

# VILLAGE OF ELBURN SNOW AND ICE CONTROL GUIDELINES



Adopted by the Village Board 11/4/2019

## Executive Summary

A primary objective of the Village's Public Works Department during the winter season is to perform snow and ice control operations on the Village's street system. With the cooperation and assistance of the Public and the Police Department, Public Works crews will maximize effectiveness of our operations to provide the safest streets possible. Keep in mind that the Village cannot and does not guarantee all Village streets will be free of snow and ice at all times. Below is a summary of the service:

### Plowing Priorities

#### 1. Major Routes

- First Street
- Third Street
- Schools
- Prairie Valley Drive
- Blackberry Creek Drive
- Patriot Parkway
- Anderson Road
- Downtown and Retail Areas
- Hills:
  - East Reader Street
  - East Pierce Street
  - Stetzer Street
  - Johnson Avenue
  - Hills near John Stewart Elementary
- Intersections:
  - Cross Streets at Route 38
    - First Street
    - Anderson Road
  - Cross Streets at Route 47
    - Stetzer Street
    - E & W Swain Street
    - E & W South Street
    - E Kansas Street
    - E & W Nebraska Street
    - E & W North Street
    - E & W Shannon Street
    - W & E Reader Street
    - W & E Pierce Street
    - Prairie Valley Street
    - Walker Drive

#### 2. Secondary Roads

- Hughes Creek Subdivision
- Neighborhood side streets
- Cul-de-sacs

#### 3. Off-Street and Clean-up

- Village-owned parking lots
- Bike paths
- Clean up intersections

### **Salt Smart**

Road salt is necessary to maintain safer road and pavement conditions during the winter. The Village of Elburn uses road salt as sparingly as possible. With typical snowfalls, many times flat residential streets in non-major routes will not be salted. Chloride levels are increasing in surface and ground water across Northeastern Illinois and the major source is road salt. Once chloride is in the water, it is very hard and expensive to remove. Chloride impacts aquatic life and poor aquatic life scores dictate more stringent (and thus expensive) storm water and wastewater regulations. Chloride is corrosive to infrastructure such as concrete roads and bridges as well as to the steel in our vehicles. Chloride damages landscaping from “salt burn” on foliage by increasing soil pH and can burn our pet’s feet and cause illness when licked off and ingested.

### **Light Snowfall**

When the amount of snowfall is less than 2 inches and plowing operations are not necessary (due to weather forecast, etc.), salt will be lightly applied only to major routes, school zones, hills, curves and stop-sign intersections. Flat residential streets may or may not be salted depending on conditions. A 2-4 inch snowfall typically takes approximately 4-1/2 to 5 hours to clear.

### **Major Routes**

When road conditions become hazardous and snow and ice control procedures are required, streets that are Major Routes are cleared of snow and ice first. Major routes are typically streets that have a high volume of traffic and higher speed limits. Parking on all streets is prohibited when there is a snowfall of 2 inches or more.

### **Secondary Streets**

During larger snow events as soon as major routes have been cleared of snow or ice, plows will remove snow and ice from secondary streets including alleys, cul-de-sacs and dead ends. Parking is prohibited on all streets when there is a snowfall of two inches or more. During a major snowstorm, secondary streets will receive one pass in each direction to provide access for residents and emergency vehicles. This phase will continue until the snowfall has ended at which time all streets, cul-de-sacs, alleys and dead ends will be plowed “curb-to-curb.” Flat residential streets may or may not be salted dependent on conditions.

### **Cooperation from Police Department**

During non-working hours as precipitation (snow/freezing rain/drizzle) begins to fall, the Village’s Police Department will notify the Public Works On-Call person and/or the Superintendent of Public Works who will issue a directive regarding the proper course of action. This response action may be deferred depending upon several factors (time, weather forecast and severity of storm).

## **Relevant Snow Ordinances and General Guidelines for the Public**

### **Snow Parking Regulations**

Per Village Ordinance 480.08, a parking prohibition shall automatically go into effect on all streets following an accumulation of snow and ice of 2 inches or more. This prohibition shall remain until 24 hours after the end of the snowfall or until the street, alley or parking area is plowed or the snow is removed, whichever comes first. Violators are subject to receiving a local fine as well as fees for having vehicles towed.

### **Obstructions of Public Property and Right-of-Ways**

Deposit of any snow or ice is prohibited from private property on or against a fire hydrant, on any public sidewalk, public roadway or loading or unloading areas of a public transportation system. Property owners should notify their snow removal contractors of this requirement and require compliance.

### **Mailboxes**

The Village has adopted Ordinance 2011-34, An Ordinance Providing for Reimbursement for Damaging Mailboxes. Repair or replacement (not to exceed \$50) may occur if: 1) damage was caused by Village equipment (not snow); 2) mailbox was properly installed and/or maintained; and 3) curbside mailbox placement is in accordance with US Postal Service rules and Regulations. If a mailbox is damaged and it conforms to the ordinance, crews will attempt to make temporary repairs to ensure mail delivery until such time permanent repairs can be performed. Please see Ordinance 2011-34 for reporting of damages and restriction guidelines.

It is not the Village's responsibility to clear snow from in front of curbside mailboxes. In order to provide access to the mailbox for mail delivery, snow removal in front of curbside mailboxes is the responsibility of the homeowner.

### **Damage to Grass**

Damage to parkway grass and sod resulting from snow removal operations will be repaired in the spring. To help Village crews minimize plow damage, residents may place a reflector at or near the curb-line.

### **Resident Clearing of Sidewalks**

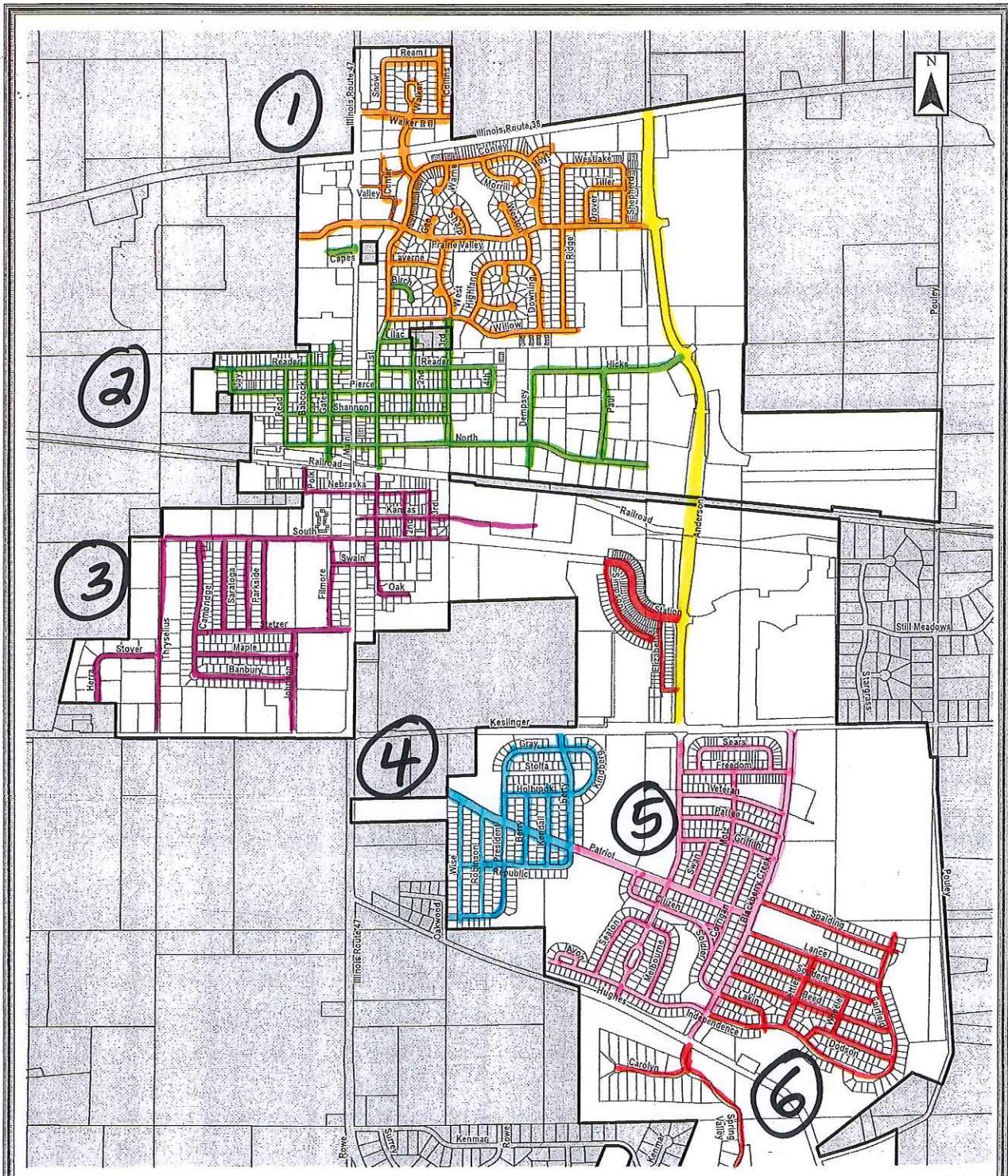
The Village of Elburn encourages residents to clear snow and ice from sidewalks adjacent to their property in order to help students, walkers, joggers and other pedestrians to travel safely. There are approximately 60 school bus stops in Elburn—some of which are within the public roadway and some on public sidewalks. While Public Works will do their best to clear intersections, residents adjacent to bus stops are asked to kindly clear sidewalks for safety of students as well as all pedestrians.

### **Street Miles**

Presently, there are 35.2 total centerline road miles maintained by the Village of Elburn. There are six plow routes as follows:

1. Prairie Valley North
2. Central
3. Southwest Quadrant
4. Blackberry Creek West
5. Blackberry Creek Central
6. Blackberry Creek East and Hughes Creek Subdivision

Anderson Road is covered by all drivers



- ROUTE 1** – Prairie Valley North
- ROUTE 2** – Central
- ROUTE 3** – Southwest Quadrant
- ROUTE 4** – Blackberry Creek West
- ROUTE 5** – Blackberry Creek Central
- ROUTE 6** – Blackberry Creek East & Hughes Creek Subdivision
- ANDERSON ROAD** – Everyone, as they have time

### **Parking Lots**

The public parking lots the Village is responsible for plowing are:

- First Street Parking Lot
- Village Hall
- Public Works
- Waste Water Treatment Plant
- Metra commuter parking lots
- Wells:
  - Well 3
  - Well 4
  - Well 5
- Lift Stations:
  - Blackberry Creek Lift Station #1
  - Blackberry Creek Lift Station #2
  - Waste Water Treatment Plant
  - Kaneland North
  - Dempsey
- Booster and Balancing Stations (2)

The Metra parking lots are plowed by a third-party contractor. Public Works maintains the remaining public lots throughout the Village.

## **Detailed Procedures**

### **Phase I**

This procedure consists of the removal of snow and ice on major routes, hills and school zones. All trucks are responsible for this phase. Depending upon the storm, salt application to the routes may be the only action required. Plowing and salting may be necessary during heavier or more severe winter conditions.

### **Phase II**

Each vehicle is assigned a geographical zone and plows two passes down every roadway during a heavy snowfall. Phase II will continue until the snow has stopped.

### **Phase III**

This phase consists of curb-to-curb removal of snow from all secondary streets. This operation will commence after the snowfall has stopped and all Major Routes have been cleared of snow/ice from curb-to-curb.

### **Night Time Operation**

During non-working hours as precipitation (snow/freezing rain/drizzle) begins to fall, the Village's Police Department will notify the Public Works On-Call person and/or the Superintendent of Public Works, who will issue a directive regarding the proper course of action. This response action may be deferred depending upon several factors (time, weather forecast and severity of storm).

### **Team Responsibility**

Each driver will be responsible to ensure proper plowing and salting procedures are performed according to Village policy. In addition, it is the responsibility of drivers to monitor changes in road and weather conditions and update the Superintendent of those changes. The Superintendent will assess the situation and make modifications to the plan as needed.

### **Reporting**

All truck operators must complete and submit a "Salt Usage Report" at the end of each winter event to the Superintendent. Reports assist with documenting time required to perform services, volume of supplies applied and insure all routes have been completed.

### **Vehicles and Equipment**

All drivers are responsible for checking and maintaining all fluid levels (oil, fuel, anti-freeze and hydraulic), tire pressure, snowplows and salt spreaders. All vehicles and equipment (plows, salt spreaders, snow blowers, loaders and backhoes) should be checked prior to leaving the Public Works Facility and at appropriate intervals during a winter storm event. If any vehicle requires service or repair, operators are responsible to notify the Superintendent who, along with the operator, will arrange to have the maintenance performed.

### **Post Storm Fleet Maintenance**

Within 24-48 hours after a major storm event, it is the responsibility of operators to ensure all vehicles are inspected for any potential or existing problems related to transmissions, transfer case, u-joint, drive shaft and coolant/hydraulic leaks. Trucks will be emptied of salt and washed within 36 hours of the end of the event. Due to the unpredictability of winter weather, some trucks may be left loaded.

### **Incidents**

All incidents and accidents involving damage to private or Village-owned property, motorists, pedestrians and residents must be reported to the supervisor immediately. Post-accident protocol is outlined in the Village's Personnel Policy Manual.

### **Overtime**

Overtime is paid per the Village's Personnel Policy or Collective Bargaining Agreement (if applicable).

### **Short Breaks**

Operators are encouraged to take short breaks when possible in order to alleviate fatigue.

### **Vacation Time**

During the winter storm season (approximately first week in November to the first week in April), vacation should be used sparingly. During this time of the year, all personnel are required to be available and respond to any snow or ice conditions that may occur. Depending upon weather conditions and forecast, single vacation days may be approved by the Superintendent and normal advance notice may not be required. Vacation time may be approved with the understanding that if your assistance is required, you will report to work and receive your vacation day at a later approved date. If emergencies occur, the Superintendent is willing to make adjustments.

### **Snowbirds/Outsourcing**

The Village may consider hiring part-time, seasonal employees or outside contractors to assist with snow and ice control activities.

### **Salt Application**

All salt spreaders must be calibrated by November 1st to ensure proper and effective applications.

The normal procedure is to salt main roads, hills and intersections. The salting procedure may change in the event of icing conditions. Depending on the event, flat residential streets may or may not be salted.

### **Sidewalk Route (Business District)**

The downtown sidewalks will be salted and plowed at the direction of the Superintendent. A crew may be called in at 3:30 AM so the downtown area can be cleared before normal business hours.

### **Off-Street Parking**

Off-street parking areas are the third priority when clearing snow.

### **Parking Ban**

Municipal code (Section 480.08) states a parking ban in any public street shall be in effect when two or more inches of snow accumulation occurs. This prohibition shall remain until twenty-four hours after the end of the snowfall or until the public street, alley or parking area is plowed or the snow is removed therefore, whichever comes first.

Whenever any vehicle or trailer shall be parked in violation, such vehicle shall be removed at the direction of the Police Department to any municipally owned or leased property in the Village, or to a private or public garage or lot. The vehicle shall be stored therein and shall not be removed therefrom, except upon payment by the owner to the Police Department of a sum not to exceed the reasonable expense of the removal and storage of said vehicle or trailer. This charge will be in addition to penalties imposed under Section 480.99.



Questions or comments should be directed to the Village of Elburn Public Works Department at 630-365-5064 or via email: [publicworks@elburn.il.us](mailto:publicworks@elburn.il.us).