

TOWN OF MINDEN  
SNOW REMOVAL POLICY

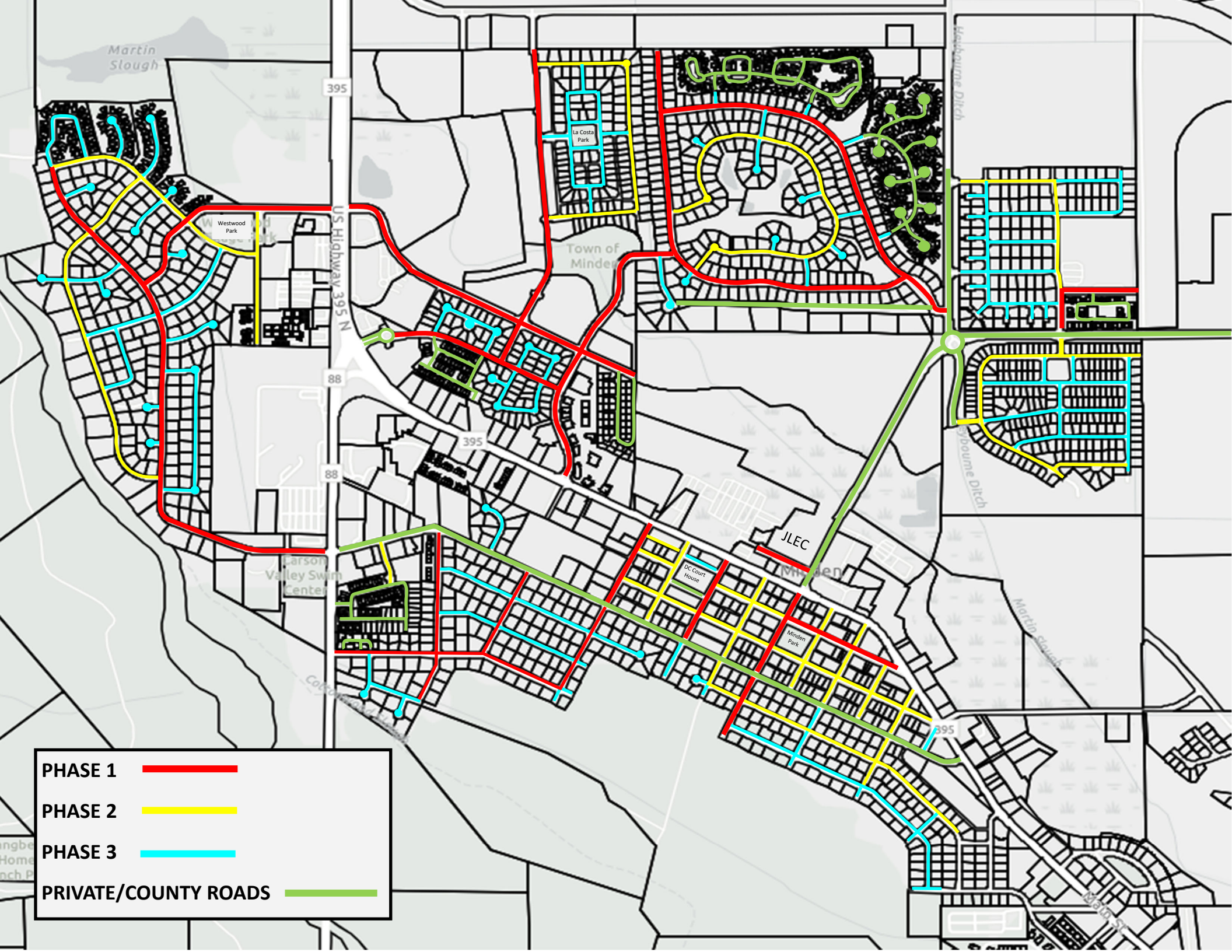
The Town owns snow removal equipment, has personnel trained in the operation of this equipment and is capable of removing snow, except under severe conditions.

- I. In the event of weather resulting in accumulations of snow of more than four inches, the Town of Minden may implement the prioritized, phased plan set forth below in Paragraph IV.
- II. Under severe conditions (Town is unable to maintain safe travel lanes in a reasonable amount of time) \$10,000 of the Town's road maintenance fund has been designated for outside contractor assistance.
- III. The Town may pay employees overtime during storm conditions which meet the criteria for initiating phases I and II of the snow removal plan set forth below. Town personnel may implement phase I of the snow removal plan as directed by the Town Manager (or designee of the Manager). Town personnel may implement phase II of the snow removal policy when the snow reaches four inches or before if directed by the Town Manager (or designee of the Manager). The Town Manager (or designee of the Manager) may direct Town personnel to sand streets and intersections during storm events with less than four inches of precipitation when hazardous conditions exist.
- IV. The Town's prioritized, phased snow removal plan is set forth as Phase 1, Phase 2, and Phase 3 as follows:
  - A. Phase 1-- The Town Manager (or designee of the Manager) may order snow removal and sanding by Town personnel, without any specific accumulations of snow, if in their professional judgment conditions warrant.
  - B. Phase 2--Accumulations of four or more inches. Action: Town personnel are authorized, as directed by the Town Manager (or designee of the Manager) to remove snow from major arterial roads through downtown Minden and its subdivisions.
  - C. Phase 3--Accumulation of four inches or more on the ground and a 50% or greater chance of more snow predicted within 12 hours. ACTION: After phase 2 in the opinion of the Town Manager (or designee of the Manager) is completed, all secondary roads may be plowed during normal working hours. Employees' schedules may be changed to allow this work to be completed without the Town's incurring overtime costs.
- V. Implementation

- A. Monitoring--When storm conditions exist, the Town Manager (or a designee of the Manager) will monitor weather reports, take measurements at various locations around town and monitor the National Weather Service.
  - B. The Town Manager (or a designee of the Manager) will determine when to implement this plan and when to hire an outside contractor.
- VI. Procedure of Removal
- A. Sidewalks in front of properties owned by the Town will be kept reasonably clear of snow and ice.
  - B. After regular work hours, the Town Manager (or a designee of the manager) has the authority to call in an employee on standby to remove the snow both from the sidewalks and the streets in front of properties owned by the Town. During work hours, snow removal will be coordinated by the Minden Superintendent of Public Works between the facilities maintenance crew and the street crew.
  - B. Major and secondary roads--snow will be plowed to the center of the roadway.
  - C. Intersections--will be cleared of snow to allow for safe turning from all directions.
  - D. Dead-ends--snow will be piled on all dead-end streets. Cul-de-sacs--snow will be piled in the center of the cul-de-sac, with a drivable path of travel being maintained around the outside of the roadway.
  - E. All snow will be removed in a safe and timely manner according to this policy
    - 1. Snow will be removed from the center of the street as soon as time reasonably permits.
    - 2. Snow removal in residential areas will be performed according to phase III policy.
- VII. Sanding of Streets
- A. Sanding of streets may be implemented when icy conditions exist as determined by the Town Manager (or a designee of the Town Manager).
  - B. Sanding Priority:
    - 1. All of the main arterial roads identified in the phase 1 policy will be given priority. Intersections with Highway 395, Highway 88 and County Road will be completed first.
    - 2. Sanding will occur at a reasonable distance before all stop signs; other intersections may be sanded on an as-needed basis.
    - 4. Extreme conditions may warrant additional measures to deal with icy conditions. These measures will be determined by the Town Manager (or designee of the Manager).
- VIII. What the policy does not provide:
- A. Routine snow removal.

- B. Clearing of sidewalks, driveways, alleys and designated trash enclosures.
    - 1. Homeowners and business owners are responsible for clearing snow on the sidewalks and driveways which adjoin their property.
    - 2. Business owners are responsible for keeping dumpster enclosure areas cleared. Failure to do so may preclude refuse pickup in a particular week.
    - 3. Removal of snow from private property and placing it on public property is prohibited.
  - C. Removal of snow from private roads and parking lots.
  - D. Hauling of snow from Town roads.
- IX. Upon a finding of good cause to do so, the chairman of the Town board may authorize a reasonable departure from the provisions of this plan, or call an emergency meeting of the Board.

**This is a voluntary assistance plan and does not impose upon the Town any legal duty whatsoever. The Town is committed and will make every effort to keep the streets as safe as possible.**



PHASE 1	
PHASE 2	
PHASE 3	
PRIVATE/COUNTY ROADS	