



2023/2024
TOWN OF MINTURN
SNOW REMOVAL PLAN

Table of Contents

A. Purpose	1
B. Plan Considerations	1
C. Policy Statement	1
D. Scope of Responsibility	2
E. Level of Service	2
F. Implementation	3
G. Personnel Responsibility	3
H. Vehicle & Equipment Preparation	4
I. Priorities	4
J. Delay of Snow Removal Services	4
K. Sidewalks - Minturn Municipal Code Requirements for Property Owners	5
L. Sidewalks - Snow Removal Recommendations to Residents	6
M. Sidewalks - Snow Removal Town Responsibilities	6
N. After the Storm	6
O. Property Damage	7
P. Assistance to Motorists	7
Q. Appendices	
a. Appendix A – Snowplow Priority Map	8
b. Appendix B – Sidewalk Snow Removal Map	9

A. Purpose

1. The Purpose of the Snow Removal plan is to communicate the process and level of service for snow removal in the Town of Minturn.
2. The goal of the Public Works department is to remove snow from our public roadways and dedicated sections of sidewalks as rapidly and efficiently as possible while keeping roads open and essential traffic moving.
3. The aim of snow removal operations is to return road surfaces to safe winter driving conditions as soon as feasible within the limitations of this policy, our limited resources and weather conditions. With proper use of storm forecasts, personnel, and equipment, the desired result can usually be attained. However, flexibility is always needed to adapt to the variety of circumstances and conditions during a snowstorm. The following policies and procedures serve as a practical guide for effective snow removal procedures in the Town of Minturn.

B. Plan Considerations: In developing the policies for how to best undertake winter maintenance activities the Town considers factors including, but not limited to the following:

1. Priority vs capacity (Effective allocation of resources based on priorities);
2. Public safety;
3. The amount of funds available for these operations;
4. The number and availability of personnel for these operations;
5. The desire to maintain a safe and efficient transportation system;
6. The ability to deliver emergency services;
7. Weather conditions including temperature and snowfall amounts; and
8. Protection of Town and personal property

C. Policy Statement

1. Objectives:
 - a. Provide safe travel conditions for school busses, emergency services, pedestrians and motorists;
 - b. Provide cost effective snow plowing and removal services; and
 - c. Assist Police, Fire and Emergency Medical Services in fulfilling their duties
2. Hinderances to plan implementation:
 - a. Parked or stalled private vehicles that restrict or prevent safe roadway movement and plowing;
 - b. Equipment rendered inadequate by the depths of the snow or drifts;
 - c. Crew breaks, and breaks required for re-fueling;
 - d. Residential snow deposited onto public roadways;
 - e. Equipment mechanical failures and needed repair; and

- f. Unforeseen emergencies.

D. Scope of Responsibility

1. The Town of Minturn Public Works Department is responsible for snow plowing and removal on municipal streets within the town limits;
2. HWY 24 within town limits is plowed by the Colorado Department of Transportation (CDOT). Snow removal in the right of way on HWY 24 is the responsibility of the Town of Minturn, this includes the parallel parking areas along HWY 24 which are not to be plowed residents
3. The Town does not remove snow and ice from private streets, private parking lots or driveways including windrows; and
4. Cooperatively facilitate safe pedestrian travel along the HWY 24/Main St corridor by conducting snow removal operations from sidewalks during times of snowfall.

E. Level of Service

1. Expectations - It is the expectation of our citizens that we will keep all town streets sufficiently passable during and following a winter weather incident (this does not mean dry, bare roads). To accomplish this, the Town will provide, to the extent reasonably possible, effective and efficient measures consistent with generally accepted standard practices to maintain and/or restore mobility. Due to the many variables associated with winter weather, each event is unique.
2. Factors – Factors that influence when and what measures we use include:
 - a. air and pavement temperatures;
 - b. wind speeds and directions;
 - c. precipitation rates and types;
 - d. time of onset;
 - e. storm event duration;
 - f. traffic activity; and
 - g. Availability of equipment, personnel and materials
3. Goal - Snow control measures are directed to achieving and maintaining relatively safe traffic movement on public streets within a reasonable time period. Therefore, efforts are first concentrated on the school bus routes and emergency services routes that carry most of the traffic. Other low-volume streets are included when resources are available.

F. Implementation

1. The policies and procedures outlined herein will be in effect when weather conditions could cause accumulations of frost, sleet, ice or snow on maintained roadways, school bus and emergency services routes or municipal

lots and will be in effect during the normal winter season.

2. Minturn snow removal operational hours are typically 6:00am to 5:00pm. Downtown sidewalks are recommended to be cleared by the business owner prior to 7:00am. The Public Works Supervisor will decide when to begin snow control operations. The criterion for that decision is:
 - a. Snow accumulation, or expected accumulation of 3 or more inches;
 - b. Icy conditions which affect travel; and
 - c. Time of snowfall in relationship to traffic volumes.
3. Snow and ice control operations are expensive and involve the use of limited personnel and equipment. During snow events, snow removal becomes a priority for school bus routes, emergency vehicles and primary roadways, and they are cleared first.

G. Personnel Responsibility: The snow control plan used by the Town of Minturn has been developed to establish a chain of command through which winter maintenance policies can be transformed into an effective and uniform set of actions. The actions taken by snow crews are the result of the general policies established by the administration, and procedures set forth in this plan, as approved by the Town Administrator.

1. Operators are responsible for:
 - a. Maintaining a positive work environment to enhance the teamwork concept;
 - b. Providing a timely, effective service for their designated routes;
 - c. Maintaining vehicles, plows and sanders in safe working order;
 - d. Serving as good-will ambassadors for the Town; and
 - e. Working cooperatively with residents and businesses for the benefit of public safety;
2. Supervisor is responsible for:
 - a. Maintaining a positive work environment to enhance the teamwork concept;
 - b. Coordinating vehicle, plow and sander maintenance and repair to ensure safe operations and adequate coverage;
 - c. Maintaining deicing inventories and other vital supplies;
 - d. Timely, courteous response to service complaints, requests and inquiries; and
 - e. Providing training opportunities for snowplow operators.
3. Management is responsible for:
 - a. Maintaining a positive work environment to enhance the teamwork concept;

- b. Providing adequate resources to ensure timely, effective service; and
- c. Creating training and feedback avenues for supervisors and operators; and utilizing various forums to create and maintain public awareness and support for snow removal activities.

H. Vehicle and Equipment Preparation: All vehicles and equipment utilized in the Snow Removal Plan are inspected for readiness and repairs in advance and as needed during the snow season by staff to ensure efficient operations for snow removal service.

I. Priorities: During snow/ice conditions, calls from the Police and Fire Departments regarding accidents, medical or other emergency situations requiring public works assistance are given top priority. Because of the high priority assigned to snow and ice control, almost all other street operations become secondary to snow removal activities. Streets will be plowed, and snow will be removed according to established priorities. Priorities are set based upon traffic volume, public safety, and access to emergency facilities and school bus routes. All streets in Minturn are prioritized as either primary or secondary routes for snow plowing and snow removal operations. The following summarizes the snow removal priorities:

1. **Primary Routes:** These streets are given first priority since they provide the interconnecting link from all corners of the Town. Also included are streets that provide access for emergency services such as fire stations and the Eagle County Sheriff's office at town hall. Priority 1 streets will be maintained for all snow events.

i. **Primary Routes (Appendix A):**

- a. Main Street 100 Block to 900 Block
- b. Cemetery Road from Public Works facility to Main St
- c. Mann Avenue from Main Street to Pine Street
- d. Pine Street from Meek Ave to Toledo Avenue
- e. Toledo Avenue from Pine Street to Main Street
- f. Bellm Bridge from Main Street to Minturn Saloon
- g. Railroad Ave from Bellm Bridge/Minturn Saloon to Taylor Avenue
- h. Taylor Avenue from Railroad Avenue to 4th Avenue.
- i. Minturn Road from Taylor Ave to 4th Ave.

2. **Secondary Routes:** All streets not designated as primary routes are considered secondary routes and will receive snow removal service upon completion of the primary routes. These roadways are minor arterial streets and are generally streets that connect the major arterial road to residential streets.

J. Delay of Snow Removal Services: At least one or more of the following situations may delay all or some of the services provided during snow events:

1. Vehicles parked and/or blocking the street eliminating access for plows;
2. Equipment breakdown;

3. Manpower shortage due to sickness, injury or vacation or length of the storm requiring personnel to be pulled off the streets for rest;
4. Operator breaks for rest, meals, refueling, or for loading deicing material; breaks required to install chains and/or new cutting edges on snowplow blades;
5. Residents placing snow from yards or driveways onto public streets;
6. Downed trees and branches and utility wires can block access to entire neighborhoods;
7. Frozen water mains divert snow fighting personnel to respond to the emergency;
8. Snow being placed on the street after we have plowed requires crews to return to these streets again, diverting attention from other needs;
9. Weather so severe – as to cause crews to be called in for their own protection; and
10. Unforeseen conditions and emergencies.

K. Sidewalks: Snow Removal Policies and Procedures, Minturn Municipal Code

Requirements for property owners. This is to prevent the snow from turning into an icy hazard for pedestrians or forcing pedestrians to walk in the street.

1. Sec. 11-1-10. - Snow removal required.

It is unlawful for any owner or occupant of any lot, block or parcel of ground within the Town, or for any agent in charge of such property, to allow any snow or ice to accumulate or remain upon any sidewalk or pathway alongside such property longer than twenty-four (24) hours from the time of the last accretion of such snow or ice.

2. Sec. 11-1-20. - Applicability of provisions.

(a) The provisions of this Article shall be applicable to all sidewalks and public pathways within the Town.

(b) It is determined that the accumulation of snow and ice on the sidewalks and public pathways adjacent to the streets described in Subsection (a) above interferes with the free movement of pedestrian and vehicular traffic within the Town to a substantially greater degree than the accumulation of snow and ice on other sidewalks and public pathways within the Town.

3. Sec. 11-1-30. - Legal remedy.

If any person allows snow or ice to accumulate or remain upon any sidewalk or public pathways, as provided in this Article, the Town may cause such snow or ice to be removed and may assess the cost thereof as a lien against the adjoining property or may bring an action in court against the owner of such property to recover the cost thereof.

L. Sidewalk Snow Removal – Recommendations to Residents:

1. Aim snow blowers into front yards away from sidewalks, the parking strip and the street. Ice and rocks, as well as powder snow are blown out many feet. This material can hit parked or passing cars, which can cause damage to those vehicles as well as possible accidents. Also, snow blown onto the street will freeze and become slick, which may easily cause accidents.
2. Snow left adjacent to your driveway by snowplows (known as a windrow) should be placed to either side of the driveway or the parking strip (if available), but, not into the street or gutter.
3. Remove snow from around fire hydrants near your home.
4. Snow from a sidewalk along a Town-owned road may be hand shoveled into the street between the hours of 4:00AM and 7:00AM in accordance with the appropriate plowing schedule (Mon-Wed or Tues-Thurs).

M. Sidewalks: Snow removal Town responsibilities

1. Sidewalks adjacent to Town property.
2. Due to the high volumes of pedestrian traffic along HWY 24, combined with the snow plowing operations of CDOT, the HWY 24/Main Street corridor is designated as a high priority for sidewalk snow removal.
 - i. Town sidewalk snow removal operations during times of snowfall will include HWY 24/Main Street. This additional snow removal is to address CDOT plows which continually push snow back onto sidewalks adjoining Main Street. This is in addition to the adjoining property owner shoveling the sidewalk, not in lieu of.
3. For a complete showing of the Town's responsibilities please review the Sidewalk Snow Removal Map (*Appendix B*)

N. After the Storm: After snowstorms the Town's snow plowing efforts will focus on the continuation of critical Town services such as restoring utilities; and public safety emergency response capacities. Additionally, snow removal operations will be conducted in certain areas of the town if temperatures are expected to remain low or more snow is expected. Other areas include locations in which heavy shading prevents melting and areas where the storm drainage system is impeded. Crews will attempt to remove as much snow and ice as possible. In addition, begin the following procedures:

1. Additional sanding may be needed;
2. Cleaning of intersections as soon as possible;
3. Inspection of all equipment utilized during the storm;
4. Report needed equipment repairs;
5. Inventory stockpile of de-icing material; and
6. Have a post-meeting if necessary, with all employees to discuss possible improvements.

O. Property Damage

1. During the course of operations throughout any given winter, a certain amount of damage to Town and private property may be incurred by snow removal

forces. The Public Works Department will repair damages as soon as the weather permits.

2. Personnel are required to report all damages to their Supervisors. All property damage and accidents during snow removal operations will be handled in a manner that coincides with Town policy and Colorado State Statute.

P. Assistance to Motorists

1. Under no circumstances will a Town employee be allowed to use a Town owned vehicle to push, pull, or tow a stranded vehicle from a roadway or parking lot.
2. The employee should notify their Supervisor of any emergency situation encountered and the Supervisor will notify the appropriate agency.
3. Under no circumstances will a Town employee use a Town owned vehicle to perform snow removal operations on privately owned, commercial, or residential property.

Q. Appendices

1. Snow plowing priority map (Appendix A)
2. Sidewalk snow removal map (Appendix B)

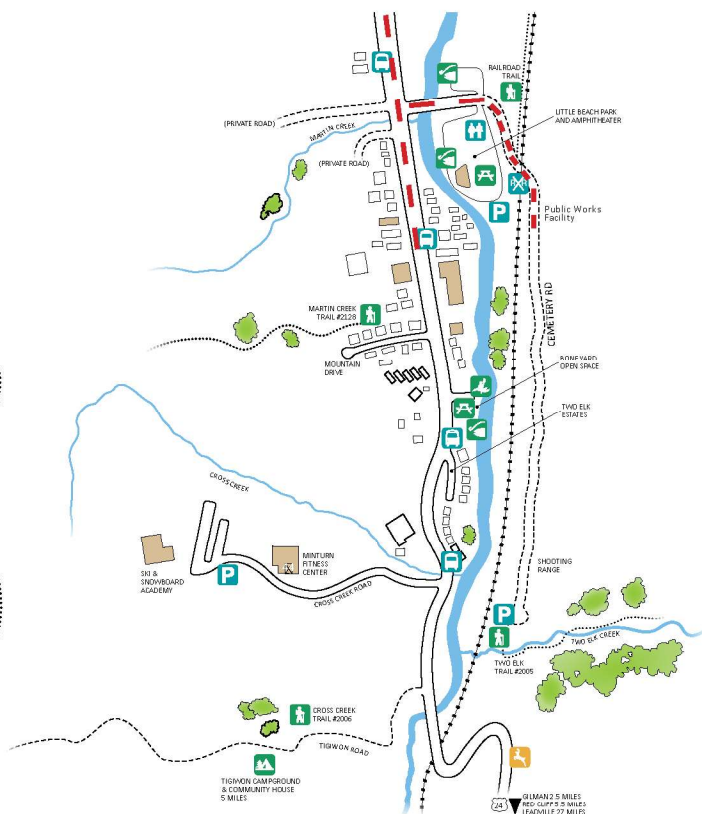
Snow Removal Legend

Primary Snowplowing Route

Primary Snowplowing Streets Include:


- Main Street 100 Block to 900 Block
- Cemetery Road from Public Works facility to Main
- Mann Avenue from Main Street to Pine Street
- Pine Street from Meek Ave to Toledo Avenue
- Toledo Avenue from Pine Street to Main Street
- Bellm Bridge from Main Street to Minturn Saloon
- Railroad Ave from Minturn Saloon to Taylor Ave
- Taylor Avenue from Railroad Avenue to 4th Ave
- Minturn Road from Taylor Ave to 4th Ave

Minturn Snowplowing Priorities Cemetery Rd South



Appendix B Minturn Sidewalk Snow Removal Map

Sidewalk Snow Removal Legend

 Sidewalk Snow removal

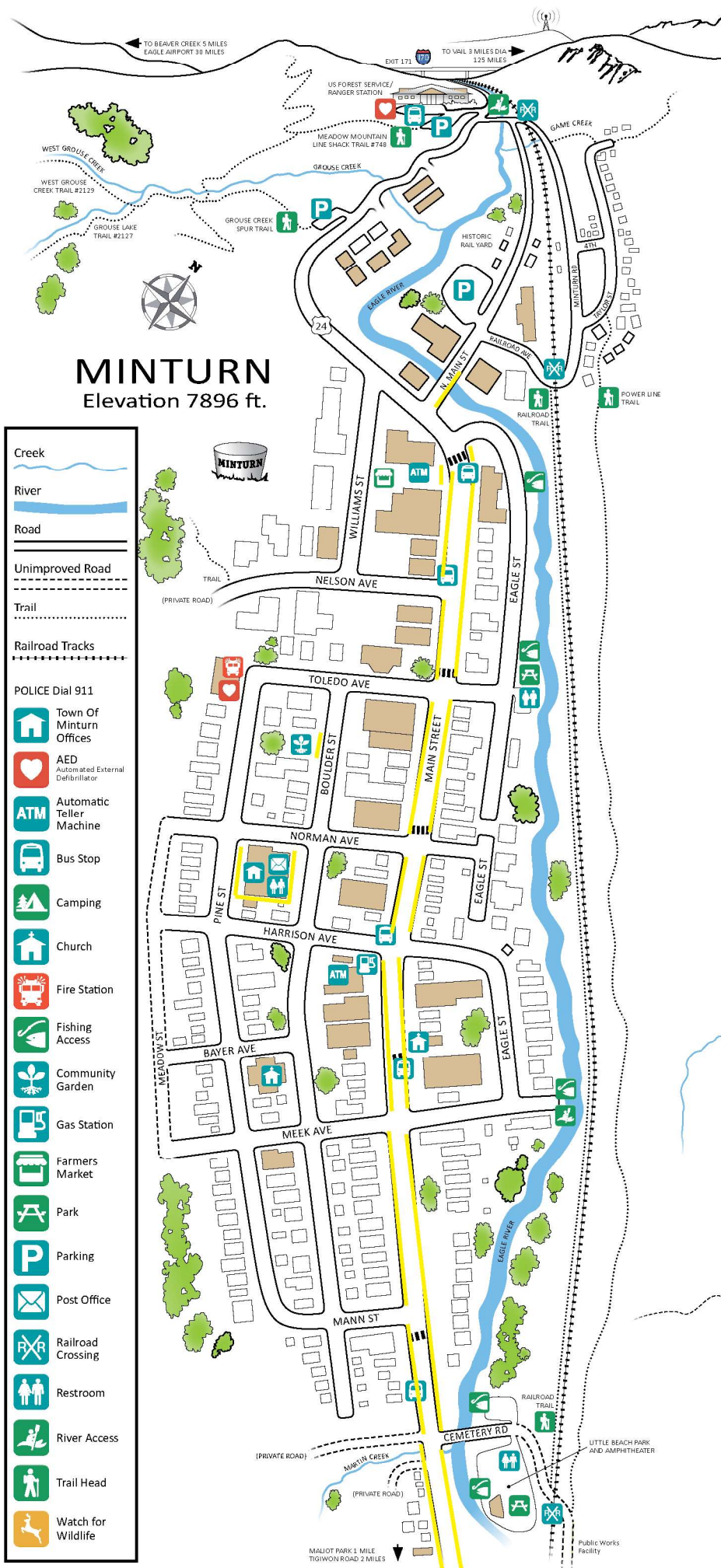
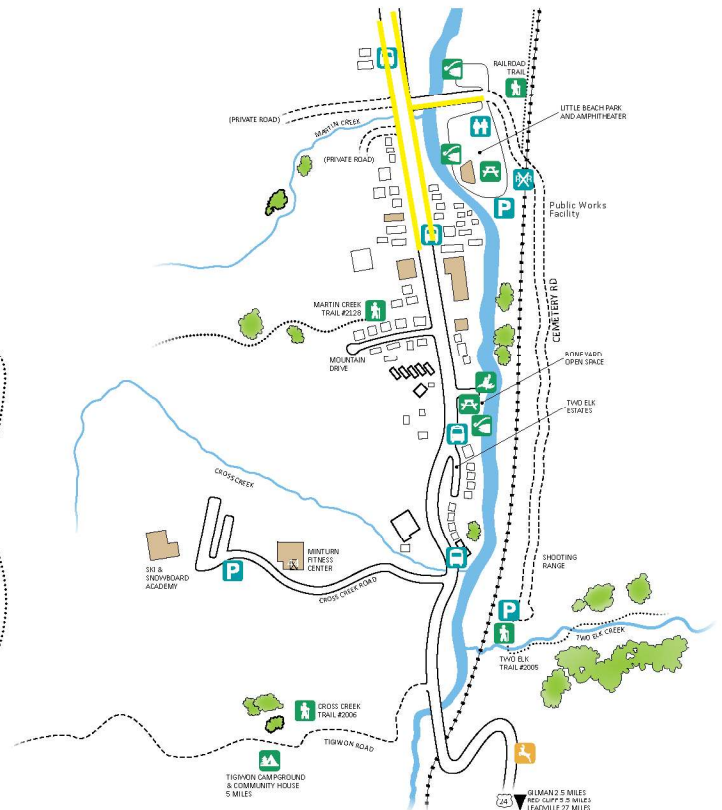
Snow removal Town responsibilities

1. Sidewalks adjacent to Town property.

2. Due to the high volumes of pedestrian traffic along HWY 24, combined with the snow plowing operations of CDOT, the HWY 24/Main Street corridor is designated as a high priority for sidewalk snow removal.

i. Town sidewalk snow removal operations during times of snowfall will include HWY 24/Main Street in the same operational manner in which snow is removed from the street (Monday/Wednesday or Tuesday/Thursday).

Minturn Sidewalk Snow Removal Cemetery Rd South





To: Mayor and Council
From: Michelle Metteer
Date: October 18, 2023
Agenda Item: Resolution 30 – Series 2023; A Resolution Approving the 2023/24 Minturn Snow Removal Plan

REQUEST:

Approve Resolution 30 – Series 2023

INTRODUCTION:

At 7896' in elevation, snow removal operations consume the majority of our public work's wintertime schedule. With the addition of sidewalks along sections of Main Street to increase connectivity, town staff has adjusted how we will service snow plowing and removal operations in town.

The 2019/20 Winter season was the first year of Minturn's Snow Removal Plan. During the original approval process in 2019, the fluid nature of this document was identified to be ongoing - changes will continue to be made to improve the snow removal process and experience. This update is a continuation of that process which includes the allowance of hand shoveling snow from sidewalks onto town-owned roads between the hours of 4:00AM to 7:00AM in alignment with the snow removal street schedule. If approved, an Ordinance will be required to change the MMC and allow this activity.

Additional items that will not be included in the plan but rather are operational changes made in the field or informational efforts include:

- No Parking Pine Street & Boulder St (Norman to Toledo) starting at 8:00AM as requested by a town resident;
- Information to residents regarding the freeze/thaw cycle which includes water running down all town streets;
 - Shade caused by trees and tall buildings exacerbates this issue by re-freezing the thawed water
- Minturn Community Fund Shovel Squad

COMMUNITY INPUT: Requested

BUDGET / STAFF IMPACT: \$24,000 for additional snow removal support

STRATEGIC PLAN ALIGNMENT:

PRACTICE FAIR, TRANSPARENT AND COMMUNICATIVE LOCAL GOVERNMENT

RECOMMENDED ACTION OR PROPOSED MOTION:

Approve Resolution 30 – Series 2023; A Resolution Approving the 2023/24 Minturn Snow Removal Plan

ATTACHMENTS:

- Resolution 30 – Series 2023
- 2023/24 Snow Removal Plan

**TOWN OF MINTURN
RESOLUTION NO. 30 - SERIES 2023**

**A RESOLUTION SUPPORTING THE ADOPTION OF THE
2023/2024 TOWN OF MINTURN SNOW REMOVAL PLAN**

WHEREAS, the Town of Minturn ("Town") is a Colorado home rule municipality organized pursuant to Article XX of the Colorado Constitution and with the authority of the Town of Minturn Home Rule Charter for which the Minturn Town Council ("Town Council") is authorized to act; and;

WHEREAS, the Town provides snow plowing and removal services with the town boundaries of Minturn; and

WHEREAS, the Town seeks to continually improve its level of service to the community; and

WHEREAS, the Town must keep certain roads accessible to emergency vehicles, school busses, vehicular and pedestrian traffic; and

WHEREAS, the Town Council seeks to increase connectivity as described in the 2023/24 Minturn Strategic Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO:

THAT, the 2023/2024 Town of Minturn Snow Removal Plan be approved.

INTRODUCED, READ, APPROVED, ADOPTED AND RESOLVED THIS 18th DAY OF OCTOBER, 2023.

TOWN OF MINTURN

By: _____

Earle Bidez, Mayor

ATTEST

By: _____

Jay Brunvand, Town Clerk

