



SNOW PLAN



ICE AND SNOW MANAGEMENT 2025-2026

Start Early...Finish Strong

October 2025

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MISSION STATEMENT

To remove snow and ice from the Village's roadways in a safe, efficient and timely manner.

Consistent with the Mission Statement, this plan was developed to ensure that the snow and ice removal efforts by Village of Lombard employees are done in a safe, efficient and timely manner.

OPERATOR AWARENESS - SAFETY INSTRUCTIONS

A. Guidelines for Plowing Snow

Employees will perform the "Safety 360 Walk-Around" before entering the vehicle. The program includes, but not limited to the following:

Trucks & Loaders:

1. Check fuel, oil, lights, tires, windshield wipers, all fluid levels, heater, defrosters, horn, two-way radio, battery, snow brush, shovel, side and rear view mirrors and have proper ballast in truck.
2. Report any vehicle damage to the snow command supervisor before proceeding to your route. Any damage should be noted on the vehicle check-out sheet and giving to the supervisor on duty.
3. **Drivers shall log-in/swipe-in to all vehicles equipped with Samsara. Driver is responsible to keep log-in/swipe-in active throughout the entire time the vehicle is in use. This may require several log-in/ swipe-ins per usage.**
4. When backing up with trucks that have backup cameras check the screen before proceeding.
5. When filling salt trucks **DO NOT OVERFILL SPREADERS**. If salt is spilling off of the side of the spreader, it is overfull. Before leaving the yard remove salt from on top of the spreader. **DO NOT USE LOADER TO SCRAPE EXCESS SALT FROM THE TOP OF SPREADERS.**
6. Per State Law, diesel equipment is not to be left idling for more than 10 minutes in any given hour. When you come in for a break pull truck into vehicle storage garage and shut it down.
7. When equipment is pulled into garage, hose off all lights for better visibility. When you head back out on the street, do a quick walk-around to make sure all lights are operating properly and there are no other problems.

Snow Plow:

1. Check blade - install new blade if needed.
2. Check for missing and/or loose plow bolts.
3. Check if curb shoes are properly attached and secure.

4. Check plow pins and hydraulic hoses.
5. Check flags, markers, deflector, springs, welds, etc.
6. Operate plow - raise, lower and reverse.

Plowing Assignments:

1. Pick up and study your snow plow zone map and check for new streets in your zone.
2. Be aware of any deep ditches, concrete islands, high manholes, raised concrete, etc., in your assigned plow zone.
3. 3 If applicable, review notes left by driver of vehicle from previous shift.

Plowing Operation:

1. Wear seat belts when driving any equipment.
2. **MAKE SURE YOUR RADIO IS ON!!!**
3. Use your headlights, light bar equipped with flashing/strobe lights, arrow board - make yourself visible.
4. Lift up plow prior to entering railroad crossing.
5. Plow at a slow, safe speed, usually **10-15 mph**. The type of street, amount of traffic and the depth of the snow will dictate your speed.
6. Keep a safe distance from other motorists.
7. Keep your windshield and windows free of snow and ice.
8. From time to time look back and see if you are plowing the streets properly. If something looks wrong, pull over and check your plow.
9. Be ready to stop or turn at any time in the event of sliding or fishtailing cars.
10. Be alert for stalled or parked cars, cars backing out of driveways and people walking in the street.
11. DO NOT attempt to push or pull a private vehicle with a truck or loader.
12. When you finish plowing your zone, call snow command or shift supervisor for reassignment.
13. If you become extremely tired or drowsy, get some fresh air. Notify Snow Command that you will be out of the vehicle and your location. Advise Snow Command when you are back in the vehicle. When necessary return to Snow Command desk and ask the supervisor in charge of the event for a replacement.
14. Obey all traffic laws.
15. DO NOT operate any equipment while under the influence of drugs or alcohol. Pursuant to Federal regulations and the Public Works Department's CDL Drug/Alcohol Testing Program employees holding CDL's are subject to random, reasonable suspicion, post-accident, and follow-up drug and alcohol testing. Employees with CDL's and Supervisors were given copies of the DOT Driver Policy Summary and were trained as required by Federal Law.
16. Call in cars parked on the street – Call snow desk on the radio. When clear, plow snow back.
17. Call snow command or shift supervisor to report private plows pushing and stacking snow on Village streets.
18. In most cases the corners will be pushed back at a later time. Check with Supervisor.

19. When you are plowing the zones you are to make 2 passes, one in each direction on **all streets** then return to plow curb to curb. This is to make **all streets** passable before opening up the entire street. The decision will be made by Snow Command as to when you return to open the remainder of the street.
20. **Legal U-Turns** are permitted only when it is safe to do so and will not create a hazard to the general public or Village property. Weather conditions, including road surface conditions and visibility are some factors that should be considered before performing this maneuver.
21. **ONLY** use rubber bladed plows to clear snow off of brick paver parking lots
22. **Drivers assigned to a plow route/zone shall notify the supervisor that is in charge of the snow removal operation when your assigned route/zone has been completed or should you need to leave the route/zone you were assigned to. Drivers that leave their assigned route/zone shall notify aforementioned supervisor upon their return to assigned route/zone.**

Plowing Etiquette:

1. Call 911 for all accidents and disabled motorists.
2. Call Lombard Base 1 for property or vehicle damage
3. Do not intentionally push or pack snow against parked cars.
4. Do not intentionally plow snow onto sidewalks.
5. Slow down – do not hit pedestrians with flying snow.
6. Be courteous to all motorists and do not get into verbal altercations with anyone. In the event you are confronted by a resident/motorist, please have them contact the Snow Command desk at 630-620-4622
7. **Do not use private property or driveway aprons to turn.**

B. Guidelines for Salting Streets

1. Wear seat belts when driving any equipment.
2. **MAKE SURE YOUR RADIO IS ON!!!**
3. Check out your truck and spreader thoroughly before leaving the garage.
4. Study the salt map before you start driving the salt truck. Do not attempt to drive in heavy traffic and examine your salt assignment.
5. Salt at a safe speed and allow time for turns and stops. Ice storms require extra precautions.
6. Keep your windshield clear of ice and packed snow. Stop and use a snow brush if necessary.
7. Be prepared to take evasive action in case of sliding or fishtailing cars.
8. When it is necessary to check your truck or spreader, pull onto a side street if you can and set your emergency brake.
9. Be extra alert when backing in/out of a dead end street with a salt truck.
10. Be extra alert when going in/out of the driveway by the salt bins.
11. When you get out of your truck at the yard or on the street be sure you have on all required PPE.
12. **Legal U-Turns** are permitted only when it is safe to do so and will not create a hazard to the general public or Village property. Weather conditions, including road surface

conditions and visibility are some factors that should be considered before performing this maneuver.

13. Turn off salt spreaders prior to entering railroad crossing. Salting across the tracks could cause the crossing gates to malfunction.
14. **Do not turn vehicles around on private property or on driveway aprons!**

C. Radio Use Policy

1. Purpose

The purpose of the radio is to expedite communications regarding official business for which the radio is licensed and intended. It should be used in a lawful, efficient manner consistent with procedures outlined herein.

2. Regulations

Radio transmissions on all Public Works channels are regulated in part by Federal Law (Communications Act of 1934) as interpreted and enforced by the Federal Communications Commission. The FCC is the final authority in regard to use and operations of the Village's radio system. Federal Law under FCC Part 91, Section 91.151 states that radio users may transmit only the following permissible types of communication:

- Any communication related directly to imminent life and property.
- Communications directly related and necessary to those activities related to conduct of Village business.
- Communication for testing purposes required for proper station and system maintenance.
- Use of indecent, obscene or profane language is a violation of FCC guidelines and Public Works Policy.

Upon conviction of any of the preceding offenses, the Communications Act of 1934 (Title 18, US Code; Chapter 71, Section 1464) provides a penalty of not more than \$10,000 (Ten Thousand Dollars) fine, and/or not more than two years imprisonment for the first offense.

3. Radio Etiquette

- All radio traffic will be professional and business-like. Avoid unnecessary transmissions, be brief, accurate and to the point.
- Do not transmit until you have determined that the air is clear.
- Never use profane language or derogatory language on the air.
- Never use words or voice inflections that reflect irritation, disgust or sarcasm. Do not use jokes on the air.
- Speak calmly, clearly and distinctly in a natural conversational rhythm and speed.
- The radio currently using the talk-group has the right to finish the conversation without being interrupted, EXCEPT IN AN EMERGENCY.
- All transmissions shall be as brief and concise as possible.

The Dispatcher at the radio console is responsible for managing radio traffic and for requesting radio silence as necessary. When the Dispatcher announces, "All Personnel Stand By", all

personnel shall cease transmissions except those which are urgent. Whenever possible, Dispatchers shall notify personnel responding to an incident of known hazards or danger along with any specific information available; i.e. storm status, hazardous materials, weapons, unstable persons, etc.

4. General Procedures

Two-way message format for radio broadcasts consists of four parts:

- **Initial Call:** This indicates that a base or mobile unit wishes to make contact with another unit. For example, "Lombard Base 1 to 60." If there is no response, repeat the initial call.
- **Response:** If the unit is on the air, the response establishes the connection by repeating their unit number. For example, "60, Go Ahead Base 1."
- **Body of Message:** Radio messages need to be clear and concise to accommodate the maximum number of calls on assigned frequencies. Body should avoid lengthy, superfluous verbiage and should include the use of preferred words and phrases as listed below.
- **Confirmation:** The confirmation is the receiving caller's way of saying the message has been received and understood. The response for acknowledgement is "10-4".

5. Preferred Words and Phrases

The use of "Ten Signals" (with the exception of 10-4) and other terms developed in the past for radio communications: i.e. "Over", "Out", "Roger", "Wilco", etc. should be avoided as it requires a learning process on the part of the users, and confusion can result from non-uniform understanding of the intended meanings. Acceptable language includes the following:

- **Acknowledge:** Let me know that you have received my message and understand my entire thought
- **Correction:** An error has been made. The correct version is as follows . . . ; or cancel the last word or phrase and substitute the new message
- **Message Relayed:** Used by the relaying station to notify the caller that his/her message has been sent as requested
- **Say Again:** Repeat your last message. This is used when message is not understood for any reason
- **Stand By:** listen. Do not transmit until directed to do so.

PLOW/SALT TRUCK SWITCH OVER PROCEDURE

Below are required steps to be taken before and after a vehicle is assigned to a driver. The procedure will include cleaning inside and outside of the vehicle along with a visual inspection of the vehicle. Additional time will be needed for disinfecting the cab before leaving and starting an assignment. Large snow plow trucks will be assigned to drivers. Drivers should not switch vehicles without completing the disinfecting procedure. Drivers using smaller (pick-up, 1-ton) snow plow trucks should only use trucks assigned to their work groups (streets, forestry, underground) when possible. A completed disinfecting procedure must be performed before using out of group vehicles and/ or driver changes.

Truck inspections:

- Make sure fuel, salt, and liquids are topped off unless otherwise directed by snow command
- Do a 360 walk around looking for any damage to the vehicle
- Grease auger bearings
- Inspect plow for wear, damage or missing parts (curb guards, markers ...)
- Report any vehicle damage to the Snow Command

Truck cleaning:

- Wash built up snow and salt off spinner, windshield and mirrors
- Remove any trash from the cab
- Bring any maps back to the snow desk
 - Maps should be wiped down prior to returning them to the snow desk

Cab disinfecting:

- Wipe down all touch areas inside and outside of the cab with a disinfecting chemical per the manufacturer's directions
- Leave the windows down so the cab can air out before the next driver arrives
Replacement drivers have the option to spray down the cab with the fogger before beginning their assignment.

SNOW REMOVAL PLAN

A. Goals / Levels of Service

It is the goal of the Lombard Public Works Department to provide a snow and ice control program with time frames and priorities as follows:

1. Maintain accessibility to all streets in the Village for emergency vehicles. Accessibility is defined as snow depths not sufficient to prevent drivability by emergency vehicles when said vehicles are properly operated.
2. Maintain priority street drivability for the general public. For purposes of this report, priority streets are defined as:

NORTH OF ROOSEVELT ROAD

Main - Roosevelt to North Ave.
St Charles - West of Route 53 to Addison
Westmore - Roosevelt to Division (North of St. Charles)
Park - Maple to Parkside, St. Charles to Greenfield
Madison - Finley to Addison
Finley - Roosevelt to Crescent
Wilson - Finley to Westmore
Maple - Finley to Addison
Grace - Central to Sidney (North of North Ave.)
Parkside - Elizabeth to Grace
Crescent - St Charles to Forest Preserve
Sunset - West Road to Westwood
Washington - Main to Addison
West - St. Charles to Sunset
North Industrial Park
View- Main St. to Westwood

SOUTH OF ROOSEVELT ROAD

Highland - Roosevelt to Butterfield Rd
Main - Roosevelt to Janata
Finley - Roosevelt to Village Limits (South of Eisenhower Ln)
22nd Street - Finley to Meyers
Eisenhower - Finley Loop Back to Finley
Grace - South of 22nd (Entrance to Yorktown)
Janata - Main to Highland
Technology Drive
Butterfield Frontage

3. Maintain minor street drivability for residents including cul-de-sacs.
4. Provide normal driving conditions for all major streets.

5. Provide commuter parking facilities and public building accessibility.
6. Provide normal driving conditions for all minor streets
7. Provide normal driving conditions for cul-de-sacs.
8. Provide vehicle access to private garages located off alleys, providing there are not cars in the way and the plows can get through.
9. Push back corners in plow zones.
10. Remove snow in areas plowed to middle of road.
11. Conclude all operations 4-6 hours after the **end** of snowfall for less than 1".
Conclude all operations 10-12 hours after the **end** of snowfall for 1"-8". Operations continue in shifts until finished for over 8". Times may be extended based on extreme cold temperatures, ice accumulation or equipment problems.

B. Resources

1. Equipment

The Village of Lombard normally has the following Village-owned and operated equipment available for snow removal purposes:

Streets/Forestry/Electrical Division

- 5 4x4 Pickup Truck with Plow
- 2 Single Axle Dump with Plow and Spreader
- 5 Tandem Axle Dump with Plow and Spreader (1 with 1600 gal anti-ice tank)
- 3 Tandem Axle Dump with Plow, Spreader and Wing Plow
- 3 One Ton Dump with Plow (2 with Anti-Ice and 1 with Spreader)
- 1 Front End Loader with Plow
- 1 Bobcat
- 1 Front End Loader Snow Blower
- 1 Bobcat Toolcat with Sweeper Broom, V-plow, Snow Blower and Salt Spreader

Underground Division

- 5 4x4 Pickup Truck with Plow
- 2 Tandem Axle Dump with Plow
- 2 One Ton Dump with Plow and spreader
- 2 Front End Loader (1 with Plow)
- 1 Bobcat

Total Equipment Available

- 10 4x4 Pickup Truck with Plow
- 2 Single Axle Dump with Plow and Spreader
- 10 Tandem Axle Dump with Plow (8 With Spreader, 1 with 1300 Gal. Spray Sys.)
- 5 One Ton Dump with Plow (2 with Anti-Ice and 1 with Spreader)
- 3 Front End Loader (2 with Plow)
- 2 Bobcat
- 1 Bobcat Toolcat with Sweeper Broom, V-Plow, snow blower and Salt Spreader

1 Front End Loader Snow Blower

34 Total

The Village has outfitted 26 of the snow fighting vehicles/equipment with Automated Vehicle Locating (AVL) devices. These devices are GPS driven devices that help locate village equipment during snow and ice removal operations. This system can provide vehicle data such as operating conditions, current and pending diagnostics trouble codes, and maintenance reminders. Current vehicle hours and mileage will also be available and can be sent as recurring reports, thus reducing staff time currently allocated to tracking vehicles down and manually entering hours and miles.

The system can identify driver behaviors that are outside of the Village's policies and practices for winter operations. The system can detect and report behaviors such as fast takeoffs, severe braking, excessive idling and poor routing. It has been estimated that such behaviors contribute to premature and excessive wear of vehicles/equipment and identifying these behaviors has the potential to reduce the likelihood of accidents in the future.

Some equipment will have forward-looking cameras to record road conditions and traffic movements. The AVL's will help staff ensure that all roadways in the Village are addressed during winter weather events and provide accurate reports of the level of service for each plow zone.

2. Salt

The Village has a covered storage facility located at 282 E Central Ave. and has the capacity to handle approximately 60 tons of salt. The main salt storage facility is located at 1135 N. Garfield and has the capacity to handle up to 6,000 tons of salt. The Village has elected to participate in the DuPage County bulk salt contract for 2025-2026. At the outset of winter, the Village will have 4,500 tons of salt in storage at the N. Garfield site. All truck clean-outs will take place at N. Garfield.

3. Liquid Calcium Chloride

This feature of the snow plan is intended to accelerate the ice and snow melting process. Liquid Calcium Chloride will be added to rock salt as an accelerant. This will be done when the pavement temperature is 15 degrees Fahrenheit or lower. The Village has the capability to store 11,000 gallons of 32 percent calcium chloride solution. Salt Brine may be used from 32 degrees to 15 degrees.

4. Anti-Icing Chemicals

Anti-icing chemicals may be applied to the roadways prior to snow events when conditions are warranted per the flow chart on page 14 of this document. The Village has the capability to store 15,000 gallons of salt brine solution. These materials can be applied to pavement surfaces up to three days prior to snow events. Some of the products consist of Beet Juice or Corn Syrup blended with liquid calcium chloride and salt brine to eliminate packed snow from bonding to the pavement thus reducing salt usage to break the bond. The material is applied by use of a truck-mounted sprayers. Following is the list of streets on which the Village may apply the anti-icing treatment:

NORTH OF ROOSEVELT ROAD

Main – Roosevelt to North Ave
St Charles – West of Route 53 to Addison
Park – Maple to Parkside/St. Charles to Greenfield
Westmore – Roosevelt to Division (North of St. Charles)
Madison – Finley to Addison
Finley – Roosevelt to Crescent
Crescent – St. Charles to Forest Preserve
Glen Oak – Hill Avenue Bridge to Finley
Wilson – Finley to Westmore
Grace – Central to Sidney
Washington – Main to Addison
Maple – Vance to Addison
Sunset – West Rd to Westwood
Parkside – Elizabeth to Grace
McGuire – Main to Elizabeth
Park – McGuire to St. Charles
All Commuter Lots

SOUTH OF ROOSEVELT ROAD

Highland – North of Roosevelt to Butterfield
Main – Roosevelt to Janata
Janata – Main to Highland
Finley – Roosevelt to Village Limits (South of Eisenhower Ln)
22nd – Finley to Meyers
Grace – South of 22nd (Entrance to Yorktown)
Technology Drive – off of Butterfield (South only)
Butterfield Frontage Road

5. Staffing

The Public Works Department has full-time staff available for first-response snow removal activities.

It is the Department's goal to have at least one mechanic on duty during any snow removal or salting procedures.

From December 1 to March 31, two Street Division employees may work enhanced coverage hours to expand normal snow and ice efforts. Normal work hours for these two employees will be 6:00 a.m. to 2:30 p.m. Use of these early starting hours is at the discretion of the Operations Superintendent and will be based on current weather conditions and long-range forecasts. Changes to normal working hours will be done in accordance with Section 9.3 of the Collective Bargaining Agreement between the Village of Lombard and the American Federation of State, County & Municipal Employees,

AFL-CIO Council 31, Local 89.

Cancellation and/or rationing of vacation and personal leave during storms

This option is available and should be used when warranted by a severe storm.

Per Village of Lombard Personnel Manual, Chapter 5 – EMPLOYEE BENEFITS,
Section H. Vacation Leave:

“...vacation...granted at the convenience of the Department Head

Section I. Personal Leave:

“...shall be with the approval of the Department Head.”

VACATION AND TIME OFF REQUESTS: The following guidelines are established to manage time off during the snow and ice removal season. Time off is considered the use of accrued vacation, floating holiday, personnel days, sick time and compensatory time.

1. The Snow and Ice Removal Season is defined as that period of time from November 15th until March 31st of the following year. Though snow and ice removal activities may occur before and after these dates, historically most major storm events occur during this time period.

2. A maximum of six bargaining unit employees, including one mechanic from fleet staff, may be granted time off without being subject to recall on any given workday during the designated snow and ice removal season. Requests are approved by the Director or his/her designee. Employees granted time off according to these conditions will not have any obligation to the Village for snow and ice removal during that window of time granted off.

3. Subject to recall employees may be granted time off on a given day with the understanding that they shall be required to perform snow and ice removal functions should they be called upon by the on-duty Supervisor.

4. The Director of Public Works or his/her designee may allow exceptions to the number of employees granted time off at his/her discretion

The implementation of 12 hour shifts for severe snow and ice events shall be done in accordance with the “Shift Implementation Plan to Lombard Snow and Ice Control Plan” dated April 14, 2020, attached as Exhibit 2.

6. Command

Responsibility for all snow removal operations lies with the Superintendent of Operations and Streets/Electrical Supervisor under the general direction of the Director of Public Works. The Public Works facility at 1051 S. Hammerschmidt Avenue serves as the command center and is staffed on a 24-hour basis during a heavy snow storm or

emergency conditions.

On or about May 1 and November 1 of each year and monthly between November and May, the Command Team will meet to discuss the snow plan. The purpose of the May 1 meeting will be to assess the prior year's effort and problems; to coordinate the ordering of any new snow and ice fighting equipment that has been included in the budget; and to discuss and log any suggested changes to the SNOW PLAN. The purpose of the November 1 meeting will be to assess the readiness of the snow fighting team and equipment; implement changes to the SNOW PLAN; and prepare budget for any new equipment needed for the following year.

The Command Team will consist of the Director of Public Works, Assistant Director of Public Works, Operations Superintendent, Utilities Superintendent, Streets/Electrical Supervisor, Forestry and Urban Landscape Supervisor, Fleet Services Supervisor, Public Works Administrative Coordinator, the Asset Management Administrator and a representative from the Police Department.

The Command Team will publish and distribute a SNOW PLAN on or about November 15th each year.

C. Alerts

1. Weather Command

In order to obtain as much advance notice as possible, the Village will continue to use the services of a recognized meteorologist. These services will include advance forecasting and pavement temperature modeling. The meteorologist will always call the personnel listed below (in order):

Operations Superintendent – Tom Ellis

Streets and Electric Supervisor - Rob LaMontagna

Forestry and Urban Landscape Supervisor - Eric Hendrickson

Utilities Superintendent – Brian Jack

The Police Patrol Officers will notify the Police Department shift supervisor of snow or ice conditions such as the first snow fall, freezing rain, or trouble spots.

The Police Department shift supervisor will be responsible for informing the Public Works Department of snow or ice conditions by calling Public Works at (630) 620-5740 during normal work hours or by paging the on-call Public Works personnel during night and weekend hours.

Meteorologist: Weather Command
600 N. First Bank Drive, Suite A
Palatine, Illinois 60067

(847) 963-9000

Meteorological reports are received by email and automatically emailed to the following email groups: Public Works Admin, Streets Division, Police and Fire Officers. **The Weather Command reports are proprietary information and will not be forwarded to any outside organizations.**

2. Internet based weather forecast will be used in addition to the Weather Command reports. Weather Channel, Weather Bug and NOAA are some examples.
3. The Public Works Department will be utilizing “real-time” weather condition equipment called *Frost Solutions*. There will be two units installed to monitor pavement conditions. One unit will be on the south side of the Village monitoring concrete road conditions and one unit will be installed in the north side of the Village to monitor asphalt road conditions. The information received from these units will help staff monitor and plan for road condition treatments during winter weather events.

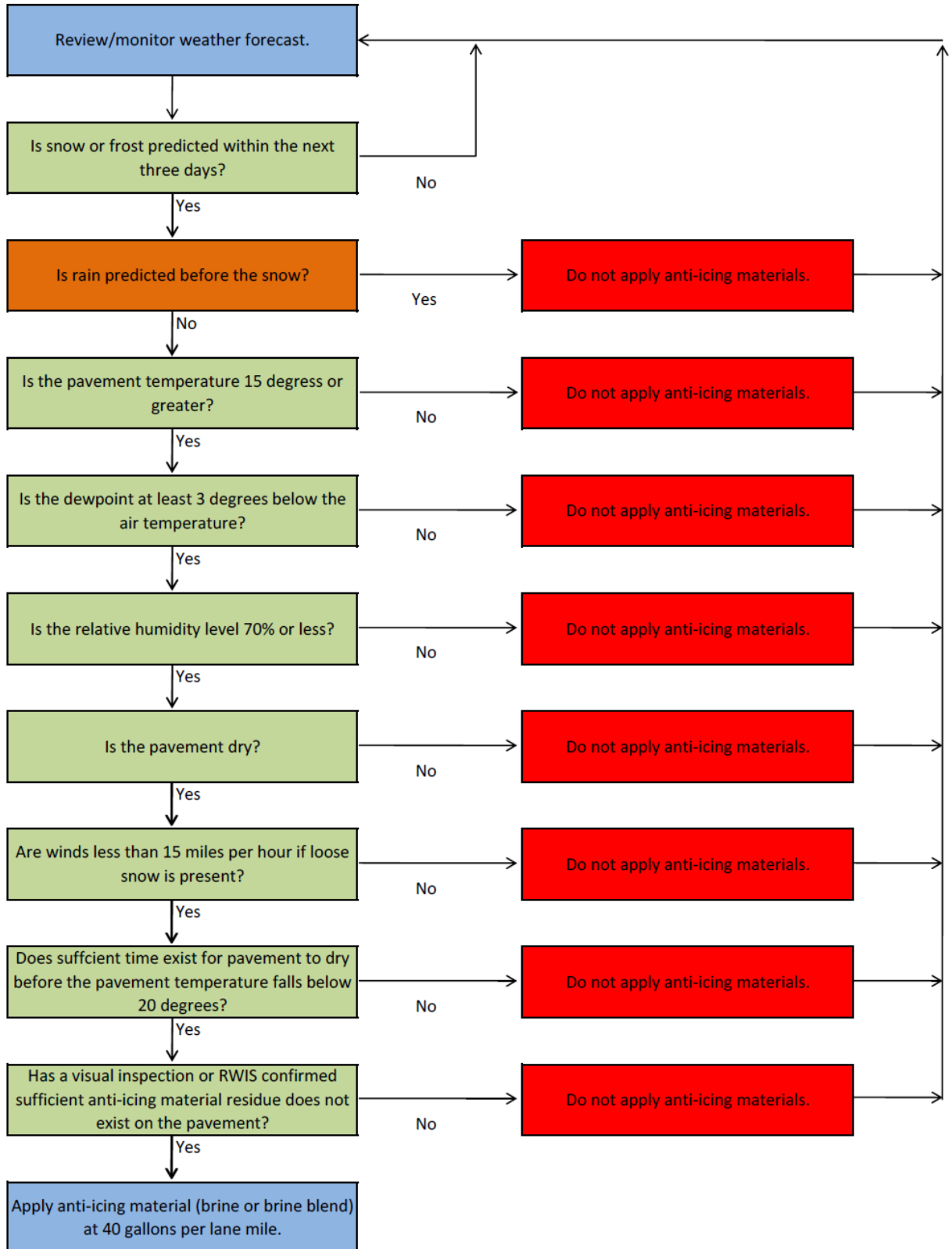


D. Procedures

1. Anti-Ice Application

Prior to a forecasted snow or ice event, an anti-ice application may be made according to the Anti-Icing Application Decision Flowchart. Flow rates will be determined by the Streets/Electrical Supervisor and should not be altered without consultation with the supervisor. Up to three spray vehicles will be utilized to cover two main routes throughout the Village.

Anti-Icing Application Decision Flowchart



2.

2. Pre-Salting Area Roads

Pre-Salting will be done when a storm is predicted and the timing, weather conditions and staffing will likely lead to hardpacked snow on the area roads. Before snow begins to fall, all area roads will be treated with pretreated salt at a rate of 100 LBS/LM with a centerline pass down each road. This application will be the most effective and efficient way to pretreat the roads to prevent bonding of snow to the roads. The chart below will be used to determine if the conditions are right for a pre-salting operation.

Pre-Salt

The temperature is 25 degrees and dropping	YES
Snowfall rate is moderate to heavy and will continue for an extended period of time not allowing plow trucks to leave the priority streets and make a complete pass through the area roads before having to return to the priority roads	YES
Conditions exist that will not allow plow trucks to remove snow before snow on area roads before a heavy vehicle traffic will be on the roads	YES
The temperature following the storm will remain below 25 degrees	YES

Don't Pre-Salt

Rain predicted ahead of snowfall	NO
Temperature will be warming following the storm going above 25 degrees	NO
Staffing will allow for quick removal of fallen snow on the area roads before it is compacted by vehicle traffic	NO
Snow fall rate will allow for plow truck to leave the priority roads and make a complete pass through the area roads before having to leave them to get back to the priority streets	NO

3. Salting Operations

Salt spreaders are dispatched as soon as icing conditions materialize. Primary emphasis is placed on priority streets as listed on Page 9. Minor streets receive secondary consideration.

As the cover of this Snow Plan indicates, the goal of the Department is an **Early Start**. What does this term mean? When staff is on-duty, Early Start means that at the onset of snow, the Supervisor assembles the crew. All equipment is ready to go. All plows are on trucks, all salt trucks are loaded and all trucks are fueled. As soon as there is any accumulation of snow or ice, the goal is to dispatch 10 salting trucks from the Public Works Department Facility within 5 minutes. When a storm is imminent (snow expected in 1 to 2 hours), the Department may hold employees over to combat the storm.

When staff is off-duty, **Early Start** means that the on-call Supervisor will assemble a crew as quickly as possible using cellular phones. Early warnings from our weather

service, assistance from the Police Department, and vigilance by Public Works staff assure that the on-call Supervisor can begin the call-out of employees at the first sign of icing conditions. Prior to the call-out, all equipment is ready to go. All plows are on trucks, all salt trucks are loaded and all trucks are fueled. It takes approximately one hour to assemble a crew after hours. If snow falls quickly, response by crew members may be hampered, and the one-hour response time may be more noticeable to the public. However, calling employees in prior to the beginning of a storm is not a prudent use of Village resources, and the one-hour response time is considered an acceptable trade-off.

In cases of icing conditions, ten (10) units may be dispatched per the areas outlined in Plan “1”. In the event of equipment failure, the Public Works Department has a nine truck route that the drivers can use to resume salting the area.

Ten salt trucks can cover all Village streets in 3 to 4 hours. Under normal conditions salt will melt from 1” to 1-½” of snow. Salting requires one pass down a two-lane roadway with a truck. It has been the department’s objective to spread salt on the pavement early so the snow will not pack and bond to the pavement. If the streets are not salted, snow will become packed by traffic and when the snowplows plow off the loose snow on top, a slippery surface develops.

Within the salting procedures there are (2) two plans depending on salt availability, as follows:

Plan “1”

Salting procedures will consist of 100% salt usage, also depending on temperatures addition of liquid calcium chloride.

Plan “2”

In the case that the Village is unable to have salt delivered the use of salt will be cut down to a 50% salt and either 50% mixture of torp (angular or masonry-grade, not rounded) sand or slag, also depending on temperatures addition of liquid calcium chloride

***For 2025-26 season- All material will come from Surges Center. For purposes of reloading salt trucks, all trucks assigned in operational zones south of Roosevelt Road will reload salt and liquid materials from the Public Work’s Central Avenue facility. All trucks assigned to operational zones north of Roosevelt Road will reload materials from the Keith J. Surges Center, 1135 N Garfield.**

The goal of the Department is to train all CDL license holders as qualified salt truck operators. As of October 2025 the following employees are qualified salt truck operators:

Rob LaMontagna	Alex Laskero	Shaun Stillwell	Nick Gianatasio
Ivan Cortez	Brad Jelinek	Erik Lindgren	Nick Tuttle
Cory Henderson	John Gottfried	Giuseppe Maranto	Anthony Pierendozzi

Sean Nuggent	Bill Harvey	Alex Smith	Jim Thinnis
Cody Golz	Eric Hendrickson	Ron Nastasowski	Robert Tirjer
Jose Echavarria	Mike Schmidt	Frank Olesiak	Rob Hass
Brad Bjerga	Jim Johns	Tom Opolony	Sam Cox
Patrick Rooney	Jack Karol	Tyler Ford	Alex Laskero
Maurice Thompson	Andrew Johnston	Adam McGown	Cody Follet
Alex Martinez	Pedro Ramirez		Tony Hernandez

To allow for preventative maintenance, please note that salt spreaders are not loaded with salt at all times. When the Village receives a weather report, the Department will immediately load all salt spreaders. Between storms as work schedules allow, the Department will wash out and check the spreaders and perform maintenance to the snow fighting equipment.

4. Extreme Cold Weather Salting

When pavement temperatures are forecasted to drop below 15 degrees (F) the following guidelines should be considered when determining when to use salt for de-icing conditions:

Pavement Temp.	Weather Condition	Maintenance Actions	Salt-pretreat brine	Salt-pretreat CaCl ₂	Dry salt	Winter Sand (Torp Sand)
0-15 ⁰	Snow	Initial salt with blends, then plow, then salt at end, Sand hazardous areas	Not Recommended	150lbs Per lane mile	Not Recommended	500-750 spot treat as needed
<0 ⁰	Snow	Initial salt with blends, then plow, then salt at end, Sand hazardous areas	Not Recommended	300lbs Per lane mile*	Not Recommended	500-750 spot treat as needed

* When salting using pretreat salt, consideration must be given to freeze back conditions. Should freeze-back be a concern, torp sand should only be used as an abrasive at locations identified by snow command staff until temperatures rise and freeze-back is no longer a hazard.

5. Plowing

The Public Works Department begins plowing priority streets after 1” of snow has accumulated using 10 trucks. Call out for full scale snow plowing may begin when an excess of 1” of snow has fallen. Full-scale operation will commence at 2” of snow fall with continuing snow, using the remainder of the fleet and staff. Plowing is done on a

continuous basis until Goals 1 and 2 are accomplished, as listed on pages 9-10. Goals 3, through 9 will be accomplished within a reasonable period of time after the snow stops. Goal 10 will be accomplished within 48 hours from the conclusion of snow plowing operations unless unforeseen circumstances occur.

The Village snow removal efforts can be divided into three phases of operations.

- PHASE 1- attempt to keep all emergency routes safe for driving
- PHASE 2- begin village wide snow plowing operations. Keep streets open for travel, this includes one-two passes through each cul-de-sac in the zone.
- PHASE 3- begin clean-up, curb all streets, alley and cul-de sacs, dead ends, push back corners

Plowing proceeds by snow routes as outlined on the maps (pages 50-58).

When plowing **CUL-DE-SACS**, please refer to the color-coded legend on the route maps. Cul-de-sacs with a **PINK DOT** indicated over them are to be plowed to the perimeter of the cul-de-sac. Care should be given to not plow in driveways, block mail boxes or bury utility cabinets/hydrants. Cul-de-sacs with a **YELLOW DOT** should be plowed to the center of the cul-de-sac. Typically in these areas, the perimeter is too congested with utilities and/or driveways to plow snow to the perimeter.

Please note that snow plows are hooked up to trucks most of the time during the winter months with the following exceptions:

- when trucks are serviced in the Central Garage;
- when trucks go for Safety Inspections;
- when plows need major repairs;
- When the weather looks clear for an extended period of time during mid/late March, some plows are unhooked, as determined by the Operations Superintendent.

E. Quality Control Check List

The Supervisor in charge of the operation will ensure quality control by checking the following areas for completeness of work:

- Streets in the 10 zones
- Dead end streets
- Parking lots and parking areas. **Make sure someone at Village Hall is contacted to coordinate the relocation of vehicles in all village complex parking lots so they can be plowed.**
- Courts
- Alleys
- Left/right turn bays
- Crossovers - south of Roosevelt road
- Locations where cars were parked
- Locations where snow is drifting

- Locations where salt is needed
- Pothole locations
- **Each time a zone is plowed or salted, document the completion of these sections.**
- **Submit post-event report (Cartegraph snow report summary, Exhibit #3)**
- **Enter snow removal information into Cartegraph**

The Supervisor will also check the following:

- Condition of snow plows
- Condition of salt spreaders
- Condition of trucks
- Salt supply – order if necessary
- Liquid/chemical supply – order if necessary
- Equipment cleaning and repairs
- Damaged mailboxes
- Sidewalk snow removal contractor
- Parking lot snow removal contractor

F. Recordkeeping

To document performance, ensure quality control, and allow the Department to respond to citizen inquiries, record keeping is essential. Each time a zone is plowed or salted during a storm event, the Supervisor will document the completion of these sections. At the end of the storm, the Supervisor will submit a post-event report (**Cartegraph snow report summary, Exhibit #3**). Snow event information will also be added to Cartegraph asset management software per S.O.P. AM-10.

G. Special Considerations

1. Types of Snow

In establishing the goals for snow removal, the Public Works Department has established levels of service based on complete removal within a time period after the snow stops. The Department will aim to complete snow plowing 10-12 hours after the snow stops for all snows of less than 8 inches. An 8-inch snow could fall in 2 hours, making the total time 12-14 hours; or the snow could take 24 hours to fall, making the total time 34-36 hours. Because intensity, duration, temperature and consistency of snow vary, it is virtually impossible to lay out all of the possible combinations in an overall plan.

2. Curbing

“Curbing” is the process of moving remnant snow from the curb area. The purpose of curbing is to provide a normal-width driving lane and to clean the drainage way before snow begins to melt. This operation is usually performed after the lanes have been opened and will occur as directed by Snow Command following a storm depending on storm severity and staff availability.

3. Parking Lots and On-Street Parking Areas

While the Public Works Department recognizes the importance of cleaning parking lots and on-street areas, it should be noted that it is often impossible to plow lots during daily

business hours. Cars parked in lots will normally prevent plowing until after 10:00 p.m.

“Section 10-13-24 Municipal Parking Lots, Parking Limited During Snow Removal

It shall be unlawful to park any motor vehicle within any municipal parking lot as described in Schedule XXIII at any time between the hours of 2:00 a.m. and 5:00 a.m., after snow begins to fall, if the snow within the municipal parking lot is one (1) inch or more in depth, as determined by the Director of Public Works or his representative.

The Director of Public Works, or his representative, shall immediately notify the media and Police Department when he determines that snow within any municipal parking lot is one (1) inch or more in depth.”

4. Village Complex Roadways and Parking Lots

Village facilities (Civic Center, lift stations, wells, etc.) will be maintained by Public Works. In addition to maintaining the above facilities, snow removal equipment and manpower normally assigned to Operations are available for regular snow plowing should the need arise. Fire Stations 1 and 2 will be plowed by Fire Department personnel utilizing Fire Department equipment. The Public Works Department will assist the Fire Department with plowing and salting operations on an as-needed basis.

5. Windrow removal and Contracted Hauling

Certain major streets in the Central Business District are not conducive to plowing off to the side of the road due to insufficient right-of-way. As a result, the Public Works Department will plow the snow to the middle of the road (windrow). The windrow will be removed with the front end loader snow blower system and hauled to an off-site location, unless there is a small windrow which can be removed by disbursement and salt application. The operation will be completed normally the night following the end of plowing operations unless unforeseen circumstances arise such as extended snowfall and insufficient rest for snow crews. The windrow removal operation will typically begin around 10:00 pm and will normally be completed by 6:00 am the next day depending on crew availability. For public safety reasons the Public Works Department will conduct windrow and contracted hauling operations during overnight hours.

The windrowing operations will include three areas (see Exhibit 4 for detailed map):

- St. Charles Road from Elizabeth Street East to Garfield
- Main Street from Grove Street South to Washington Boulevard
- Westmore\Meyers Road from Division Street to Maple Avenue

Windrowing will occur on Main Street, St. Charles Road and Westmore\Meyers Road during all plowing operations. Village Board Policy Memo 7D allows property owners in windrow areas to place snow from their public **sidewalk only** into the roadway within 12 hours of the end of the snow event.

The following are proficient, Snow Blower Operators:

Rob LaMontagna Adam McGown Frank Olesiak
Ron Nastasowski Bill Harvey Tony Hernandez
Cody Golz Tyler Ford

Employees with a desire to operate the snow blower during snow removal operations must first pass a proficiency test and check-out by the Street Supervisor or designee.

For the snow blowing operation, see exhibit #3.

6. “No Parking” Enforcement

In order for the Public Works Department to plow streets efficiently, it is critical that parking be prohibited on streets. It is also critical that such parking prohibitions be rigidly enforced.

Section 10-13-12 of the Village Traffic Code prohibits parking on all streets during snow removal operations.

“Section 10-13-12 Parking Limited During Snow Removal.

It shall be unlawful to park any vehicle for a period of time longer than three minutes for loading and unloading of passengers or thirty minutes for loading and unloading of property on any street at any time after snow begins to fall and for a period of eight hours after snow ceases to fall, if the snow on the street exceeds one inch (1”) in depth, as determined by the Director of Public Works or his representative, and for such added period of time, if necessary, to complete snow removal operations on any such street(s).

The Director of Public Works, or his representative, shall immediately notify the media and Police Department when he determines that snow on any street within the Village limits exceeds one inch (1”) in depth.

Any person, firm or corporation violating the provisions of this Section shall be fined not less than twenty-five dollars (\$25.00) for each offense.”

The Police Department shall be requested to make every effort to strictly enforce the parking restrictions during snow removal.

7. Additional Parking Restrictions

To facilitate snow and ice control operations, it is recommended that all future contracts concerning construction should include a provision stating that “the contractor must remove equipment that may interfere with Village of Lombard snow removal operations”. This should be enforced by the Police Department.

8. Private Snow Plowers

The depositing of snow from private property onto the streets or the stacking of snow from private property on the parkway adjacent to the street is strictly prohibited. See Village Traffic Code, Section 10-14-16. Such action is also prohibited for commercial/institutional properties per 625 ILCS 5/9-130 (Illinois State Compiled Statutes).

“Section 10-14-16 Obstructions Prohibited On Public Ways.

It shall be unlawful for any person to place or cause to be placed in or upon any public alley, roadway, street, driveway or sidewalk any dirt, snow, refuse or other obstruction of any kind, or to permit the same to remain thereon longer than is necessary to remove such obstruction to or from the premises abutting on such public way.”

“605 ILCS 5/9-130

Sec. 9-130. No person, firm, corporation or institution, public or private, shall plow or remove or cause to be plowed or removed ice or snow from any shopping center, parking lot, commercial or institutional service area or driveway or any other public or private service area or driveway and deposit such ice or snow upon a public highway or along the shoulder or edge of a public highway. Such prohibition shall not pertain to a residential driveway or sidewalk.

Any person, firm, corporation or institution, public or private, who violates this Section is guilty of a petty offense. (Source P.A. 83-1362)”

The Police Department shall be requested to make every effort to strictly enforce the above Section.

9. Public Information

The Public Works Department will ensure that press releases outlining the Village’s Snow Plan parking regulations be issued and posted several times during the winter months.

10. Sidewalks

Under normal circumstances, the Streets & Electrical Supervisor, the Forestry & Urban Landscape Supervisor or the Operations Superintendent, will be responsible to oversee that all the following sidewalks are cleared off by the contractor:

FY2025-2026 Season Mileage: 2.76 Lineal miles (14,620 L.F.) - 20 locations

Locations # 1 through #9 need to be cleared of snow and ice before the 5:00 AM and 4:00 PM rush hours.

1. **Commuter Station (McGuire Dr.)** -- McGuire Dr. Commuter Parking Lot on the North Side of the Tracks from Main Street to Elizabeth, Both sides of McGuire Dr. from Main

Street to Park Ave. (**Brick Pavers, Not the platform by the tracks, stairways or ramps leading up to the platform**). Sidewalk running from alley to St. Charles Road in front of 7-11 east of parking lot. Sidewalk from 7-11 north drive to south drive. This includes Plaza Gazebo and area to the north of 7-11 along brick wall. (2400 LF)

2. **Commuter Station (Parkside)** -- North Side of Parkside from Elizabeth St. To 200' East of Main Street. (1200 LF)
3. **Viaduct** -- Main Street Viaduct Both East and West Side of Main Street. (240 LF)
4. **Maple St. Commuter Parking Lot** -- Park Avenue from Maple Street to Parkside East Side Only. (**Brick Pavers**) - (650 LF)
5. **Maple St. Commuter Parking Lot** – South side of Maple - (100 LF)
6. **Historical Museum** - 23 W. Maple. (**Brick Pavers**). (100 LF)
7. **North Park Municipal Parking Lot** – Sidewalk on the East Side of Park Avenue. (280 LF)
8. **Fire Station #1, Central Pumping Station, Commuter & Shopper Parking Lot** - St. Charles Road from Charlotte west to west end of Parking Lots. (**Brick Pavers**). (400 LF)
9. **South Side of St. Charles Road** - Sidewalk from 90 feet east of Main Street to the Hammerschmidt Parking Lot at Garfield Street, including sidewalks to paystation. (**Brick Pavers**). (900 LF)

Locations # 10 through # 11 to be cleared of snow and ice by 7:00AM and 2:30PM

10. **Echo Pond School Route** - Main Street and Wilson Avenue around Echo Pond. (760 LF)
11. **Glenbard East H.S. School Route** - Main Drive from Central to Pond. (800 LF)

Locations #12 through #21 need to be cleared of snow and ice within 8 hours of the completion of the snow storm.

12. **Prairie Path Crossings** - Both sides of street at Main Street, Grace Street and at Westmore/Meyers including the paved areas by drinking fountains, benches, trash cans and planters. (600 LF)
13. **Historic Peck House** - Grace Street and Parkside (300 LF)
14. **Great Western Trail Crossings** - at Westmore/Meyers heading north to St, Charles crossing on both East and West sides, Grace Street and Main Street including the paved areas by drinking fountains, benches, trash cans and planters at Main Street and Westmore/Meyers. (850 LF)
15. **St. Charles Road & Grace Street Railroad Crossing** - West side of Grace Street from Parkside to St. Charles Road and East side of Grace Street from North East corner of St. Charles Road to Master Mechanics building on the north side of the tracks. (500 LF)

16. **Northwest corner of St. Charles Road & Grace Street** – On Grace Street from St. Charles Road north approximately 150 feet to the South side of the Illinois Prairie Path crossing and West on St. Charles Road approximately 75 feet to vacant lot. (225 LF)
17. **326 W. Windsor** - Sidewalk just west of address heading north to GWT (325lf)
18. **Westmore sidewalk between N. Lombard Cir. And S. Lombard Cir.-** west side of Westmore/Meyers Rd (985lf)
19. **Harding Rd sidewalk-** Sidewalk is at the western most dead end of Harding and runs west to Stewart Av. (320lf)
20. **115-117 St. Charles Road-** sidewalk in front of Village-owned parking lot

It will be the responsibility of the supervisor on call to contact the sidewalk and parking lot contractor in order to have the sidewalks and parking lot cleared for morning and evening rush hours 7-days a week during all off hours (nights, weekends and holidays). The Operations Superintendent or Street Supervisor will contact the contractors during work hours for evening rush hour.

11. Parking Lots

1. For the purpose of this contract, “Per Occurrence” shall be defined as any amount of precipitation in the form of rain, ice, or snow that accumulates on the surface of the areas listed within this contract that begins to fall and ceases to fall with no less than six (6) hours before the precipitation begins to fall again. Any precipitation that falls within the six (6) hour window will be considered the same occurrence and should be billed as such.
2. The official accumulation amount will be as posted by the National Weather Service for station at <https://www.ncdc.noaa.gov/cdo-web/datasets/GHCND/stations/GHCND:US11LDP0040/detail> The following items numbered 1,2,3, and 4 are to be cleared of all snow and ice prior to both the morning (5:00AM) and the evening (4:00PM) rush hours.
 - a. The remainder of the items 5, 6, 7, 8, 9 and 10 on the list need to be cleared of all snow and ice after each ice and/or snow event in order of listing.
3. Billing will be itemized and submitted on a Snow Event basis.
4. **De-Icing Materials will be applied by the Village. Contractor must contact the public works supervisor or snow desk when each lot is completed so it may be treated.**
5. Contractor shall sign-in and out at the snow desk located at 282 E. Central prior to beginning work and after the completion of operations.

PRIORITIZED PARKING LOT SNOW REMOVAL LOCATIONS

FY2025-2026 Season Square Footage: 6.59 ACRES (287,259 S.F)
10 locations

Under normal circumstances, the Public Works Department, Streets\Electrical Supervisor, Forestry Supervisor or Operations Superintendent, will be responsible to oversee that all the following parking lots are cleared off by the contractor:

Locations #1, 2, 3, and 4 need to be cleared of snow and ice before the 5:00 AM and 4:00 PM rush hours.

1. **Maple Street Parking Lot** – avoid pushing snow toward handicap accessible areas and south corner.(16,468 sq ft)
2. **McGuire Dr & West Parkside**- North side of rail road tracks from Main to Elizabeth. Avoid pushing snow toward handicap accessible areas, sidewalks, fences and building entrances. (60,580 sq ft)
3. **St. Charles Lot and Alley**- 50 E. St Charles, just west of the fire department. Avoid pushing snow toward handicap accessible areas, electric cabinets and building entrances. (26,537 sq ft)
4. **Hammerschmidt Lot & East Parkside**- Hammerschmidt lot is just east of the gas station at Main and St. Charles on the south side. **The western section of the lot is paver brick and can only be plowed with a rubber edged blade.** Avoid pushing snow toward handicap accessible areas, Hammerschmidt garage and the commuter pay box. East Parkside Lot is located just east of Main on Parkside, south of the tracks. Avoid pushing snow onto sidewalks (54,112)

Locations #5, 6, 7, 8, 9, and 10 need to be cleared of snow and ice within 8 hours of the completion of the Snow Storm.

5. **Ash St & Willow Street**- Off-street parking on Ash St just east of Main, north and south parking areas. Avoid pushing snow toward handicap accessible areas and building entrances.(4,423 sq ft)
6. **Lombard Municipal Lot**- 115 W. St. Charles. Plow snow away from building entrances, garage doors, and handicap accessible areas. Parking spaces on the west side of lot are private and are not part of this contract. (13,528 sq ft)
7. **Orchard Terrace & North Park Lot**- Orchard terrace off-street parking, just west of Park on the south side of Orchard Terrace.(3,130) North Park Lot is located just east of Orchard Terrace, avoid pushing snow toward handicap accessible areas, garbage enclosures, loading docks and building entrances. (42,547 sq ft)

8. **Peck House Lot-** 355 Parkside Ave. Avoid pushing snow towards handicap accessible areas, south fence and building entrances.
9. **Westmore Lot-** on the west side of Westmore/Meyers Rd, just north of the Illinois Prairie Path. Avoid pushing snow toward handicap accessible areas and the Prairie Path entrance (9,586)
10. **North Broadway & South Broadway Off Street Parking -** North Broadway off street parking is on the south side of the road, across from 514 North Broadway and between Edgewood and Lodge. South Broadway off street parking is on the north side of Broadway, across from 329, 647, 305 South Broadway and from Chase east to dead-end. Avoid pushing snow toward handicap accessible areas, entrances and at dead end in front garbage dumpster.

Alternate #1

1. **Village Hall Complex-** municipal complex to include fan lot, police lots, drive aisles and Holloman Dr from Hammerschmidt Ave to Wilson Ave. Avoid pushing snow toward handicap accessible areas, sidewalks and building entrances. (130,071)

12. Severe Conditions

The above snow plan has been developed by the Public Works Department with the intent of dealing with most snowfalls. In the event there are extremely severe snowfalls of a repeated nature, the Public Works Department is prepared to hire outside contractors for supplemental work. All outside contractors will be used in such a manner as to allow the Village to continue to follow its basic plan.

13. Private Driveways And Sidewalks

Cleaning snow off private driveways and sidewalks is the responsibility of the home owner, business owner or renter. Only when an extreme emergency or hardship exists will the Village become involved in cleaning snow off private drives or walks. The clearing of private driveways or sidewalks will be conducted with the approval of the Director of Public Works at his discretion.

14. Snow And Ice Control Training

Public Works employees will receive refresher training on snow removal equipment, salting procedures and plowing procedures. This training consists of written handouts, in-cab operation of equipment, a question and answer session. When offered, Public Works employees attend a one-day training session on snow removal given by the American Public Works Association. An additional source for training is a Computer Based Training System. The Operations Superintendent shall host a snow plow training seminar prior to November 15th each year to familiarize employees with this policy, operations, and snow fighting equipment.

RESPONSIBILITIES

A. Operations Superintendent

1. Maintains adequate supplies of salt and calcium chloride.
2. Contacting of private contractors for snow removal as necessary.
3. Contacts “back up” personnel along with Street Maintenance Supervisor as necessary to cover absences and replacement duty during long storm periods.
4. Log call results of all personnel and times call(s) were placed.
5. Maintains contact with Street Maintenance Supervisor and with operators during snow plowing.
6. Makes assignment adjustments through the Street Maintenance Supervisor.
7. Notifies Public Works administrative and clerical staff of operation progress during business hours and during heavy snow storm and emergency conditions.
8. Report personal injuries, equipment damage, and property damage as per established procedures.
9. Monitor ice and snow conditions through the night and notify proper supervisor.

B. Utilities Superintendent

Responsibilities will be the same as the Superintendent of Operations. Will rotate shifts with the Superintendent of Operations for extreme snow events.

C. Public Works Supervisors

1. Streets/Electrical Division Supervisor
 - a) Determines when operations will begin and end.
 - b) Makes calls to operational crews to come in for snow/ice removal operations if requested by the Superintendent of Operations.
 - c) Distributes route maps to vehicle operators as they check in for duty.
 - d) Maintains contact with each operator as often as possible. Checks route status as necessary.
 - e) Establishes application rates for snow and ice events.
 - f) Spot checks equipment for damage and to make sure that it has been cleaned properly.
 - g) Reports equipment breakdowns and mechanical difficulties to Fleet Services personnel. Checks repair status.
 - h) Makes assignment adjustments as indicated by the Operations Superintendent.
 - i) Log call results of all personnel and time call(s) were placed.
 - j) Contacts Police Department regarding private vehicles in need of assistance and to inform them when calls on several parking violators have been made by operational staff.
 - k) Informs the Police Department at beginning and end of salting and plowing operations.
 - l) Visually reviews quality of maintenance and progress of crews during snow removal operations.

- m) File any required injury, equipment damage, or other damage reports.
- n) Collects route maps as operators finish their assignments.
- o) Oversees that sidewalks and parking lots listed in the plan are cleared according to agreement by contractors.
- p) The next work day after completion of plowing operation, all displaced sod will be rolled back. If the sod is frozen, it will be rolled back at a later date (prior to Spring).
- q) Make entries into Cartegraph for each snow event, this will include all the information collected during the snow event. Entries shall contain man-hours worked, hours of equipment in use, quantity of chemicals used and any expenses to outside contractors associated with each event.

2. Forestry & Urban Landscape Division Supervisor

Assists Streets Supervisor with snow removal responsibilities. Maintains a snow route if drivers are not available. During normal working hours, the forestry supervisor shall assist the on duty supervisor in overseeing the sidewalk and parking lot snow removal contractors.

3. Underground Utilities Division Supervisor

Assists Streets Supervisor with snow removal responsibilities. Maintains a snow route if drivers are not available. During normal working hours, the Utilities supervisor shall assist the on duty supervisor in overseeing the sidewalk and parking lot snow removal contractors.

4. Water Treatment/Wastewater Pumping Division Supervisor

Maintains all pump stations, lift stations and well sites. May assist with snow operations as needed similarly to the other supervisor positions.

D. Snow/Ice Event Reporting

1. The supervisor in charge of the snow event will send out updates to the *storm response team email group* at;

- a. beginning of each event, detailing the crew size and initial snow removal plan.
 - b. send updates on removal efforts every 3 hours during prolonged weather events or when changes in personnel and equipment have altered the original removal plan.
 - c. at the completion of a single operational period , detailing the highlights of the removal efforts, personnel or equipment issues, amounts of snow/ice removed during event.
- OR; at the end of each operational period when multiple operational periods are planned.

CONTRACTORS

A. Ordering Salt

The Village is part of the DuPage County Department of Transportation joint salt purchase contract. This season the contractor providing salt to the Village of Lombard is:

Compass Minerals America Inc.

Website; highwayorders@compassminerals.com

PO# 2025-2228, 4500t (100%)\$70.79 per ton;

PO is for 100% of 4500t

B. Snow (& Material) Hauling Contractor

Utility Transport services

Contract Trucking Pricing

2025-2026 \$145.00/Hr. straight time

\$165.00/Hr. overtime

\$165.00/Hr. Sunday /Holiday

Basic Provisions of the Contract:

1. Contractor to provide equipment and operators for snow removal and clean up duties.
2. Response time is eight hours.
3. The Village shall compensate the contractor for a minimum of eight hours for each call out.
4. Contractor to be available via telephone within two hours of contact by Village.

C. Sidewalk Snow Removal Contractor

Godoy Snow Removal Inc.

1909 N Kilpatrick Ave.

Chicago, IL 60639

Contract Sidewalk Clearing Pricing up to 18 inches per season.
Sidewalk Map exhibit #5

Oct 15- Nov 30 2025	\$1900
December 1- December 31, 2025	\$7,600
January 1 – January 31, 2026	\$15,200
February 1 – February 28, 2026	\$7,600
March 1- May 31, 2026	\$1,900
Total Oct 2025 – May 2026	\$34,200
Cost per inch over 18inches	\$1,900

Important - Get sidewalks cleared and treated prior to morning and evening rush.
Official snow measurement taken from National Weather Service IL DP-40 weather station for Lombard.

Basic Provisions of the Contract:

1. Contractor to provide equipment and operators for sidewalk snow removal and clean up duties.
2. Response time is two hours.
3. The Village shall compensate the Contractor for a minimum of two hours for each call out.
4. Contractor to be available via telephone at all times.
5. Given the proper notification, the Contractor agrees to have all snow removed, on the designated sidewalk area, prior to the morning or evening rush hour.
6. Ice removal chemicals will be applied as follows: appropriate amount of salt will be used and should in its self not become a hazard due to an excessive application.

D. Parking Lot Snow Removal Contractor

**The Village is not utilizing a parking lot contractor for the 2025-2026 season.

Official snow measurement taken from National Weather Service IL DP-40 weather station for Lombard

E. Liquid Calcium Chloride

Gasaway Maintenance, Co.

1290 Lakeside Dr.
Romeoville, IL 60446-4294

Contract Liquid Calcium Pricing/Quantity Used
2025-2026 \$0.73/gal

F. Anti-Icing Chemicals

Gasaway Maintenance, Co.
1290 Lakeside Dr.
Romeoville, IL 60446-4294

Contract Anti-Icing Chemicals Pricing/Quantity Used

2025-2026 \$0.64/gal- brine enhanced w/ calcium chloride

For SC 217 mix (70% salt brine, 20% Geomelt, 10% CaCl):

WellSpring Environmental Products
Oak Park

G. Torp Sand

Westmore Supply
250 S Westmore-Meyers Road
Lombard

(note: expect keeping in garage for 24 hours to unfreeze prior to use)

H. Contract Plowing

This refers to the Village piggybacking on the snow removal contract of a subdivision. Meaning, if a subdivision has contracted with a snow removal company for their private property and if it is advantageous to the Village, the Village will consider contracting with that company for snow removal service in the public right-of-way. Currently the following is the only subdivision

where this has been in the Village's best interest:

Arboretum Park - Bounded by Main Street, Finley Road, 22nd Street and Eisenhower Lane North.

The contractor is:

Addlawn Landscaping, Inc
1550 W Fullerton Ave. Unit 1
Addison, IL 60101
Hourly rate \$150

A contract was awarded to assist the Village with additional snow removal assistance using privately owned front-end loaders as may be warranted for large snow events and depleted manpower. This is foreseen mainly for cul-de-sacs and the north industrial area.

The contractor is:

Utility Transport Services

2025-2026: \$211.00/Hr. straight time

\$261.00/Hr. overtime

\$286.00/Hr. Sunday /Holiday

AGENCIES RESPONSIBLE - SNOW AND ICE CONTROL

YORK TOWNSHIP HIGHWAY DEPARTMENT (630) 627-2200

Madison - West of Village Limits
20th Street - Main to Highland
Highridge – east of 1108 Highridge

DUPAGE COUNTY HIGHWAY DEPARTMENT (630) 682-7318

Meyers Road - South of Roosevelt
Route 53 (IPP-GWT)

MILTON TOWNSHIP (630) 682-4270

Butterfield Subdivision - Bordered by 22nd Street (north), Butterfield Road (South), Finley Road (East), West to the DuPage River

ILLINOIS DEPARTMENT OF TRANSPORTATION (847) 705-4000

Route 53
North Avenue
Roosevelt Road
Butterfield Road
Highland Ave 13th to 20th

Municipalities:

Addison -----	(630) 543-4100/PW	(630) 279-4517
Aurora-----	(630) 892-8811/PW	(630) 844-3621
Bartlett -----	(630) 837-0800/PW	(630) 837-0811
Bensenville -----	(630) 766-8200/PW	(630) 350-3435
Bloomington -----	(630) 893-7000/PW	(630) 529-5865
Carol Stream -----	(630) 665-7050/PW	(630) 665-7553
Downers Grove -----	(630) 434-5500/PW	(630) 434-5460
Elmhurst -----	(630) 530-3000/PW	(630) 530-3020
Glendale Heights -----	(630) 260-6000/PW	(630) 260-6040
Glen Ellyn -----	(630) 469-5000/PW	(630) 469-6756
Hinsdale-----	(630) 789-7000/PW	(630) 789-7030
Lisle -----	(630) 271-4100/PW	(630) 271-4180
Naperville-----	(630) 420-6111/PW	(630) 420-6095
Oak Brook -----	(630) 990-3000/PW	(630) 990-3044
Oakbrook Terrace -----	(630) 941-8300/PW	(630) 941-1651
Roselle -----	(630) 980-2000/PW	(630) 980-2020
Villa Park -----	(630) 834-8500/PW	(630) 834-8505
West Chicago -----	(630) 293-2200/PW	(630) 293-2252
Wheaton -----	(630) 260-2000/PW	(630) 260-2110

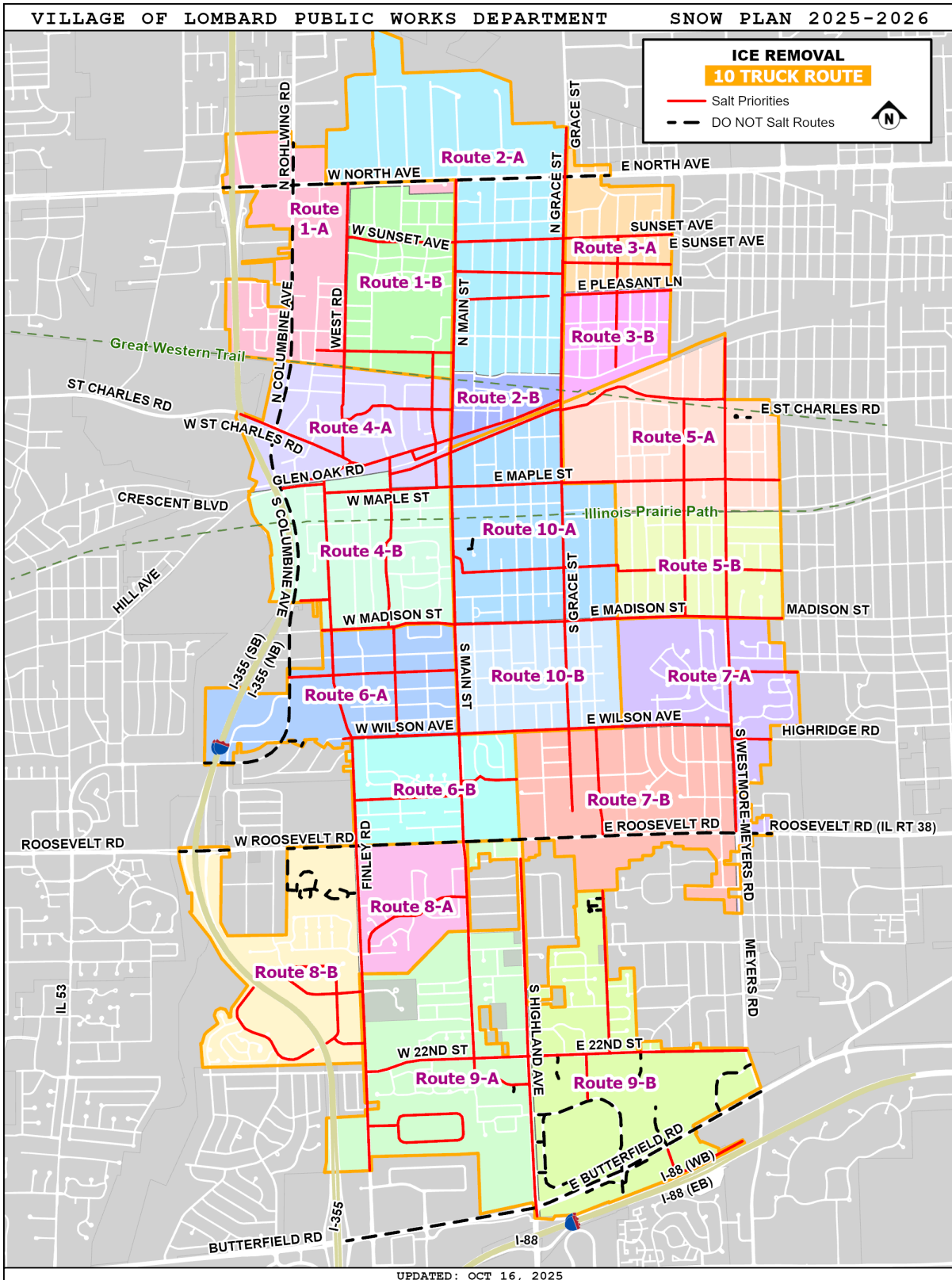
SALTING

10 Truck Route

INSTRUCTIONS TO THE DRIVER:

- **Seatbelts** must be worn at all times.
- **No smoking in the vehicles.**
- **Turn-on radio (channel 1).**
- Start with a pre-trip inspection. (Lights, plow, mirrors, etc)
- **Check for and record any damage prior to leaving.**
- Review your route before leaving the Public Works yard.
- Turn-on all warning lights when exiting yard.
- **Be alert, especially while backing.**
- **If something seems wrong, stop and check entire vehicle immediately.**
- Notify supervisor in charge when finished in this zone **and check if other drivers need help.**
- Turn-off all warning lights prior to entering yard.
- Pull into the Streets garage and turn-off truck for rest periods. Don't allow truck to idle if you are leaving it for more than 5 minutes.
- **Do not use private property or driveway aprons to turn.**

SALTING - PLAN A - 10 TRUCK ROUTE



SNOW PLOWING

SNOW PLOWING - 10 TRUCK ROUTE MAPS

INSTRUCTIONS TO THE DRIVER:

- **Seatbelts must be worn at all times.**
- **No smoking in the vehicles.**
- **Turn-on radio (channel 1).**
- Start with a pre-trip inspection. (Lights, plow, mirrors, etc.)
- **Check for and record any damage prior to leaving.**
- Review your route before leaving the Public Works yard.
- Turn-on all warning lights when exiting yard.
- Start your first pass to the right of the centerline overlapping it by 1 – 2 feet.
- **Make 2 passes per road, 1 pass in each direction to “open road”.**
- Streets will be curbed at the discretion of snow command.
- Plow to the curb as close as possible and plow all intersections tight.
- **Be alert, especially while backing.**
- Do not plow Cul-de-sacs; only plow the road going into the radius.
- Plow all dead ends.
- Be alert for high manholes, water valves, and curbs, etc.
- Check your plow blade and frame periodically, also check gauges often.
- **If something seems wrong, stop and check entire vehicle immediately.**
- Notify supervisor in charge when finished in this zone **and if other drivers need help.**
- Turn-off all warning lights prior to entering yard.
- Pull into the Streets garage and turn-off truck for rest periods. Don't allow truck to idle if you are leaving it for more than 5 minutes.
- **AVOID ALL MAILBOXES**

SNOW PLOWING
10 TRUCK ROUTE

- Snow Plowing Priorities
- - - DO NOT Snow Plow

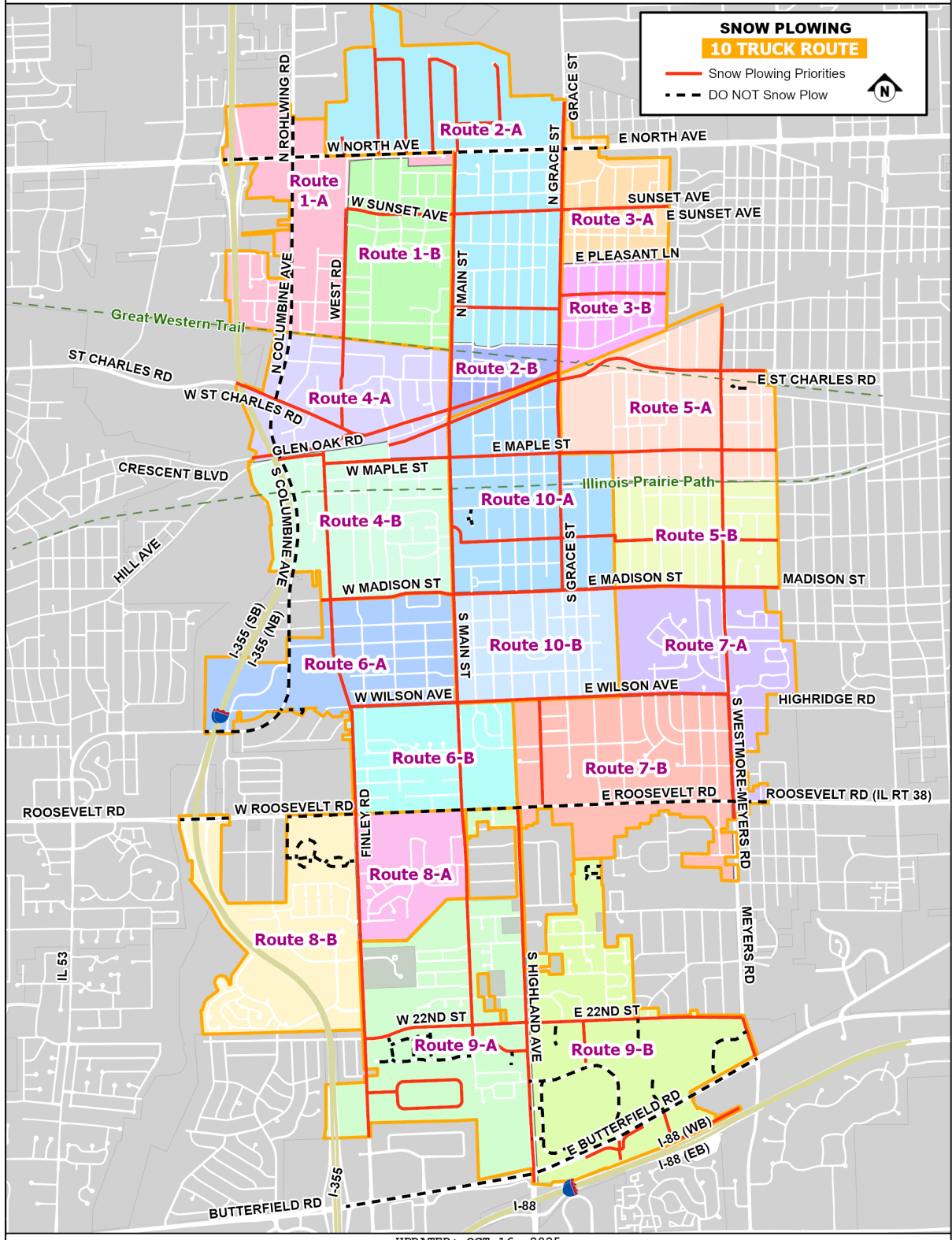



EXHIBIT 1 - SNOW PLOWING

10 Pre-Assigned Plow Districts

Area	No. Equipment
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10 Pre-Assigned Zones with Priorities	10
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Civic Center	1
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Courts/cul de sacs (when dispatched)	2
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Total	13
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EXHIBIT 2 – SHIFT IMPLEMENTATION PLAN

Shift Implementation Plan in Support of the VILLAGE OF LOMBARD'S SNOW AND ICE CONTROL PLAN 2025-2026

GENERAL: To provide a continuity of operations for a long-duration response to an emergency or an extreme weather event, Lombard Public Works organizes its resources into shifts. This Plan provides the framework for establishing those shifts. Although the discussion herein is directed at snow and ice control, the format is meant to apply more generally to any work effort that the Director or his/her designee determines a need to organize into shifts.

Lombard Public Works conducts snow removal operations to keep Village streets and sidewalks open. Minor snow and ice storms are handled using procedures in the Village of Lombard Snow Plan. The Department will organize into two shifts to conduct 24-hour snow removal operations when storms with significant accumulations or an extended duration are predicted. (The point at which the response transitions from minor to one requiring implementation of a shift system cannot be exactly defined, a conceptual example is 6 inches in 24 hours). Each shift is twelve (12) working hours within a 24- hour period. Only the Director or his/her designee may authorize an individual to work more than 12 continuous hours during snow removal operations. The maximum an employee can work during snow removal operations on a single shift is 14 hours.

Supervisory personnel are responsible to monitor personnel to ensure they are safe to operate Village equipment. The Department is prepared to house personnel on shift in the event road conditions prevent the off-duty shift from returning home. Divisions will manage leave/time off schedules to maximize the number of employees available for snow removal operations. To ensure safe operations, all personnel will participate in either refresher training or operator training as appropriate for their skills.

B. OPERATIONAL CONCEPT: The Director or his/her designee will direct initiation of the two 12-hour shifts (Shifts A & B), as well as a standard 8 hour shift (Shift C). Shift C will be responsible to perform day-to-day work required to maintain the Department's work continuity. After hours, on weekends, or on holidays, the on-call Supervisor/Crew Leader will coordinate with the Director or his/her designee to implement the shift procedures.

C. EMPLOYEES: All qualified Public Works employees participate in snow and ice removal for Village streets, roads and parking lots.

D. SHIFTS: Shift changes for Shifts A and B will occur at 8:00 p.m. and 8:00 a.m. respectively. Shift C will be assigned to work the Department's normal hours of operation. As a result of the Village's intent to establish 8:00 a.m. and 8:00 p.m. as the starting times the shifts, the start time of the first day of a shift operation and last day of the shift operation shall depend on the characteristics of the storm. As a result, the first day of the shift operation and the

last day of the shift operation may last anywhere between 3 and 14 hours.

At the direction of the Director of Public Works or his/her designee, a shift operation will be terminated with notification being provided to all employees on duty before the end of their shift. For employees not on duty, but assigned to a shift, the Village shall make an attempt to notify each employee of the cancellation of the shift no less than 4 hours before the start of the next shift. For the purpose of this policy, shift operations may be terminated and then may be re-established as a new operation with a minimum of six (6) hours pass between the end of accumulating precipitation (snow, ice, freezing rain) and the beginning of the next shift/operation with measurable precipitation.

E. SHIFT SELECTION: Based on weather forecast and/or conditions, the Village will attempt to provide employees notification at least four (4) hours prior to implementation of the shift plan for snow removal operations. However, the notice is based upon weather conditions that are subject to change. Employees' shift assignments will be finalized, at this time using the procedures as stated in the Collective Bargaining Agreement and the Village of Lombard's Snow Plan.

The procedures for the selecting of full-time employees to fill the three shifts will be as follows:

- Shift A hours to be 8:00 a.m. – 8:00 p.m. and consist of a minimum of 12 Village Full Time Employees
- Shift B hours to be 8:00 p.m. – 8:00 a.m. and consist of a minimum of 12 Village Full Time Employees
- Shift C hours to be 7:30 a.m. – 4:00 p.m. and consist of a minimum of three (3) Full Time Employees or all available staff not assigned to Shift A or Shift B. A minimum of one employee will be assigned to Shift C on the following basis: one (1) employee from the Streets/Electric Group, one (1) employee from the Underground Utilities Group and one (1) employee from the Water/Sewer Pumping Group. The assignment of Shift C employees will afford each operating division to be able to maintain a minimal operational capacity as determined by the Director or his/her designee.

Employees assigned to Shift C, may be assigned to snow and ice removal during their designated hours to supplement the Shift A and B personnel and may work up to 12 hours if assigned by the supervisor coordinating the snow/ice event.

Mechanics Shifts will be filled in the following manner:

- Shift A hours to be (hours of shift to be determined) - 1 Full Time Mechanic
- Shift B hours to be (hours of shift to be determined) - 1 Full Time Mechanic
- Shift C hours to be 7:00 a.m. – 3:30 p.m. - 1 Full Time Mechanic, Fleet Supervisor

Mechanic shifts staffing will be determined by the Fleet Division staff, but shall be based upon

seniority.

The determination of who will be on each of the shifts will be determined by the following procedure:

The Streets/Electrical Group employees, who have signed up for Salting/Plowing on the “Call-Out Sheets” in the pager book, will be given first selection of shift. The selection of employees will be based upon seniority within the Group, most senior to least senior.

The next selections will be made by employees outside the Streets/ Electrical Group who have signed up for Salting/Plowing on the “Call-Out Sheets” in the pager book, but within the Operations Division. This shall include the Technical Services Group and the Forestry and Urban Landscaping Group. The selection of employees Outside the Division shall include the Water/Sewer Group and the Water Treatment & Wastewater Group and will be based upon seniority with the Department, most senior to least senior.

The selection of employees will then be based upon employees who have not signed up for Salting/Plowing on the “Call-Out Sheets”. These employees will be assigned to the shifts based upon manpower needs.

When establishing shift assignments, it is the intent of the Village to balance the number of employees from each Division of Public Works between shift A and B. The number of Streets/Electric Group personnel assigned to a shift will be limited to five (5) full-time employees per shift, unless otherwise approved by the Director of Public Works or his/her designee. The selection of the shift assignment will be conducted in accordance with Article IX of the Collective Bargaining Agreement. The assignment of personnel in this manner will ensure that the Department can adequately maintain service levels while responding to the storm event(s).

F. COMPENSATION

-Shift Implementation Pay

This is a memorandum of agreement between the Village of Lombard (“Village”) and AFSCME, Council 31, on behalf of Local 89 (“Union”). Pursuant to the discussions in collective bargaining regarding the Shift Implementation Plan for Lombard Snow and Ice Control Plan, The Village and the Union hereby agree as follows:

The Village and Union agree that from the execution date of this Agreement through December 31, 2023, the compensation paid pursuant to the Shift Implementation Plan shall be based upon the following:

COMPENSATION

The employees will be compensated for hours worked during shift operations based upon the following schedule. The compensation shall be calculated using midnight as the start to each twenty-four (24) hour period. While shifts may extend into multiple days, the Village considers 12:00 a.m. the start of each day for the purposes of tracking hours worked.

1) Shift Pay for **WEEKDAY** operations shall be defined as follows:

- a) Shift A hours are 8:00 a.m. – 8:00 p.m. Employees on this shift will receive eight (8) hours regular rate of pay for the first eight (8) hours worked. The employees will be compensated at a rate of two (2) times the employee's regular rate of pay for hours worked in excess of eight (8) hours during a twenty-four (24) hour period as defined above.
- b) Shift B hours are 8:00 p.m. – 8:00 a.m. Employees on this shift will receive eight (8) hours regular rate of pay for the first eight (8) hours worked. The employees will be compensated at a rate of two times (2) the employee's regular rate of pay for hours worked in excess of eight (8) hours during a twenty-four (24) hour period as defined above.
- c) Shift C hours are 7:30 a.m. – 4:00 p.m. Employees on this shift will receive eight (8) hours of regular pay and a rate of one- and one-half times (1½) the employee's regular rate of pay for any hours in excess of eight (8) hours.

In the event that a shift begins on a weekday, employees assigned to Shift B will be sent home at 11:00 a.m. or as close to that time as possible. This will allow an employee working the overnight shift to have an opportunity to rest, prior to working Shift B. The decision to send employees home early will be at the discretion of the Director or his/her designee and subject to available weather forecasts. Employees assigned to Shift B will receive regular pay (eligible for completing their normal eight (8) hour workday) for the remaining regular hours through 4:00 p.m. if sent home early.

2) Shift Pay for **WEEKEND** operations shall be defined as follows:

A weekend is defined as time worked from 12:00 a.m. Saturday morning through 11:59 p.m. Sunday night. Any hours worked past the end of the weekend, as defined above, into the work week will begin a new twenty-four (24) hour period compensated in accordance with weekday shift pay guidelines.

- a) Shift A hours are 8:00 a.m. – 8:00 p.m. Employees on this shift will receive eight (8) hours of pay at a rate of one-and one-half times (1½) the employee's regular rate of pay and two (2) times the employee's regular rate of pay for any hours worked in excess of eight (8) during a twenty-four (24) hour period that falls within the weekend as described above.
- b) Shift B hours are 8:00 p.m. – 8:00 a.m. Employees on this shift will receive eight (8) hours of pay at a rate of one- and one-half times (1½) the employee's regular rate of pay and two times (2) the employee's regular rate of pay for any hours worked in excess of eight (8) during a twenty-four (24) hour period that falls within the weekend as described above.

- c) If the Village begins a shift operation on a Saturday or Sunday, employees assigned to this shift will be compensated at a rate of two times (2) the employee's regular rate of pay for the hours between the start of the shift (i.e., 8:00 pm) and midnight.
 - d) If Shift C is called upon to work on a weekend, employees on this shift will be paid at a rate of one- and one-half times (1½) the employee's regular rate of pay for all hours worked.
- 3) Shift Pay for **HOLIDAY** operations shall be defined as follows:
- a) Shift A hours are 8:00 a.m. – 8:00 p.m. Employees on this shift will receive eight (8) hours of pay at a rate of two (2) times the employee's regular rate of pay and a rate of two and one half (2½) times the employee's regular rate of pay for hours worked in excess of eight (8) during the twenty-four (24) hour holiday period. This provision will only apply to hours worked as defined in Article XI of the Collective Bargaining Agreement (excluding Floating Holidays).
 - b) Shift B hours are 8:00 p.m. – 8:00 a.m. Employees on this shift will receive eight (8) hours of pay at a rate of two times (2) the employee's regular rate of pay and a rate of two- and one-half times (2½) the employee's regular rate of pay for hours worked in excess of eight (8) during the twenty-four (24) hour holiday period. This provision will only apply to hours worked on the observed holiday as defined in Article XI of the Collective Bargaining Agreement (excluding Floating Holidays).
 - c) If Shift C is called upon to work on a holiday as defined in Article XI of the Collective Bargaining Agreement (excluding Floating Holidays), employees on this shift will be paid at a rate of two times (2) the employee's regular rate of pay for all hours worked.
- 4) The Village and Union agree that the Shift Implementation Plan is an operational policy and that the Village retains the right to modify the Shift Implementation Plan pursuant to Article III of the Collective Bargaining Agreement.
- 5) In the event a meal period cannot be taken due to operational needs on any shift, **as determined by the Village, employees unable to take a meal period**, shall be credited with an additional 30 minutes **of pay** at the employee's applicable rate

Fatigue Time, a form of Sick Leave, as provided for in Section 9.10 of the Collective Bargaining Agreement, may be used to complete eight (8) hours of regular pay on the last day of shifts, when a shift is ended early. An employee may work additional hours at a rate of one and a half times (1.5) the regular rate of pay if they return to work later that day, but only at the direction of the Director or his/her designee.

G. DEPARTURE FROM POLICY: It is recognized that conditions may be so unusual or unexpected that a departure from these general guidelines may be necessary. When conditions warrant, the Supervisors, in consultation with the Director or his/her designee may order a

departure from these general guidelines when, in their opinion, conditions require such action.

In the event that the Village determines the need to begin shifts or end shifts outside the normal start times of 8:00 am and 8:00 pm, the Village has the right to hold over employees or call-in employees early. Under no circumstances will any employee be requested or directed to work hours in excess of fourteen (14) hours.

H. COORDINATION WITH OTHER PUBLIC WORKS ACTIVITIES: It is recognized that snow removal is not the only function performed by the Public Works Department during the winter months. It has become commonplace to address snow removal operations simultaneously with repair of water main breaks or sewer back-ups. Employees assigned to Shift C shall be responsible for performing the routine functions of the Public Works Department during shift operations. On-duty Supervisors shall have the responsibility to prioritize work activities given weather conditions and availability of manpower.

I. FIRST RESPONSE EQUIPMENT ASSIGNMENTS: Once called in, employees will be assigned work areas and equipment.

J. VACATION AND TIME OFF REQUESTS: The following guidelines are established to manage time off during the snow and ice removal season. Time off is considered the use of accrued vacation, floating holiday, personnel days, sick time and compensatory time.

1. The Snow and Ice Removal Season is defined as that period of time from November 15th until March 31st of the following year. Though snow and ice removal activities may occur before and after these dates, historically most major storm events occur during this time period.
2. A maximum of six non-exempt employees and supervisory employees (both exempt and non-exempt), including one mechanic from fleet staff, may be granted time off without being subject to recall on any given workday during the designated snow and ice removal season. Requests are approved by the Director or his/her designee. Employees granted time off according to these conditions will not have any obligation to the Village for snow and ice removal during that window of time granted off.
3. Subject to recall employees may be granted time off on a given day with the understanding that they shall be required to perform snow and ice removal functions should they be called upon by the on-duty Supervisor.
4. Time off corresponds with their assigned shift during snow removal operations. Returning employees remain on the same shift unless told differently by the snow commander.
5. The Director of Public Works or his/her designee may allow exceptions to the number of employees granted time off at his/her discretion.

6. Each employee shall work their entire shift unless the Director of Public Works or his/her designee finds extraordinary circumstances (e.g. an emergency involving themselves or their immediate family) or sends the employee home upon a finding that the employee is deemed unable to continue safely performing his/her assigned duties.

7. Employees with approved time off, in accordance with the Collective Bargaining Agreement, prior to the Village establishing shifts shall not be required to submit time off requests for shifts conducted on a weekend or holiday. Notification to the Union President or other Union officer shall constitute notification for the purposes of the Shift Implementation Plan. Employees seeking to take time off once the shifts are established must take applicable time off for all hours missed during a shift operation. The Village may require an employee to provide evidence to support the leave request. All leave requests are subject to other policies governing time off.

K. CONTRACT PLOWING:

1. Currently, Arboretum Park is the only subdivision under contract.
2. Standby contracts- The Village may enter into contracts for Village owned parking lots in the downtown area, the commuter parking lots and the Village Hall Fan Lot.

The Village and Union agree that the Shift Implementation Plan is an operational policy and the Village retains the right to modify the Shift Implementation Plan pursuant to Article III of the Collective Bargaining Agreement.

EXHIBIT 3 - SNOW PLOWING (CARTEGRAPH SNOW SUMMARY)



Task: 329027
 Hot Patch - Permanent

Storm Data

Storm Began:	Temperature:	°F
Storm Ended:	Temperature:	°F
Duration:	Total New Snow:	inch(es)

Salting

Salting Began:	Salting Ended:
Streets Salted:	Truck Route Used:
Salt Application Rate:	Priorities Salted: time(s) Areas Salted: time(s)

Plowing

Plowing Began:	Plowing Ended:
Priorities Plowed: time(s)	Areas Plowed: time(s)
Sidewalk Contractor: No	Parking Lot Contractor: No

Notes

Resources

Material Used:	Material Costs:	\$0.00
Other Items:	Other Costs:	\$0.00
Laborers: 0	Labor Hours: 0	Labor Costs: \$0.00
Equipment Used: 0	Equipment Hours: 0	Equipment Costs: \$0.00
Total Cost:		\$0.00

EXHIBIT 4 – WINDROW LOCATIONS



EXHIBIT 5 - CUL DE SAC PLOWING

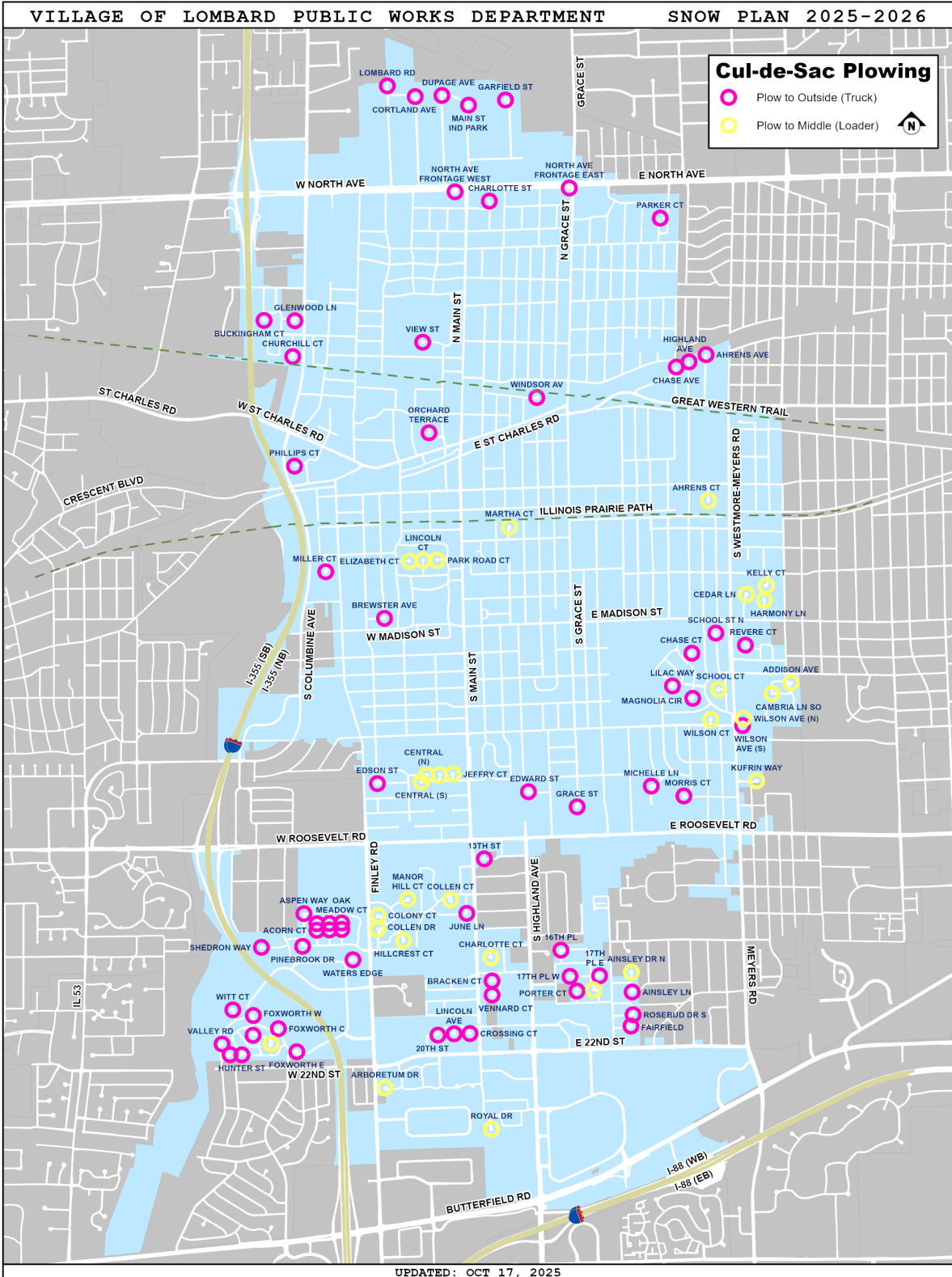
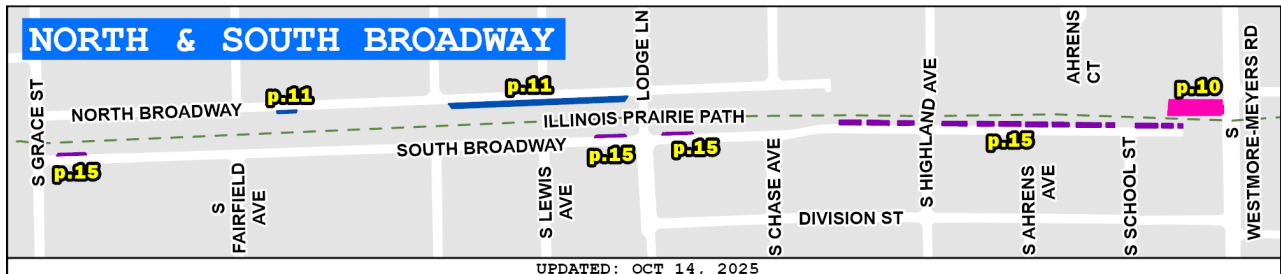
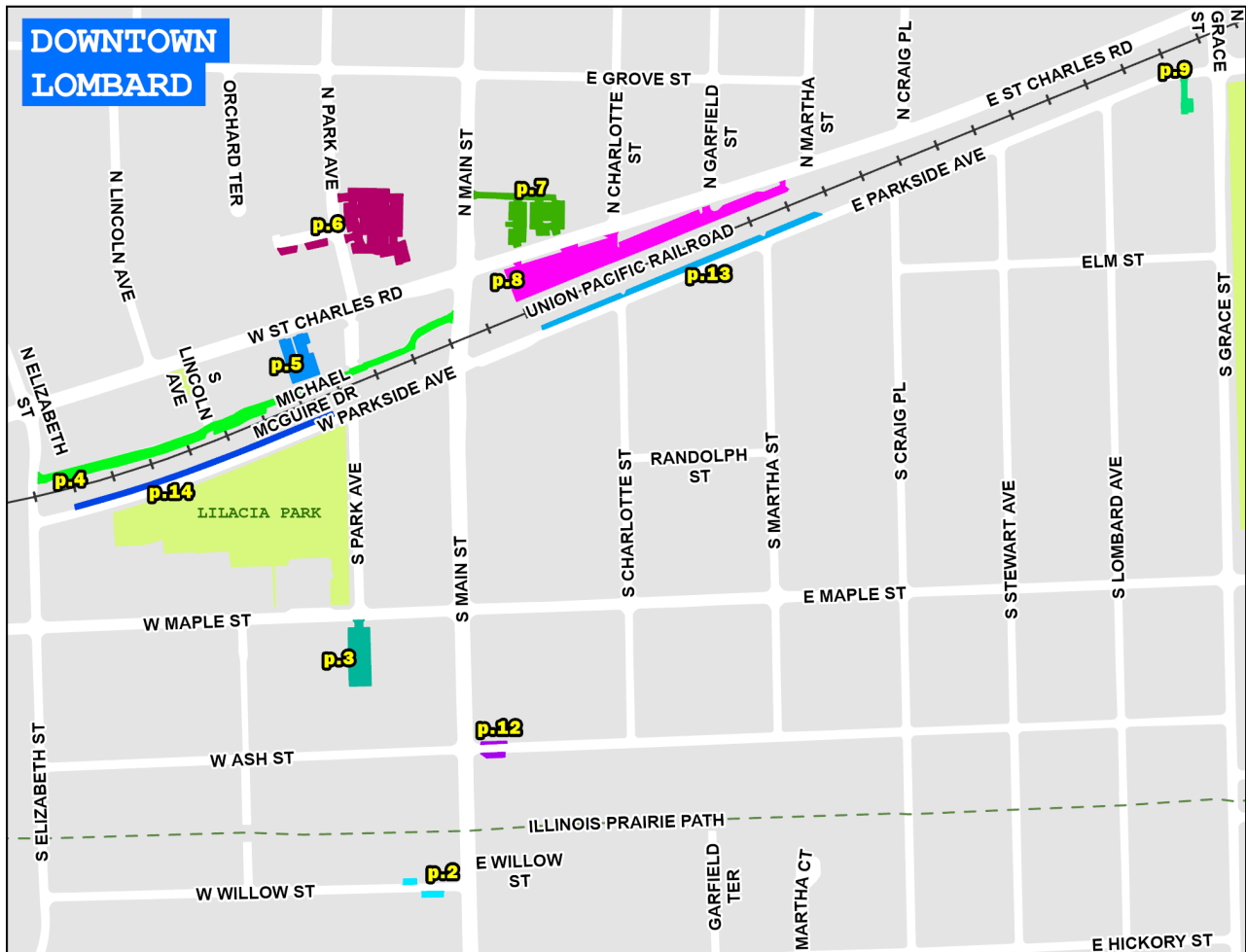
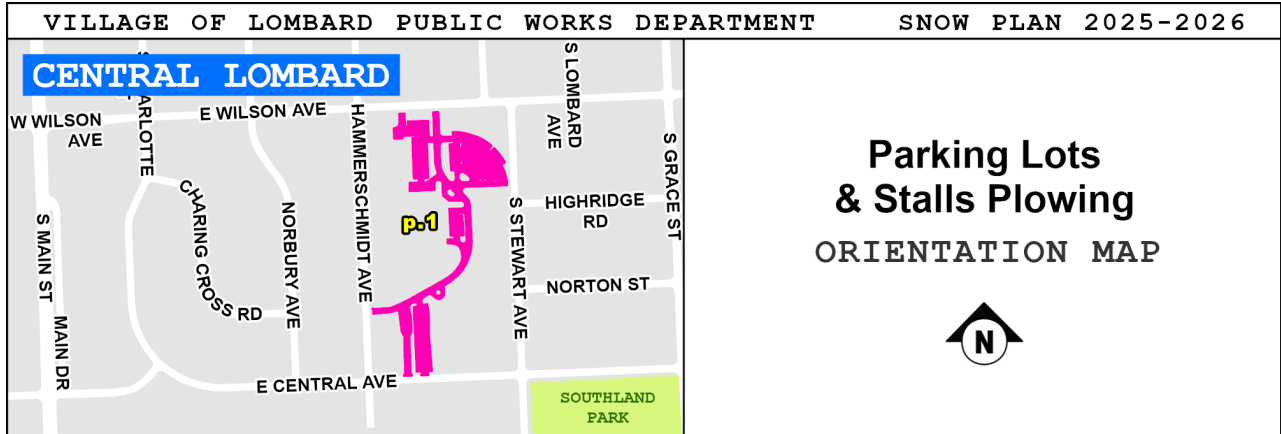


EXHIBIT 7 - PARKING LOT SNOW REMOVAL



On Street Parking Locations

Westmore-Meyers - East North Broadway to Division (west side)
Garfield - South of Roosevelt Road (west side)
Maple - Elizabeth to Park (south side)
Park - Orchard Terrace to NW Tracks(both sides)
Park - Maple to Parkside (east side)
St. Charles Road - Elizabeth to Main Street (both sides)
St. Charles Road - Main Street to Garfield (north side)
Parkside - East of Main (south side)
Ash - East of Main Street (both sides)
Willow - West of Main Street (both sides)

Miscellaneous Locations:

All Alleys
Maple Street Parking Lot
Police Department Parking Lot
Village Hall Parking Lot
Fire Station No. 1 - St. Charles Road
20 E. St. Charles Parking Lot
Civic Center Parking Lot
Fire Station No. 2 - Highland Avenue
Westmore Parking Lot
North Broadway Parking Area
Parkside Parking East/West of Main
Crossovers South of Roosevelt
Commuter Lot - Main to Elizabeth
McGuire Drive
Hammerschmidt Parking Lot
North Park Parking Lot
Orchard Terrace Parking Stalls at Park Avenue
Cambria Lift Station - 901 S. Westmore
Central Station Reservoir – 20 E. St. Charles Road
Charles Lane Pond - 540 Charles Lane
Civic Center Reservoir - 1030 S. Stewart
Crescent Pond - 427 W. Crescent
Fairview Lift Station – 1134 S. Finley
Finley Road Lift Station – 450 S. Finley Road
Highlands Estates Lift Station – 1750 S. LaLonde
Highlands of Lombard Lift Station – 2804 S. Highland
Kenilworth Pond – 1200 E. Kenilworth
Lincoln Ash Willow Lift Station – 17 W. Willow
Main Street Booster Station – 1301 S. Main Street

Olde Town Lift Station – 122 N. Elizabeth
Route 53 Storm Station – 21W100 Crescent Boulevard
Sunset Knolls Lift Station – 801 S. Rt. 53
Vista Pond – 298 N. Westwood
Well 11 – 1990 S. Springer
Well 7 – 1025 S. Main Street
Westmore Lift Station – 1053 S. Westmore
Yorktown Lift Station – 655 E. 22nd Street