



Agenda Memo

Crest Hill, IL

Date:	11/06/25
Submitter:	Julius Hansen, Interim Director of Public Works
Department:	Public Works
Agenda Item:	Snow Removal Standard Operating Procedure

Summary:

The current Winter Operations Manual lacks the content that makes up a good plan. In addition, drivers were behind the wheel for too long of a time creating a potential safety hazard for the public and themselves. For these reasons the proposed improvements to the Winter Operations Manual are detailed in a Standard Operating Procedure that can serve as an addendum to the manual for future reference.

The intention is to implement these changes now, to have a better plan for this winter, out of an abundance of caution. The timing is good because many credible sources are predicting colder temperatures and more accumulating snow this winter (last year's total accumulation was less than 12 inches).

Here are some of the highlights of details in the S.O.P.:

1). Having two established shifts would provide 24/7 service for as long as it snows. Employees would know which shift they are on in advance. Drivers will only drive 12 hours maximum on their assigned shift. Drivers would rest for a minimum of 8 hours.

- Night shift 11p.m. to 11am = maximum 12 hours behind the wheel
- Day shift 11a.m. to 11 pm = maximum 12 hours behind the wheel

2). The number of priority streets has increased significantly from just being Caton Farm, Division, Gaylord, Knapp and part of Theodore. Cedarwood, and Oakland. The streets with higher traffic volumes and dangerous hills need to be handled differently than residential streets. All streets will be plowed and salted but not all in the same way. This will allow a more strategic approach based on priority and efficient use of resources during a snow event.

3). Only three Public Works employees will not be assigned to a snow removal shift. Each will be exempt from snow removal to oversee the East and West sewage treatment plants and the water system. All other employees will participate in snow plowing operations on one of the shifts.

4). Salting will be reduced to a single pass of salt down the center of the street unless it is a priority street that will receive two passes of salt equaling one pass in each direction per application. This method will reduce salt usage on residential streets and the time it takes to perform a salting application per occurrence. Using the right amount of salt saves money, reduces the impact on the environment including the quality of drinking water.

In summary, the proposed Snow Removal S.O.P. gives details of how these improvements can be achieved this winter with the resources the city currently has available to fight snow. Some of the procedures that have been utilized in the past are not best management practices for snow removal operations, but the Snow Removal S.O.P. will allow the city to meet those standards that are required.

Recommended Council Action:

Approving the implementation of the Standard Operating Procedure as Presented

Financial Impact:

N/A

Attachments:

Memo, Power Point Presentation, Current Snow Manual