



SNOW REMOVAL AND ICE CONTROL PLAN

VILLAGE OF HINSDALE
SNOW REMOVAL AND ICE CONTROL PLAN

A. STATEMENT OF PURPOSE

To combat winter storms, Hinsdale has developed this snow and ice control program, which is dictated by the intensity of each individual storm. The job of subduing a winter storm is a team effort involving snow and ice control crews, private contractors, the news media and citizens.

This Snow Plan was established to combat winter storms while maintaining public safety and preventing damage to life and property. Plowing operations commence after 2” of snow accumulation. Salting operations will continue during plowing until conditions deem it unnecessary or ineffective.

In general, the priorities for plowing and/or salting operations are listed in the following order.

1. Main Arterial Roads, Central Business District Roads and School Routes – Opening and maintaining the condition of these roads is the main priority in all plowing operations. A list of the Village’s main arterial roads is provided in the Description of the Roadway Section of the plan.
2. Train Platforms – The Village is responsible for the cleaning of the Brush Hill and Highland Station commuter platforms. The platforms will be continually cleared during the entire snow event. Final clean-up will commence once the snow event has ended.
3. Secondary Streets - These roads are plowed after 2” of accumulation and after plowing and salting operations have concluded along the main roads. In normal operations, only side street intersections are salted, but mid-blocks and the entire street may be salted if conditions dictate.
4. Sidewalk Circuits – Sidewalks listed on the 91 Circuit and 92 Circuit are cleared continuously and in conjunction with plowing operations. A list of areas cleared per each circuit is provided in the Plowing Section of the plan.
5. Cul-de-sacs – These are plowed after 2” of accumulation in conjunction with the plowing of side streets.
6. Parking Lots – The plowing of public parking lots is performed by the Public Services Department. Parking lots are plowed after 2” of accumulation. A list of all the parking lots cleaned during a snow event is provided in the Plowing Section of the plan.
7. Alleys – Alleys will clear as needed once all roadway sections and sidewalks have been cleared. A list of all alleys cleaned by the Public Services Department is provided in the snow plan.
8. Town Clean-Up - These areas are cleared of snow when the accumulation of snow creates a hazard for pedestrians using the district. The operation entails removing snow from the “transition zone” adjacent to the curb by pushing all of this snow into the parking area. Town clean-up will be scheduled after all areas have been cleared, and at the discretion of the Public Services Director or his designee.

B. PUBLIC POLICIES – VILLAGE CODE PARKING RESTRICTIONS

SECTION 6-6-2: Parking During Snow Removal – It shall be unlawful to park any vehicle on any public street in the Village at any time within (12) hours after a snowfall of three inches (3”) or more had occurred.

C. OPERATION POLICIES

1. SALTING

The Village purchases a total of 1200 tons of salt each year through two separate contracts. Salt contracts are procured in March of each year. One is through the State of Illinois Central Management Services (600 tons) and the other is through the DuPage County Department of Transportation (600 tons). Having the two contracts is a great benefit to the Village in that we have relationships with two different vendors, should any potential salt shortage arise.

The policy of the Public Services Department is to salt main arterial streets, streets adjacent to schools, streets with curves or steep grades, and intersections on secondary roads. These streets are referred to as the salting route. If there is a salt shortage due to extreme weather factors, the Director of Public Services may limit salting operations for conservation purposes. Should this occur, the Director will coordinate with the Village President, Board of Trustees and Village Manager’s Office on notification to residents and business owners on limited salting operations.

a. Method

Salting is a proactive approach used to minimize the bonding of ice to pavement and to halt the further buildup of ice and snow on roads and sidewalks. Salting of the arterial streets and intersections will occur if conditions are favorable for snow build-up or icing which could lead to hazardous vehicular travel. The amount of salt dispersed will depend upon the conditions, but will typically vary from 400-1200 lbs/lane mile. Salting operations will continue until the icing conditions are brought under control (wet pavement is maintained) or until salting is no longer effective and plowing commences.

b. Pre-wetting

Pre-wetting salt (applying a liquid de-icer) greatly enhances the ice melting performance of rock salt at lower temperatures, helps the salt stick better where applied and helps reduce the corrosiveness of rock salt. Common rock salt starts to lose melting efficiency around 20 degrees. However, treated salt remains active in temperatures that are 25 degrees or lower, when salting during nighttime hours, or when temperatures are expected to fall below 25 degrees immediately following a snow event. Salt is treated at a rate of 8-12 gallons per ton of salt, depending on conditions. The Public Services Department is equipped with one truck (Truck #7) with the pre-wetting operation.

Treatment of salt is also applied to individual loads of salt to be distributed by other large trucks (Trucks #22, #9, #4, #5) and smaller one-ton trucks (Trucks #34 and #11) when temperatures reach below 25 degrees.

c. Main Arterial Roads

During a salting event, arterial roads will be salted to keep roads safe and prevent ice accumulation. A list of the Village’s main arterial roads is provided in the Description of the Roadway Section of the plan.

d. Secondary Roads (Side Streets)

Under normal conditions, only side street intersections will be salted. Salt will be applied to the 100-ft length of roadway approaching and exiting each intersection. If sub-freezing temperatures are expected after a storm event, salt may be applied to the entire street to prevent icing, if needed. The supervisor on duty or the Director of Public Services will make this decision if it is deemed necessary to provide safe travel.

e. Parking Lots

Parking lots will be salted in a manner that will keep commuters and pedestrians safe for driving and walking purposes. Depending on conditions and timing of event, parking lots may only be spot salted in the drive aisle of the parking lots.

f. Cul-De-Sacs/Dead Ends

Depending on conditions, cul-de-sacs will be spot salted during a salt crew call-out. Additional salting of these areas will be at the discretion of the Public Services Director or his designee.

g. School Routes

When needed, school route intersections and crossing guard locations shall be salted every weekday that school is in session by 7:30am whenever possible. The following schools are considered part of the school route:

- | | | |
|------------------------|-----------------|------------------------------|
| Hinsdale Middle School | Madison School | Monroe School |
| Oak School | The Lane School | Hinsdale Central High School |
| St. Isaac Jogues | Vine Academy | |

h. Alleys

The Village **does not** have enough salt in its current allotment to salt alleys. Spot salting of alleys may occur to help de-ice sump pumps and steeper areas, only at the discretion of the Public Services Director or his designee.

i. Optional Three-Man Salt Route

Usually, four trucks will be used to salt arterial streets. If minimal precipitation occurs, the supervisor may choose to utilize three trucks instead. This option should only be used at night or on weekends, when adequate time is available to complete the operation before peak traffic periods.

j. Emergency Salting Routes

Emergency salting routes have been established to include only the major arterial streets that must be salted to maintain basic traffic flow. The decision to switch to these routes may occur if the Village runs low on salt or is unable to procure additional salt. The decision to implement this switch will be made by the Director of Public Services and the Supervisor on duty.

2. PLOWING

Plowing operations will commence when 2" of snow has accumulated. Salting operations will continue along with plowing until conditions deem it unnecessary or ineffective. All plowing and salting operations are normally run with one truck per assigned section. During certain events, two-truck tandem plowing will be allowed, only at the discretion of the Public Services Director or his designee. When tandem plowing, only the rear truck is allowed to salt the road. Plowing operations will generally be conducted in the following order of priority:

a. Main Roads

Opening and maintaining the condition of arterial streets is the main priority in all plowing operations.

b. Secondary Roads (Side Streets)

Side Streets are plowed after 2" of accumulation. In normal operations, secondary roadway intersections will be salted, but the entire street maybe salted depending on conditions or at the discretion of the Public Services Director or his designee.

c. School Routes

Similar to arterial roads, opening and maintaining roads adjacent to schools is a main priority in all plowing operations.

d. Central Business District (CBD)

During all snow and ice callouts, all streets contained within the CBD will be cleared to the same level as arterial roads. Following a larger snow event, the Director of Public Services will determine if a "town clean-up" is warranted. A town clean-up consists of scheduling Public Services crew members overnight to clear plowed snow that has accumulated on sidewalks and streets within the CBD. Crews will scrape the sidewalks clear and haul snow offsite for easier patron access. In larger snow events, town clean-

up may take several nights before all areas have been cleaned. Arrangements may also be made with private trucking companies to help haul off more snow during larger events.

e. Cul-de-sacs/Dead Ends

Cul-de-sacs are plowed after 2” of accumulation. The Village is divided into two sections (north and south of the rail road tracks) for cul-de-sac clearing. In larger snow events, at least two crew members will be assigned to cul-de-sacs. Additional drivers will be assigned to these areas at the discretion of the Director of Public Services or his designee. Cul-de-sac binders and maps are available at the Public Services radio desk to assist drivers. A list of Village cul-de-sacs are follows:

North Side Cul-De-Sacs (25 Total):

West Bonnie Brae	Quincy Street	Clay Street
Canterbury Court	Bruner Street	Garfield Road
Briargate Terrace	Bruner Place	Fuller Road
Birchwood Road	Adams Street	Franklin Street
The Pines	Stough Street	Flagg Court
Merrill Woods	Wedgewood Court	Jefferson Street
Birchwood Avenue	Warren Court	Mills Street
Oakwood Terrace	Morris Lane	Adams Street <small>(S. of Chestnut)</small>
		Chestnut Street

South Side Cul-De-Sacs (32 Total):

Jackson Street	Clay Street	Springlake Avenue
Stough Street	Vine Street (2)	Pamela Circle
Quincy Street (2)	Allmen Avenue	Dalewood Lane
Bruner Street	Camberly Court	Bittersweet Lane
Adams Street	Oak Street	Cleveland Road
Bodin Street	Highland Road	Park Avenue
Thurlow Street	County Line Court	Washington Street (2)
Eighth Place	Sharron Court	Park Avenue
Astony Court	Meadowbrook Lane	Woodmere Place
Gidding Avenue	59 th Street	

f. SIDEWALKS & TRAIN PLATFORMS

After a 2”+ snow event, sidewalks within the Central Business District, defined as Chicago Avenue to Second Street and Lincoln Street to Garfield Street, are generally cleared by a combination of Public Services Department staff and a private contractor. The Village’s Roadway Supervisor will notify the contractor as to when the service should commence.

Public Services crew members also clear sidewalks as part of the #91 Bobcat Sidewalk Circuit and #92 Toolcat Circuit. In an accumulating snow event, the sidewalks listed below are cleared by Public Services in the following order:

Broom Circuit 91

1. Symonds Drive - south side Elm Street to Garfield Street
2. Post Office – south side of Symonds Drive. Include sidewalks to cross Symonds for post office. Also clear sidewalks in front of post office along Symonds Drive then up Garfield Street to driveway.
3. Garfield Street – west side of Hinsdale Avenue to Maple Street
4. Maple Street – south side of Garfield Street to Washington Street
5. Washington Street – east of Maple Street to Hinsdale Avenue
6. Washington Street - west of Hinsdale Avenue to Mobile Gas Station
7. Lincoln Street – east Chestnut to Hinsdale Avenue
8. Hinsdale Avenue- south side from pool property to Bodin Street
9. West Hinsdale Station – north and south sidewalks from Stough Street to Route 83 bridge.
10. Stough Street – east side Burlington Avenue to Town Place.
11. Lincoln Street – west side 1st Street to AT&T lot. This is along the Lincoln Lot.
12. Washington Street – east side from 3rd Street to the alley or North end of the Washington Plaza.
13. Highland Park – all sidewalks.
14. Park Street – east side of Symonds Drive to Maple Street.
15. Memorial Building – all sidewalks.
16. Burlington Park – all sidewalks.
17. Police and Fire – north side of Symonds Drive from lot to Park Street.
18. Eleanor’s Park – Clay Street to east end of park along Chicago Avenue.

Toolcat Circuit 92

1. Main Platforms – Includes east and west walks from Maple Street to platforms and cab stand stairs towards fountain in Burlington Park.
2. Highland Street Platform – Includes pedestrian ramp on south side and stairs on north and south sides.
3. 1st Street Ramp and Stairs – Includes walkway and stairs in back by Chamber of Commerce and Washington Lot.
4. Vine Street Railroad Crossing walkway – Includes walkway on north side of tracks towards Chestnut Street.
5. West Hinsdale Station – Includes south side pedestrian sidewalk from Stough to under Route 83 Bridge and North pedestrian sidewalk from platform to under Route 83 and stairs and walk from Stough Park to platform.
6. Memorial Building – Stairs, ramps, horseshoe, front stairs, entrance ramps

7. Washington Plaza
8. Police and Fire Department
9. Park Street and Railroad Road Crossing Stairs
10. Pay boxes at Garfield Street
11. KLM – Front of Lodge, Path to Paddle Tennis, Arts Building Front Stairs and the path to backdoor from parking lot. Walks leading up to lodge from parking lot.
12. Madison School Sidewalks In Robbins Park – Madison at 7th Street through all the way to Grant Street. Grant Street to 6th Street. 6th Street to asphalt path along alley off 6th Street. Asphalt path through park all the way through 8th Street parking lot.
13. Chestnut Street Lot Paybox.
14. Walnut Street Sidewalk from Wellness House to Justina Street.
15. Veeck Park Sidewalks
16. Dietz Park Sidewalks
17. Burn Field Sidewalks

g. Parking Lots

1. Village Lot
2. Highland Station Parking Lot
3. Post Office Lots
4. West Hinsdale Station Parking Lots
5. Burlington Lot (cab stand)
6. Washington Street Lot
7. 2nd Street and Washington St. Parking Lots
8. Lincoln Street Lot
9. Garfield Street Lot
10. Chestnut Street Lot
11. Memorial Building Parking Lots and Circle
12. KLM
13. Police and Fire Department Lot
14. Symonds Drive Parking Lots
15. Water Plant Parking Lot (Off Park Street)
16. Community Lot (Off 8th Street)
17. County Line Road and Hillgrove Avenue
18. Historical Society Parking Lot
19. Humane Society Parking Lot
20. Veeck Park Lot
21. Pool Parking Lot

h. Alleys

Similar to cul-de-sacs, alleys are split into two sections. During larger snow events, two crew members may be assigned to clear alleys. Additional Staff may be assigned to these areas depending on conditions or at the supervisor in charge's discretion. To assist Public Services staff, binder books with maps are stored by the Public Services radio desk showing alley locations.

North Side Alleys

1. Madison Street – 400 Block
2. Walnut Street – 100 Block
3. Clay Street/Vine Street – 100 Block
4. Maple Street/Chicago Avenue – 0 Block
5. Grant Street/Lincoln Street - 0, 100, 200, 300 Blocks
6. Lincoln Street/Washington Street – 0, 100, 200 Blocks
7. Washington Street/Garfield Street – 100, 200 Blocks
8. Hickory Street- 200 Block
9. Mills Street – 600 Block
10. Stough Street/Quincy Street – 0 Block
11. Quincy Street/Bruner Street – 0, 100 Blocks
12. Bruner Street/Adams Street – 0, 100 Blocks
13. Bodin Street/Monroe Street – 0 Block
14. Monroe Street/Thurlow Street – 0 Block
15. Thurlow Street/Madison Street – 0 Block

South Side Alleys

1. Jackson Street/Stough Street – 200, 400, 700, 800 Blocks
2. Stough Street/Quincy Street – 400 Block
3. Quincy Street/Bruner Street – 200, 400 Blocks, 700 Block (East/West)
4. Bruner Street/Adams Street - 200, 400 Blocks
5. Adams Street/Bodin Street – 200, 400 Blocks
6. Hinsdale Avenue/Fourth Street – 600, 700 Blocks
7. Bodin Street/Monroe Street – 400, 700 Blocks
8. Monroe Street/Thurlow Street – 400 Block
9. Thurlow Street/Madison Street – 400, 600, 700 Blocks
10. Madison Street/Clay Street – 100 Block
11. Vine Street – 600 Block (north of Robbins Park)
12. Grant Street/Lincoln Street – 400, 500, 600, 700 Blocks
13. Lincoln Street/Washington Street – 300, 400, 600 Blocks
14. Ulm Place – 26/28 Block
15. Chicago Avenue – Between Oak Street and County Line Road

D. OPERATIONAL PROCEDURES

1. Forecasting

The Village utilizes Murray & Trettel, a private meteorological service, for weather information and notification of potential snow and ice conditions. Murray & Trettel is a 24/7 call-in, e-mail and fax system to keep Department personnel apprised of an upcoming weather pattern and its severity.

In addition, supervisors have internet access at their desks to monitor radar for assistance in making decisions regarding the forecast. These services provide advanced and ongoing warning of snow and ice conditions. Weather condition information is presented to the Village utilizing the Snow-Ice Warning form. Murray & Trettel contacts the Public Services Department supervisor in charge during off-hours. Storm notifications are assigned a color code, which indicates the severity of the weather event. The color coding system is described in more detail in the Call-Outs portion of the plan.

2. Call-Outs

The Public Services Director or his designee will determine when salting and plowing operations will commence. Police officers on the street will be gathering information on icing conditions and notifying the Public Services Department as needed during off hours, and for emergency notification purposes.

NOTIFICATION TO CREW WORKERS

Prior to a snow and ice event or call-out, a list of crew workers assigned for duty will be posted in the lunchroom. The purpose of the list is to notify a crew worker as far in advance as possible that he will be called in as part of the next snow and ice response team for the upcoming event. Following each event, an updated notification list will be posted in the lunchroom, so that a crew worker will know if he will be part of the next snow and ice call out. Depending on the severity of the storm as determined through notification by Murray & Trettel the staffing level for each event may change from time to time.

The Director of Public Services or his designee will provide a weekly overtime hours worked spreadsheet by the time clock to ensure that overtime allocation is being distributed equitably amongst all crew workers. As conditions change, additional crew workers may be in called for assisting with operations even though they are not on the posted notification list.

Public Services personnel employed on a part-time basis will only be called in for work in events where all full-time personnel have been provided an opportunity to participate in a snow and ice event.

Department call-outs will be staffed according to the severity of the storm as determined by the Murray & Trettel Operational Weather Color Code. Please note that additional personnel beyond that what is described in the list may be called in at any time if deemed necessary by the Supervisor on duty. The Village may utilize private contractors to assist with snow and ice removal operations in longer duration events to help keep up with snow and ice operations. Utilization of contractors will only be considered after all crew members have been assigned for snow and ice response. These shift assignments and descriptions are to be used as general guidelines only, and are as follows:

a. Condition Green

The weather pattern is unfavorable for the development of trouble conditions. This color is used in combination with a Yellow or Red condition to indicate the certainty of the forecast. Usually, no trouble is expected and no action is needed.

b. Condition Yellow

The weather pattern is favorable for the development of a storm with “Little or Limited” impact. The response for this type of event would most likely be limited to the salt response group on duty, but could require additional personnel.

c. Condition Red

The weather pattern is favorable for the development of a storm with “Significant” impact. The response for this type of event would most likely be all crew members scheduled to work. Additional personnel may be required.

d. Condition Black

The weather pattern is favorable for the development of a storm with “Major” impact. The response for this type of event would most likely be all Public Services Department employees operating snow removal equipment, and implementation of temporary 12 hour work shifts. The will retain services from a private contractor to assist with clean-up operations in this type of event.

Post Event Briefing

Following each event, the Director of Public Service and the supervisor in charge will conduct a post event briefing will all crew workers who participated in the previous call-out. The purpose of the briefing is continuing communication between management and staff regarding snow and ice operations. The goal is to continue to improve operations on a continuous basis.

Training

For the upcoming plow season all crew workers and supervisors will participate in simulated snow plowing training through the Northeastern Illinois Public Safety Training Academy (NIPSTA). The training is a one-day interactive program to enhance snowplow drivers’ performance by training safely and

effectively while operating a vehicle in the most extreme simulated conditions. Drivers are put through various weather and roadway scenarios to help drivers to be prepared for any situation during the snow season. The purpose of the training is to reinforce road awareness and plowing skills.

Also, during the fall season, crew workers will be performing “check rides” with their supervisors through their assigned plow sections during dry weather. The purpose of the check ride is to provide refresher training to drivers on the new conditions in their sections, and to identify any hazards that may impact snow and ice operations.

Description of Roadway Sections

When the Department is in plowing operations, plow truck drivers will be assigned primarily to six roadway sections. A description of each roadway section is listed below. Also, section maps highlighting main and secondary routes are posted in the Public Services garage.

SECTION 7

- Garfield Street to Mills Street (East/West Boundary)
- Symonds Drive to Ogden (North/South Boundary)

Main Roads

- Garfield Street, York Road, Elm Street, Oak Street, County Line Road, Walnut Street, Hickory Street.

SECTION 22

- Washington Street to Stough Street (East/West Boundary)
- Railroad Tracks to Ogden Avenue (North/South Boundary)

Main Roads

- Chicago Avenue, Stough Street, Burlington Road, Chestnut Street, Madison Street, Glendale Road (North of Ogden), Washington Street (North of Ogden), Bonnie Brae (North of Ogden), Monroe Street, Hickory Street, North Street.

SECTION 4

- Grant Street to Jackson Street (East/West Boundary)
- Hinsdale Avenue to 55th Street (North/South Boundary)

Main Roads

- Hinsdale Avenue, Grant Street, Madison Street, Stough Street, Eighth Street

SECTION 9

- County Line Road to Lincoln Street (East/West Boundary)
- Hinsdale Avenue to 55th Street (North/South Boundary)

Main Roads

- Garfield Street, 59th Street, 57th Street, County Line Road, Chicago Avenue, 8th Street

SECTION 34

- Woodlands Neighborhood, South of 55th Street Neighborhood, Camberly Court, Rosalie Court

Main Roads

- Princeton Road, Harding Road, Woodland Avenue, Hillcrest Avenue

SECTION 11

- Central Business District, Neighborhood North of Ogden, Fuller Court

NOTIFICATION TO PUBLIC

Upon notification of the event's predicted severity from the Village's weather contractor, Murray & Trettel, Public Services staff will inform the Village Manager's Office of the status of the snow severity and specific removal plan for a particular. Regular updates to the Village website will also be posted as conditions change.

SNOW CLEAN-UP GOALS AND PERFORMANCE MEASURES

The Village's continual goal will be to have all plow sections, sidewalks, parking lots, cul-de-sacs and alleys, passable within 24 hours after a snow event has ended. However, there may be times when equipment breakdowns or other uncontrollable factors may result in an unforeseen delay. If these factors become apparent during a snow event, the Director of Public Services or his designee will make the necessary arrangements to have the Village cleared within the shortest timeframe possible. This may require making arrangements with private contractors to help with snow removal efforts.

Condition Green – No call out expected.

Condition Yellow – Salting – All sections salted and cleared within 5 hours after event has ended.

Condition Red – Less than 8" of snowfall – Main and secondary roads will be cleared within 12 hours, and cul-de-sacs will be passable once the event has concluded. Continual clean-up of alleys, cul-de-sacs and parking lots may take an additional 6 hours. Entire removal operation to be completed within 24 hours after snow event has ended.

Condition Black – 8"+ of snowfall - Main roads will be cleared within 12 hours after the snow event has ended. Secondary roads and cul-de-sacs will be passable within 24 hours after the snow event has ended. Additional clean-up will continue until all sections have been cleared, which will be dependent on the severity of the storm.

Town Clean-Up – After all roads are cleared, may take additional days depending on conditions.