



2013-2014 Snow Book



Introduction

This document is the Snow and Ice Control Plan for the Village of Bensenville. It details the employees, equipment, and resources utilized to provide deicing, snow plowing, and snow removal services to all that travel upon Village-maintained roadways.

A snow or ice storm is a fluid and dynamic event. This plan is a set of guidelines to be used by Village staff to best provide safe roadways to the traveling public and access for emergency vehicles. **Village staff will vary from this plan as necessary to compensate for the variation in weather conditions and resources available that occur during a storm event.** It is the goal of this plan to utilize all Village resources in order to combat a given storm event in the most effective and efficient manner.

Information found inside this document includes the following:

3. Preseason Preparations
4. Snow and Ice Removal Procedures
5. Snow Plowing and Removal Operations
6. Supervision
7. Responsibility of Personnel
9. Resource Lists for Salt, Deicers, and Abrasives
10. Well Being Helpful Hints
11. Roadways Within the Village Maintained by Other Government Units
13. Salting Schedule
14. Snow Removal Routes
34. Salt Routes
37. Snow Disposal Sites
38. Town Center Snow Removal
39. Material Spreading Settings
46. Building Maintenance
47. Report Forms
48. Route Assignments and Shift Schedule
49. Public Works Personnel Directory
50. Radio Call Numbers

Preseason Preparations

1. Statewide supplier is identified. Purchase order is initiated by Public Works Director and approved by the Village Board.
2. Public Works Supervisor or designee reviews supply of liquid deicer and replenishment is made as necessary.
3. Alternate sources of salt are identified by Staff.
4. Snow disposal sites are identified and permission obtained for their use by the Director. **(Pleasant, Legends Parking Lot)**
5. Use of leased equipment is verified and contracts executed by Director. **(Snow Hauling)**
6. Coordination of plowing efforts in special areas performed by Staff:
 - Addison Street Parking Lot (Town Center)
 - No overnight parking
7. The Director of Public Works, Public Works Supervisor or designee reviews and revises the Snow and Ice Control Plan.
8. The Snow and Ice Control Plan is presented to both line staff and the Village Board for review and comment. Plan is finalized after all comments are revised.
9. Orange and Blue shift drivers shall conduct a trial run of their routes to familiarize themselves with the route and to search for hazards. In addition, all mailboxes on the route shall be inspected. Any mailbox in need of repair shall be reported to the public works secretary who in turn will inform the homeowner by mail. New drivers will receive training prior to and during actual snow events by management staff.
10. Mechanics and Technicians will conduct preventative maintenance on all vehicles, especially those scheduled for plowing duties. Salt spreaders and plows are serviced and installed onto the assigned vehicle.
11. All salt spreading equipment shall be calibrated to provide for efficient use of materials and protection of the environment.

Ice Control Operations

Ice Control Operations are performed either as a predecessor to a full snow plowing operation or as a stand-alone operation. For snowfalls of less than 2" in depth or ice storms, ice control operations alone are performed. The Village has been divided into three sectors for salting purposes (north, central and south). A 4th truck shall be utilized to complete primary roadways and then provide assistance to the north, center and southern routes.

The roadways maintained by the Village shall be salted accordingly:

1. Primary Roadways
2. Secondary Roadways
3. Streets Adjacent to Schools
4. All other Streets

Primary Roadways will be completely salted to allow for bare pavement from curb to curb. All other streets will be salted at the intersections, particularly stop controlled ones, within 100' of the intersection as well as mid-block to prevent accumulations bonding to the pavement. Salting of long dead end streets will be performed by spot salting if insufficient vehicle traffic is present to wear away ice or snow accumulations.

Salting operations will be initiated by the request of the Police Department or at the direction of the Director of Public Works, Public Works Supervisor or their designee. Salting operations will be halted when a snow plowing operation is put into effect and will be suspended until such time that the snow fall has stopped and enough snow has been plowed from the streets to allow an effective use of salt or other deicers.

Primary Streets

York Road
Church Road
Jefferson Street
Green Street
Main Street
Foster Avenue

Secondary Streets

Jacquelyn Drive
George Street
Wood Street
Grove Street
Memorial Road
Washington Street
Roosevelt Avenue
Hillside Drive
Marshall Road
Spruce Street
Supreme Drive
Ellis Avenue (N)
Mohawk Drive

Snow Plowing and Removal Operations

Snow plowing operations will typically commence when a 2" snowfall has occurred or accumulations are fast approaching that depth with additional accumulation anticipated. The transition from a salting to a snow plowing operation is called for by the Public Works Supervisor, or his designee, upon notification from the employees already salting the roadways for the need to plow.

The Village roadways, alleys, and sidewalks have been divided between ten (10) routes with some overlapping called for on Primary Roadways. Any Primary Street contained within an individual route will be plowed first followed by the remainder of the route. Plowing operations will continue until all roads have been plowed from curb-to-curb and all alleys plowed open. Should an employee complete their route assignment before others, that employee will be reassigned to assist other routes until all Village streets are complete.

Snow removal operations will take place in designated areas after plowing operations have been completed. The removal of snow from the central business district, as defined later in this document, will take place the night after a major snowfall when practical (6" +) beginning at 11:00 pm and extending until the work is completed, or 7:00 am, whichever comes first. Snow from parking areas, sidewalks, and streets shall be loaded into trucks and hauled to designated disposal areas.

The Village plows approximately 11 miles of sidewalk. Sidewalk snow plowing will consist of clearing a 4 foot path after three inches of snow has fallen and will be completed within 24 hours after the snow event has ceased. Sidewalks plowed under this plan include the following: (Please see maps of routes 9 & 10 for more details)

- 1) **Village Owned Properties**- Village Hall, Movie Theatre, Police Department, Public Works, Redmond Park, Edge II, Aquatic Center, Lion's Park, and our multiple water distribution facilities. Included in this classification is 1.2 miles of walking path around Redmond.
- 2) **Central Business District / Town Center** - The locations in this category include sidewalks in, around, or adjacent to business establishments in the Central Business District. Focus is to stay in front of commercial / industrial zoned properties.
- 3) **Major Corridors** – Sidewalk along the north side of Grand Ave (York to Entry Dr) & York Rd (Grand to Roosevelt) Irving Park Rd (York to Pine) The Irving Park Rd section will be done last and completed after IDOT has finished its snow removal operations.
- 4) **School Zones**- Church Rd (Irving Pk to termination of sidewalk south of Memorial) Grove Ave (Rt. 83 to Church north side only, Church to Mason both sides) Green St. (Fenton Property to Church Rd) Memorial (Church Rd to York Rd north side only, Mason to York both sides) Mason (east

side from Memorial to Washington) Dolores (south side from David to bend on Dolores) Daniel (both sides from south end of the roadway north to Dolores, clear the sidewalk crossing areas on the the NE & NW corners of Daniel & Dolores)

***For major snow events the Director of Public Works or his designee may initiate a more extensive sidewalk snow removal program in the Central Business District/Town Center Area if they feel it to be a necessity to the health and safety of pedestrians in the area.**

* Special Note: All snow shall be plowed toward the outside curbs to minimize accumulation at the York road median at Grand Ave.

Procedure and Responsibilities for Public Works Supervisor

1. Due to their 24-hour presence on the roadways, the Police Department has the primary responsibility to contact the Public Works Department to initiate a salting or plowing operation. The transition from salting to a plowing operation is typically determined by the Director of Public Works, Public Works Supervisor or designee.
2. Ensures readiness of manpower and equipment and making assignments to specific routes.
3. Ensures Shift calendar is up to date reflecting day and night shift personnel for the week
4. Maintains adequate supplies of salt, liquid deicer.
5. Identifies problems with non-responsive personnel and contacts reserve staff for replacements. Ensures that one mechanic is on duty during full operations to address equipment breakdowns.
6. Inspects progress and quality of operation and monitors conditions of equipment. Dispatches vehicles to trouble spots.
7. Informs Police Department of vehicles impeding snowplowing efforts and private parties blowing or plowing snow from parking areas into roadways and alleys.

Responsibilities of Office Staff and Field Personnel

1. All employees shall be issued cell phones to facilitate their contact on off-work hours. If adverse conditions are imminent, all those in a first-line plowing position are required to have their cell phones on, or be at a location where they have previously informed the Public Works Supervisor. If they are not going to be available for duty, notice must be given to the Public Works Supervisor or designee as far in advance as possible. Occasional absences are acceptable, however, should the actions of an employee hinder the goals of the operation, the employee will be subject to disciplinary action.
2. Employees shall thoroughly check vehicles before and after ice and snow operations for mechanical problems. If any are found, they shall report to the Supervisor on duty and the Fleet and Property Maintenance Supervisor or his/ her designee. This directive includes two way radios.
3. Employees shall study their route map prior to the first snowfall and keep it with them during every operation.
4. If an employee leaves his/her route for break or lunch, he/she shall report the same to supervisor on duty or to Public Works office personnel in the absence of the supervisor. When the employee's route is finished he/she shall radio the supervisor or Public Works office personnel and await further instructions. Radio use shall be limited to job-related conversations only. **Under no circumstance shall an employee leave the operation with out first obtaining permission from the supervisor.**
5. Employees shall refrain from assisting a private vehicle except as to minimally remove it from their path of progress. This prohibition does not extend to rendering first aid should an employee come across an injured pedestrian or vehicle occupant. The employee shall notify the Police Department or dispatcher of a vehicle or pedestrian needing assistance as well as parked vehicles which are impeding their progress or individuals placing snow onto public roads and alleys.
6. If an employee is involved in an accident with another moving vehicle he/she shall notify the supervisor and Police Department immediately. The employee shall wait at the location for the arrival of an officer and give a full and complete statement to the officer.
7. If a mailbox or other parkway object is struck or downed, the employee shall notify the supervisor or dispatcher of the Police Department as soon as practical. If instructed to do so, the employee will remain at the location for a police officer to document the accident.

8. Equipment will be refueled and all snow and ice removed from the vehicles and equipment at the end of the shift by the operator. No vehicle shall be left with less than 75% fuel tank capacity.
9. Any mechanical problems shall be reported to the Fleet and Property Maintenance Supervisor or Vehicle Maintenance Mechanic and all salt will be washed off of the vehicles as soon as practical.
10. Employees shall be prudent in their off-work activities when a snowstorm is imminent.
11. Employees shall record all hours and vehicle usage on the Daily Tracking Sheet (Appendix A). All material used during ice and snow control operations (salt, liquid deicer) shall be reported to the public works secretary in units of gallons for liquid deicer and tons for salt as provided for on the daily material and hour tracking sheet (appendix B).
DAILY TRACKING SHEETS AS WELL AS THE PLOWING AND SALTING REPORT MUST BE COMPLETED PRIOR TO AN EMPLOYEE LEAVING AT THE END OF THEIR SHIFT. The public works secretary shall be responsible for maintaining a spreadsheet which shall be updated after every storm, this shall include total usage of salt and liquid deicers, mileage, employee, and hours worked. This shall include salt used by District #2.

Call Out For Salt and Other Materials

SALT VENDOR

Cargill Inc. Salt Division
24950 Country Club Blvd.,#450
North Olmsted, OH 44070
Account Number:

Phone: 1-800-600-7258
Fax: 1-800-467-3409
Hours: **7:00 am – 4:00 p.m.**
600-324-74

Our Contact person is Stacey Bruzda

A 7-day lead-time may be required – They will call 1-day prior to delivery

Emergency Only

We can pick up salt as shown below if absolutely needed, but it will have to be replaced; must call first

IDOT Salt Bin
Rt. 83 and Butterfield
832-7330 D. Mahoney

IDOT Salt Bin
Rt. 53 and Biesterfield
351-3260 Dan Groh

IDOT Salt Bin
Rodenbery/Elgin O'Hare

Village of Addison
Ron Remus
Streets Supervisor
620-2020 x 2232

Elk Grove Village
Vito Sammarco
Director of Public Works
847-734-8043

Additional Salt Vendors

North American Salt
1-773-978-7258

United Salt Corp.
1-713-877-2600

Western Salt
1-619-566-6600

Snow Hauling

Lindahl
630-595-1080

Helpful Hints

Maintaining Your Health During a Storm

There are a number of ways for us to keep our bodies healthy through a major snow storm or emergency situation.

Below you will find a number of suggestions and ideas for everyone to consider.

1. Stretch and move. It is recommended to stretch your body every day in the AM for at least 10 minutes. Throughout the morning once an hour for 10-15 minutes. Additionally in the evening every 15 minutes for approximately 5 minutes.
2. Wallet. Do not sit on your wallet. Please find another safe place for the wallet while responding to a storm.
3. Eating. It is suggested to eat light every couple of hours rather than to eat large amounts with longer periods in between.
4. Thirst. It is suggested that the number one drink for quenching your thirst is water. Coffee and cola's are not suggested over long periods of time.
5. If you feel like a "pick me up", the best energy food is FRUIT.

One of the top reasons we have accidents or suffer injuries is due to the stress we put our bodies through when responding to a storm.

Ways to relieve stress

Stretching

Exercise

Walking

Reading

Meditating

If you should get an injury or feel a tightening or cramping of muscles please remember the RICE theory.

R Rest
I Ice
C Compression
E Elevation

If you still do not feel any better please make the necessary arrangements to see your physician.

Other Roads – Responsibility

Street	Agency	Phone
Route 83 & Route 19	IDOT Communications Center 24 Hours Service	1-847-705-4612 1-847-705-4222

Wood Dale

Foster Ave, West of Spruce		
Hillside & Stoneham, West of Pine Lane		Day Phone – 350-3530
Elmhurst, West of Poplar	24 Hour Service	Police – 766-2060

Addison Township

All Roads in the square bounded by Jefferson to the North, Church to the East, Grand to the South and Route 83 to the West. As well as Second Court, Church to Ellis
'Til 3:30 PM 766-2228

After Hours: Sonja Peters	First: Mr. Kaski
Home Ph.: 766-8528	Home Ph: 708-417-2316

DuPage County

York, North of Irving Park Road, Thorndale Avenue, & Grand Avenue

DuPage County Rt. 6	Phone: 682-7321
Hwy Dept Hours (6:00 am – 2:30 pm)	Phone: 1-630-407-6900
Snow Command 24 Hours, County Sheriff	Phone: 682-7256

Cook County

Cook County Hwy Department 2325 Meacham Rd. Palatine, IL District #1	Phone: 1-847-397-4145
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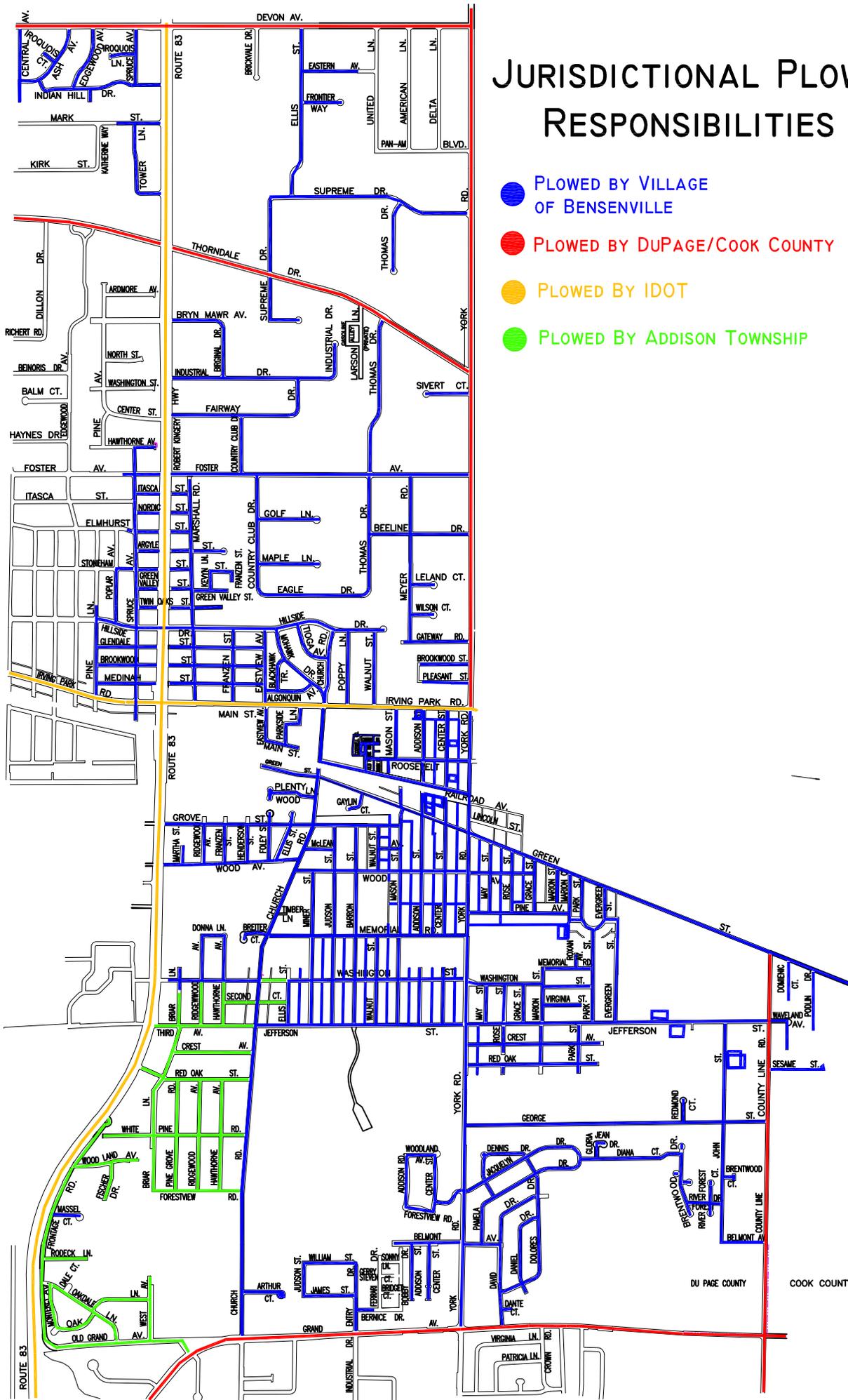
24 Hours Service	Phone: 1-708-485-7130
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Private Property

Bernice, North to Belmont – Larson and Gasoline Alley

JURISDICTIONAL PLOWING RESPONSIBILITIES

- PLOWED BY VILLAGE OF BENSENVILLE
- PLOWED BY DUPAGE/COOK COUNTY
- PLOWED BY IDOT
- PLOWED BY ADDISON TOWNSHIP



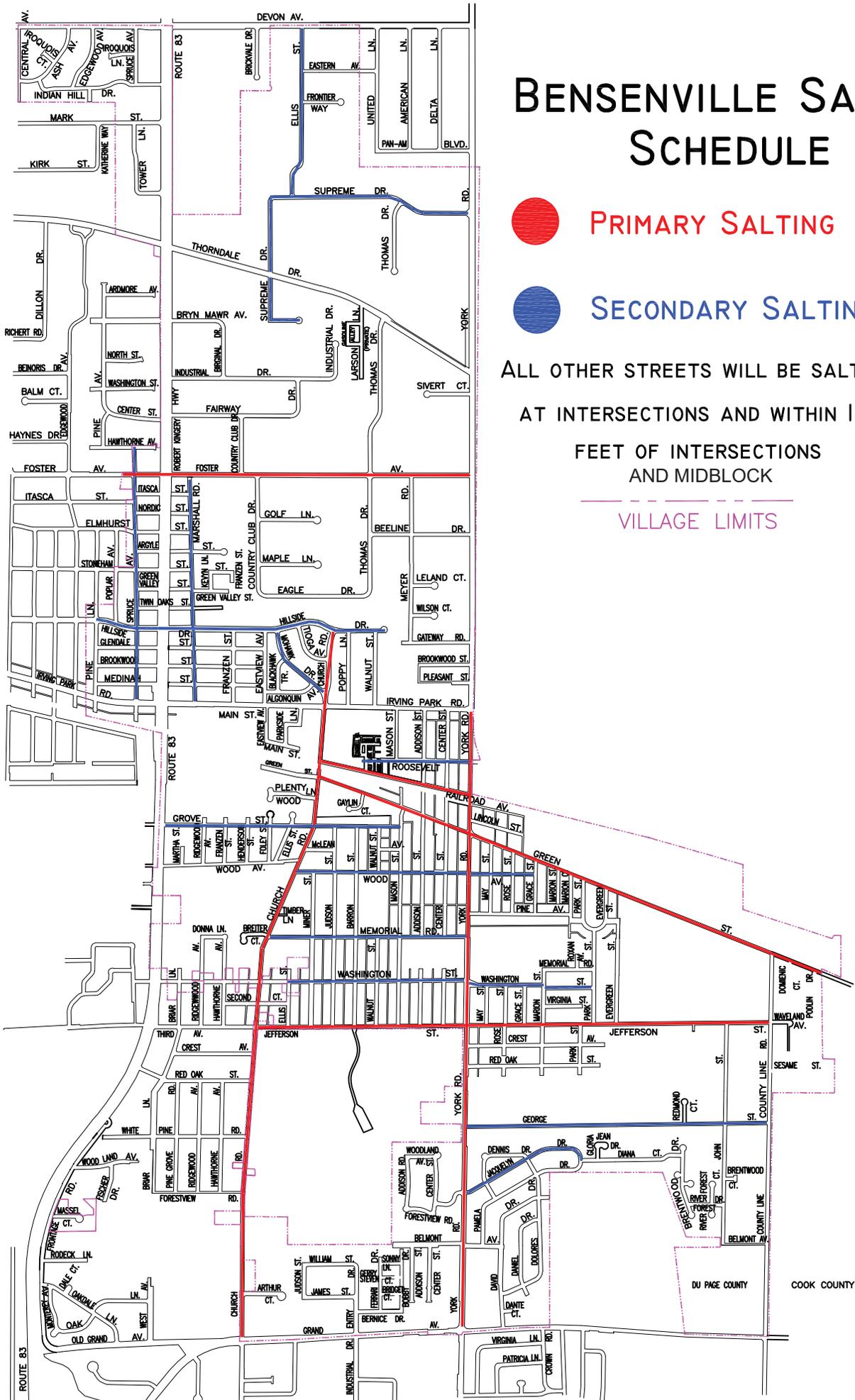
BENSENVILLE SALTING SCHEDULE

 PRIMARY SALTING

 SECONDARY SALTING

ALL OTHER STREETS WILL BE SALTED
AT INTERSECTIONS AND WITHIN 100
FEET OF INTERSECTIONS
AND MIDBLOCK

 VILLAGE LIMITS

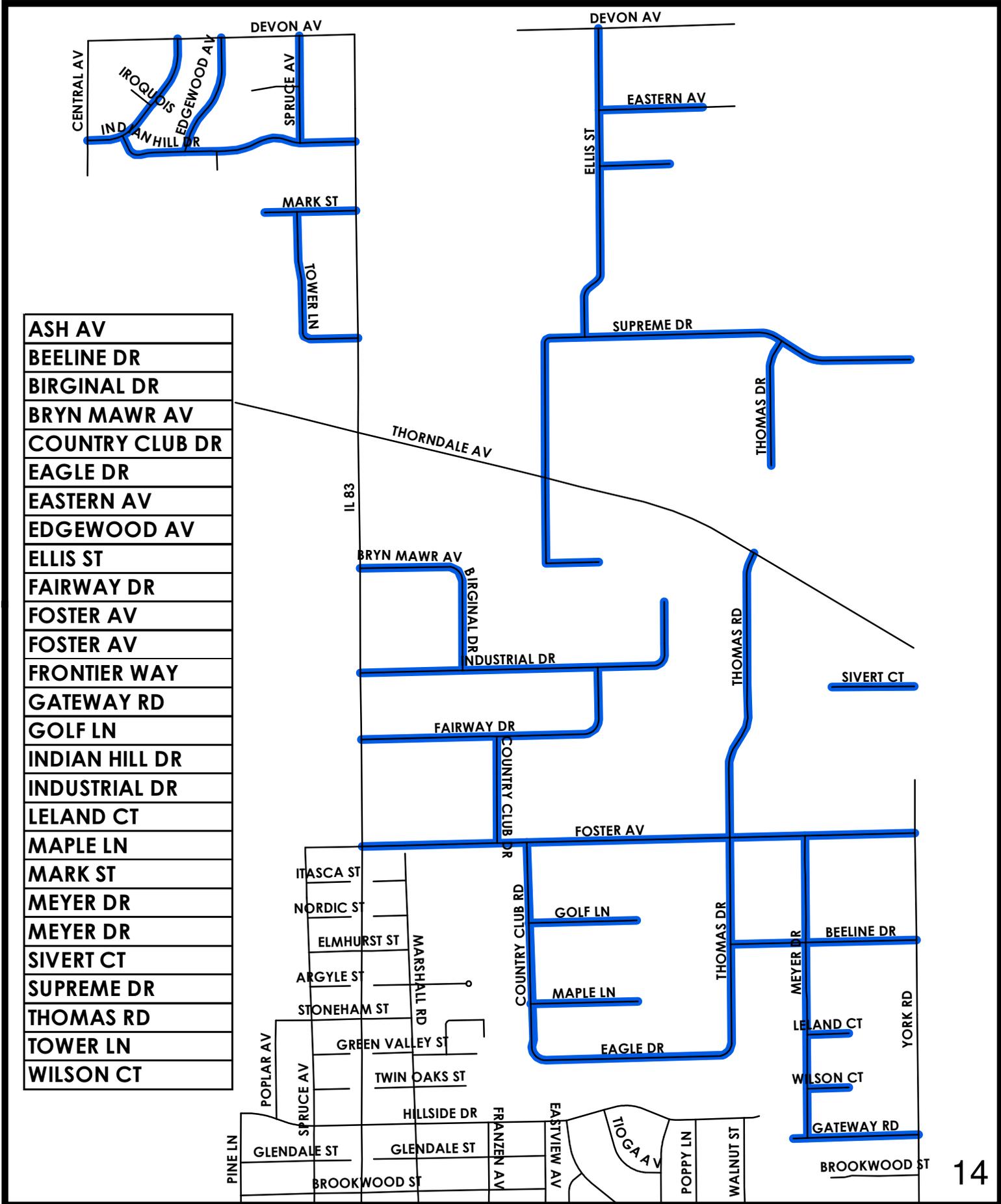




Village of Bensenville

Snow Route 1- Truck 252

 Rt. 1- 20.34 Miles

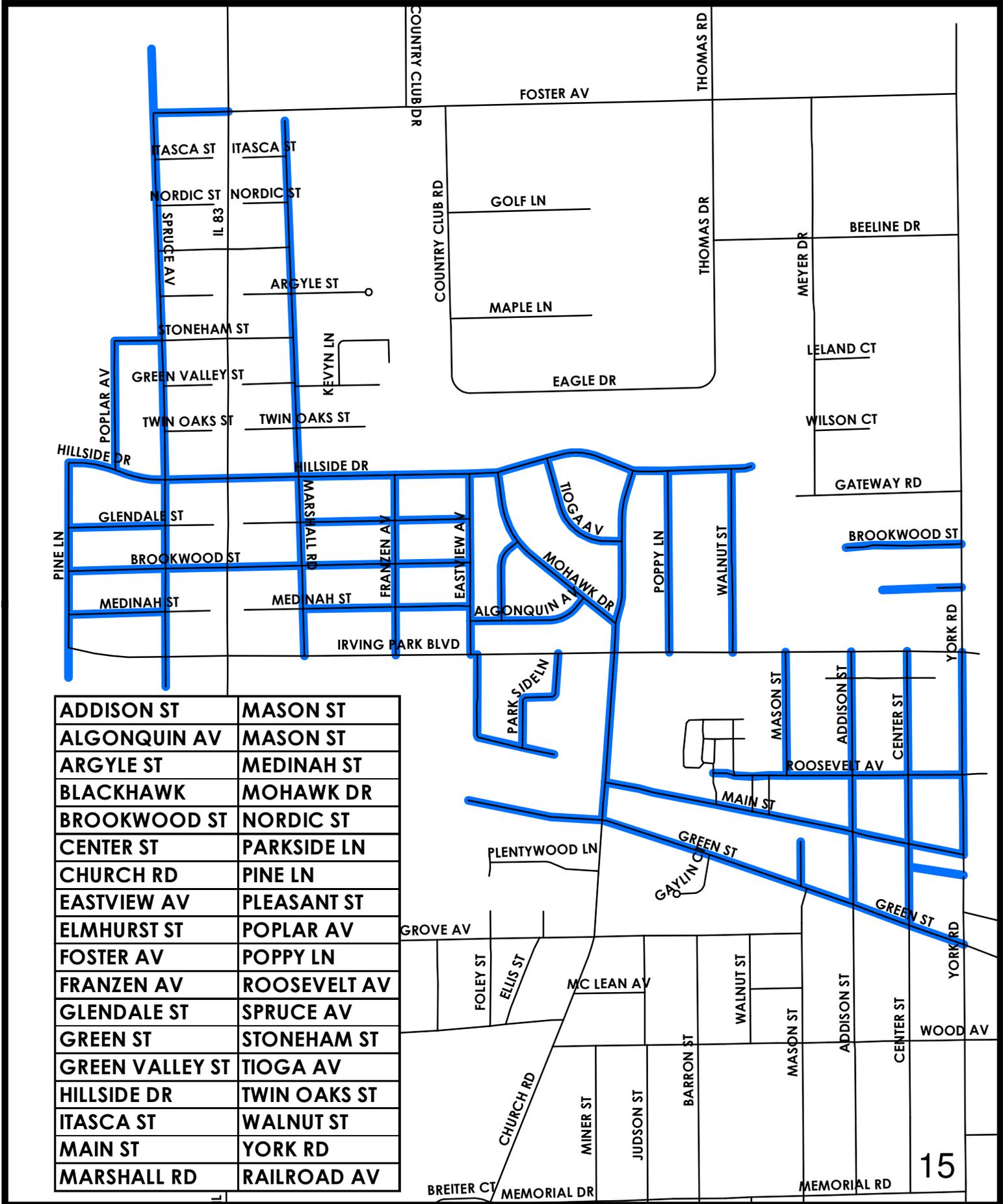




Village of Bensenville

Snow Route 2- Truck 259

 Rt. 2- 21.09 Miles



ADDISON ST	MASON ST
ALGONQUIN AV	MASON ST
ARGYLE ST	MEDINAH ST
BLACKHAWK	MOHAWK DR
BROOKWOOD ST	NORDIC ST
CENTER ST	PARKSIDE LN
CHURCH RD	PINE LN
EASTVIEW AV	PLEASANT ST
ELMHURST ST	POPLAR AV
FOSTER AV	POPPY LN
FRANZEN AV	ROOSEVELT AV
GLENDALE ST	SPRUCE AV
GREEN ST	STONEHAM ST
GREEN VALLEY ST	TIOGA AV
HILLSIDE DR	TWIN OAKS ST
ITASCA ST	WALNUT ST
MAIN ST	YORK RD
MARSHALL RD	RAILROAD AV

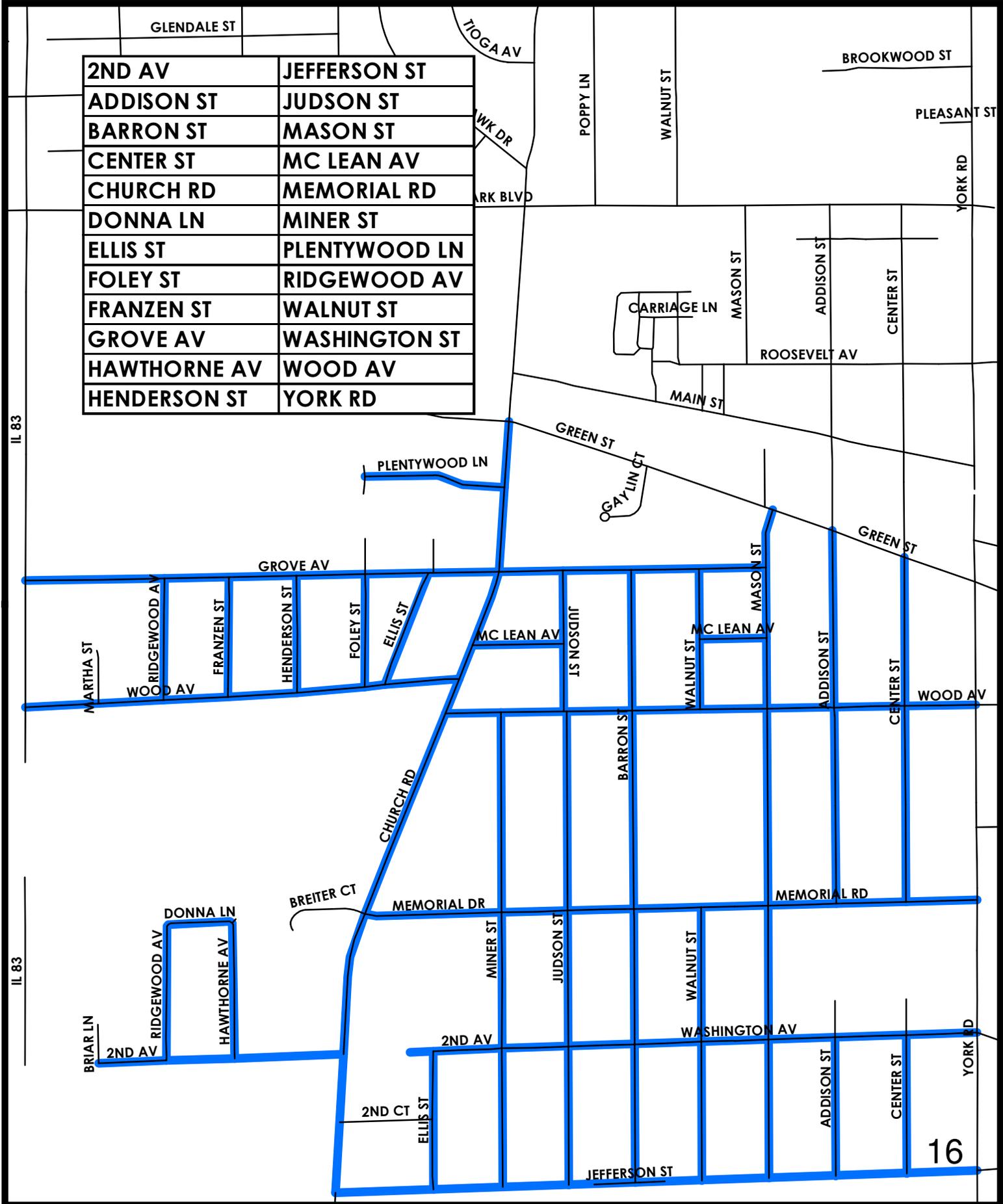


Village of Bensenville

Snow Route 3- Truck 253

 Rt. 3- 20.83 Miles

2ND AV	JEFFERSON ST
ADDISON ST	JUDSON ST
BARRON ST	MASON ST
CENTER ST	MC LEAN AV
CHURCH RD	MEMORIAL RD
DONNA LN	MINER ST
ELLIS ST	PLENTYWOOD LN
FOLEY ST	RIDGEWOOD AV
FRANZEN ST	WALNUT ST
GROVE AV	WASHINGTON ST
HAWTHORNE AV	WOOD AV
HENDERSON ST	YORK RD

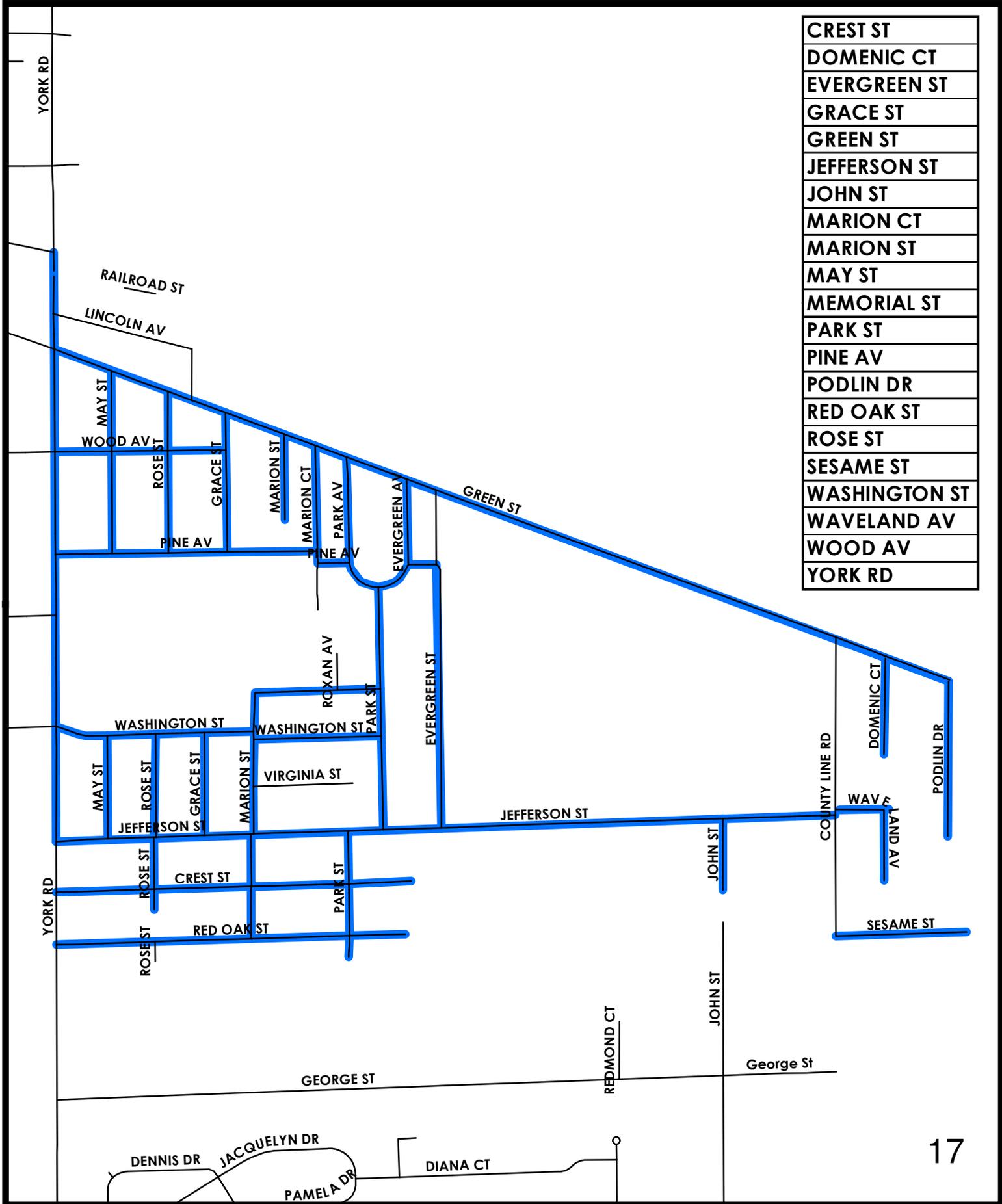




Village of Bensenville

Snow Route 4- Truck 251

 Rt. 4- 20.45 Miles

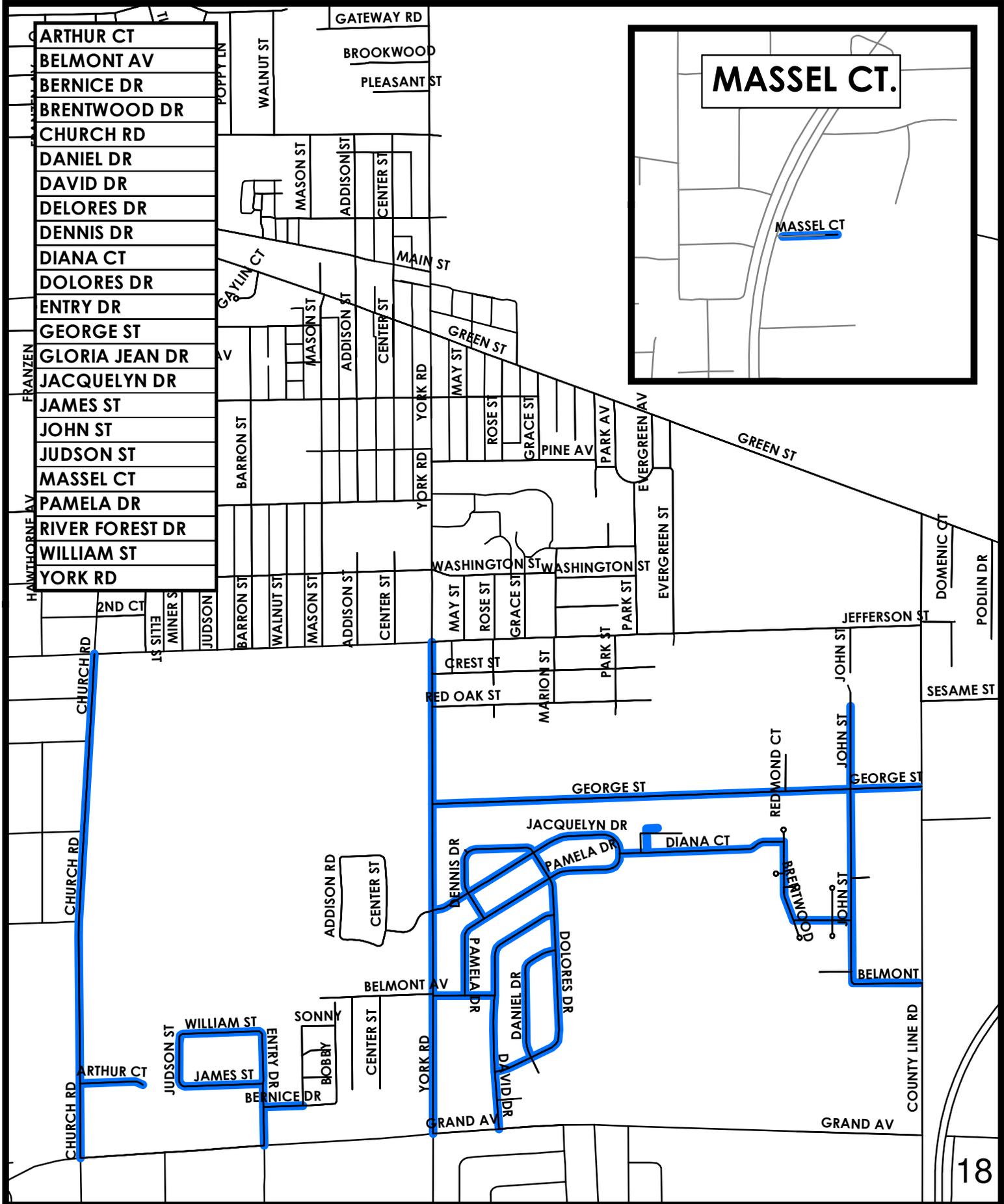




Village of Bensenville

Snow Route 5- Truck 254

 Rt. 5- 8.04 Miles

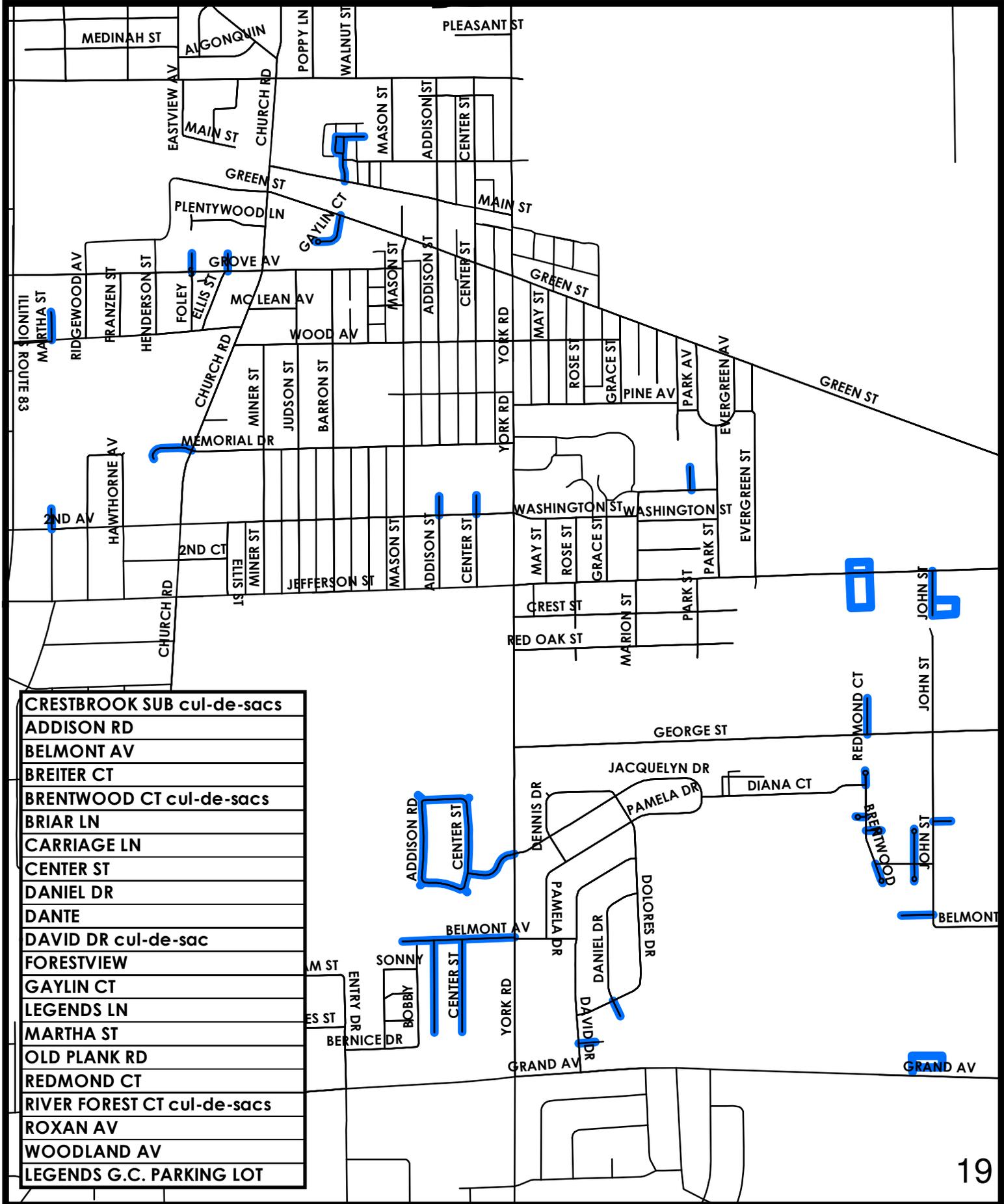




Village of Bensenville

Snow Route 6- Loader

 Rt. 6- 3.13 Miles

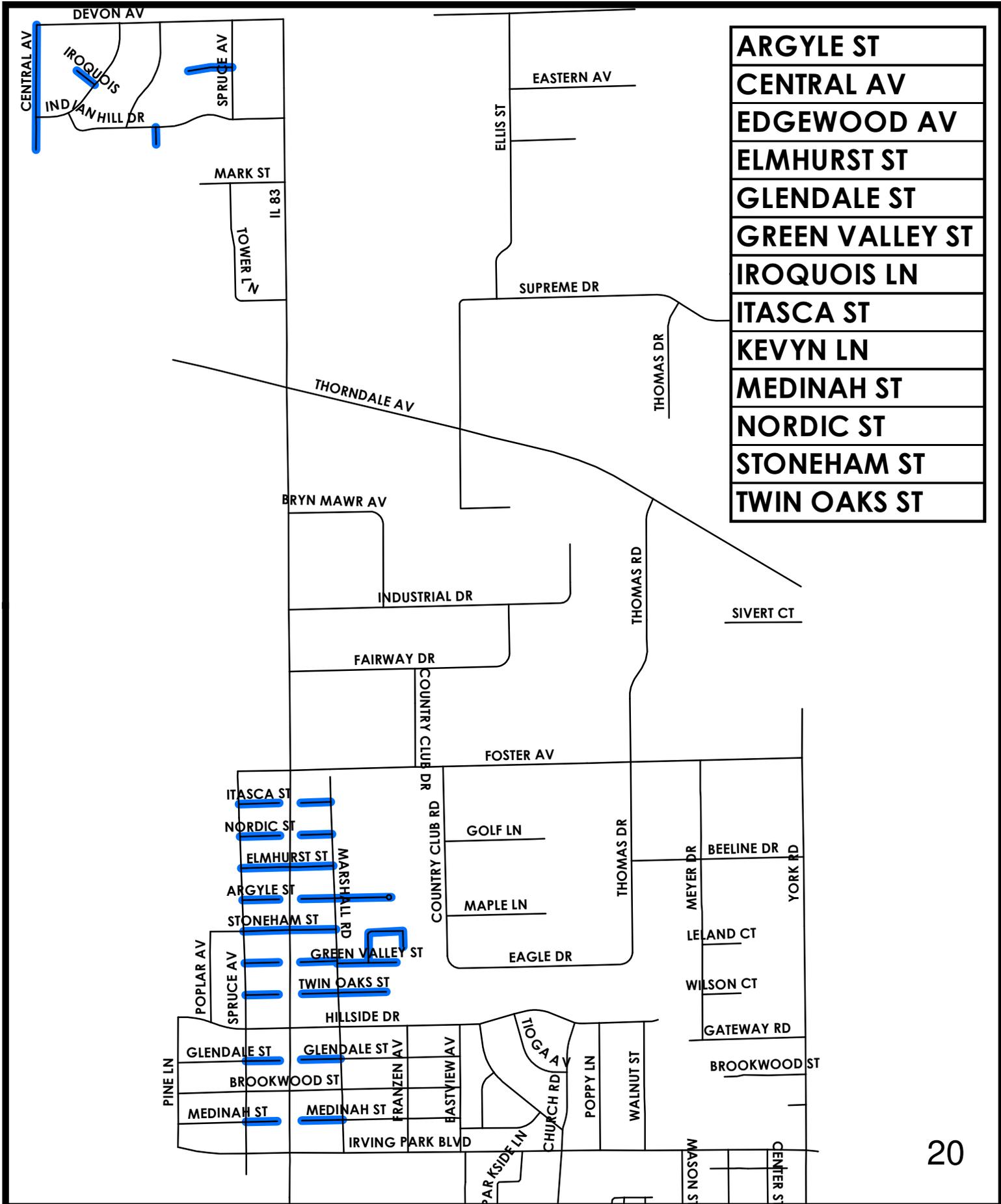




Village of Bensenville

Snow Route 7- Truck 212

 Rt. 7- 4.46 Miles



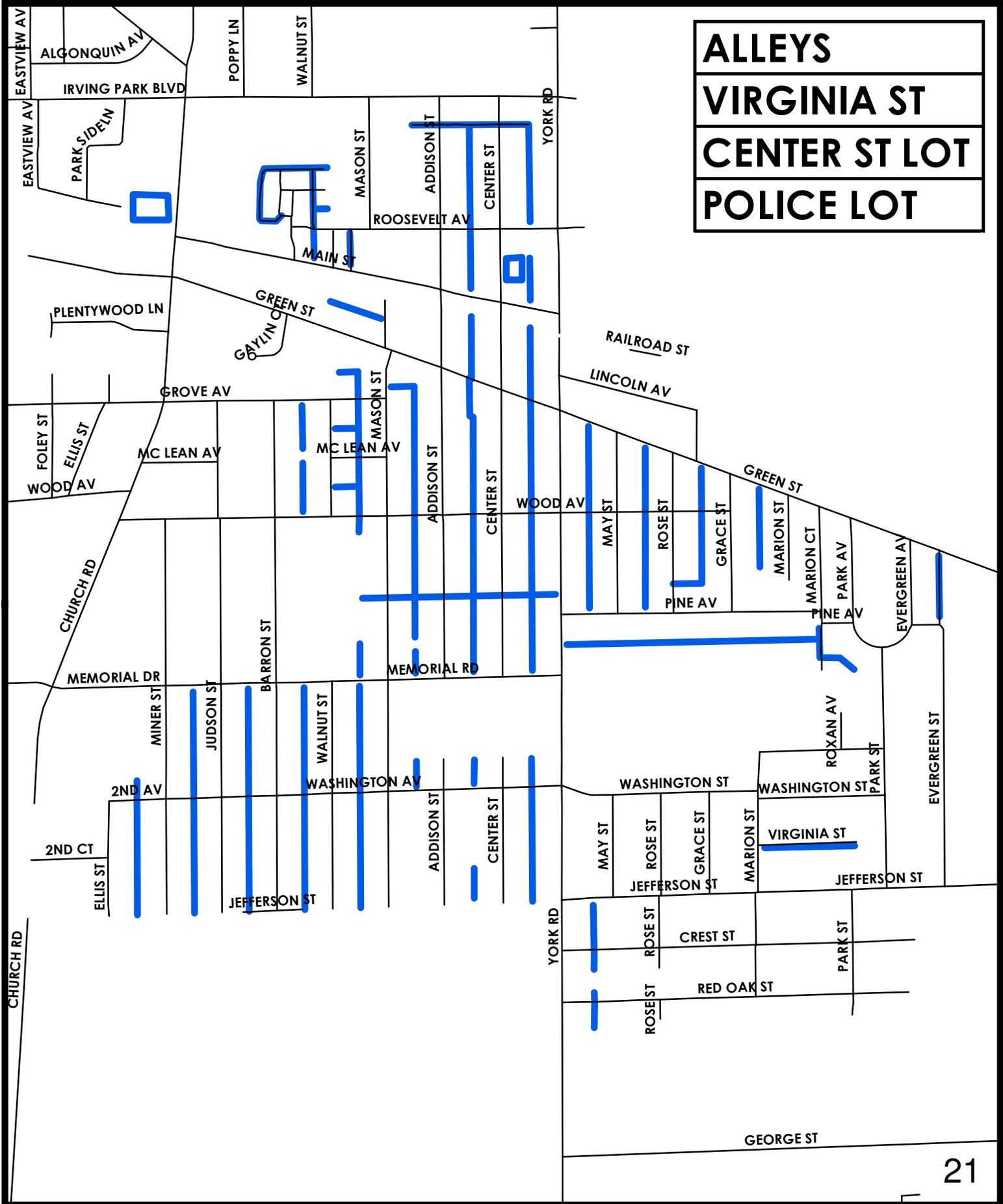
ARGYLE ST
CENTRAL AV
EDGEWOOD AV
ELMHURST ST
GLENDALE ST
GREEN VALLEY ST
IROQUOIS LN
ITASCA ST
KEVYN LN
MEDINAH ST
NORDIC ST
STONEHAM ST
TWIN OAKS ST



Village of Bensenville

Snow Route 8- Truck 219

 Rt. 10- 12.50 Miles

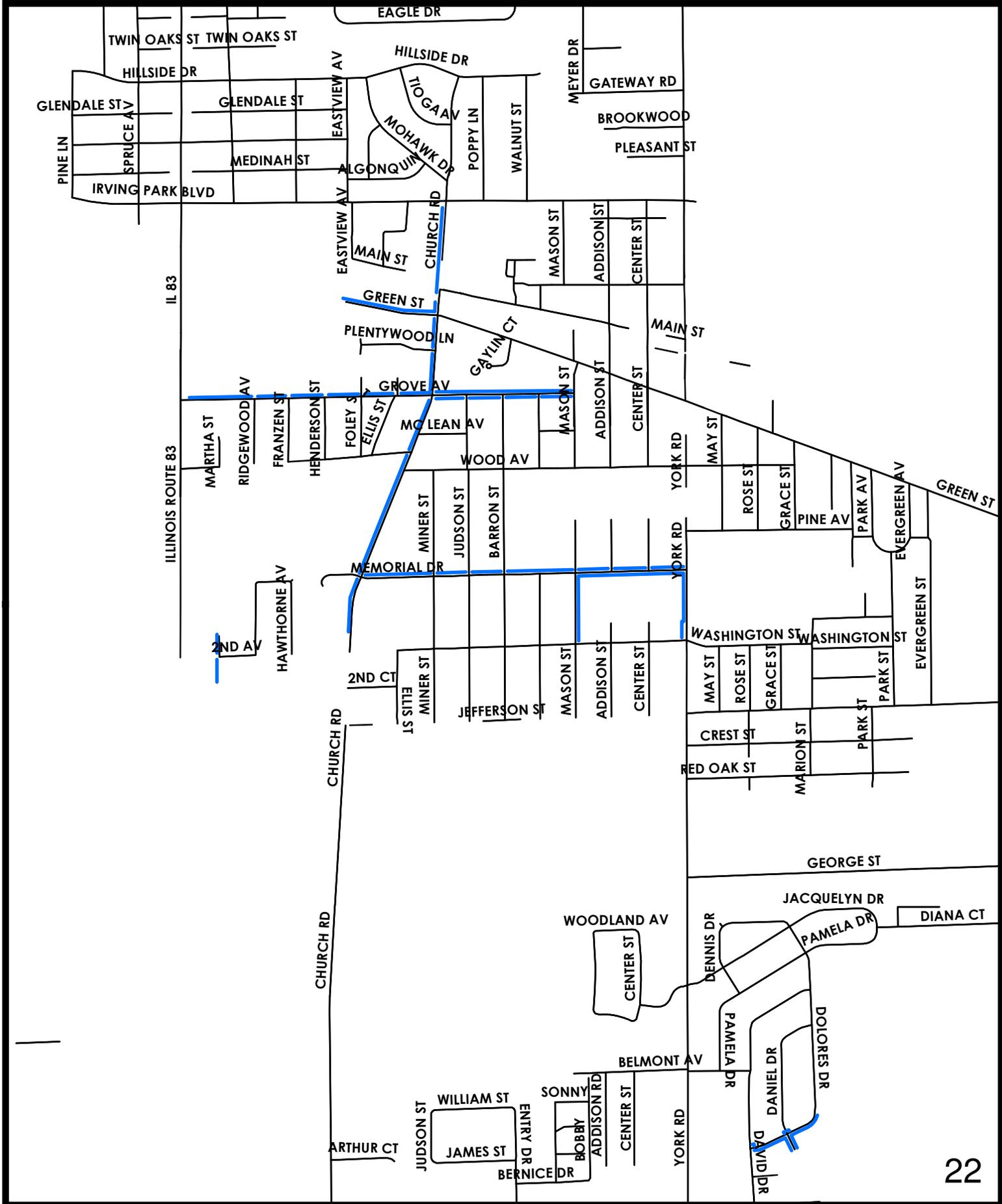




Village of Bensenville

Sidewalk Snow Route 9

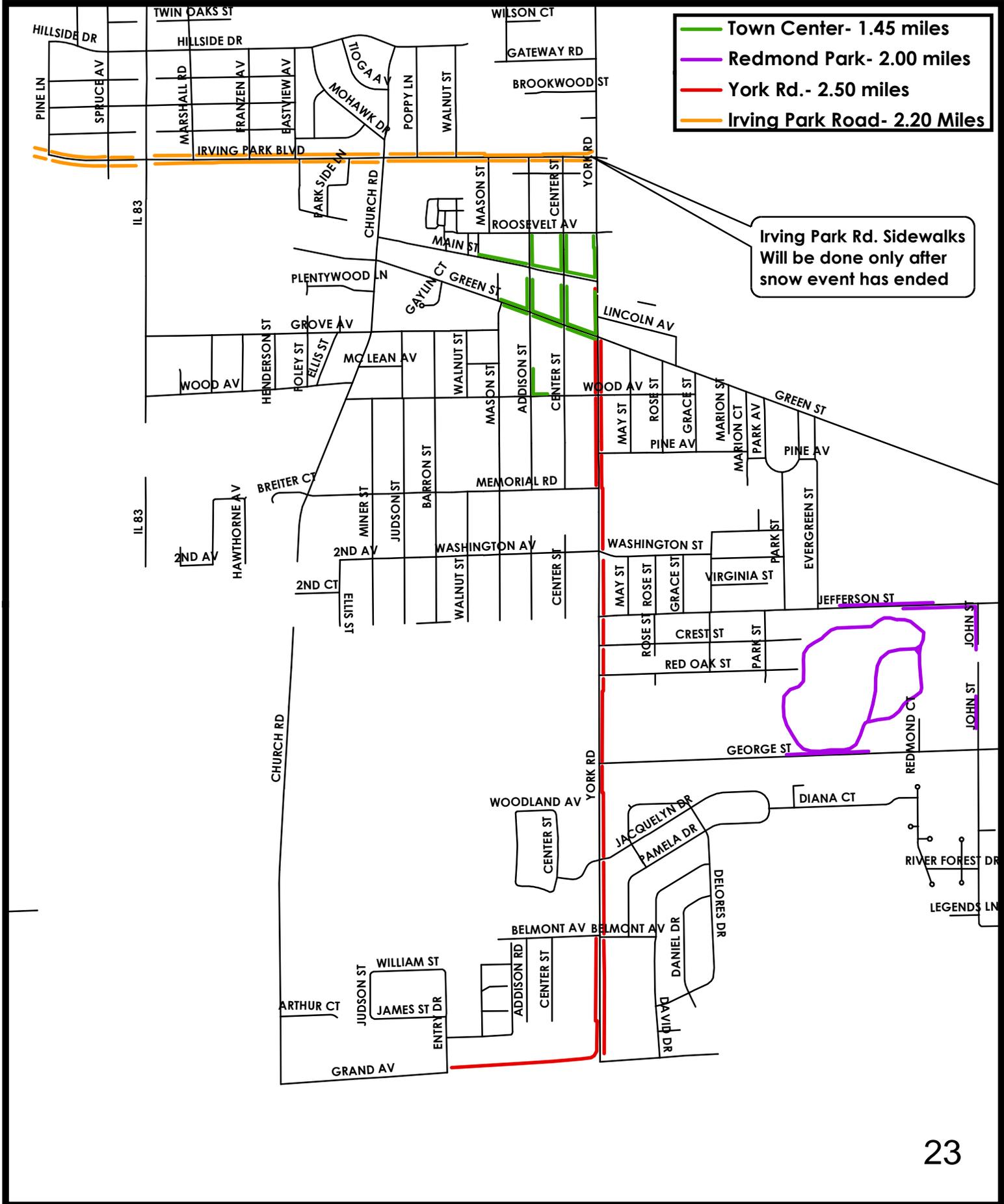
 Schools-3.25 miles





Village of Bensenville

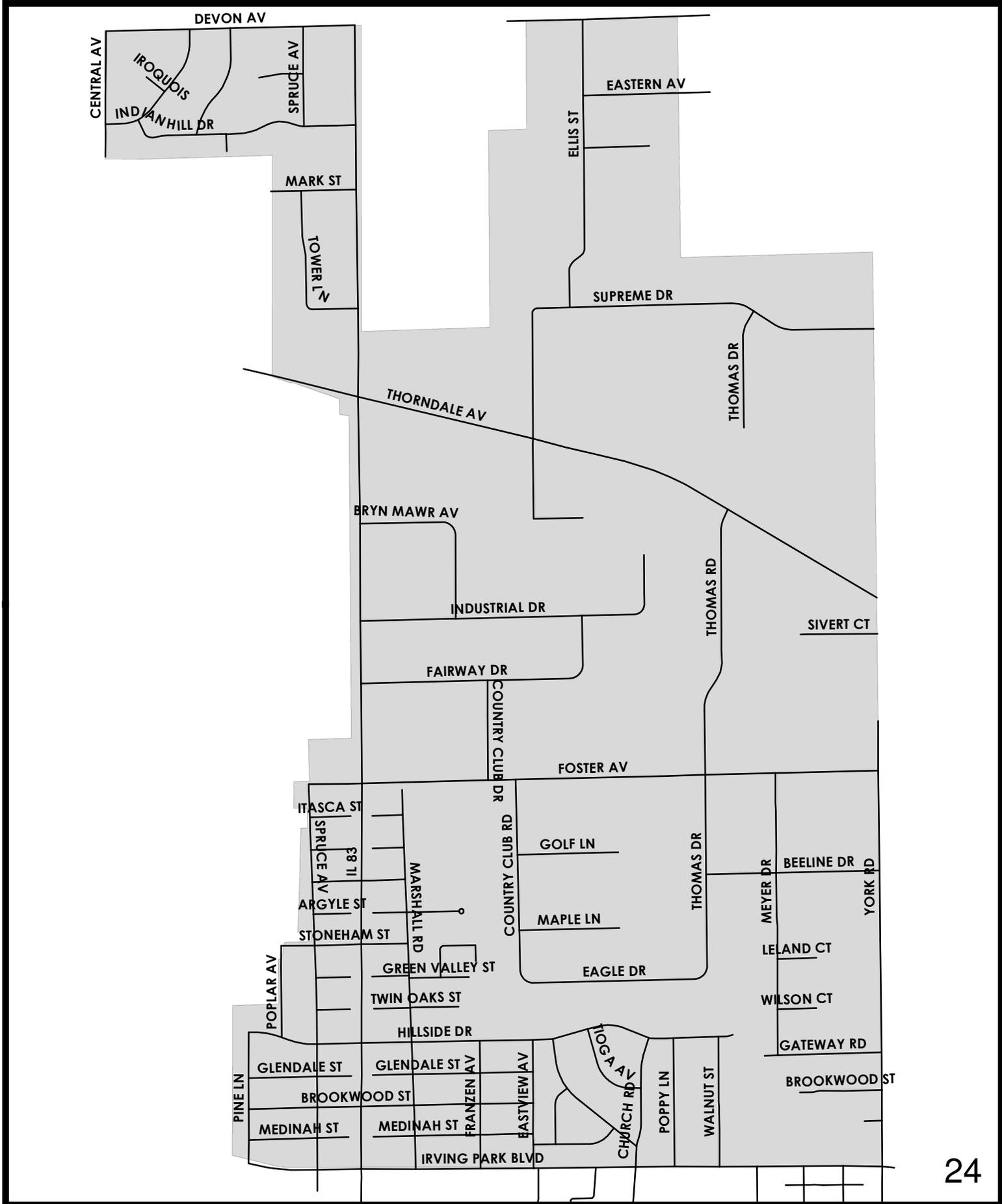
Sidewalk Snow Route 10





Village of Bensenville

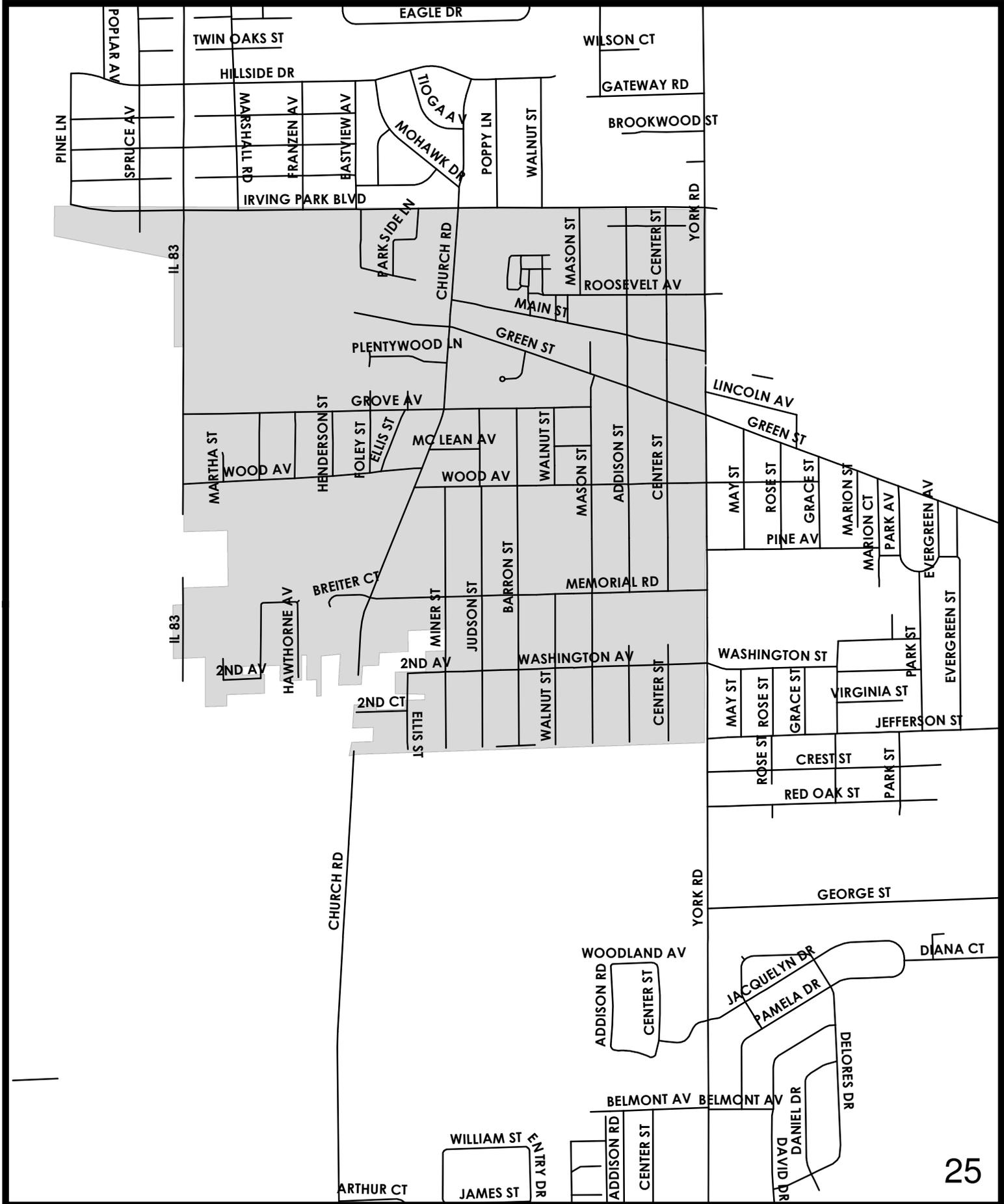
North Salt Zone- Truck 252





Village of Bensenville

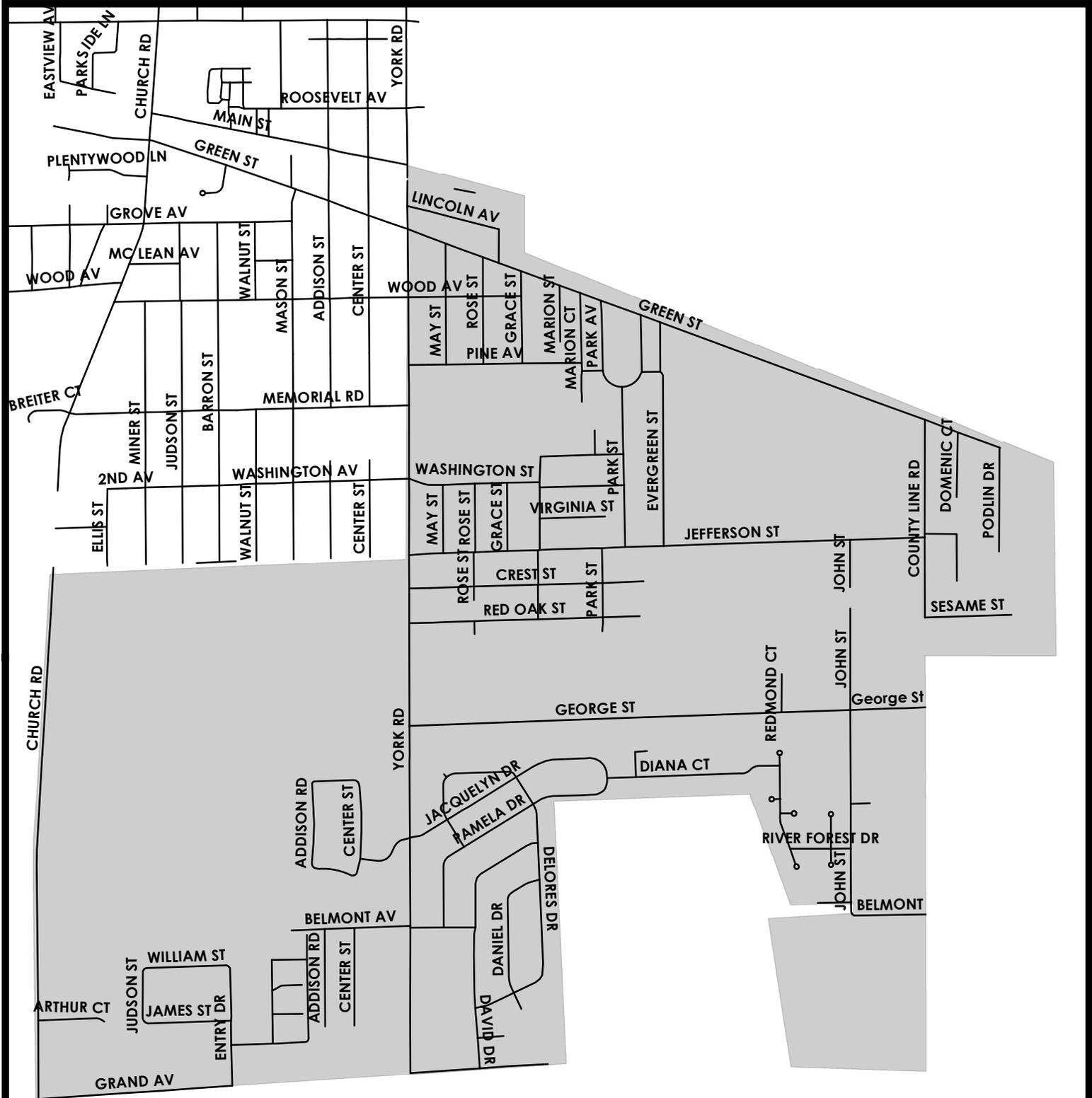
Central Salt Zone- Truck 253





Village of Bensenville

South Salt Zone- Truck 251



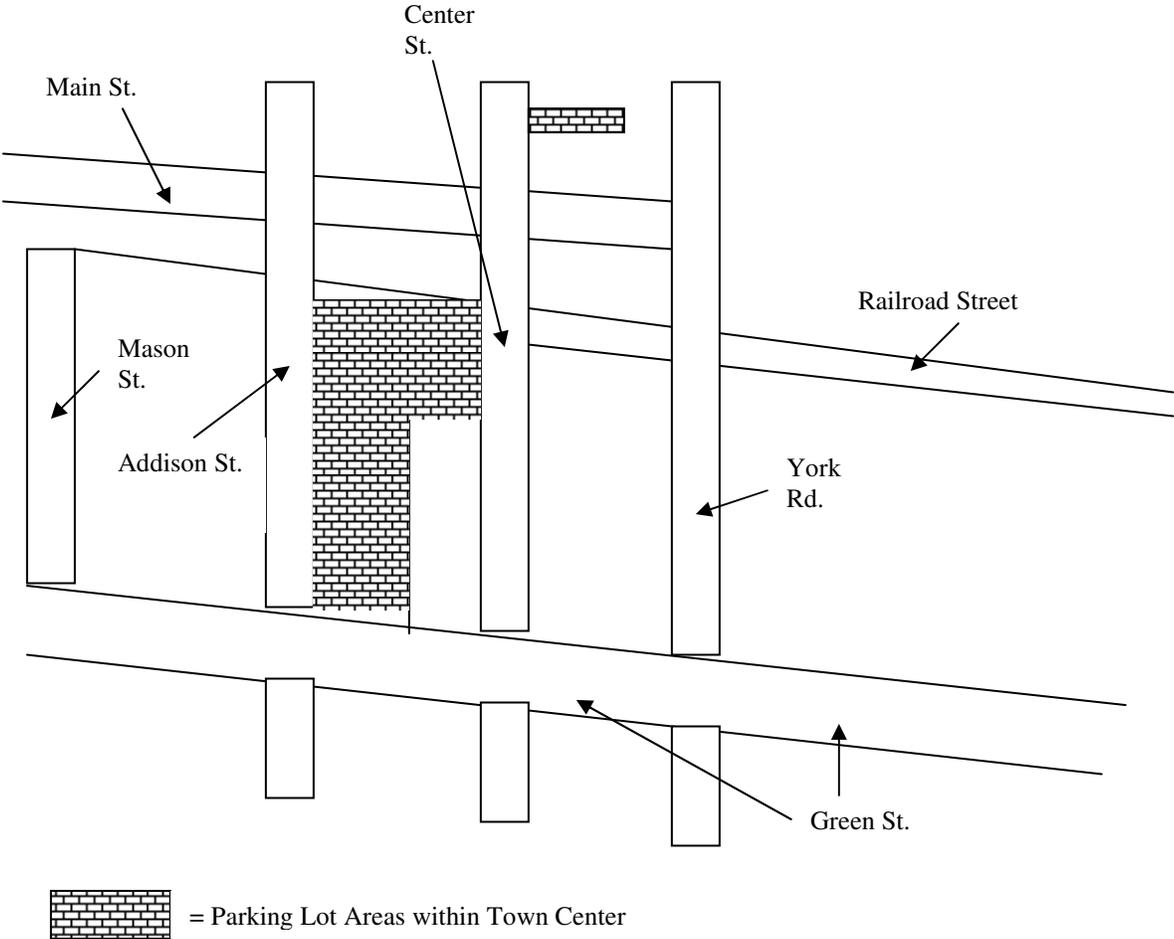
Town Center Snow Removal Area

262 – Endloader
260 – Endloader

802 – Mack Truck w/
Trailer
270 – Bobcat
271 -- Bobcat

Snow is removed from the following areas:

- 1) Main Street;
- 2) Addison from Main to Green;
- 3) Center from Main to Green;
- 4) Railroad Street from Center to East of York; and
- 5) Parking Lot Area



252

	G	A	T	E
		3	4	5
A	1	180		
U	2	310		
G	3	450		
E	4	900		
R	5	0		
	6	0		
	7	0		

20 MPH
1500 RPM

SPINNER

2	5'
3	9'
4	14'

253

G A T E
3"

**A
U
G
E
R**

1	170	
2	310	
3	470	
4	560	
5	-	
6	-	
7	-	

20
MPH
1500 RPM

SPINNER

2	6'
3	10'
4	14'

251

A U G E R	G	A	T	E
			3"	
	1	260		
	2	700		
	3	1100		
	4	-		
	5	-		
	7	-		20 MPH
	8	-		1500 RPM

SPINNER

20	4'
30	8'
40	10'

20 MPH

No Auger Control Valve

Constantly on when system turned on

259

G A T E

3"

**A
U
G
E
R**

1	80	
2	240	
3	550	
4	730	
5	-	
6	-	
7	-	

20 MPH
1500
RPM

SPINNER

2	5'
3	8'
4	10'

At low auger spray not spraying
and buzzer stays on

254

G A T E

3"

**A
U
G
E
R**

1	100	
2	230	
3	400	
4	610	
5	-	
6	-	
7	-	

20 MPH
1500
RPM

SPINNER

2	3'
3	6'
4	8'
5	10'

257

G A T E

3"

**A
U
G
E
R**

1	400	
2	780	
3	890	
4	1150	
5	-	
6	-	
7	-	

20 MPH
1500
RPM

SPINNER

2	6'
3	9'
4	12'

Building Maintenance Responsibilities

The Building Maintenance Division within the Department of Public Works is responsible for the snow removal and salting of the sidewalks around Village-owned buildings. These building include:

- ◆ The Village Hall
- ◆ The Public Works Building
- ◆ The Police Department
- ◆ Sidewalk snow removal during Town Center clean-up
- ◆ Public Works Fuel Island

Appendix A

Village of Bensenville Department of Public Works Daily Tracking

Employee:

Date: _____

Snow & Ice Control Information

Start Time: _____ A.M. ___ P.M. ___

Material & Quantity: _____

- Salting
- Plowing

Tracking Code	Regular Hours Worked	Overtime Hours Worked	Vehicle Used
TOTAL			

Vehicle Mileage: _____

Employee Signature:

Supervisor Signature:



**VILLAGE OF BENSENVILLE
PUBLIC WORKS DEPARTMENT
SALTING AND PLOWING REPORT**

DATE: _____

TRUCK # _____ ROUTE # _____

Driver Name & Number: _____

TOTALS

MILEAGE END		
MILEAGE START		
HOURS END		
HOURS START		
TIME END		
TIME START		
TONS OF SALT		
GALLONS BHC		
GALLONS FUEL		
QTS. OIL		

1 SCOOP = 3.5 TONS
2 SCOOPS = 7.0 TONS
3 SCOOPS = 10.5 TONS

4 SCOOPS = 14.0 TONS
5 SCOOPS = 17.5 TONS
6 SCOOPS = 21.0 TONS

MAINTENANCE REPORT

DOWN TIME

	END
	START
	TOTAL
COMMENTS	