property owner and/or occupant.
8. School districts will be expected to perform snow removal operations on those segments of public trails and sidewalks adjacent to their property as necessary

to accommodate designated walkers according to their bus transportation policy.

**Plan Adoption:**

The sidewalks and trails designated to be maintained by the City of Eagan will be so referenced on the most recent map adopted by Council action and kept on file in the Department of Public Works.

**Process:**

The plan adopted by Council action on June 2, 1998, incorporates approximately 54 miles of the total 110 +/- mile system. With approximately 50% of the system not being maintained, it is anticipated there will be requests for other segments to be added. Due to the cost to add additional segments to the overall maintenance program, it is necessary that a need and benefit be demonstrated to justify the expenditure of additional funds. Subsequently, no segment will be considered unless accompanied by a petition of 50 properties lying within ¼ mile of the segment to be considered. All requests will be considered only once per year at the first regular Council meeting in April for possible inclusion into the following season's program.