

**Montgomery County Board of Commissioners**  
**An Ordinance Establishing Highway Department Policies for**  
**Road Maintenance and Snow Removal**

**Whereas**, the Montgomery County Highway Department is responsible for maintaining the county roads, and

**Whereas**, the establishment of policies for the maintenance of the roads will increase the efficiency and effectiveness of the Department's operations, and

**It is therefore ordained** that the Montgomery County Board of Commissioners enact a new section in Chapter 36 of the County Code numbered 40 and titled "Highway Department Policies for Road Maintenance and Snow Removal" with the following policies:

**A. Road Improvement**

**1. Purpose**

The purpose of this policy is to establish a guideline for maintaining and improving deteriorating County roadways. Roads that have been previously worked on will be evaluated. This guideline will include the use of data such as Pavement Surface Evaluation and Rating (PASER) and Annual Average Daily Traffic (AADT) to determine what level of maintenance and improvement to utilize. Other criteria for improvements will include but are not limited to Functional Class of the roadway, Action Request Work Order Volume (concerns from the community), Attractors

will also be used in the evaluation. Examples of attractors: heavy residential areas, schools, Industrial development and event locations.

## 2. Cold Mix Asphalt Paving

**Cold Mix Asphalt** (CMA) paving shall be utilized on road segments using a scoring system based on the following data:

- Paser Rating between 1 and 4
- Time Spent Maintaining Roadway
- Pothole Saturation (percentage of potholes within a segment)
- Minor or Local Function Class
- Roadway has a high volume of Action Request Work Orders.
- Roadway AADT
- Roadway has attractors or has experienced a change in attractors

## 3. Hot Mix Asphalt Paving

**Hot Mix Asphalt** (HMA) paving shall be utilized when:

- Paving would complete the current roadway loop around Crawfordsville that has been established prior to previous applications.
- Roadway has been identified as a key road in the thoroughfare plan and connects to another county.
- Major Collector or Minor Function class
- Roadway will receive a numerical evaluation that will be utilized to determine the ranking of roadways to be paved.

## 4. Chip Seal Application

**Chip Seal** (application of asphalt emulsion and then a layer of crushed rock) shall be utilized when:

Roadway was paved the previous year with CMA.

Other roads will be evaluated with the following criteria, if funds are available:

Paser Rating of 4 or greater.

Application is necessary for preservation purposes.

**Fog Seal** is an application of a specially formulated asphalt emulsion and may be utilized when a roadway has been Chip Sealed in the current year and/or is scheduled for Lane Striping.

## B. Gravel Road Maintenance

**Grading Routes-** The Highway Department operates four graders to grade the gravel roads maintained by the County.

Each grader operator determines their route. Each route requires five to six weeks to be completed, if weather conditions are acceptable. The Highway Director or Assistant Director can change a route if they determine that a road is dangerous or not passible.

**Determining when to grade-** The Highway Director and the Assistant Director will inspect the gravel roads to determine the moisture level of the roads. The weather forecast will be reviewed to determine the extent of moisture to occur within the next twenty four hours. The Highway Department attempts to not grade in the winter unless the frost is out of the ground.

**Applying gravel-** The Highway Department will apply gravel to roads selected by the Director. Roads that connect major paved roads are the main priority. Additional factors include the number of homes, apparent traffic, and businesses located on a road.

Gravel type-8's or 5's gravel at a minimum of 15 tons per one tenth of a mile.

The Highway Department sets a goal of applying gravel to 150 miles of road per year. The number of miles that receive gravel is dependent upon the availability of funding.

## C. Culvert Replacement

If a road is scheduled for a Hot Mix Asphalt Overlay, every culvert on the section of road scheduled to be paved will be assessed to determine which culverts, if any, need to be replaced prior to paving the road.

If a road is scheduled for a Cold Mix Asphalt Overlay, every culvert on the section of road scheduled to be paved will be assessed to determine which culverts, if any, need to be replaced prior to paving the road based on the following criteria:

If the culvert is determined to have 10 years or greater life expectancy, the culvert will not be replaced.

If the culvert is determined to have less than 10 years of life expectancy, the culvert will be replaced.

If a culvert is not on a project road, the culvert will be assessed to determine if it needs to be replaced based on the following criteria:

Potential change

Water volume

Topography

Man made changes

Safety if the culvert is causing a road hazard

#### D. Speed Limits

The purpose of this policy is to help determine the Speed Limit that should be established on a county road. Speed Limits may be added and/or changed on a county road to promote safety and mitigate traffic incidents.

**Speed Limit:** The Speed Limit is the maximum speed at which a vehicle may legally travel on a particular stretch of road. In order to determine

the Speed Limit for a county road, the following criteria, in order, shall be utilized:

1. A traffic study conducted by the County Highway Department. This study will collect the number of vehicles travelling through a road segment, vehicle speeds and the interval between vehicles.
  - a. This information, along with similar information of adjacent roadways, can help determine a speed limit.
2. Information gathered from the traffic study such as the 85<sup>th</sup> percentile speed, the 50<sup>th</sup> percentile speed and the number of driveways. The Annual Average Daily Traffic (AADT) will be considered by the Department and/or input into a Speed Limit calculator owned by the Federal Highway Administration (FHWA). (<https://safety.fhwa.dot.gov/uslimits/>)
3. Road surface type, condition, striping and width may be considered.
4. Crash data for a road segment should be considered.
5. Road Classification may be considered.

## E. Snow Removal

### INTRODUCTION

The removal of snow and ice from the county roads is one of the most important jobs confronting the maintenance personnel of the Highway Department during the winter season.

Safety for the motorist and roads under county jurisdiction are the primary considerations of the maintenance crews. Snow and ice removal operations must be carried on to provide reasonable safety for the public as well as for the employees.

## II. GUIDELINES STATEMENT

The Montgomery County Highway Department is committed to providing the public with the level of service for snow and ice control that is within the operation guidelines of this manual. These recommended levels of service should be interpreted as standard operating procedures. In certain situations, however, the Highway Department Director will exercise judgement where maintenance requirements differ from the guidelines.

The purpose of these guidelines is to promote continuity and uniformity in the winter maintenance of the county roads.

### III. OPERATION GUIDELINES

#### A. Priorities

Priorities are assigned to the road system according to public usage (traffic) and each individual storm, on a case-by-case basis, as determined by the Highway Department Director and Highway Supervisors.

#### B. Level of Service Guidelines

Snow and ice removal are emergency operations and normally take precedence over other work. Paved roads should be cleared as quickly as possible. Gravel roads are only plowed if there is five inches of snow or more or the wind has caused drifting.

Snow and ice removal operations are to begin after any appreciable accumulation of snow.

Dispatching of Snowplows – The Montgomery County Highway Department will usually dispatch snowplows to paved roads first. During extended periods of snowfall, exceptions may be made.

Snowplows will not be sent out in situations that may be hazardous due to restricted visibility. If snowfall stops during regular working hours, the plows may be dispatched at that time. If the snowfall stops during the night or early morning hours, the plows will be dispatched between 3 a.m. and 5 a.m. Actual time is dependent on when the snow stops.

Operations – Generally, the clearing of roads will consist of three phases: Making the road passable; widening and sanding; and cleaning up. Depending upon the situation, more than one phase may be accomplished at one time. Inclement winter weather

situations are normal to Indiana in the winter. The public is expected to exercise necessary precautions while driving in these conditions.

- a. **Make the road passable** – clean one lane in each direction. Generally, a snow plow is used.
- b. **Widen the lanes to edge of shoulders.**
- c. **Sanding** is done at problem locations on paved roads, including intersections, curves, hills, and bridges. Sanding may also be done sporadically on straight areas as well. A 25 percent salt to sand mixture is used for regular sanding. More salt may be added to the mixture for problem areas. Straight salt shall be used in housing additions. Unless, a situation arises that a mixture will be used.
- d. **Clean up** – Remove ice and slush from road after the salt and sun have been allowed to work on melting the snow.

#### C. Work Time

A Highway Department Snow Plow will work normally 14 to 16 hours per day on the road during and after winter storms. This should provide for the daily plowing of each lane mile of road under County Jurisdiction. Daily starting times are left up to the Highway Department Director but generally, coverage time should be scheduled to provide service during the more significant travel times.

Work times are intended as guidelines and should be based on the discretion of the supervisor. Exceptions to the guidelines could be:

Limited visibility which would make operations hazardous  
Continued service to avoid snow compaction problems  
Breaks between shifts during off peak hours to reduce operational costs.

#### D. Emergencies

No plowing of private property is allowed. A life-threatening situation is an exception.

The Montgomery County Highway Department will provide plowing services to assist emergency personnel (Fire, Police, Health) on county roads on an as needed basis. A dispatcher will notify the Highway Department and a Highway Department vehicle will accompany the emergency vehicle as necessary.

E. Personal Property

a. Mailboxes and fences on county roads that damaged during snow removal will be evaluated on a case by case basis. Only those mailboxes and fences that were properly located and installed, and which were damaged by actual contact with County equipment will be repaired at County expense.

b. County residents are to be reminded that it is unlawful to plow snow from driveways onto or across public roads. Piles of snow left on or near the road can freeze into a solid mass creating a hazardous situation for vehicles and snowplows. Accidents and damage caused by snow piles placed in the road may result in liability to the property owner. Piles of snow increase the chance of drifting snow onto the road.

c. County residents should remove parked vehicles from county roads to assist in snow removal.

d. County vehicles will not attempt to remove stuck vehicles from ditches, snowbanks, or any other impediment. If the stuck vehicle is a traffic hazard, the Highway Department will provide assistance by contacting a wrecker service.

Section 6. Duration and Effective Date. The provisions of this Ordinance shall become effective immediately and remain in full force and effect until repealed by ordinance.

Adopted                      this                      10<sup>th</sup>                      day                      of  
April, 2023.

Montgomery County, Indiana  
Board of Commissioners

John Frey, President

James D. Fulwider, Vice President

Dan Guard, Member

Attested by Mindy Byers, Auditor