

SNOW AND ICE CONTROL

OPERATIONAL PLAN

City of Urbana, Illinois
2021 - 2022



Revised
December 2021

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To The Reader:

The following is the Urbana Public Works Department's Snow and Ice Control Operational Plan. Originally drafted in 1978, it has been and will continue to be revised annually to meet changing climate conditions, maintenance responsibilities and budget parameters.

This plan is a guide that will help the reader to understand the tools, best practices, and the limitations involved with snow and ice control. The broad range of weather conditions that the Midwest will experience requires public works departments to continually evaluate and update their strategies to effectively meet these changing conditions.

Through improved technology, equipment and policies, public works departments have the ability to implement various strategies to improve the daily commute for not only the motorist, but for the bicycle and pedestrian commuters as well.

The City of Urbana Public Works Department's goal is to provide the best service available to the community during winter weather conditions.

*Vince Gustafson
Deputy Director for Operations*

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PART I. STORM FREQUENCY AND SEVERITY

Urbana’s winters are not typically severe, but have occasional cold periods. Particularly significant to our snow fighting efforts is that the average annual accumulation of snowfall is 26.2 inches. We can expect 23 to 30 different snow and ice events during a normal winter. Seven or eight of these events can be expected to be plowing events.

In addition to snowfall, we typically experience an average of seven to eight occurrences of freezing rain forming ice glazes on travel surfaces and seven to eight occurrences of sleet per year. The earliest occurrence reported of a 1 inch snowfall was October 1916. However, that is not the norm, as the bulk of this precipitation falls between December and March.

After reviewing the available climatological data from the State Water Survey, we have drawn the following conclusions.

1. The earliest snowfall should be expected on or about November 15.
2. The bulk of snow removal operations will take place from December through March, with the majority of ice conditions occurring from January through March.
3. The majority of our snowfall results in a total accumulation of 1-3 inches with relatively severe snowfall (over 3 inches) being very infrequent.
4. Given the frequencies of sleet, freezing rain and light (1-3 inches) snowfalls, the main thrust of our operation will be devoted to pre-treatment, salt spreading and liquid chemical application vs. plowing.

PART II. ANNUAL TIMETABLE—2021

<u>FUNCTION</u>	<u>KEY DATES</u>
Budget Preparation (Equipment & Materials Needed).....	March 01
Salt Requisition to State of Illinois	April 01
Salt purchase	October 30
Contract Snow Warning Service	October 01
Arrange Snow Dumping Locations	October 01
Annual Workshop (Snow Plan Review)	October 29

Operational Check..... October 30

- Equipment readied
- Salt stocked
- Spreaders calibrated
- Calcium chloride stocked
- Snow Fighters trained

Snow Fences & Delineators Installed.....November 08

PART III. PREPARATION FOR SNOW & ICE EVENTS

Snow Fence

1,000 lineal feet of snow fence, staggered, is to be installed at the locations indicated below.

LOCATION	CONTACT	PHONE
Barony Dr and Trails Dr	[REDACTED] Deerfield Trails Homeowners Assoc.	[REDACTED]
S. Race Street (U of I)	Ken Buenting	[REDACTED]

Delineators: Install approximately 325 delineators at various locations

Salt Containers are placed in convenient locations at all facilities for employees located in that building's use:

- Township Facility
- Public Works Facility: main entrance & south garage
- City Building: north entrance, Vine Street west entrance, High Street east entrance and walkway between Lot 22 parking areas
- Fire Stations: North (Lincoln Avenue), South (Philo Road) and Campus (Gregory Drive)

Snow Blowers To be located at:

- North Fire Station
- South Fire Station
- City Building Complex
- Parking Deck

Contract Snow Removal
See Appendix

PART IV. CRITICAL LOCATIONS AND ROUTES

In order to develop a responsible plan to combat severe winter weather, it is necessary to identify and prioritize the critical locations and routes. To this end, the following categories have been defined.

Critical Locations—Primary

This is defined as those facilities that provide emergency life-saving services. The following facilities qualify under this category:

- City Building Complex
- County Sheriff's Office
- South Fire Substation
- North Fire Substation
- Carle Hospital / Clinic Facilities
- OSF Hospital
- McKinley Health Center
- U of I Public Safety Building

Critical Locations—Secondary

This is defined as those facilities that provide critical government services, educational facilities and business districts. The following facilities qualify under this category:

- County Jail (South Lierman Avenue)
- County Building (East Main Street)
- County Courthouse
- Federal Courthouse
- Thomas Paine School
- Yankee Ridge School
- Urbana High School
- King School
- Urbana Middle School
- Leal School
- Wiley School
- Canaan Baptist School
- Business Districts
- University District
- Little Hearts and Hands Daycare Center
- Little Hearts and Hands Academy
- Calvary Baptist Christian Academy
- Campus School for Girls

Primary Routes (4)

These are defined as 132.13 lane miles of streets that, as arterial streets, provide major east-west, north-south access throughout the City. The following maps illustrate streets qualifying within this category and which are compatible with plowing/salting operations. (Note: There are four distinct continuous routes for simultaneous plowing/salting.)

Secondary Routes (2)

These are defined as 48.56 lane miles of streets that provide access to all primary and secondary critical locations as defined above. These streets are illustrated by the following maps (see Appendix). (Note: There are two distinct continuous routes for simultaneous plowing/salting.)

Residential Routes (16)

These areas include 120.5 lane miles of those streets not qualifying for any of the above.

Cul De Sacs (151)

These routes are defined as 25.65 lane miles of all cul de sacs that require tractor work.

Parking Spaces (2809)

This area includes all parking lots serving City buildings or the public including metered on-street parking.

Central Business District

This district consists of the downtown area zoned B1 and includes on-street parking.

South Business District

This district consists of the Philo Road business area and including portions of Windsor Rd, Myra Ridge Dr, Amber Ln, Colorado Ave, Florida Ave, Scovill St and Boulder Dr.

University District

Bound by Lincoln Ave, Springfield Ave, Mathews Ave and Nevada St which includes metered parking on streets adjacent to the University of Illinois.

Brick Streets

These streets are defined as 6.50 lane miles of those streets with a brick surface. Due to more frequent icing on brick streets, these streets may need special attention.

Sidewalks (3.5 miles)

Public Sidewalks with snow and ice accumulation will receive attention as soon as possible. It is the policy of the Urbana Public Works Department to remove all snow and ice from sidewalks adjacent to City property. We hope to provide this service prior to 8:00 A.M. Heavy snowfall or other higher snow removal priorities may extend the expected time frame for completion.

Alleys (5.18 miles)

As per City Policy, once all other priorities are completed one pass will be made in all alleys which require access, after five (5) inches of accumulated snow.

PART V. IMPLEMENTATION

Sequence for Plowing or Salting

<u>Route</u>	<u>Salting</u>	<u>Plowing</u>
Primary 1	Single	Tandem
Primary 2	Single	Tandem
Primary 3	Single	Tandem
Primary 4	Single	Tandem
Secondary 1	Single	Tandem
Secondary 2	Single	Tandem
Central Business District	Single	Tandem
University District (Campus)	Single	Tandem
South Business District	Single	Tandem
Brick Streets	Single	
Residential Routes	Single	

Parking Lots

Lots should be plowed in the following sequence:

1. Lots 10-A, 10-E, 10-F, and 10-X of Lincoln Square
2. Lot 25
3. 10-B (Post Office drop box)
4. Lot 22
5. Lot 23
6. Lot 1
7. Lot 2
8. Lot 11
9. Lot 12
10. Lot 5
11. Lot 9
12. Lot 17 (Library)
13. Tepper lot (SE corner of Cedar St & Elm St)
14. Marro Lot (NE corner of Cedar St & Green St)
15. Lot 21
16. Lot 24
17. Lot 40
18. Lot 16
19. Mathews Avenue Lot (just south of Nevada St)
20. Lot 26

Areas That May Require Special Attention (see map in PART IX)

In order to implement the aforementioned plans, the following procedure will be followed:

Weather Service

- ACCUWEATHER has been engaged to provide Operations Division staff storm information 12 hours before first occurrence and continued updates as forecast models change.

Urbana Public Works Deputy Director for Operations

- Weather service will email the storm warning in to the Snow Watch Supervisor, who will in turn contact the Deputy Director for Operations to coordinate response.

Operations Division

- Snow Watch Supervisor will begin making preparations based on time of day and forecast. Crews will be recalled per conditions of the AFSCME contract. The Snow Watch Supervisor will coordinate with mechanical staff, establish base communications, contact Urbana Police Watch Commander (radio contact) and call in a dispatch clerk, if warranted.
- If necessary, the Snow Watch Supervisor will contact and organize a sidewalk crew so that clearing may begin by 4 a.m.
- All snow equipment operators are to complete a vehicle "checklist" at the beginning and end of a vehicle's use.
- The Deputy Director for Operations will file a written report to include, at a minimum, materials used, equipment and manpower hours consumed and weather data.
- Partial loads of salt that have been "in the weather" will not be returned to the dome. Truckloads of salt that have not been "in the weather" may be returned.
- After each event the Snow Watch Supervisor will call the County at (217) 384-3800 and report the amount of salt removed from and not returned to the dome. When operations are completed, the Urbana Police Department is to be notified. (217) 384-2320.
- All after-hour emergencies to the County may be referred to [REDACTED] or [REDACTED] (cell).

Public Works Director

- Once notified of a severe weather condition, the Public Works Director or Deputy Director for Operations will begin coordination and information activities with the following:
 1. Police Department
 2. Fire Department
 3. City Administrator, Mayor
 4. Media
 5. School District
 6. University of Illinois

- If the situation persists, the Public Works Director or Deputy Director for Operations may have to coordinate with local contractors for additional aid or prepare for severe emergency conditions including the rental of snow removal equipment and coordinate with the American Red Cross to establish emergency shelters.

- After a winter storm event with an accumulation of 2 (two) or more inches of snow or a declared ice event the Public Works Director or the Deputy Director for Operations will officially enact the Sidewalk Snow Removal Ordinance. Property owners within the districts specified in the ordinance are required to clear public sidewalks adjacent to all sides of their property of snow and ice.

Public Works Management Phone Numbers

{Confidential}

URBANA PUBLIC WORKS MANAGEMENT STAFF	WORK PHONE	HOME PHONE
CAROL MITTEN/City Administrator	217/384-2454	██████████
TIM COWAN/Public Works Director	217/384-2342	██████████
SCOTT TESS /Sustainability and Resilience Officer	217/384-2381	██████████
TRAVIS CORRY/Fleet Supervisor	217/384-2342	██████████
VINCE GUSTAFSON/Deputy Director for Operations	217/384-2380	██████████
KEVIN SANDERSON/Arbor, Landscape, & LRC Site Supervisor	217/384-2342	██████████
ANDY MURPHY/Operations Supervisor (Streets)	217/384-2342	██████████
VACANT/Operations Supervisor (Lighting)		
BEN HOLZHAUSEN/Operations Supervisor (Traffic & Sewers)	217/384-2342	██████████
TROY RICHMOND/Facilities Supervisor	217/384-2342	██████████
BARB STIEHL/Administrative Services Coordinator	217/384-2342	██████████

On-Call Emergency Person 24/7

██████████ (cell)

On-Call Snow Watch Supervisor 24/7
(November through March)

██████████ (cell)

Critical Phone Numbers

{Confidential}

A. Deputy Director for
Operations

Vince Gustafson: [REDACTED] (cell)

Or

Snow Watch Supervisor: [REDACTED] (cell)

B. Champaign Police Department: [REDACTED]

C. Mass Transit District: [REDACTED] (daytime)

Maintenance Office [REDACTED]

24 hours (when UI in session)

4am-1am (when UI is not in session)

- Eric Broga (main contact)
- Ken Napper

D. State Highway Department (If hazardous conditions exist on state highways)

24-hour Communications Center [REDACTED]

E. ACCUWEATHER: [REDACTED]

NOTE: The weather data provided is privileged information and is not releasable for general information or publication.

PART VI. ABATEMENT PROCEDURES

Applications Rates

The method and operational plan will vary considerably, depending on current and forecasted weather conditions. Storms have been classified into conditions #1 through #5 (see Storm Conditions). These classes and their respective abatement methodology are designed to provide general guidance to the Snow Watch Supervisor. They are by no means a hard and fast set of rules. The salt application chart that follows is to be used in determining salt requirements. The rates that are quoted have been determined by a review of literature published by the American Public Works Association, the Illinois Department of Transportation and the Environmental Protection Agency.

These rates are not fixed values, but rather middle of the range to be selected and adjusted by the Snow Watch Supervisor according to local conditions and experience.

Condition (TEMP)	Weather Condition	Material/Rate	Material/Rate	Material/Rate
		Salt Brine*	Road Salt	Calcium Chloride
>30 Degrees	Freezing Rain	20 Gallons Per Lane Mile	200 # Per Lane Mile	N/A
>30 Degrees	Snow	20 Gallons Per Lane Mile	200 # Per Lane Mile	N/A
20 - 30 Degrees	Freezing Rain	20 – 40 Gallons per Lane Mile	400 # Per Lane Mile	N/A
20 - 30 Degrees	Snow	20 – 40 Gallons per Lane Mile	400 # Per Lane Mile	N/A
<20 degrees	Freezing Rain or Snow	N/A	400 - 600 # Per Lane Mile	20 – 40 Gallons Per Lane Mile

*** Note: Do not apply liquids if the event is going to start as rain or surface temperatures are below 15 degrees.**

STORM CONDITIONS

Granular salt and brine mixture pre-treatment applications will occur on all Primary and Secondary routes prior to a snow event, pending a variety of conditions.

Frost on Pavement, Early Morning

Treat with granular salt and brine as needed in intersections, bridge decks and shaded areas throughout the snow routes

Freezing Rain/Sleet

Constant treatment using a salt brine and granular salt mixture at rates as indicated.

Snow, Less than Two Inches, Ending

- A. Treat using salt Brine and Granular salt mixture at rates as indicated.
- B. Treat parking lot aisles with one truck constant application.
- C. Assign crew and equipment for sidewalk clearing.
NOTE: Plow slush using route system, if necessary.

Snow, Two Inches or More

- A. Following pre-treatments plow primary routes and then consider constant spreading method. When completed, plow secondary routes. When completed or storm is over, begin clearing residential areas.
- B. End loader and backhoes assigned to business districts and parking lots along with one-ton trucks. (Note: Contractor performs this as assigned by snow watch supervisor; otherwise we perform this duty in house using assigned equipment).
- C. The Snow Watch Supervisor will call personnel and an additional Operations Supervisor for sidewalk clearing.
- D. City staff will implement the Sidewalk Snow Removal Ordinance based on the amount of snow accumulation and weather conditions after the event.

Snow, Five Inches or More

- A. Based on the amount of snow and weather conditions after the event, consideration will be given to hauling snow from City on-street parking spaces, parking lots, parking deck and other sidewalk-to-street clearance locations within and around the Central Business District and University Campus District.
- B. Based on the amount of snow and weather conditions after the event, consideration will be given to plowing one pass through alleys which require vehicular access as per City Policy and map locations.

Sidewalk Clearing

The objective is to clear and de-ice approximately 3.5 miles of sidewalks surrounding City-owned property, as well as certain other specifically noted pedestrian walkways.

(See "Sidewalk Snow Removal Checklists".) The priorities of clearance are:

1. **City Complex** (400 S. Vine Street) All steps and sidewalks including accessible ramps and cutouts around City Building, Police Dept., Fire Dept. and any vacant property on the entire block.
2. **Civic Center and adjacent parking lots #5 and #9** (108 E. Water Street) All steps, sidewalks and accessible ramps at the Civic Center, as well as the walks around Lots #5 and #9 on Water Street and Broadway Avenue including cutout to grocery store to the north of Lot #9.
3. **Urbana Parking Deck and downtown walkways** Clear all walkways (including Fish and Crane Alleys) in the immediate vicinity. Include the walks surrounding the deck and on Main Street (from Lot #12 to Race Street), north side only and Main Street (from Race Street to Broadway Avenue), both north and south sides. Also, clear walkways to stairs and elevator on upper deck of the parking facility. When de-icing, include the entire upper deck.
4. **Downtown accessible ramps** All public ramps should be cleared in the downtown vicinity.
5. **Lots #16 and #17 (Township Lot and Library Lot)** All walks and the wooden ramp leading to Township building, as well as the public walks in front of each.
6. **Remaining downtown parking lots** (Lincoln Square, Lots #1, #2, #11, #24) Include the entire perimeter of Lincoln Square (except the Hotel Royer and Methodist Church strips). Clear only the City walks on remaining lots.
7. **Lot 25** (305 N. Race Street) From Griggs Street extended north over railroad tracks to Silver Creek Restaurant property, both sides of street.
8. **Sidewalk adjacent to Lot #26** (100 N. Coler Avenue).
9. **North and South Fire Substations** (1407 N. Lincoln Avenue and 2103 Philo Road)
10. **Art In The Park** (north of City Building) Hand shovel only. Use ice melt only, no road salt.
11. **City-owned Block** Bound by: Green Street, Elm Street, Urbana Avenue and Vine Street
12. **Main Street median crosswalk at Walnut Street** at County Courthouse
13. **Boneyard Project Walkways** (see separate map)
14. **Additional Remote Locations:**
 - 1001 S. Lierman Avenue
 - Urbana Public Works Dept. 704-706 Glover Avenue
 - Adams St & Lanore lighted path
 - Mini Parks: Philo Rd/Washington St and University Ave/Sycamore St

Special Guidelines

1. All lots should be completed before 7:00 a.m.
2. Parking Lots: plow to empty parking spaces which are not reserved for handicapped parking or rentals. Do not dump onto landscaped areas unless indicated on map. Do not block traffic visibility. (See attached maps.)
3. Lincoln Square: Plow to the perimeter and away from sidewalks abutting the mall buildings.
4. Parking Deck is to be cleared to the southwest corner and snow loaded out by dumping over the parapet wall into removal vehicles.
5. Adjust spinners so that salt is not thrown into any planter/landscaped area or island.
6. Use only the chemical provided as an ice control measure. Do not use sand mixtures. Spreader for material distribution is located at deck.
7. When snow event is completed contact:
 Urbana Police-Watch Commander (217) 384-2320
 Urbana Public Works – Vince Gustafson, Deputy Director for Operations (217) 384-2380
8. When snow control is in effect, the Snow Watch Supervisor will be the mechanic's supervisor in the absence of the Fleet Supervisor.
9. Fire Stations (3) and Police Station: Take caution not to block emergency exits for fire response vehicles.
10. Use of Dumping Site: Excess snow can be stored on the frontage off West Killarney St.

SPECIAL STREET INSTRUCTIONS

- Olympian Drive: Plow to the south when windy conditions warrant.
- Slow Zones: Areas where the sidewalk is adjacent to the street curb. Snow plowing speeds are slowed in these areas for the safety of the pedestrian commuters
- Main Street Median: There is a raised median and crosswalk just east of Walnut Street
- Carle Park: plow toward the park
- Mathews Avenue (between Green St & Oregon St): Plow all snow to the east side of street
- Myra Ridge Drive (between Susan Stone Dr & Ridge Park Dr): Plow to South Ridge Park
- Meadow Drive: Plow all snow to center median
- Fairlawn Avenue (between Anderson St and Vine St): Plow to the south
- Pfeffer Road: Plow to the east
- Windsor Road Bike Lanes: Plow & treat to edge of pavement
- Washington Street at Route 130/High Cross Road: Awareness of raised center median
- Savannah Green Subdivision: Plow streets to the west (away from on-street parking)

SPECIAL STREET INSTRUCTIONS (Cont'd)

- Windsor Road center median (Race St to Philo Rd), clear between median islands
- Lot 25: Reconfiguration of east end with handicap parking (plow snow away from retaining wall)
- Walnut Street (between Main St & Water St): One-way northbound.
- Griggs Street west of Race St: New parking area on the north side of street (plow away from retaining wall and carry snow down the street)
- Florida Avenue and Philo Road: New sidewalk bump outs
- Prairie Winds Circle: plow snow to outside perimeter as shown on the map
- Busey Avenue (between University Ave & RR tracks): Four metered spaces along east side
- Harvey Street (between Main St & Clark St): Nine metered spaces along west side
- One-Way at school zones on school days:
 - Anderson Street (Florida Ave – Pennsylvania Ave) northbound 7:30-8:30 and 2:30-3:30
 - Oregon Street (Birch St - Cedar St) westbound 7:45-8:20 and 2:40-3:20
 - Michigan Avenue (Vine St – Race St) westbound 8:00-9:00 and 3:00-4:00

PART VII. RESOURCES

Salt Purchase. As per the joint purchasing agreement with the State of Illinois, the vendors for salt purchases are:

Salt

Compass Minerals America, Inc
9900 W 109th St
Overland Park, KS 66210
[REDACTED]

32% Calcium Chloride

Sicalco Ltd.
907 N Elm Street
Hinsdale, IL 60521
[REDACTED]

Available Snow Removal Equipment

- 8) Single axle snow plow dump trucks
- 3) Backhoes with snow plows
- 2) One-ton snow plows
- 4) End loaders with snow plows and wing plow
- 1) Skid steer with pusher/plow combination
- 1) Toro sidewalk snow plow with broom/blower
- 2) Pick-up trucks with plow

FUEL

Fleet Fuel Cards

CONTACT

Notify Fleet Supervisor of any issues regarding fueling

PART VIII.

APPENDICES AND POLICIES

- Urbana Township Agreement
- Mailbox Damage Policy & Standards
- Alley Policy
- Operator Snow Log Summary
- Snow Removal Contract
- Delineator Locations



Public Works Department
706 Glover Avenue
Urbana, Illinois 61802
PHONE (217) 384-2342
FAX (217) 384-2400

October 2019

Mr. Jim Prather
Urbana Township Road Commissioner
2312 East Perkins Road
Urbana, IL 61802

Dear Jim:

Listed below are the streets that we mutually agree upon for trading snow removal maintenance including plowing and treating. If you agree with the following, please sign below and return to the address listed above.

1. The City will plow Butzow Drive and Smith Road from the City limits to the entrance of the Landscape Recycling Center.
2. The City will plow Country Club Road from Cunningham Avenue to Coler Avenue.
3. The City will plow Division Avenue from Thompson Street to Country Club Road, including Greenview Drive.
4. The City will plow Philo Road from the City limits to Curtis Road.
5. The City will plow the Township portion of Oak Street north and south of Anthony Drive.
6. The Township will plow the City's portion of Dodson Drive and Scottswood Drive south of Main Street.
7. The Township will plow Perkins Road east from Cunningham Avenue east to the end of the pavement.
8. The Township will plow Golfview Drive, G.H. Baker Drive, and Willow Road from Country Club Road to Kenyon Road.
9. The Township will plow Kenyon Road from Willow Road to Ransom Place.
10. The Township will plow High Cross Road from Anthony Drive to U.S. Route 150.
11. The Township will plow the City portion of Anthony Drive west from High Cross Road to the end of the paved road.

If you have any questions or comments, please contact me at 217-384-2380.

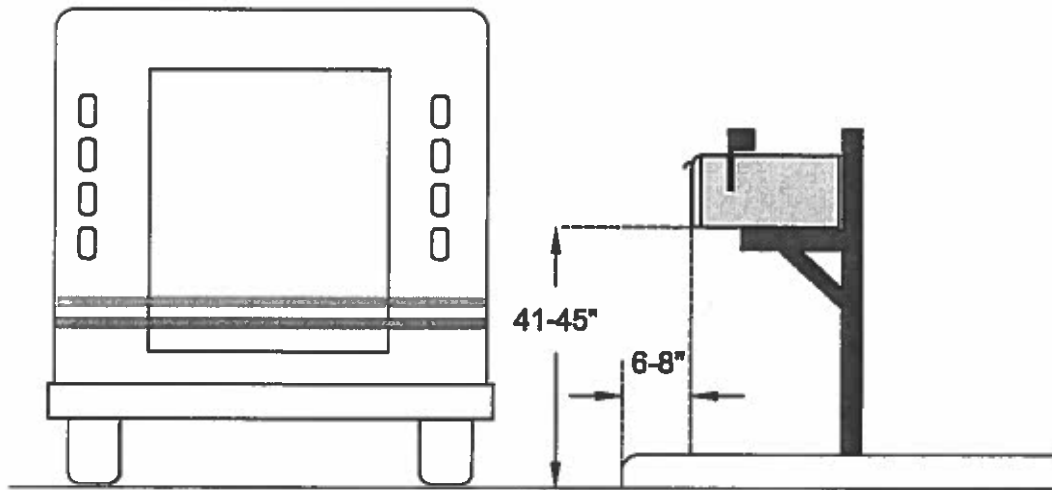
Sincerely,

Vince Gustafson
Deputy Public Works Director for Operations

Jim Prather
Urbana Township Road Commissioner



STANDARDS FOR MAILBOX REPLACEMENT



1. Mailbox height shall be 41-45 inches measuring from the bottom of mailbox to street level.
2. The front of the mailbox may not extend beyond the back of curb or pavement edge. A 6-8 inch setback is required measuring from the back of curb/pavement edge to the front of the mailbox. However, the front of the mailbox should not be greater than 8 inches from the back of curb/pavement edge in order to remain accessible to your postal carrier.



CITY OF URBANA, ILLINOIS
DEPARTMENT OF PUBLIC WORKS

OPERATIONS DIVISION

TO: Resident
ADDRESS:
DATE:
RE: Mailboxes Damaged by City Snowplows

It has been confirmed by the Deputy Director for Operations, Urbana Public Works, that a mailbox on the City right-of-way was damaged by a City snowplow. As a result, the City will reimburse the property owner up to a maximum of \$75 for repair or replacement.

The property owner will be responsible for producing a receipt confirming the purchase of a mailbox and/or material to repair the damage or to replace the mailbox at the standard set forth by the Urbana Post Office:

1. Mailbox height is 41" to 45" measured from the bottom of the mailbox to street level.
2. The front of the mailbox may not extend beyond the back of the curb or overhang the curb or the street. A 6-8" setback measured from the back of the curb to the front of the mailbox is required. However, the front of the mailbox should not be greater than 8" from the back of the curb in order to remain accessible to the postal carrier.

Questions may be directed to Urbana Public Works at 217-384-2342.

Reimbursement requests and receipts may be dropped off or mailed to the City of Urbana Finance Department, 400 S. Vine St., Urbana, IL 61801.

Vince Gustafson

Deputy Director for Operations
City of Urbana, Department of Public Works
706 South Glover Avenue, IL 61802
Phone: (217) 384-2342

Cc: Elizabeth Beaty, Administrative Services Manager

URBANA PUBLIC WORKS DEPARTMENT POLICY & PROCEDURE MANUAL

Section: Office Procedures -- Miscellaneous	Section No: 8.51	Page 1 of 1
Subject: Snow Plowing of Alleys	Effective: October 22, 2014	
	Revised:	

Scope: All Public Works Staff

Purpose: To clarify the process for plowing snow in public alleys

Policy: Snow plowing of public alleys in Urbana

Procedure: The City of Urbana Public Works Department will plow snow in public alleys following the procedures listed below.

1. Since direct access to alleys is the primary source for local traffic for the residents of the Savannah Green Subdivision (Bound by Florida Avenue, Smith Road, Abercorn Street, and Rainbow View), these alleys will be plowed and treated in the same manner as the streets within the subdivision. (One ton trucks, end loaders and backhoes provide the best maneuverability to efficiently plow these alleys minimizing damage to mail boxes and landscape.)

2. The downtown alleys (Goose Alley from Race Street west to Lot 11, Fish Alley from the parking deck to Race Street and Crane Alley from Elm Street to Fish Alley) are to be plowed with the skid steer or sidewalk tractor due to the narrow clearance between the buildings and utilities. The downtown alleys are to be treated utilizing the small sidewalk tractor or equivalent.

3. All other residential alleys that require access for residents will be plowed after (5) five inches of accumulated snow and after all other snow routes are completed. These residential alleys will be inspected for residential access and trash disposal. A map of these alleys will be updated in October of each year highlighting which alleys require plowing. (One ton trucks and skid steers will be utilized for plowing these alleys. End loaders may also be used where clearance is sufficient enough not to damage property and equipment.)

This replaces page _____ Section _____ dated _____.

This is a new page: Approved by _____

DATE: _____

TIME: _____ am/pm to _____ am/pm

SUPERVISOR: _____

SNOW LOG SUMMARY 2021-2022

ROUTE	#	DRIVER	TRUCK NO.	TIME			MATERIAL USED			Material From County	
				START TIME	FINISH TIME	CALCULATION TIME	MATERIAL TYPE	TONS	CALCIUM (GALLONS)	SALT (TONS)	BRINE (GAL)
PRIMARY	1										
	2										
	3										
	4	<i>single truck</i>									
SECONDARY	1										
	2										
RESIDENTIAL <small>(In order of priority)</small>	2										
	12										
	5										
	6										
	1										
	11										
	9										
	8										
	13										
	15										
	16										
	3										
	4										
	14										
	7										
10											
PARKING LOTS											
BRICK STREETS											
C. B. D.											
S. B. D.											
CAMPUS											
CUL DE SACS 1-4											
Special Attention Areas											

NOTES

**AGREEMENT FOR ON-REQUEST CITY
PARKING LOT SNOWPLOWING SERVICES**

This Agreement for On-Request City Parking Lot Snowplowing Services (hereinafter, "Agreement") is made and entered into by and between the City of Urbana, Illinois (hereinafter, the "City") and Sublon Construction ("Sublon") (collectively, the "Parties" and individually and generically, a "Party") this 17 Day of Nov., 2020.

WHEREAS, the City is a municipal corporation and a home-rule unit of local government pursuant to Article VII, Section of the Illinois Constitution of 1970; and

WHEREAS, on or about September 29, 2020, the City issued Invitation to Bid No. 2021-06 (hereinafter, "Invitation") that solicited bids to provide the City with standby snowplowing services for City-owned parking lots (collectively, the "Services"); and

WHEREAS, on October 20, 2020, the City opened the bids it had received in response to the City's Invitation to Bid No. 2021-06; and

WHEREAS, after reviewing the bid submissions, the City selected Sublon as the winning bidder; and

WHEREAS, the City and Sublon seek to enter into this Agreement to memorialize their independent contracting relationship whereby Sublon will provide the Services sought by and when requested by the City and the City will compensate Sublon for those Services.

NOW for good, valuable and mutual consideration that the Parties acknowledge as having in-hand received and for the exchange of the mutual terms, conditions and covenants contained herein, the Parties agree as follows:

A. Term and Termination of Agreement.

1. **Term:** This agreement shall remain in full force and effect from 12:01 a.m., November 15, 2020 through 11:59 p.m., April 30, 2022. There will be no option for any extension of this Agreement following the expiration of the aforesaid term. However, the City and Sublon may enter into a one-time only single short-term extension of no more than three months and any such extension shall on the same terms and conditions as contained in this Agreement except for the opportunity for extending this Agreement.

2. **Termination:** Either Party may terminate this Agreement by giving the other Party written notice at least sixty (60) days prior to the date for termination as stated in the said notice.

B. Sublon's Obligations.

1. Snowplowing Services: During the term provided in Section of this Agreement and upon the express request of the City's Director for Operations or that person's designee, Sublon shall deploy such labor and equipment as is or may be necessary to commence and complete the snowplowing of all those City-owned parking lots identified and described on Exhibit A appended hereto and made a part hereof (hereinafter, "Parking Lots"). Sublon shall not be required to haul any snow from any such Lot nor to place salt or other chemical de-icer on snow or ice present in any such Parking Lot or part thereof.

2. Requests for Snowplowing Services: Request to undertake snowplowing shall be communicated to Sublon no later than 4:00 p.m. Sublon shall commence its snowplowing no earlier than 7:00 p.m. of the day of such request and shall have completed snowplowing all Parking Lots by 7:00 a.m. the following day. Exceptions to the aforesaid start and finish times may be made on weekends or under extreme weather conditions with the approval of both the City and Sublon.

3. Conditions Applicable to Snowplowing: Exhibit A identifies the one or more portions of each Parking Lot to be snowplowed and where the plowed snow is to be deposited. Sublon shall not deposit plowed snow in any handicap accessible space, reserved space or on any vegetative or landscaped area, private property, public street, sidewalk, or sidewalk ramp unless specifically designated on Exhibit A. Deposited snow shall not cover or otherwise obscure the visibility of any sign or parking meter.

4. Service Quality: All services shall be performed in a workman-like manner consistent with customs and practices in the snowplowing industry. Sublon represents that those employees hired by Sublon and deployed to snowplow any Parking Lot shall be trained, experienced and knowledgeable in the field of commercial snow removal.

5. Billing to the City: Sublon shall submit billing invoices that detail the dates when all snowplowing was performed, the amount of snow fall (in quarter inches) for each snowplowing event, and labor hours expended by each member of Sublon's crew that provided snowplowing services along with each such individual's hourly rate.

6. Licenses/Certificates: Sublon and each of its employees shall maintain and have current all municipal, county, state and/or federal licenses and/or certificates that are applicable and required in order for them to conduct their business activities and perform the snowplowing services contemplated by this Agreement.

7. Damage to Property: Sublon shall be responsible for any and all damage caused by it or any of its employees when undertaking the snowplowing services provided for in this Agreement. Upon the occurrence of any act or omission by Sublon or any of its employees that causes damage to property or which causes any person suffer bodily injury, Sublon shall immediately notify the City of all such damages and injuries. Within twenty-four (24) hours after the act or omission that causes any such property damage or bodily injury, Sublon shall provide the City with a written

incident report of such act or omission. Each such report shall identified (i) the date and time of the said act or omission; (ii) the location where such act or omission occurred; (iii) the names and contact information for each employee involved in such act or omission; (iv) the name and contact information of the property owner(s) whose property suffered damage; (v) the name and contact information of each person who suffered any form of bodily injury; (vi) a detailed description of the nature of any property damage and/or bodily injury caused by an act or omission by Sublon and/or any of its employees; (vii) a detailed description of the event, act and/or omission that is believed to have caused or led to the said property damage and/or bodily injury; and (viii) a detailed description of any action or steps taken by Sublon or any of its employees to reduce or address the property damage and/or bodily injury.

8. **Insurance:** Sublon, at its expense and at all times during the term of this Agreement and any extension thereof, shall have and keep in full force and effect the following types of insurance in such coverage amounts as described below. Said insurance coverage must be written by one or more insurance companies that each have at least an "A-10" rating as listed in Best Insurance Guide, latest edition or equivalent rating by an equally reputable insurance company rating service. Sublon shall provide the City with one or more certificates of insurance that identifies the City as an additional insured on a primary basis and that affords the City with notice of any changes in insurance coverage including notice of pending or actual lapses in coverage and/or reductions in coverage amounts.

a. **Worker's Compensation:**

i. Basic policy including occupational disease--statutory limits.

ii. Employer's liability: at least \$100,000/per person per accident and at least \$500,000 each accident.

iii. If applicable, evidence of "all states endorsement.

b. **Comprehensive General Liability:**

i. **Limits:**

Bodily Injury: \$1,000,000/each occurrence; \$1,000,000/aggregate

Property Damage: \$1,000,000/each occurrence; \$1,000,000/aggregate

ii. **Included Coverage:**

Premises and Operations

Independent Contractors

Products and Completed Operations (including coverage for defects in materials, products or equipment installed under the contract which appear within one year after the date of substantial completion).

Property Damage - include Broad Form. Write on occurrence basis.

Contractual Liability

Bodily Injury -- include Personal Injury

Property Damage -- remove "XC" and "U" exclusions

c. Comprehensive Automobile Liability

i. Minimum Limits:

Bodily Injury: \$1,000,000/each person Property Damage,
\$1,000,000/each occurrence

ii. Included Coverage (may be in comprehensive form):

Owned vehicles

Non-owned vehicles

Hired vehicles

Property Damage -- write on occurrence basis

d. Excess Liability

i. Umbrella form

ii. Minimum limits:

ii. Combined bodily injury and property damage: \$1,000,000/each occurrence;
\$1,000,000/aggregate

C. City's Obligations.

1. Payment: The City's payment to Sublon shall be on a per snowplow event and per the amount of accumulated snow basis as follows:

a. Six Thousand Five Hundred and No/Hundredths Dollars (\$6,500.00) per snowplow event where the snow fall accumulation is five inches (5") or less.

b. Ten Thousand Two Hundred and No/Hundredths Dollars (\$10,200.00) per snowplow event where the snow fall accumulation is greater than five inches (5"+).

c. If Sublon's snowplowing services are not requested by the City during a snow season (defined as the period November 15 through April 30) during the term of this Agreement, Sublon shall be compensated on the basis as if a single snowplow event of five inches (5") or less occurred during that snow season.

d. Snowplow Event Defined: A snowplow event shall be defined as the plowing of snow from all Parking Lots from start to finish regardless of current weather conditions.

e. Time of Payment: The City shall verify and, if accurate, pay each of Sublon's invoices within thirty (30) days of receipt.

f. Disputed Invoice: In the event that the City disputes all or any portion of an invoice, the City shall promptly and in writing notify Sublon of such dispute and shall identify what charges contained on the invoice the City disputes. In the event that the City does not dispute an invoice in its entirety, the City shall pay the undisputed portion of the invoice. The Parties will exercise reasonable good faith efforts to resolve the invoice dispute within thirty (30) days of the City's notice of regarding the disputed billing invoice.

2. Limited Exclusivity of Agreement: Before contacting any other person, other than City employees, to plow snow off of the Parking Lots, the City shall request Sublon to perform such snowplowing. If Sublon is unable to respond to the City's request to commence snowplowing for a snowplow event in the manner and timeframe provided for in this Agreement, the City shall have the right to request another contractor to undertake the snowplowing of the Parking Lots for that snowplow event and doing so shall not constitute a default under or a breach of this Agreement by the City.

D. Miscellaneous Provisions:

1. Status of Sublon: At all times during the term of this Agreement, Sublon shall be deemed a wholly independent contractor and, as such, shall be solely responsible for any debts, liabilities, and gains it incurs or derives from the services it performs for or on behalf of the City. Nothing in this Agreement shall be deemed or construed as creating a partnership or joint venture between the Parties.

2. Indemnification: Each Party (hereinafter, the "Indemnifying Party"), at the Indemnifying Party's expense, shall indemnify, keep and save harmless, and defend the other Party (hereinafter,

the “Indemnified Party”) and, in the case of the City, its elected and appointed officials, employees, and agents, and in the case of Sublon, its owners, officers, employees, and agents from and against all injuries, death, loss, damages, claims, suits, liabilities, judgments, decrees, settlements, costs and expenses including reasonable attorney fees which may in any way accrue against the City or Sublon, as the case may be, as a result of the Indemnifying Party’s intentional, willful, wanton, grossly negligent, or negligent wrongful or unlawful act or omission. Notwithstanding the immediate forgoing, the Indemnifying Party shall have no obligation to indemnify, keep and save harmless, and defend the Indemnified Party as provided in this Subsection from and against all injuries, death, loss, damages, claims, suits, liabilities, judgments, settlements, costs and expenses including attorney fees which may in any way accrue as a result of the Indemnifying Party’s or its elected and appointed officials, directors, officers, and employees’ or agents’, as the case may be, intentional, willful, wanton, grossly negligent, or negligent wrongful or unlawful act or omission. Nothing in this Subsection shall be deemed, construed or interpreted as a waiver or release by the City of such rights as it may have pursuant to the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101, et seq.). This subsection shall not be limited by the amount of insurance coverage that the Indemnifying Party may have in place at the time of the incident giving rise to the indemnification. This Subsection, in its entirety, shall survive the termination of this Agreement.

3. Assignment: It is mutually understood and agreed that Sublon shall not assign, transfer, convey, or otherwise dispose of any of its obligations under this Agreement or any part hereof without the express written consent of the City.

4. Notice: Any written notice required to be given by this Agreement shall be deemed effective as hereinafter stated:

If by U.S. First Class Mail: If notice is given by U.S. First Class Mail, the same shall be deemed effective four (4) business days after placement with the United States Postal Service if such notice is placed in a properly stamped envelope properly addressed to the recipient of such notice.

If by E-Mail or facsimile: If notice is given by e-mail or facsimile where the latter’s facsimile machine prints a receipt indicating that the transmission was successful, the same shall be deemed effective the next business day.

If by overnight courier service, the same shall be deemed effective the next business day following receipt of the notice.

To the City: Vince Gustafson, Director of Operations, 706 S. Glover St., Urbana, IL 61802
tele: 217-384-2342; e-mail: vhgustafson@urbanaininois.us

To Sublon: Donald J. Sublon, Sublon Construction, 680 County Road 3000 N, Fisher, IL 61843

tele: (217) 778-5445; e-mail: sublon_construction@yahoo.com

5. Dispute Resolution:

a. Default and Cure: In the event a Party (hereinafter, the "Non-Defaulting Party") believes the other Party (the "Defaulting Party") has defaulted on any obligation provided for in this Agreement, the Non-Defaulting Party shall have the right to send the Defaulting Party a written Notice of Default. The Notice of Default shall, at a minimum, (a) state the nature of the default; (b) identify the section of this Agreement believed to be in default; and (c) state the date by which the default must be cured. Within five (5) business days of receipt of the Notice of Default, the Defaulting Party shall respond to the said Notice of Default by (a) stating that the default has been cured; (b) stating that the default cannot be cured by the date provided in the Notice of Default but that it can be cured at a specifically stated later date; or (c) providing clear evidence that no default occurred. If the Defaulting Party fails to cure the default within the time provided in the Notice of Default or such other time as the Parties agree or if the Non-Defaulting Party does not accept the Defaulting Party's evidence that no default occurred, the Parties shall confer in person in an effort to resolve their dispute. If the Parties are unable to resolve their dispute, the Non-Defaulting Party shall have the right to declare this Agreement terminated.

b. Failure to Resolve Dispute: Either Party shall have the right to seek to enforce this Agreement by initiating and maintaining a claim or action in the Circuit Court of the Sixth Judicial Circuit, Champaign County, Illinois.

6. Governing Law: Any action to construe, interpret, enforce, or for breach of this Agreement shall be governed by the laws of the State of Illinois and any such action shall be initiated and maintained in the Circuit Court for the Sixth Judicial Circuit, Champaign County, Illinois.

7. Amendments: This Agreement may be amended only by a writing that is signed by the Parties.

8. Sole Agreement: This Agreement shall be deemed to supersede any prior agreement, whether oral or written, between the Parties.

8. Representations: Each Party represents and warrants that the person executing this Agreement on behalf of the respective Party is duly authorized to do so.

[END OF AGREEMENT, SIGNATURES FOLLOW.]


For the City of Urbana, Illinois:



Carol Mitten, City Administrator

Date: 11.18.20

For Sublon Construction:



A duly authorized officer.

Date: 11/17/20

DELINEATOR LIST

QTY.	ADDRESS	DIR.	STREET
1	CORNER	of	Anderson/609 Sunnycrest Ct E
1	1603	S	Anderson St.
1	1605	S	Anderson St.
1	1703	S	Anderson St.
1	1801	S	Anderson St.
1	1802	S	Anderson St.
1	1803	S	Anderson St.
1	1805	S	Anderson St.
1	1806	S	Anderson St.
1	1812	S	Anderson St.
1	1903	S	Anderson St.
1	1904	S	Anderson St.
1	2002 1/2	S	Anderson St.
1	2005	S	Anderson St.
1	2006	S	Anderson St.
1	2007	S	Anderson St.
1	2009	S	Anderson St.
1	2010	S	Anderson St.
1	2011	S	Anderson St.
1	2013	S	Anderson St.
1	2014	S	Anderson St.
1	2017	S	Anderson St.
1	2018	S	Anderson St.
1	2020	S	Anderson St.
1	2103	S	Anderson St.
1	2107	S	Anderson St.
1	2301	S	Anderson St.
1	2304	S	Anderson St.
1	2305	S	Anderson St.
1	2309	S	Anderson St.
1	2308	S	Anderson St.
1	2310	S	Anderson St.
1	2312	S	Anderson St.
1	2401	S	Anderson St.
1	2402	S	Anderson St.
1	2406	S	Anderson St.
1	2503	S	Anderson St.
1	2504	S	Anderson St.
1	2601	S	Anderson St.
1	2602	S	Anderson St.
1	2605	S	Anderson St.
1	2116	S	Boudreau Dr.
3	MEDIAN		Boudreau Cr.
3	1004		Brighton Dr. (1) Cott. Grove (2)
3	1101		Brighton Dr. (1) Cott. Grove (2)
1	401		Brookens Dr.
2	406	E	Brookens Dr.
1	414	S	Brookens Dr.
3	CORNER	of	Church St./Harvey St.
1	1207	E	Cole Pl. @ Eastern Dr.(1)
1	2308	S	Cottage Grove Av.
2	2005	S	Cottage Grove Av.(1) Brighton (1)
4	1703	S	Cottage Grove Av.
2	1401	S	Cottage Grove Av.
2	1205	S	Cottage Grove Av.

QTY.	ADDRESS	DIR.	STREET
1	CORNER	of	Country Squire Dr./Squire Ct.
1	1107		Country Squire Dr.
1	2001	E	Country Squire Dr.
1	1103	S	Country Squire Dr.
1	1906	E	Country Squire Dr.
1	1902	E	Country Squire Dr.
3	1301	E	Eastern Dr. and Patton Pl.
1	705		Evergreen Ct.
1	704		Evergreen Ct.
3	MEDIAN		Evergreen Ct. median
3			Evergreen Ct. West
2	902	E	Fairlawn Dr. (1) @ Lynn St. (1)
2	1302	E	Fairlawn Dr. & Patton Pl.
1	1204	E	Fairlawn Dr.
1	1202	E	Fairlawn Dr.
2	1205	S	Grant Pl. (1) & Fairlawn Av. (1)
3	CORNER	of	Grant Pl. & Eastern Dr.
3	810	E	Hawthorne Dr.
2	808	E	Hawthorne Dr.
1	506	E	Holmes St.
3	309	E	Holmes St.
2	903	S	Kinch St. (1 on Easy St)
1	1403	S	Kinch St.
2	1301	E	Laurel Dr. & 1211 E. Michigan Av.
1	CORNER	of	McHenry St. & Combes St.
1	CORNER	of	McHenry St. & Vine St. (NW)
1	CORNER	of	McHenry St. (1) & Vine St. (SE)
1	CORNER	of	McHenry St. & Vine St. (SW)
1	CORNER	of	McHenry St. @ 2208 Wyld Dr.
1	CORNER	of	McHenry St. @ 2207 Wyld Dr.
1	111	W	McHenry St.
1	107	W	McHenry St.
1	103	W	McHenry St.
1	101	E	McHenry St.
1	105	E	McHenry St.
1	201	E	McHenry St.
1	203	E	McHenry St.
1	207	E	McHenry St.
1	209	E	McHenry St.
1	211	E	McHenry St.
1	304	E	McHenry St.
1	309	E	McHenry St.
1	403	E	McHenry St.
1	407	E	McHenry St.
1	505	E	McHenry St.
1	602	E	McHenry St.
1	608	E	McHenry St.
1	701	E	McHenry St.
1	706	E	McHenry St.
1	804	E	McHenry St.
1	808	E	McHenry St.
1	901	E	McHenry St.
1	903	E	McHenry St.
1	905	E	McHenry St.
1	906	E	McHenry St.

DELINEATOR LIST (cont'd)

QTY.	ADDRESS	DIR.	STREET
1	907	E	McHenry St.
1	1002	E	McHenry St.
1	1003	E	McHenry St.
1	1101	E	McHenry St.
1	1102	E	McHenry St.
1	1106	E	McHenry St.
1	1108	E	McHenry St.
1	1111	E	McHenry St.
1	1201	E	McHenry St.
1	1202	E	McHenry St.
1	1204	E	McHenry St.
1	1301	E	McHenry St.
1	1302	E	McHenry St.
1	1304	E	McHenry St.
1	1305	E	McHenry St.
1	1403	E	McHenry St.
1	507	E	McHenry St.-median
1	407	E	McHenry St.-across from
1	503	E	McHenry St.-across from
1	2017	E	Michigan Av. on Kinch St.
2	2003		Morrow Ct.
2	503	E	Mumford Dr.
1	504	E	Mumford Dr.
1	506	E	Mumford Dr.
1	1708	E	Mumford Dr.
1	2014	E	Park Ridge Dr.
1	1311	E	Pennsylvania Av.
3	1211	S	Philo Rd.
7			Philo Rd. S. of Windsor (Flat)
1	CORNER	SE	Philo Rd./Marc Trl.
2	CORNER	of	Rainbow View/Easy St.
2	CORNER	of	Rainbow View/Hunter St.
2	CORNER	of	Rainbow View/Weaver St.
1	1302	N	Romine St.
1	1304	N	Romine St.
1	1402	E	Scovill St.
1	1404	E	Scovill St.
1	1400	E	Scovill St.
1	1303	E	Scovill St.
1	1203-A	E	Scovill St.
1	1202	E	Scovill St.
1	1205	E	Scovill St. (across street)

QTY.	ADDRESS	DIR.	STREET
1	1107	E	Scovill St.
1	1106	E	Scovill St.
1	1104	E	Scovill St.
1	1101	E	Scovill St.
1	1007	E	Scovill St.
1	1003	E	Scovill St.
1	1002	E	Scovill St.
1	710	E	Scovill St.
1	604	E	Scovill St.
1	601	E	Scovill St.
1	510	E	Scovill St.
1	507	E	Scovill St.
1	504	E	Scovill St.
1	302	E	Scovill St.
1	CORNER	of	Scovill St. & Scovill Dr (SW)
4	MEDIAN		Shurts Cr.
1	503	E	Shurts St.
1	507	E	Shurts St.
1	508	E	Shurts St.
3	1300	W	Springfield Av.
78			Stone Creek Blvd. Medians
1	2513	E	Stone Creek Blvd. (flat)
1	401		Sunnycrest Ct West
2	504		Sunnycrest Ct. East
1	304		Sunnycrest Ct. West
1	402		Sunnycrest Ct. West
2	303		Sunnycrest Ct. West
1	404		Sunnycrest Ct. West
2	408		Sunnycrest Ct. West
1	706		Sunnycrest Dr.
1	708		Sunnycrest Dr.
2	1605	E	Trails Dr.
1	1607	E	Trails Dr.
1	2308	S	Vine St.
1	2209	S	Vine St.
1	2202	S	Vine St.
1	2201	S	Vine St.
1	2114	S	Vine St.
1	2112	S	Vine St.
1	2111	S	Vine St.
1	2014	S	Zuppke Dr.
3	MEDIAN	S	Zuppke Dr.

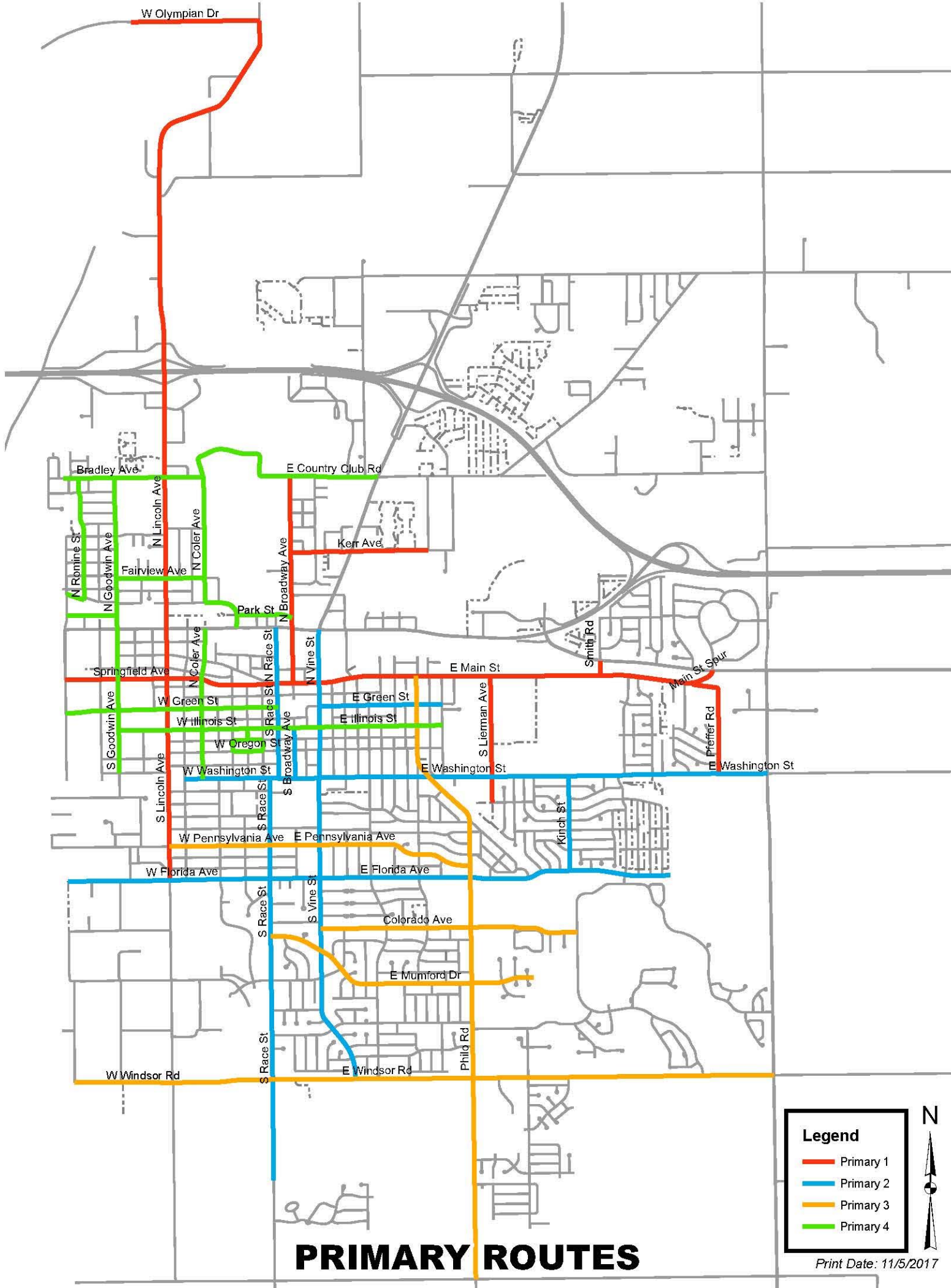
PART IX.

MAPS

- Primary Routes
- Secondary Routes
- Central Business District
- South Business District
- Brick Streets
- University District
- Residential
- Cul De Sacs
- Parking Lots
- Bike Lane Maps
- Sidewalks
- Boneyard Walkway
- Alleys
- Areas of Special Attention
- Snow Fence Locations
- Snow Hauling Locations

Snow & Ice Control Maps

- **Primary Routes (4)**
- **Secondary Routes (2)**
- **Residential Routes**
 - Index
 - Central Business District
 - South Business District
 - Campus
 - Brick Streets
 - Areas (16)
- **Cul-de-Sacs (4)**
- **Parking Lots**
- **Bike Lanes**
- **Accessible Public Alleys**
- **Special Attention Areas**
- **Snow Hauling Locations**



PRIMARY ROUTES

Legend

- Primary 1
- Primary 2
- Primary 3
- Primary 4



Print Date: 11/5/2017

DO NOT SALT
BRIDGE DECK

OLYMPIAN DR

WOAKS RD

N LINCOLN AVE

CUNNINGHAM AVE

I-74

I-74

BRADLEY AVE

COUNTRY CLUB RD

KERR AVE

CARROLL AVE

I-74

UNIVERSITY AVE

UNIVERSITY AVE

UNIVERSITY AVE/RT 150

SPRINGFIELD AVE

W MAIN ST

E MAIN ST

SMITH RD

WRIGHT ST

S LINCOLN AVE

N BROADWAY AVE

VINE ST

GLOVER AVE

S LIERMAN AVE

PFEFFER RD

WASHINGTON ST

HUNTER ST

FLORIDA AVE

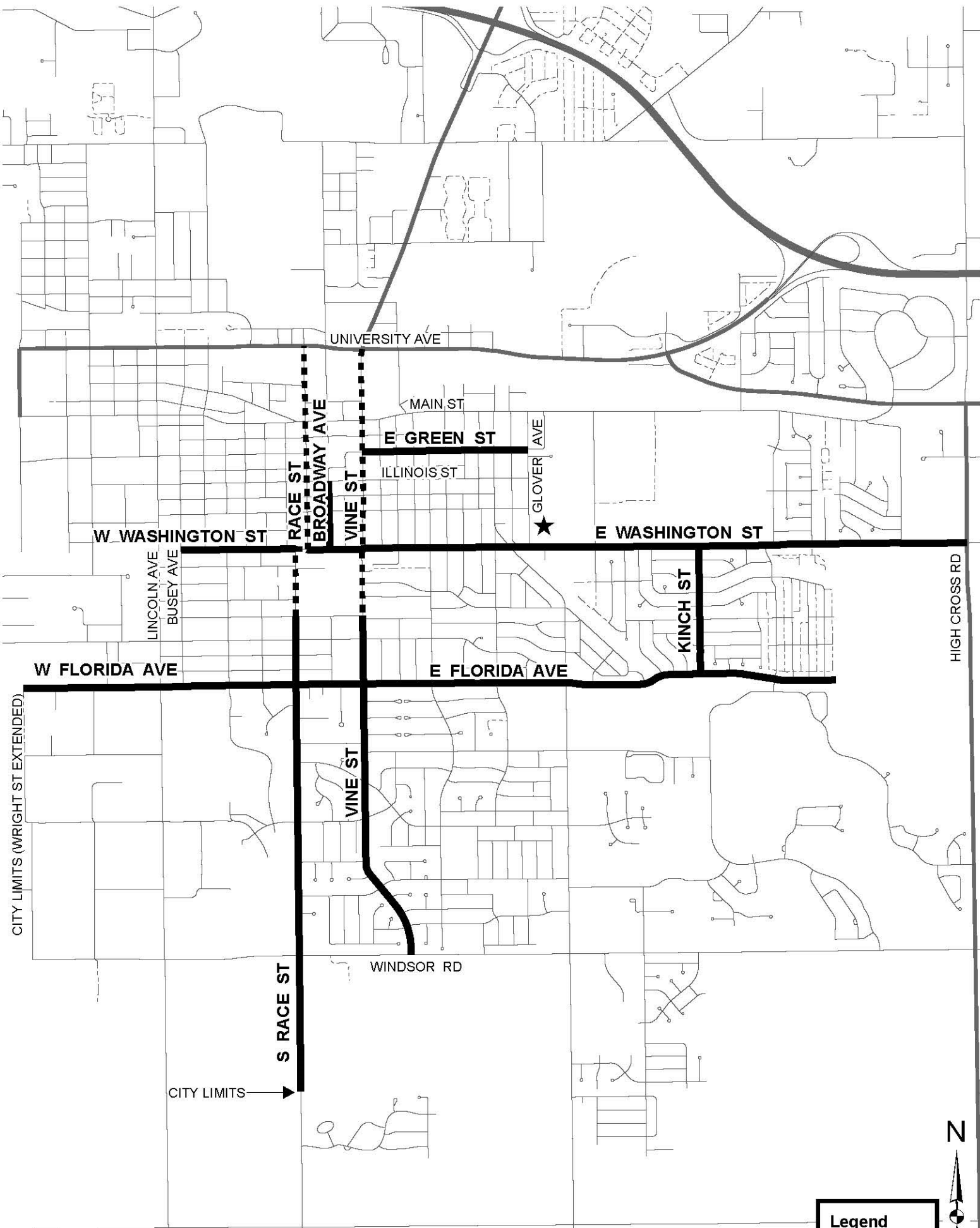
Legend

- Primary 1
- Slow Zone

PRIMARY 1

Print Date: 11/5/2017





CITY LIMITS (WRIGHT ST EXTENDED)

CITY LIMITS

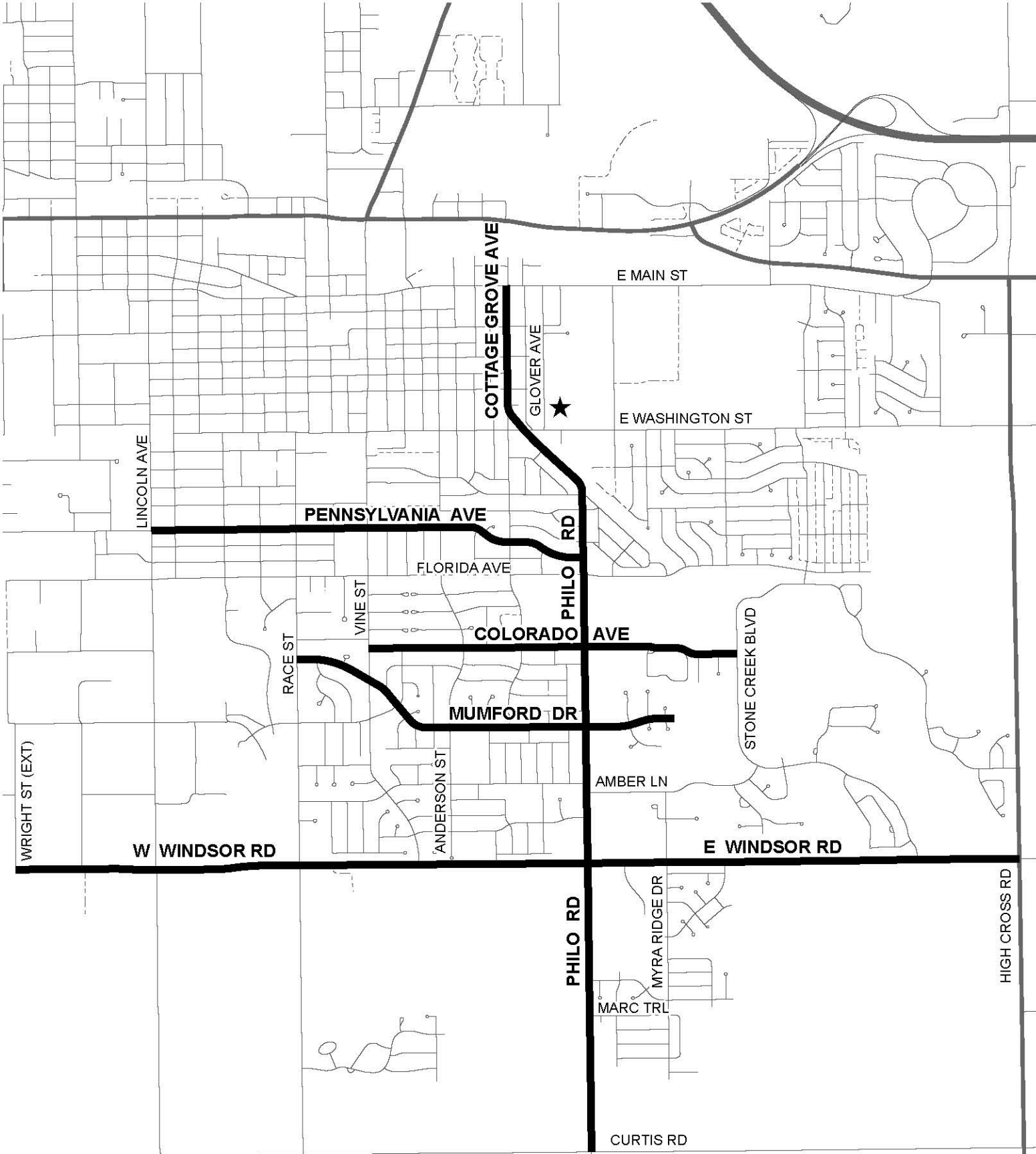
PRIMARY 2

Legend

- Primary 2
- Slow Zone



Print Date: 11/5/2017

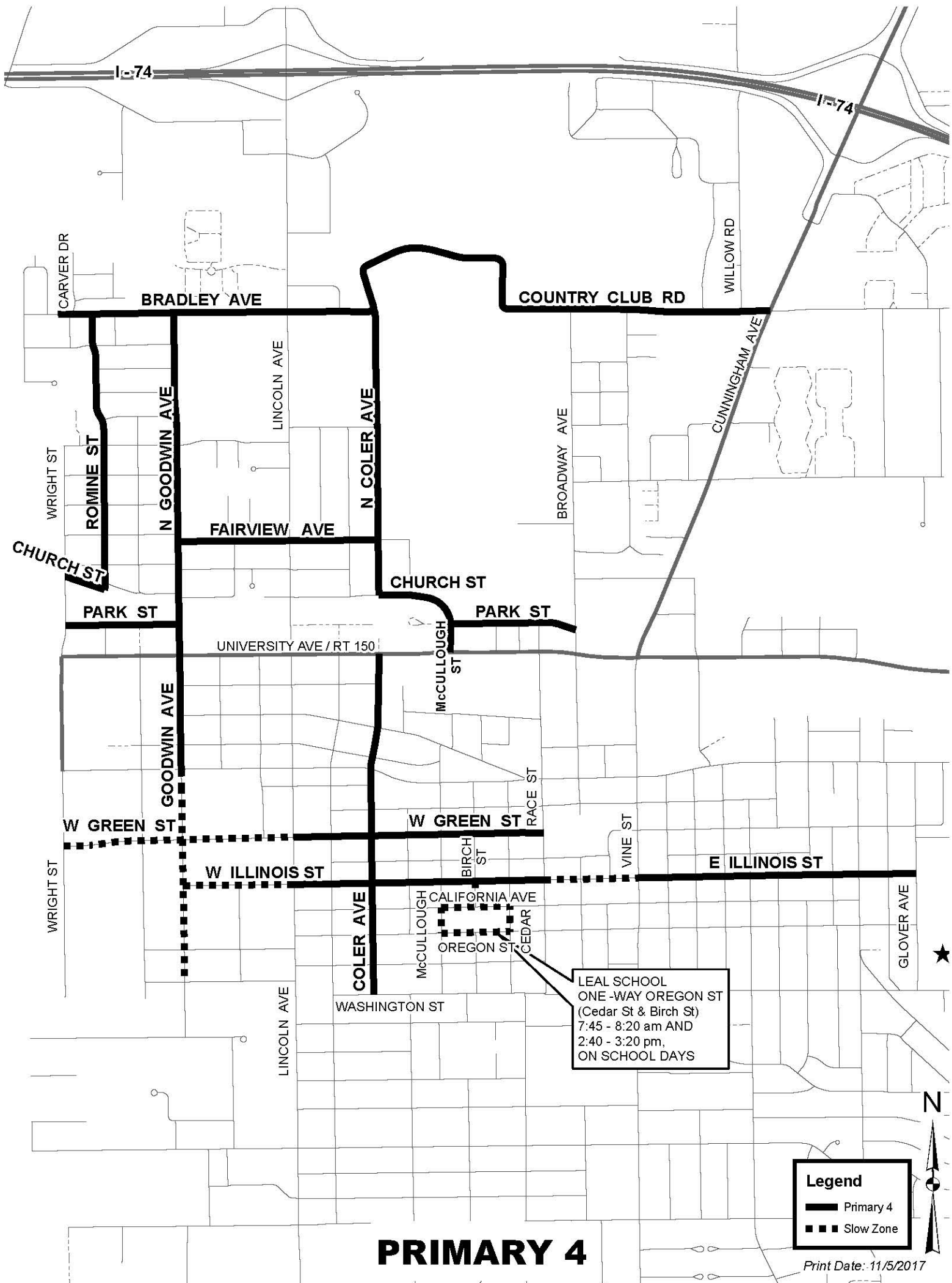


PRIMARY 3

Legend
— Primary 3

Print Date: 11/5/2017





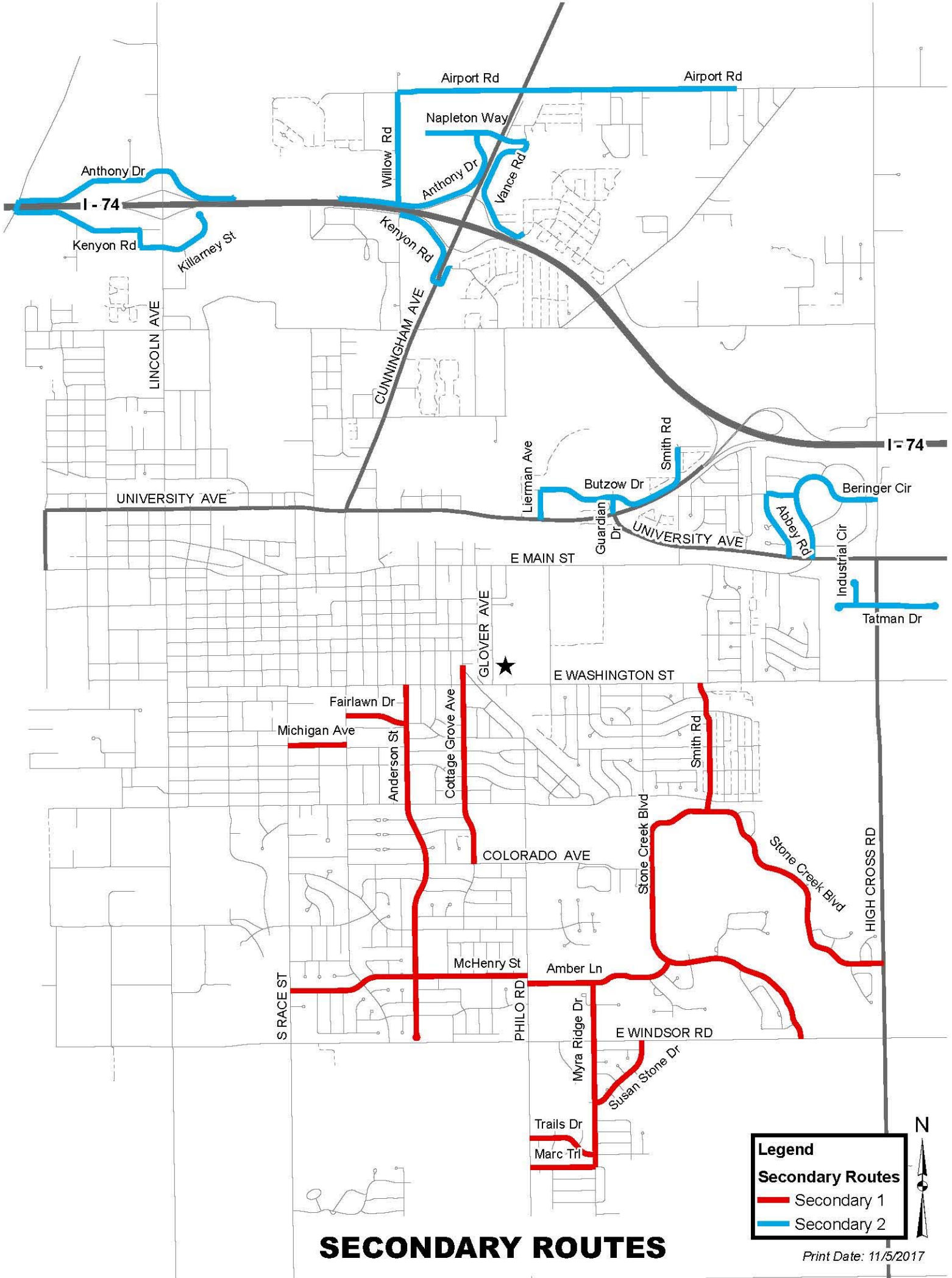
LEAL SCHOOL
 ONE-WAY OREGON ST
 (Cedar St & Birch St)
 7:45 - 8:20 am AND
 2:40 - 3:20 pm,
 ON SCHOOL DAYS

Legend

- Primary 4
- - - Slow Zone



PRIMARY 4

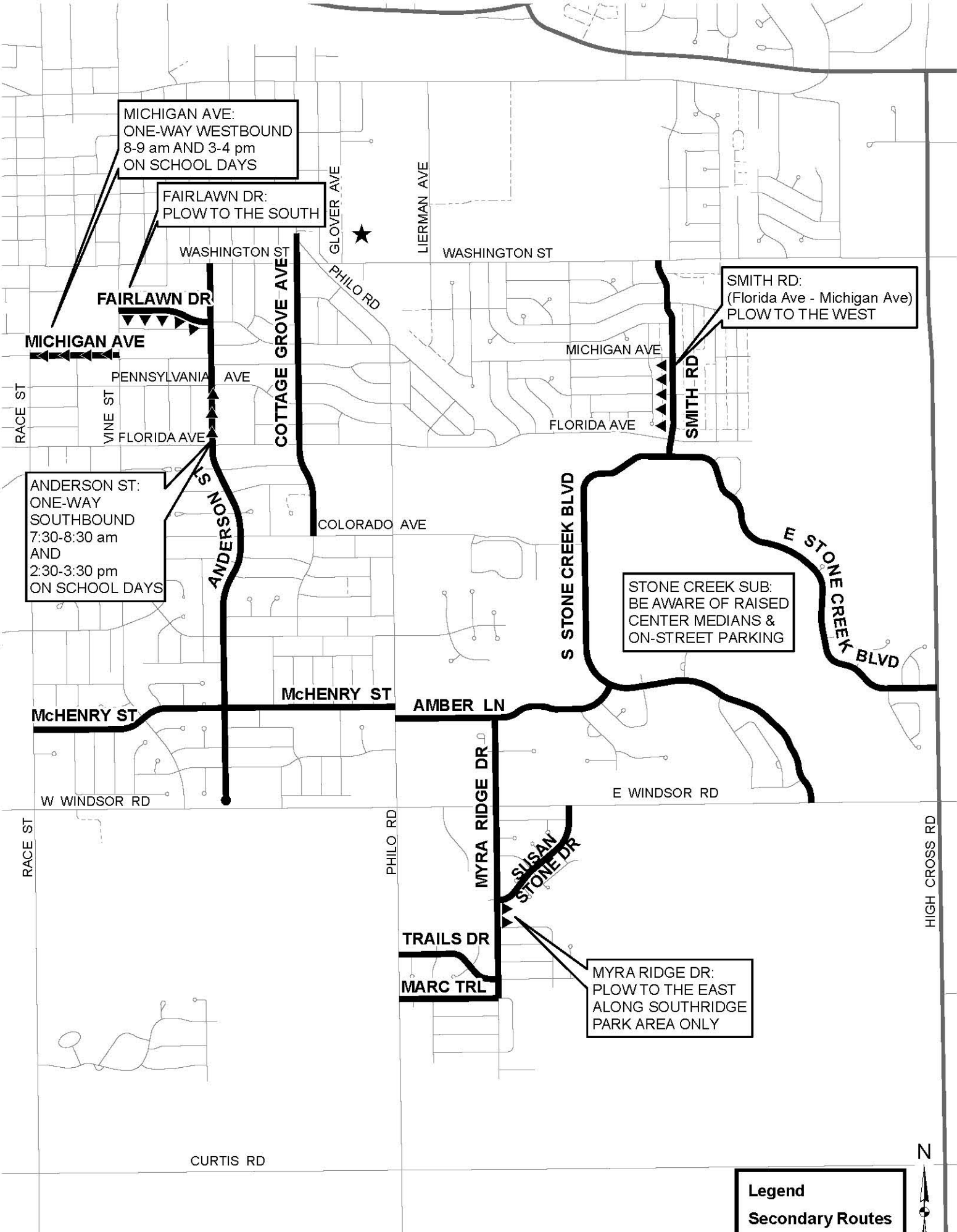


SECONDARY ROUTES

Legend

- Secondary 1
- Secondary 2

Print Date: 11/5/2017

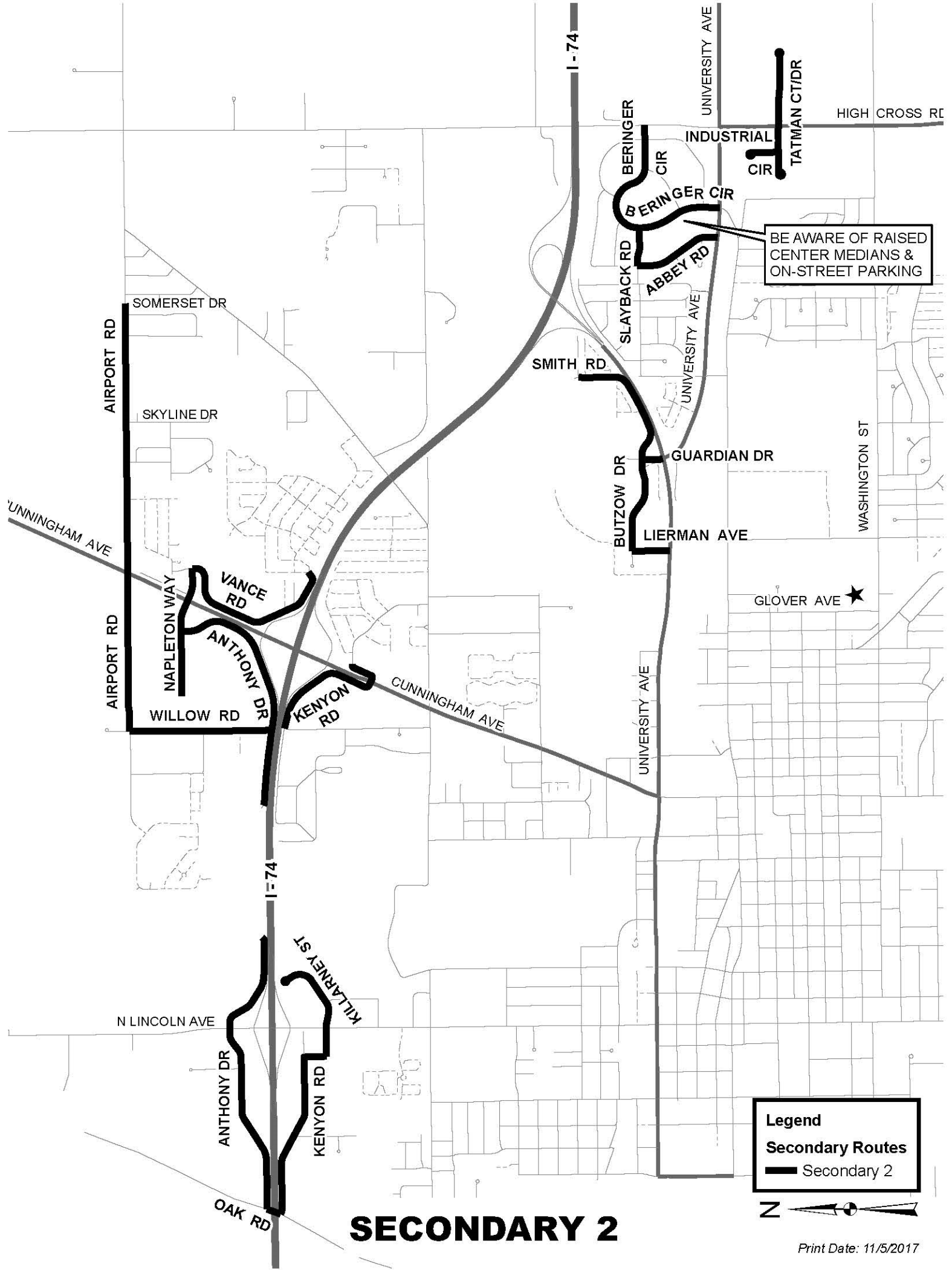


SECONDARY 1

Legend

- Secondary Routes
- Secondary 1





BE AWARE OF RAISED
CENTER MEDIANS &
ON-STREET PARKING

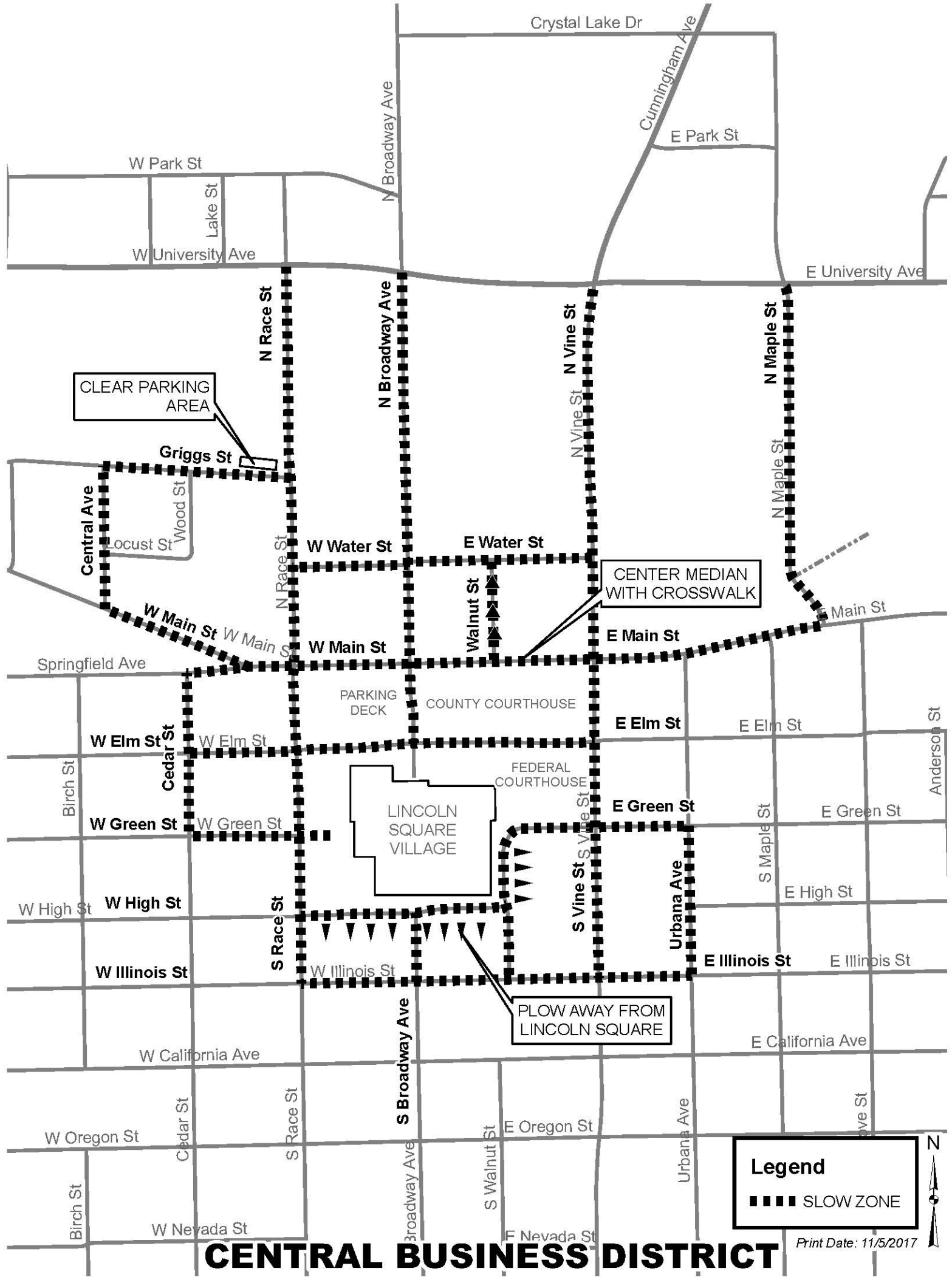
Legend

Secondary Routes

— Secondary 2



SECONDARY 2



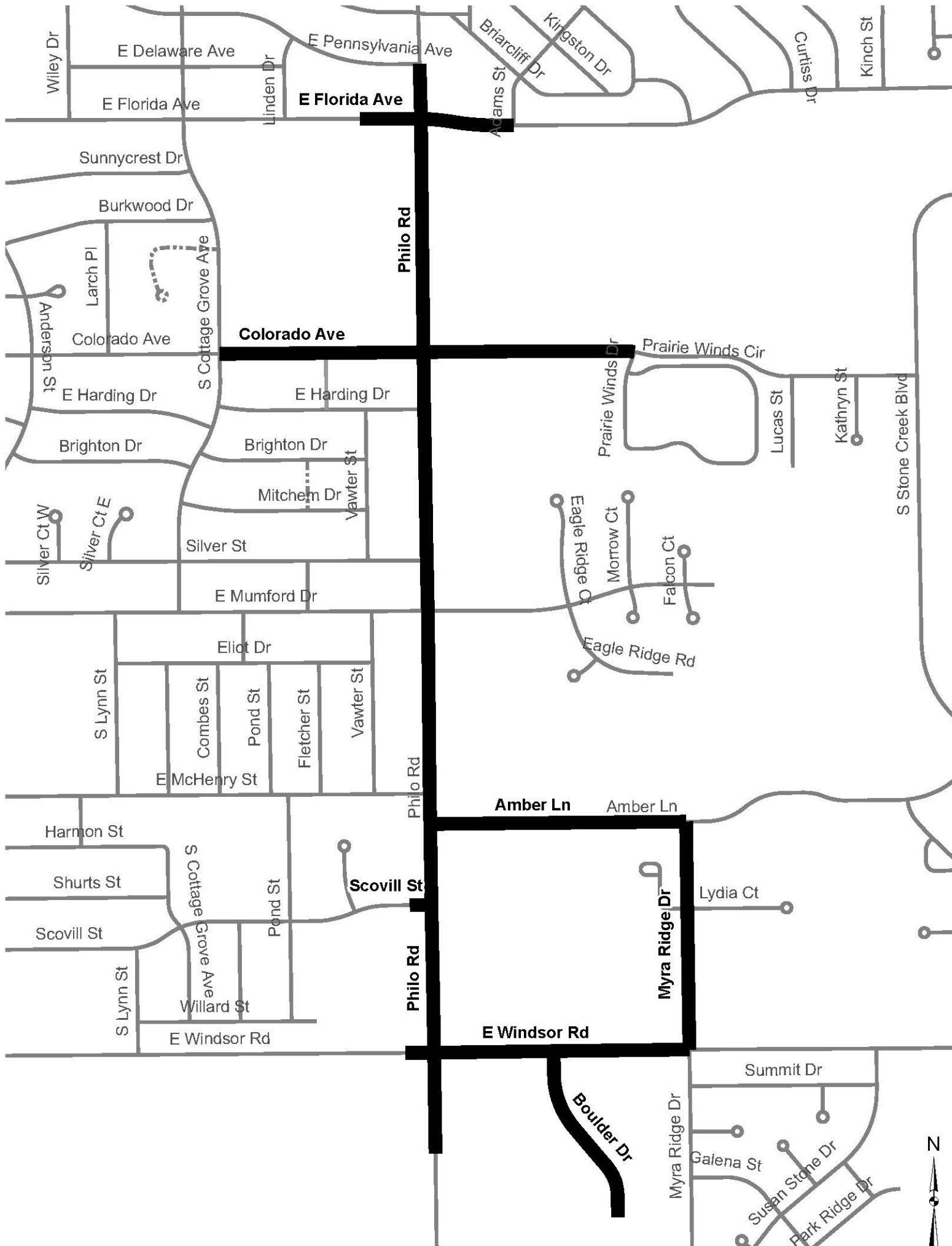
CENTRAL BUSINESS DISTRICT

Legend

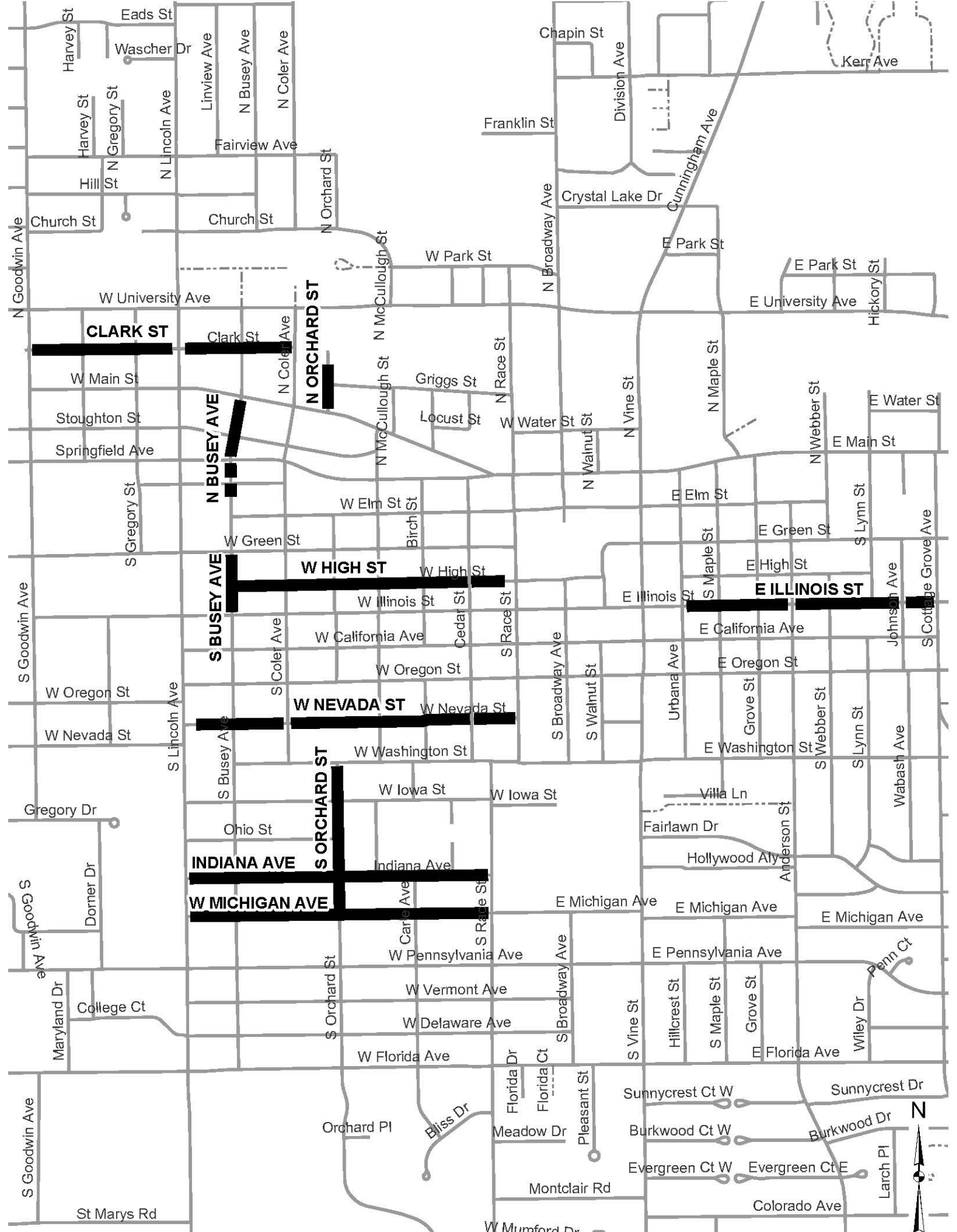
■■■■ SLOW ZONE

Print Date: 11/5/2017



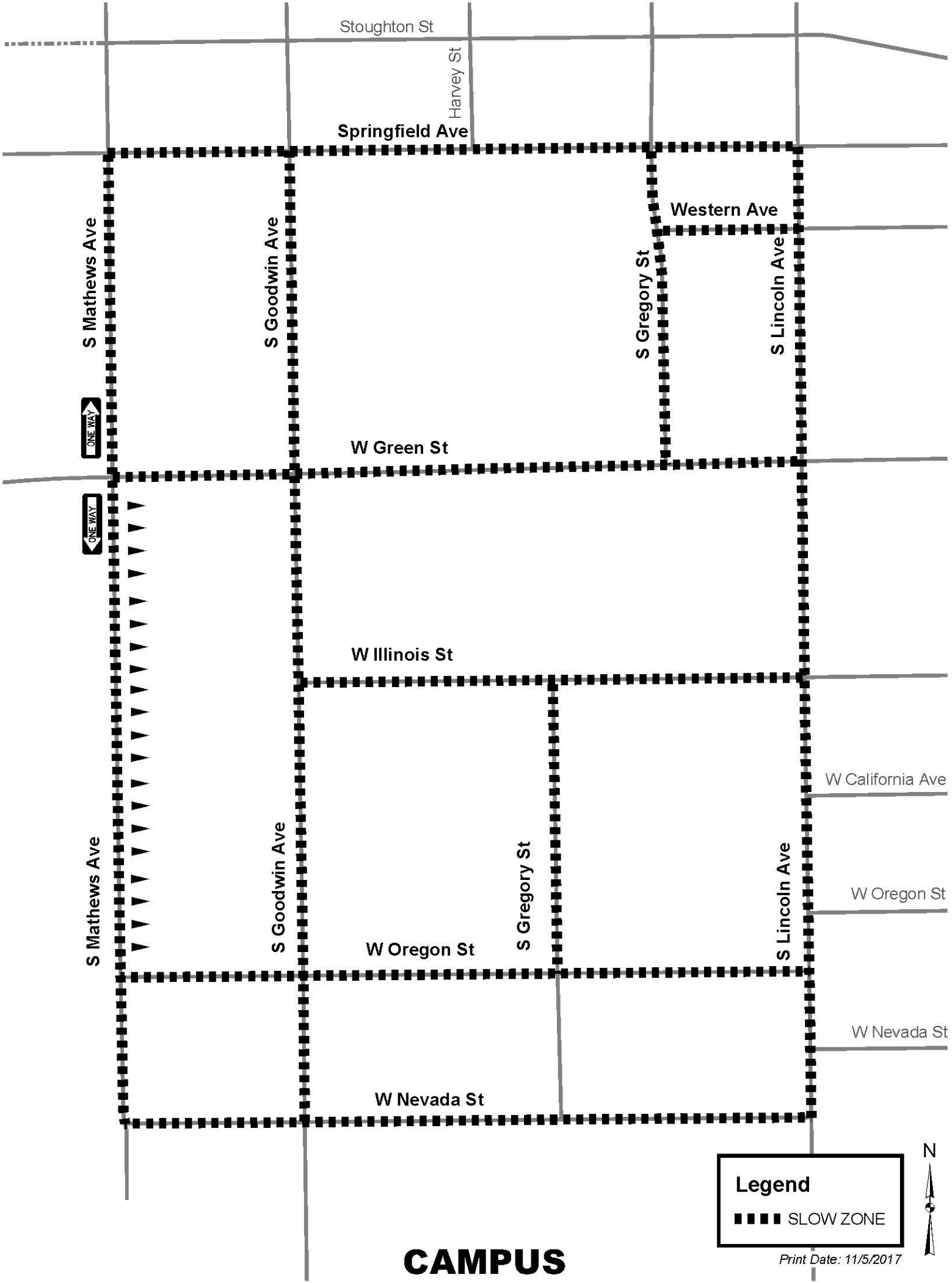


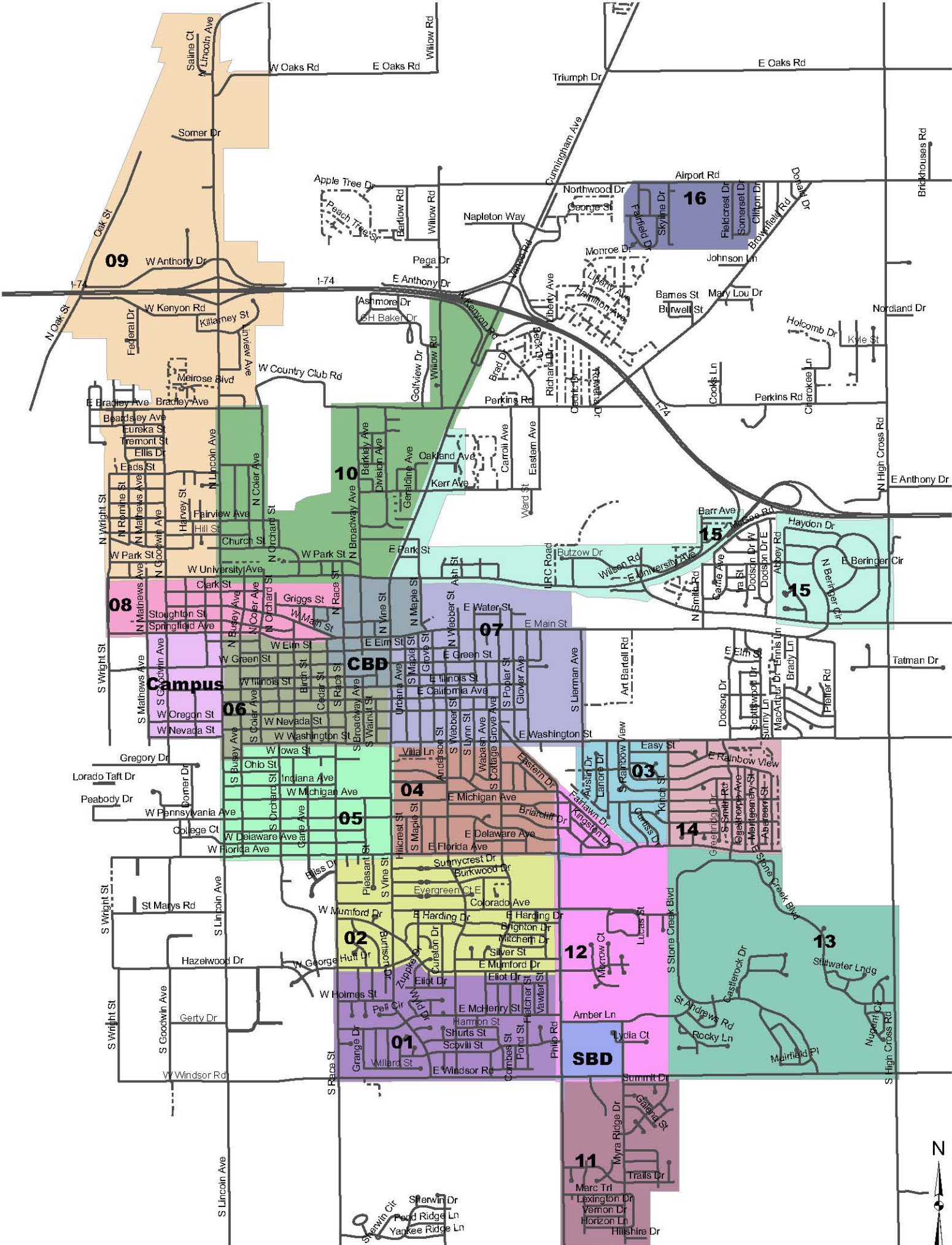
SOUTH BUSINESS DISTRICT



BRICK STREETS

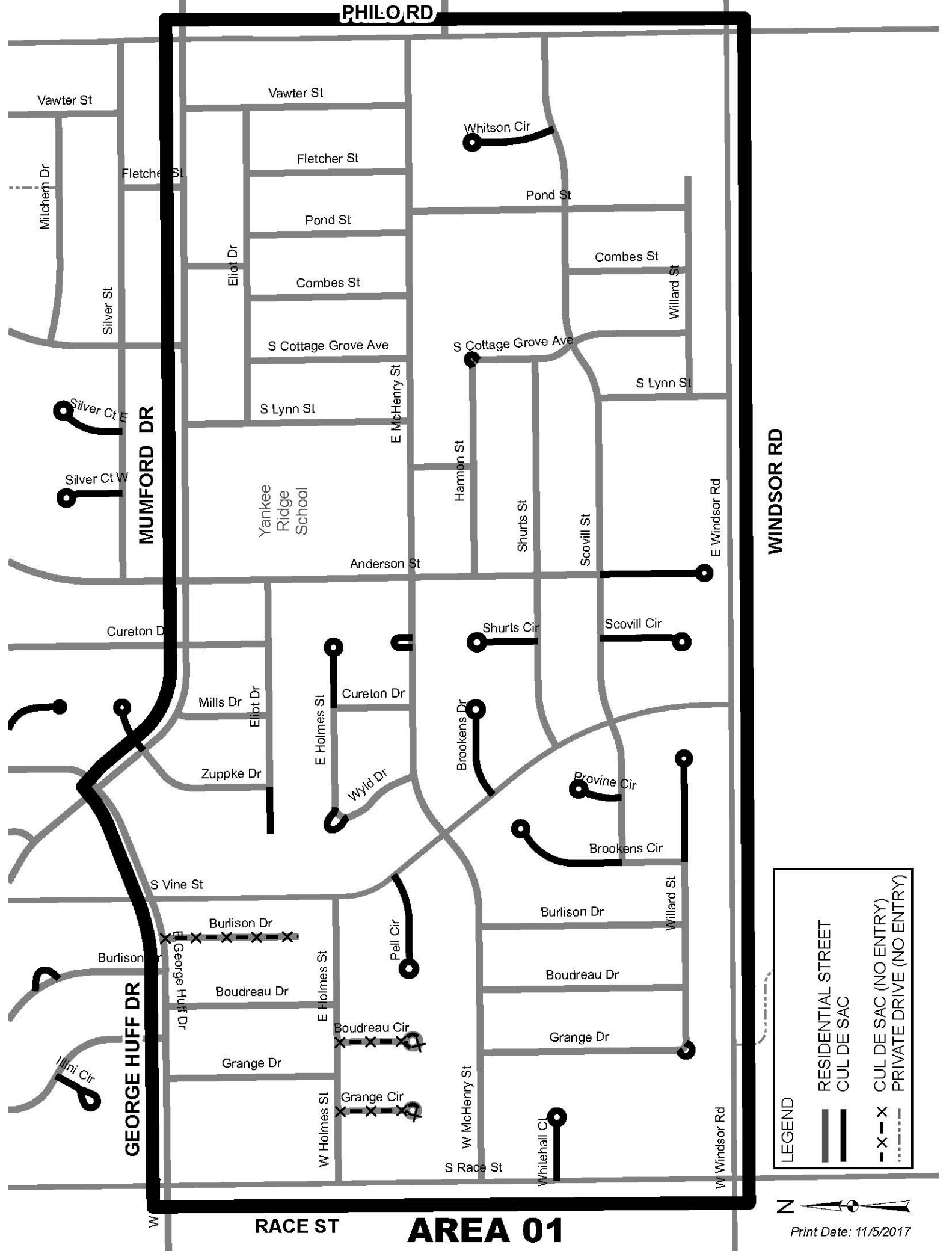
Print Date: 11/5/2017





RESIDENTIAL INDEX

PHILORD



MUMFORD DR

GEORGE HUFF DR

WINDSOR RD

RACE ST

AREA 01

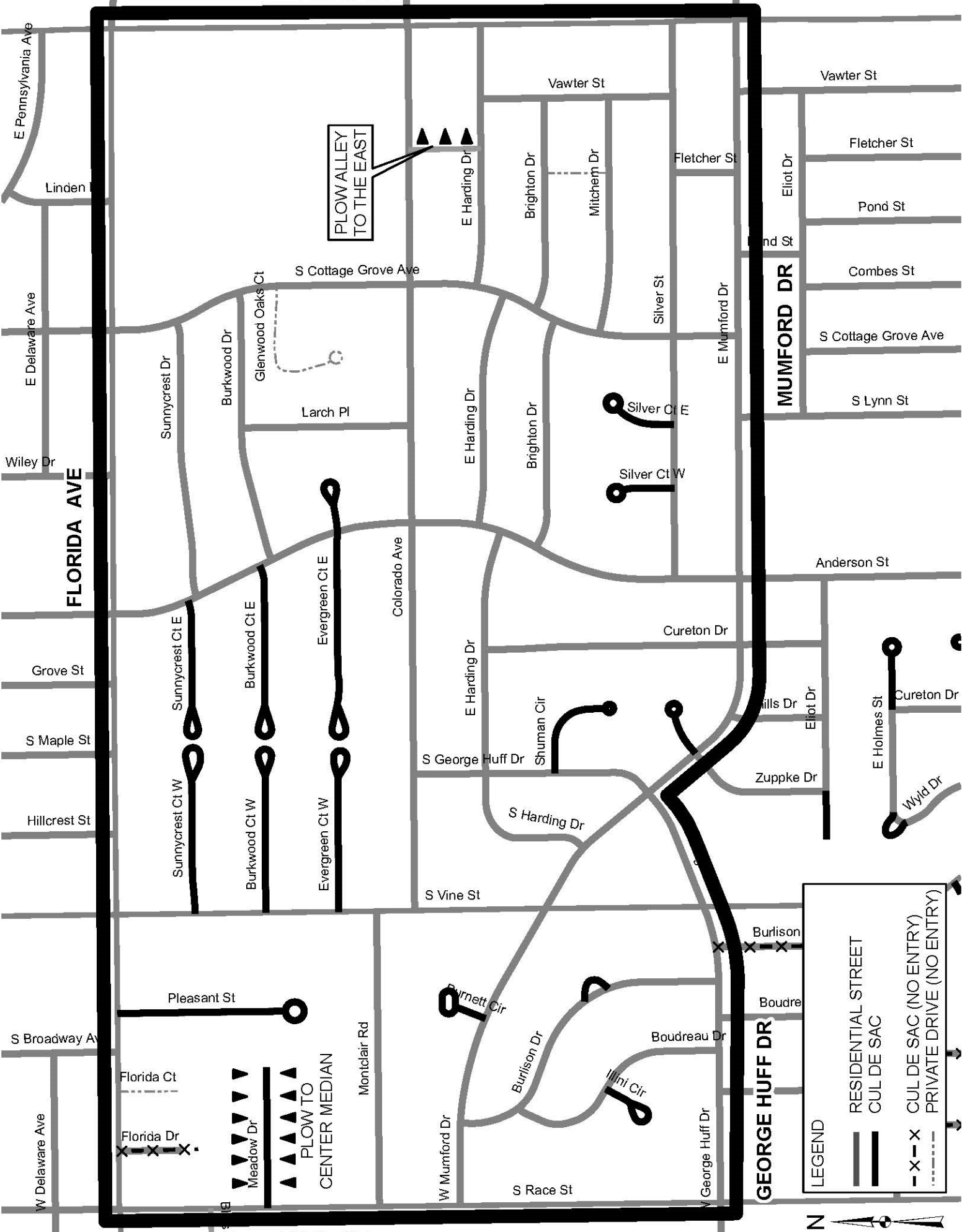
LEGEND

- RESIDENTIAL STREET
- CUL DE SAC
- CUL DE SAC (NO ENTRY)
- PRIVATE DRIVE (NO ENTRY)



Print Date: 11/5/2017

PHILO RD



FLOW ALLEY TO THE EAST

FLOW TO CENTER MEDIAN

LEGEND

- RESIDENTIAL STREET
- CUL DE SAC
- X - PRIVATE DRIVE (NO ENTRY)
- ... CUL DE SAC (NO ENTRY)



Print Date: 11/5/2017

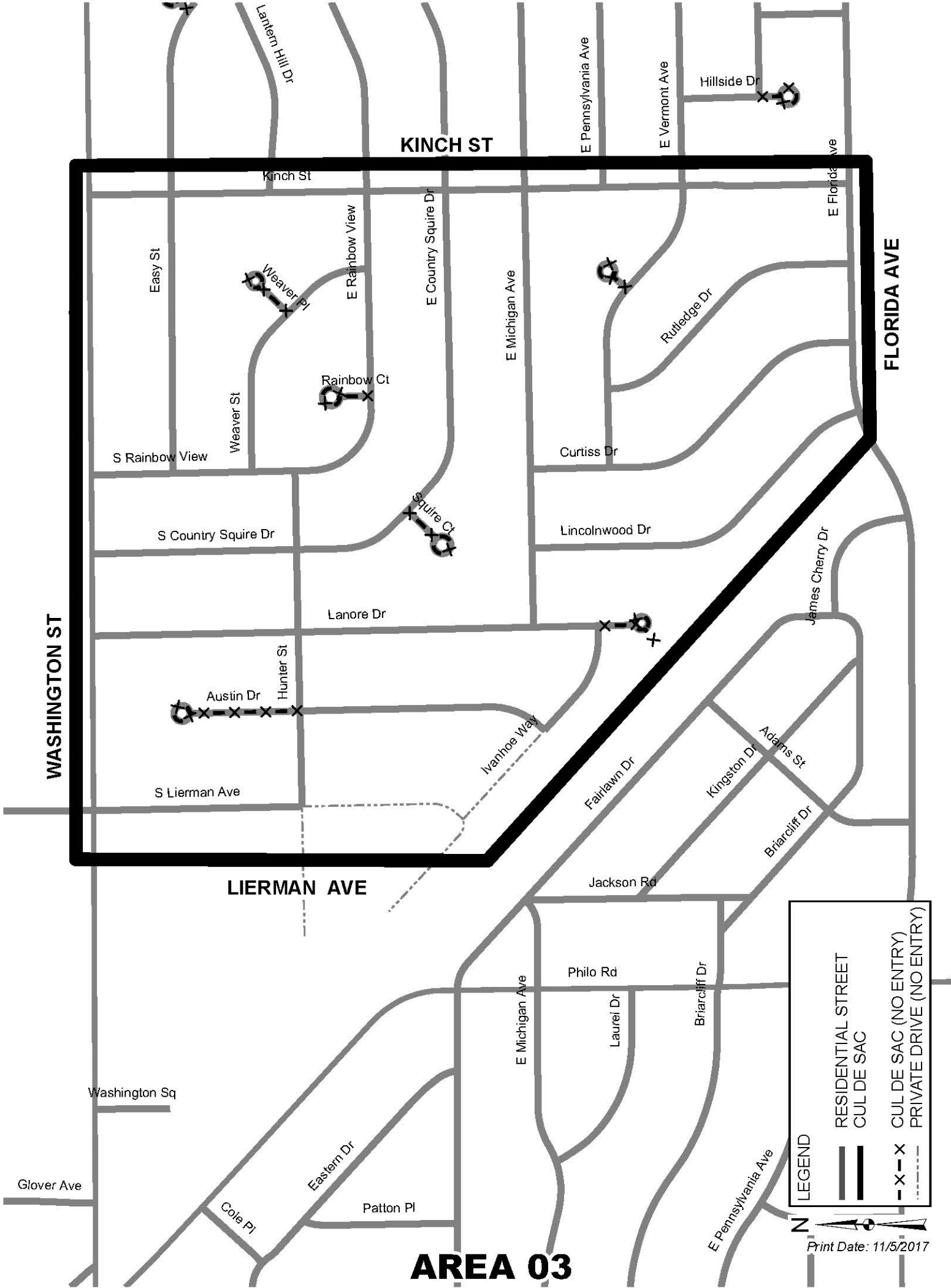
AREA 02

RACE ST

FLORIDA AVE

MUMFORD DR

GEORGE HUFF DR



KINCH ST

FLORIDA AVE

WASHINGTON ST

LIERMAN AVE

AREA 03

LEGEND

RESIDENTIAL STREET
CUL DE SAC

CUL DE SAC (NO ENTRY)
PRIVATE DRIVE (NO ENTRY)



Print Date: 11/5/2017

Easy St

S Rainbow View

S Country Squire Dr

S Lierman Ave

Washington Sq

Glover Ave

Cole Pl

Eastern Dr

Patton Pl

Weaver Pl

Weaver St

Rainbow Ct

Lanore Dr

Austin Dr

Hunter St

Squire Ct

E Country Squire Dr

E Michigan Ave

E Michigan Ave

Philo Rd

Laurel Dr

Briarcliff Dr

E Pennsylvania Ave

E Pennsylvania Ave

E Vermont Ave

Hillside Dr

Rutledge Dr

Curtiss Dr

Lincolnwood Dr

Fairlawn Dr

Jackson Rd

Kingston Dr

Adams St

Briarcliff Dr

James Cherry Dr

Kinch St

E Rainbow View

E Florida Ave



PHILO RD

WASHINGTON ST

FLORIDA AVE

VINE ST

AREA 04

ANDERSON ST:
 ONE-WAY, NORTH
 7:30 - 8:30 am AND
 2:30 - 3:30 pm
 ON SCHOOL DAYS

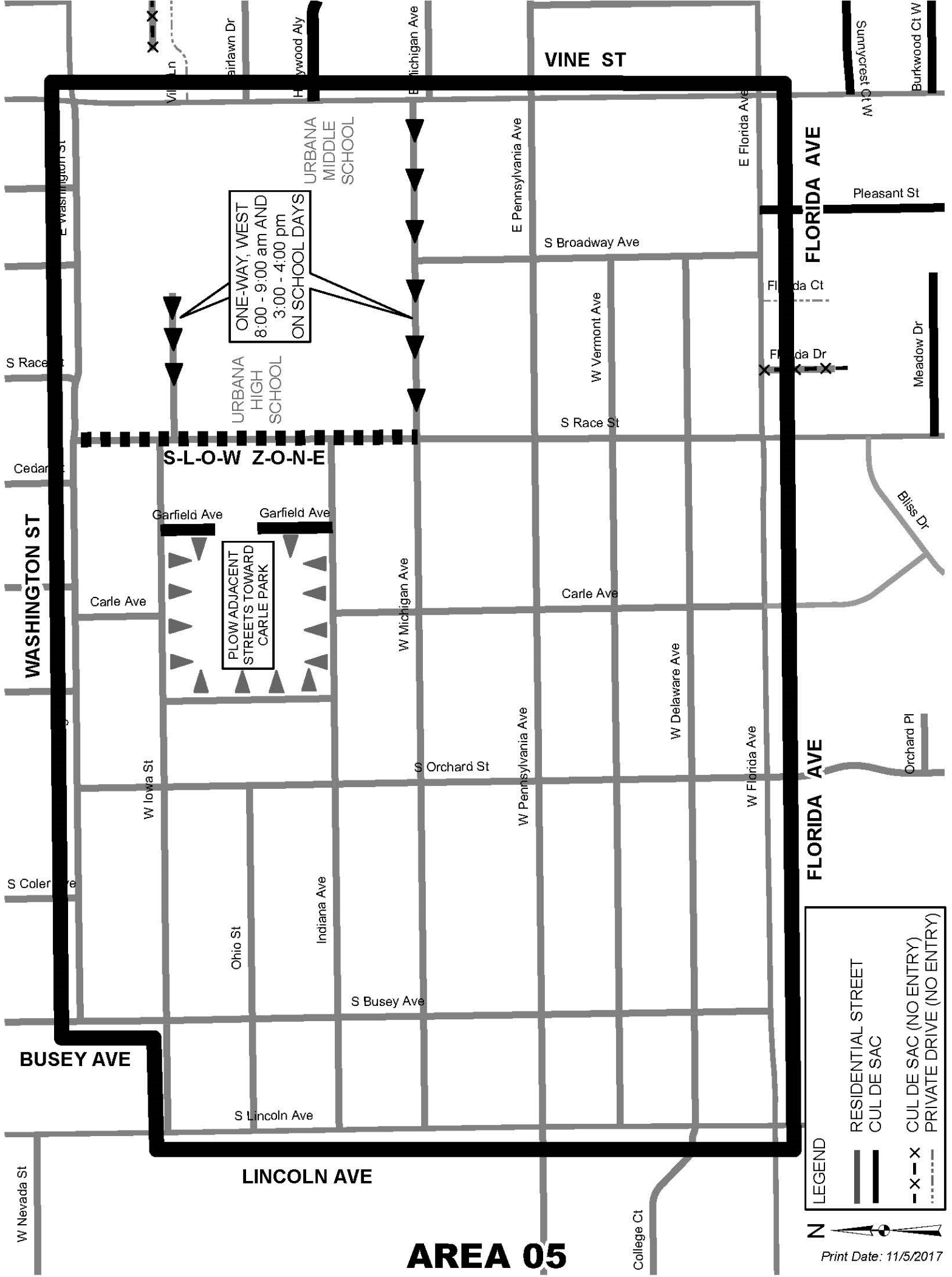
FAIRLAN DR:
 PLOW TO THE
 SOUTH

LEGEND

- RESIDENTIAL STREET
- CUL DE SAC
- X - CUL DE SAC (NO ENTRY)
- PRIVATE DRIVE (NO ENTRY)



Print Date: 11/5/2017
 Pleasant St



ONE-WAY, WEST
 8:00 - 9:00 am AND
 3:00 - 4:00 pm
 ON SCHOOL DAYS

FLOW ADJACENT
 STREETS TOWARD
 CARLE PARK

S-L-O-W Z-O-N-E

URBANA
 MIDDLE
 SCHOOL

URBANA
 HIGH
 SCHOOL

VINE ST

FLORIDA AVE

FLORIDA AVE

WASHINGTON ST

BUSEY AVE

LINCOLN AVE

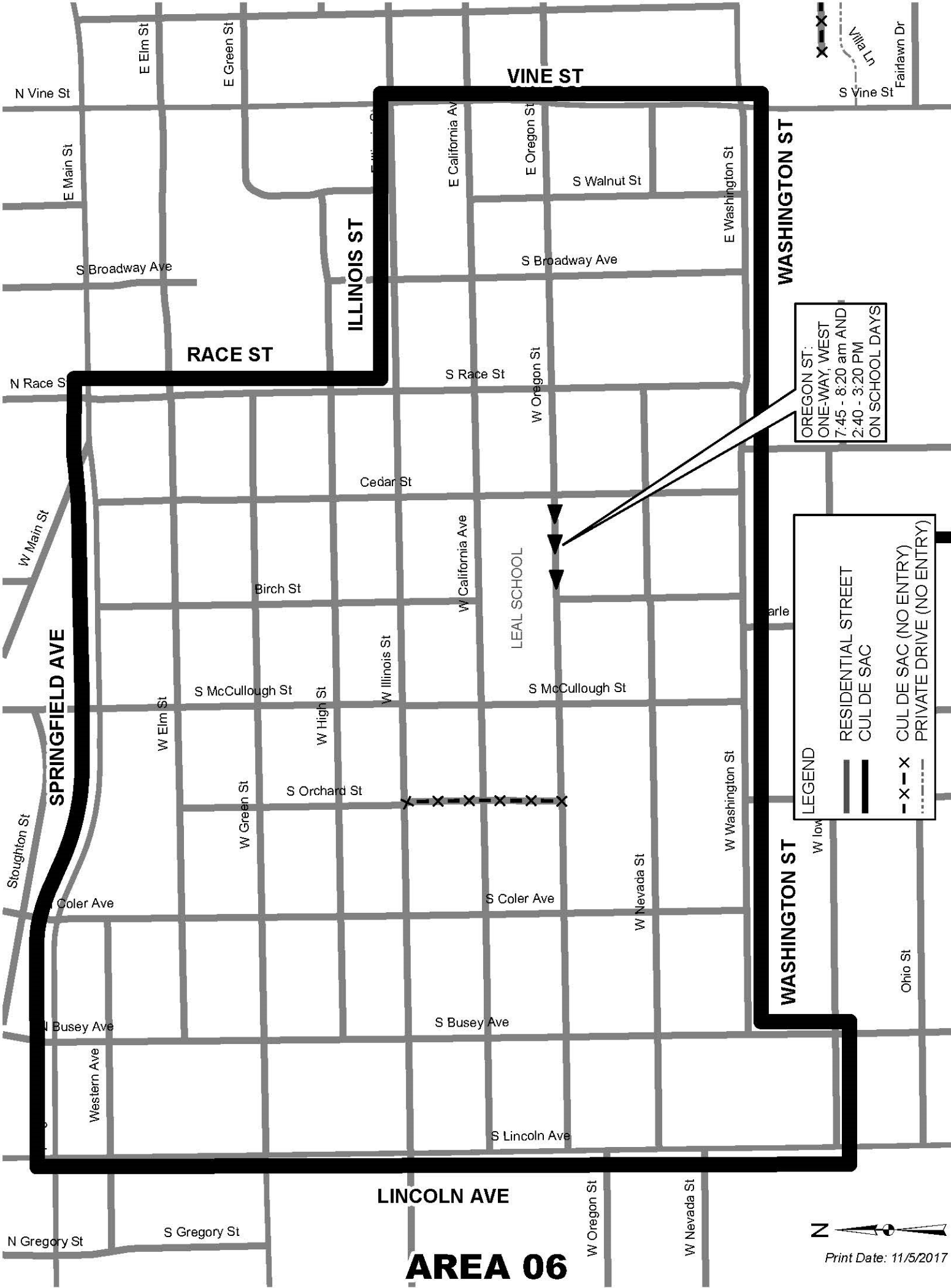
AREA 05

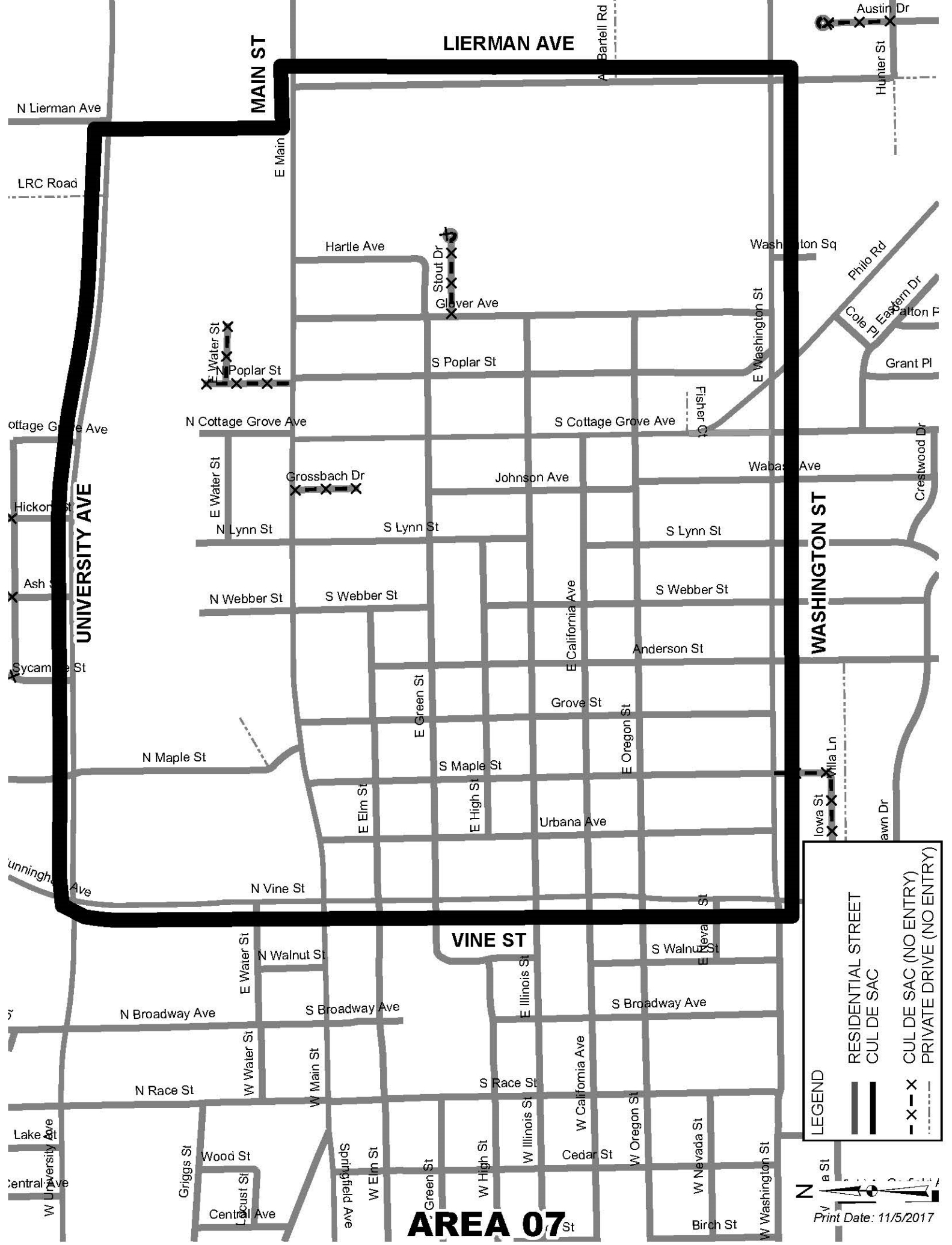
LEGEND

- RESIDENTIAL STREET
- CUL DE SAC
- CUL DE SAC (NO ENTRY)
- PRIVATE DRIVE (NO ENTRY)



Print Date: 11/5/2017





LIERMAN AVE

MAIN ST

UNIVERSITY AVE

WASHINGTON ST

VINE ST

AREA 07

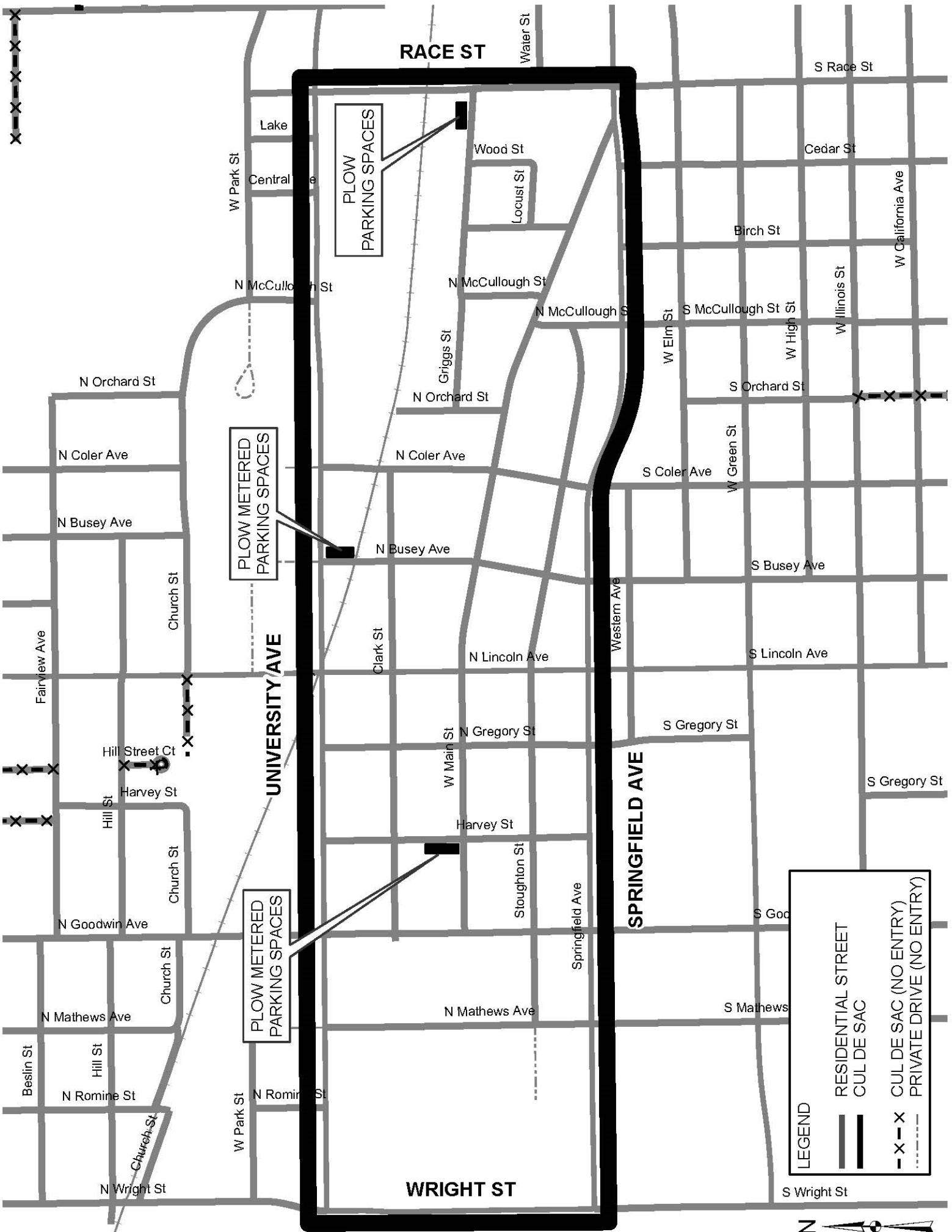
LEGEND

-  RESIDENTIAL STREET
-  CUL DE SAC
-  CUL DE SAC (NO ENTRY)
-  PRIVATE DRIVE (NO ENTRY)

LEGEND



Print Date: 11/5/2017



RACE ST

FLOW PARKING SPACES

FLOW METERED PARKING SPACES

FLOW METERED PARKING SPACES

UNIVERSITY AVE

SPRINGFIELD AVE

WRIGHT ST

LEGEND

- RESIDENTIAL STREET
- CUL DE SAC
- X - X CUL DE SAC (NO ENTRY)
- ... PRIVATE DRIVE (NO ENTRY)



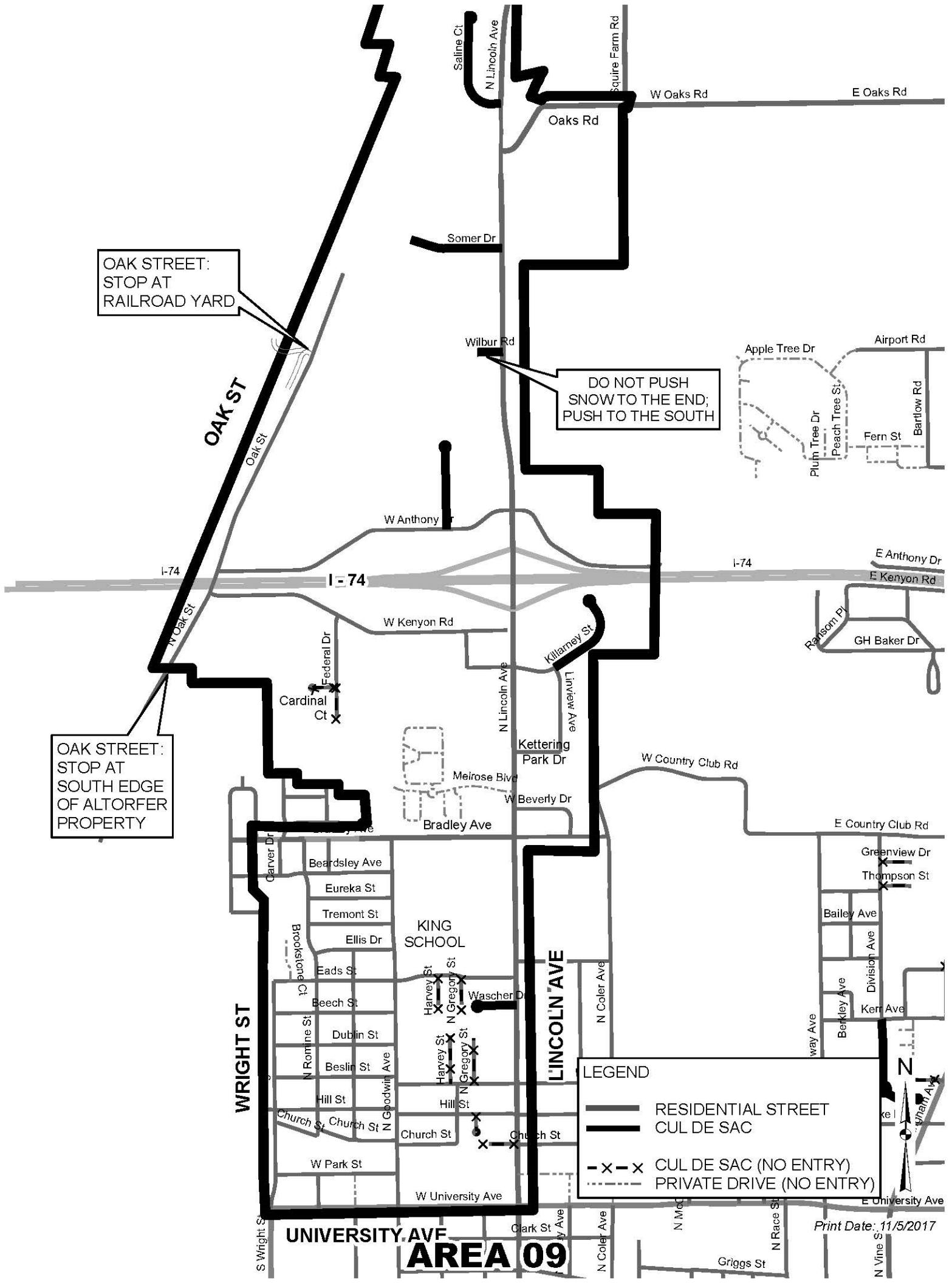
AREA 08

Print Date: 11/5/2017

OAK STREET:
STOP AT
RAILROAD YARD

DO NOT PUSH
SNOW TO THE END;
PUSH TO THE SOUTH

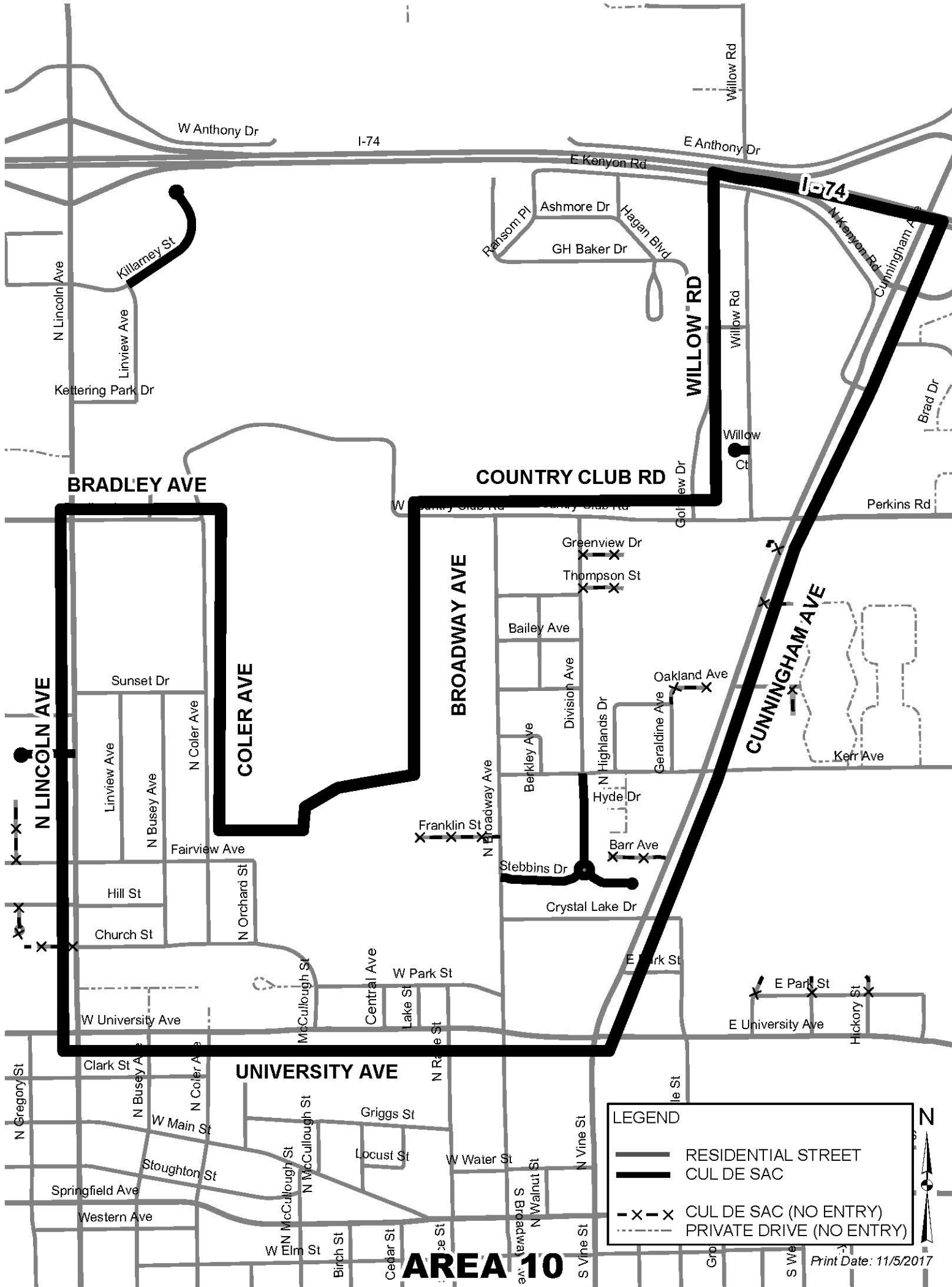
OAK STREET:
STOP AT
SOUTH EDGE
OF ALTORFER
PROPERTY







LEGEND

- RESIDENTIAL STREET
- CUL DE SAC
- X - X CUL DE SAC (NO ENTRY)
- PRIVATE DRIVE (NO ENTRY)

UNIVERSITY AVE
AREA 09



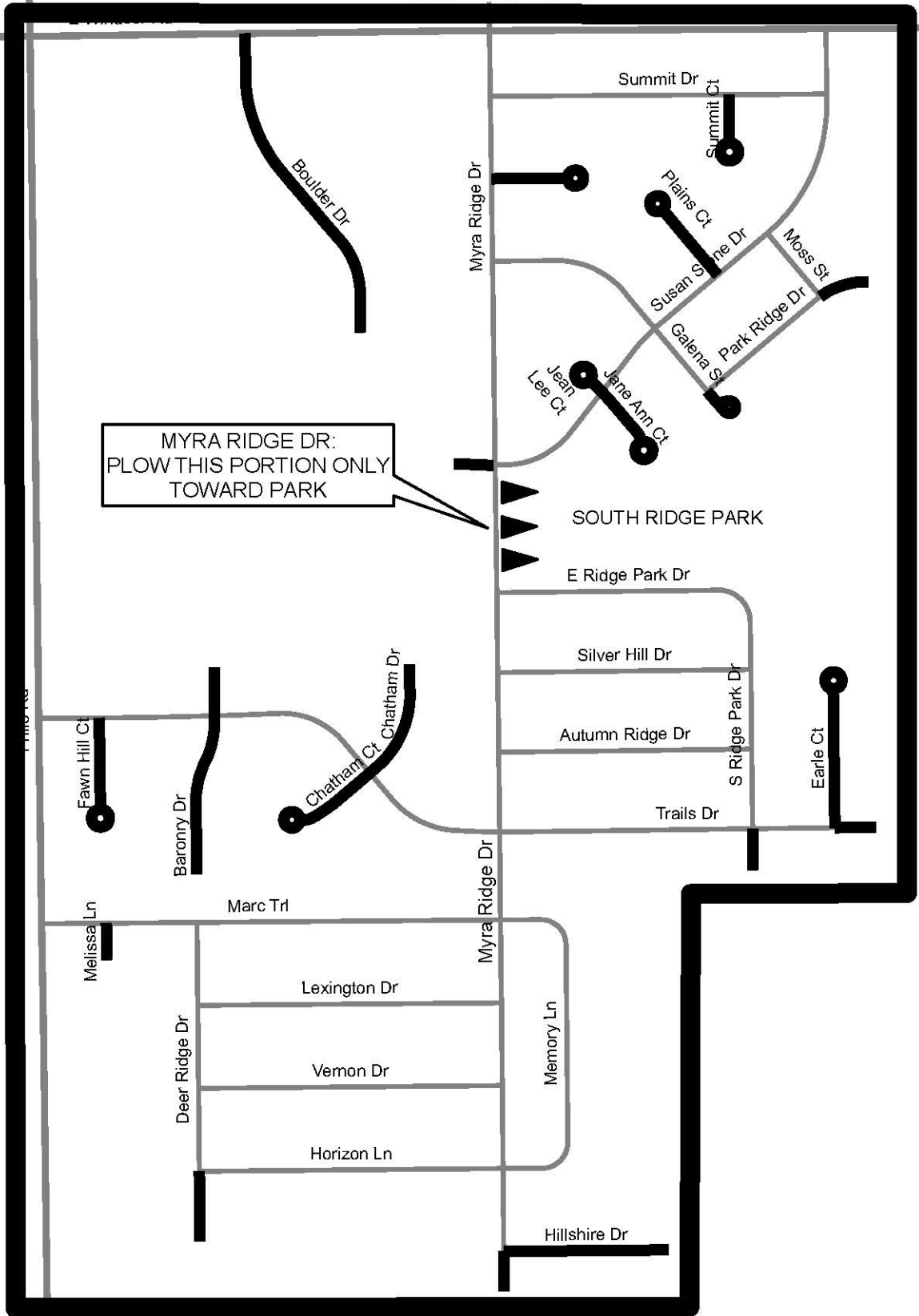
LEGEND	
	RESIDENTIAL STREET
	CUL DE SAC
	CUL DE SAC (NO ENTRY)
	PRIVATE DRIVE (NO ENTRY)

AREA 10

Print Date: 11/5/2017





WINDSOR RD

PHILO RD



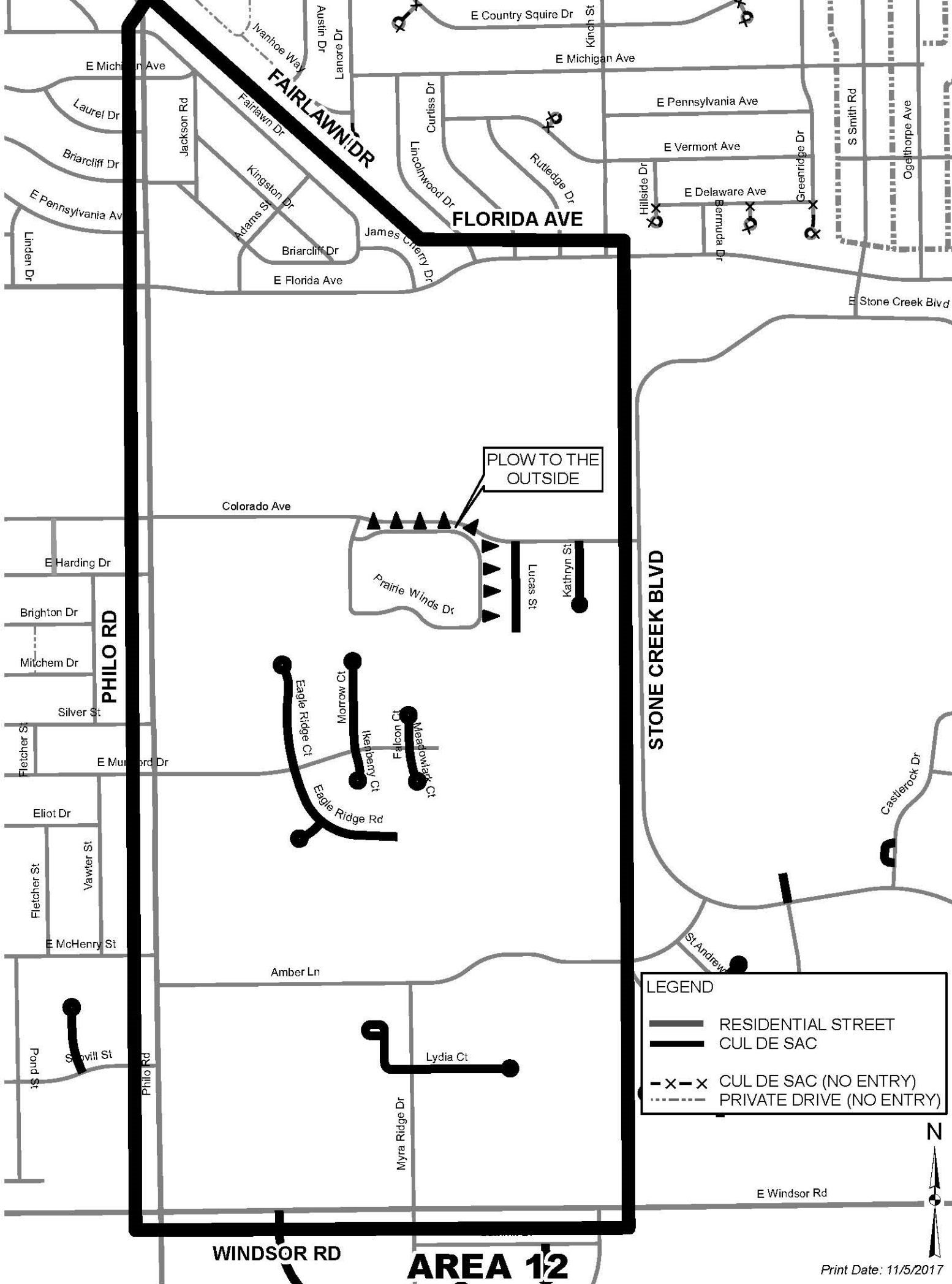
MYRA RIDGE DR:
 PLOW THIS PORTION ONLY
 TOWARD PARK

LEGEND

-  RESIDENTIAL STREET
-  CUL DE SAC
-  CUL DE SAC (NO ENTRY)
-  PRIVATE DRIVE (NO ENTRY)



AREA 11



FAIRLAWN DR





FLORIDA AVE

PLOW TO THE
OUTSIDE

STONE CREEK BLVD

PHILO RD

LEGEND

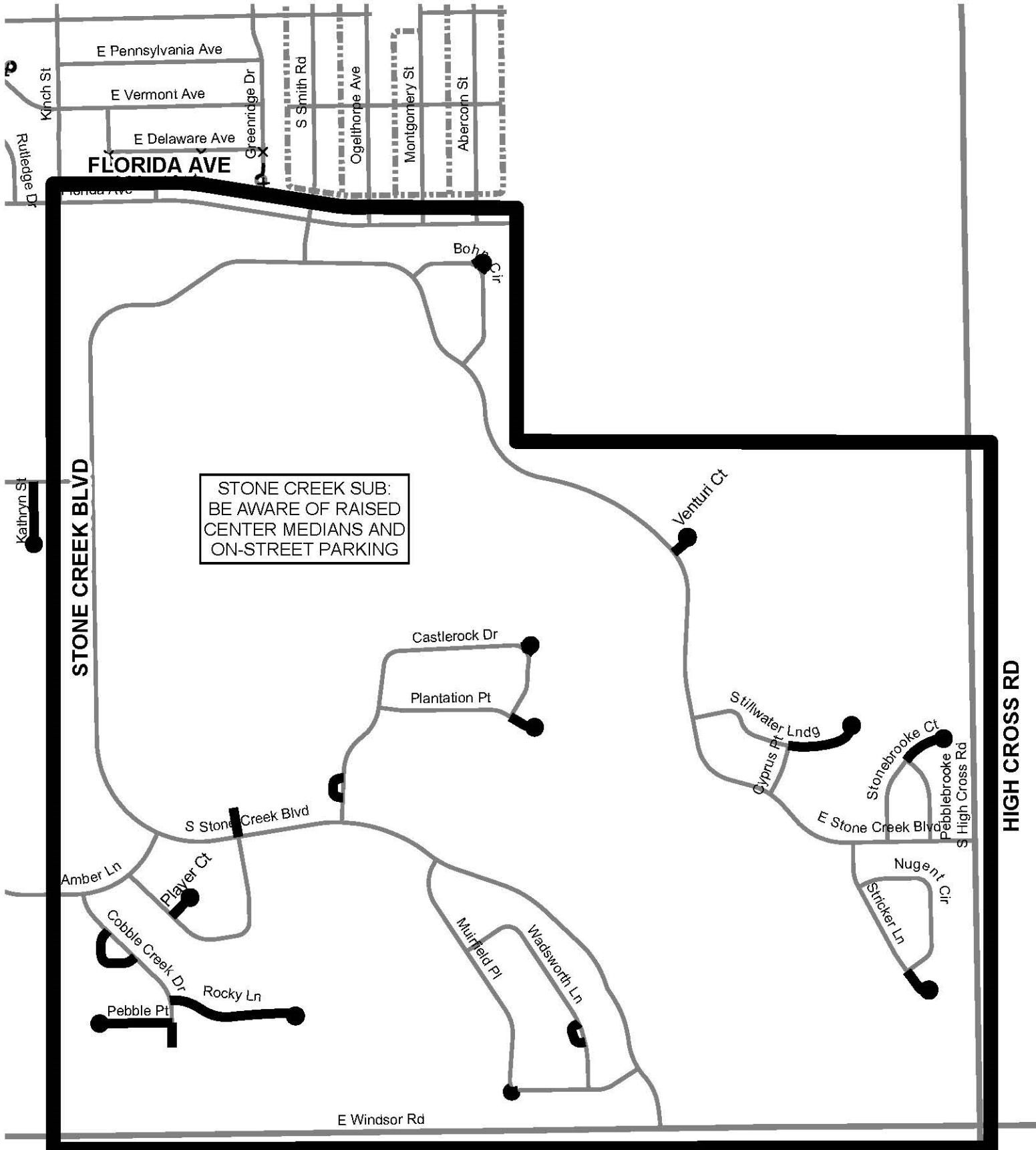
-  RESIDENTIAL STREET
-  CUL DE SAC
-  CUL DE SAC (NO ENTRY)
-  PRIVATE DRIVE (NO ENTRY)



WINDSOR RD

AREA 12

Print Date: 11/5/2017

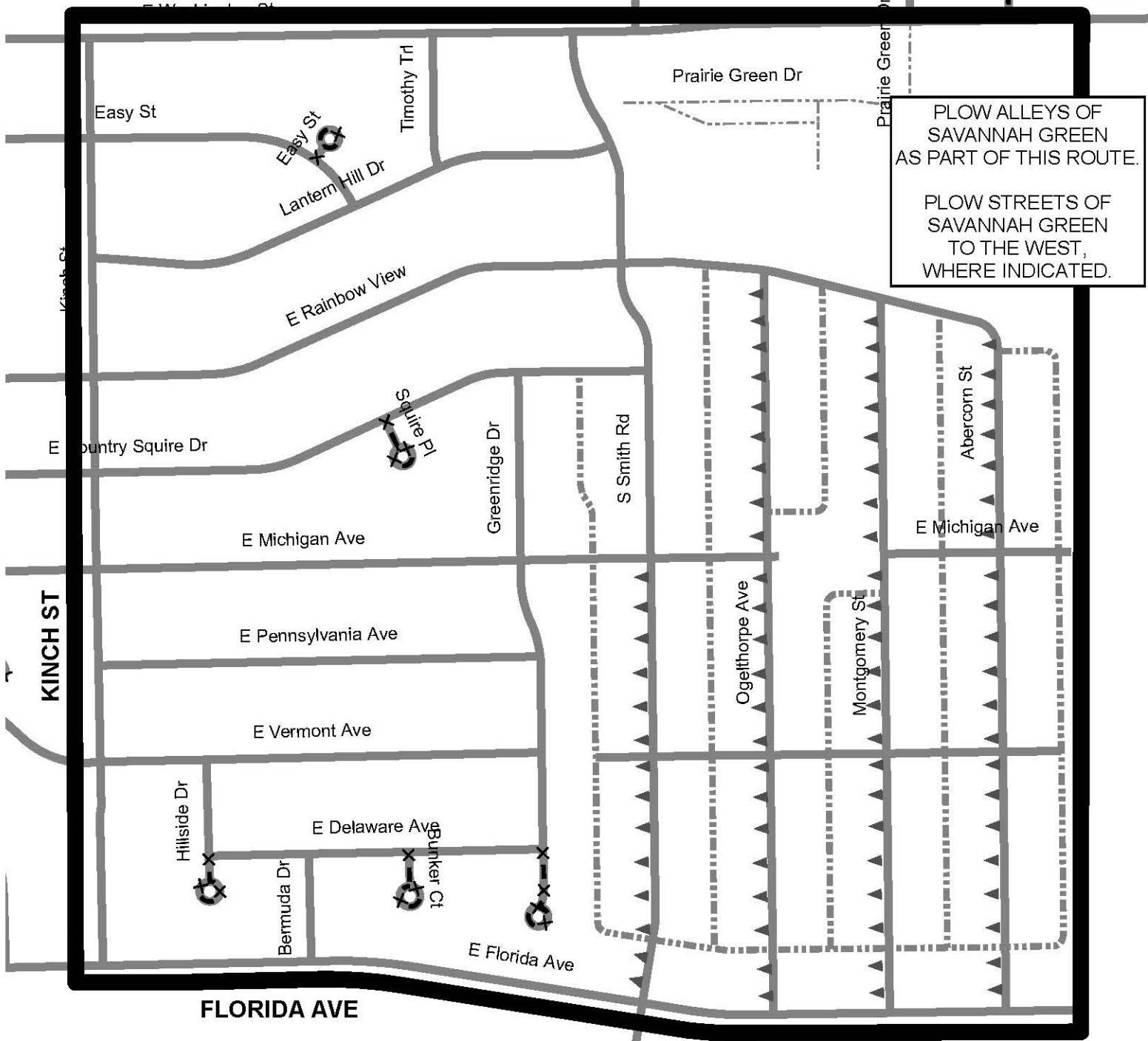


AREA 13

Print Date: 11/5/2017



WASHINGTON ST



PLOW ALLEYS OF SAVANNAH GREEN AS PART OF THIS ROUTE.

PLOW STREETS OF SAVANNAH GREEN TO THE WEST, WHERE INDICATED.

KINCH ST

FLORIDA AVE

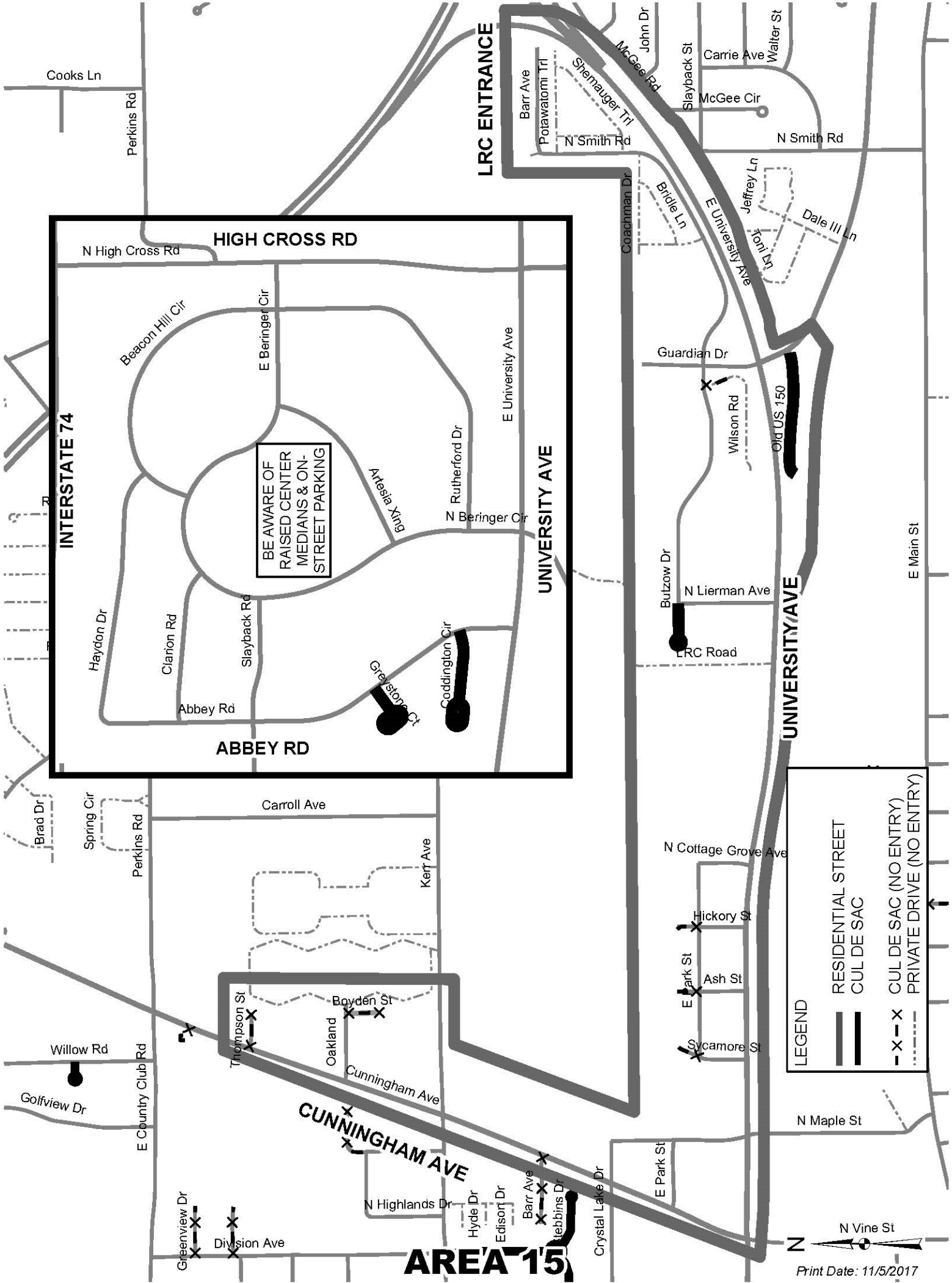
S Stone Creek Blvd E Stone Cr

LEGEND

- RESIDENTIAL STREET
- ALLEY (To be plowed w/route)
- CUL DE SAC
- CUL DE SAC (NO ENTRY)
- PRIVATE DRIVE (NO ENTRY)



AREA 14



Cooks Ln

Perkins Rd

LRC ENTRANCE

Barr Ave
Potawatomir Trl
Shermauger Trl
N Smith Rd
McGee Rd
John Dr
Slayback St
Carrie Ave
Walter St
McGee Cir

INTERSTATE 74
HIGH CROSS RD

N High Cross Rd

BE AWARE OF
RAISED CENTER
MEDIANS & ON-
STREET PARKING

Beacon Hill Cir

E Beringer Cir

E University Ave

UNIVERSITY AVE

Haydon Dr

Clarion Rd

Slayback Rd

Alesia Xing

Rutherford Dr

N Beringer Cir

Guardian Dr

Bridle Ln

E University Ave

Jeffrey Ln

Toni Ln

Dale III Ln

Abbey Rd

ABBEY RD

Greviston Cir

Coddington Cir

Butzow Dr

N Lierman Ave

LRC Road

UNIVERSITY AVE

E Main St

Brad Dr

Spring Cir

Perkins Rd

Carroll Ave

Kerr Ave

N Cottage Grove Ave

Hickory St

E Park St

Ash St

Sycamore St

LEGEND

RESIDENTIAL STREET
CUL DE SAC

- X - X CUL DE SAC (NO ENTRY)
- - - - PRIVATE DRIVE (NO ENTRY)

Willow Rd

Golfview Dr

E Country Club Rd

Thompson St

Boyd St

Oakland

Cunningham Ave

CUNNINGHAM AVE

N Highlands Dr

Hyde Dr

Edison Dr

Barr Ave

Tabbins Dr

Crystal Lake Dr

E Park St

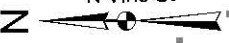
N Maple St

Greenview Dr

Division Ave

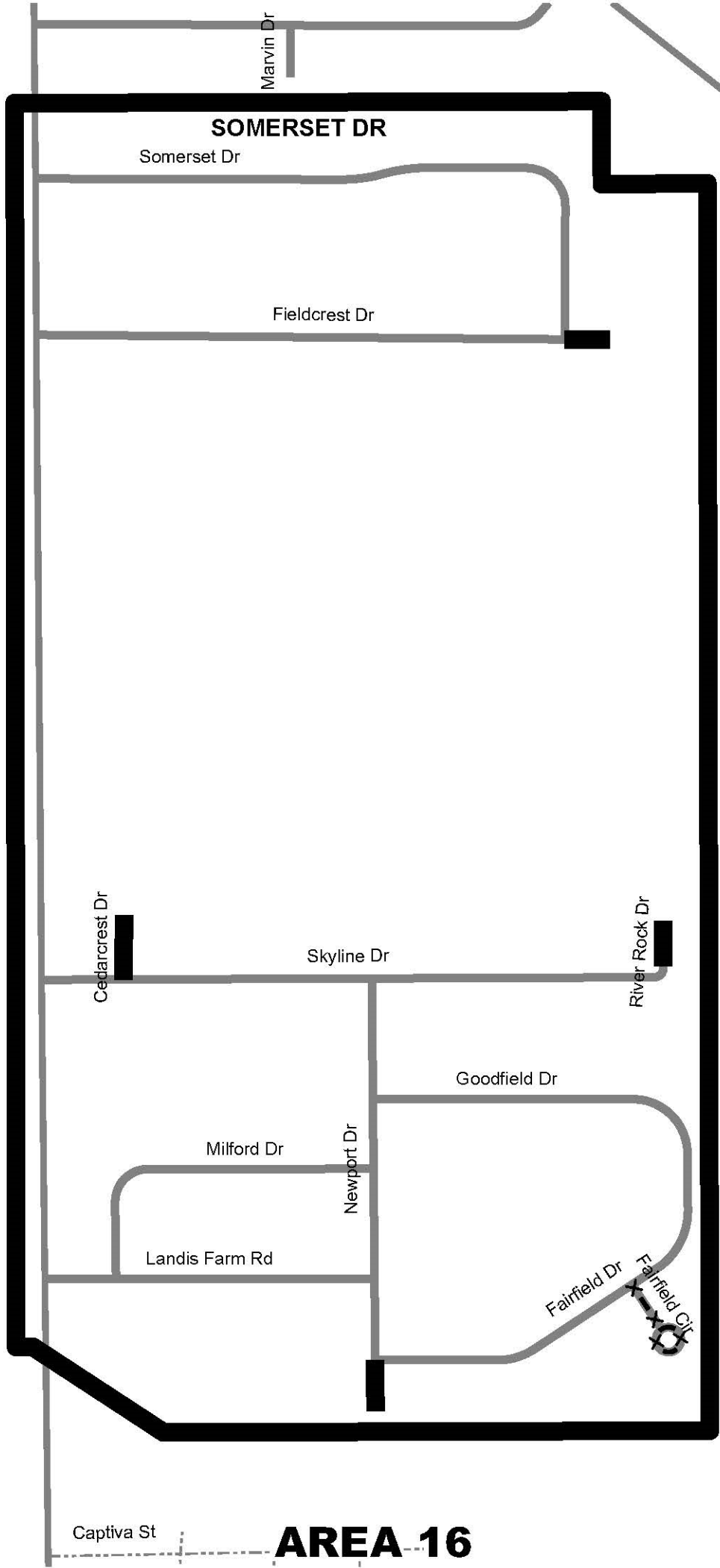
N Vine St

AREA 15



Print Date: 11/5/2017

AIRPORT RD



Marvin Dr

SOMERSET DR
Somerset Dr

Fieldcrest Dr

Brownfield Rd

Johnson Ln

Cedarcrest Dr

Skyline Dr

River Rock Dr

Goodfield Dr

Milford Dr

Newport Dr

Landis Farm Rd

Fairfield Dr



LEGEND

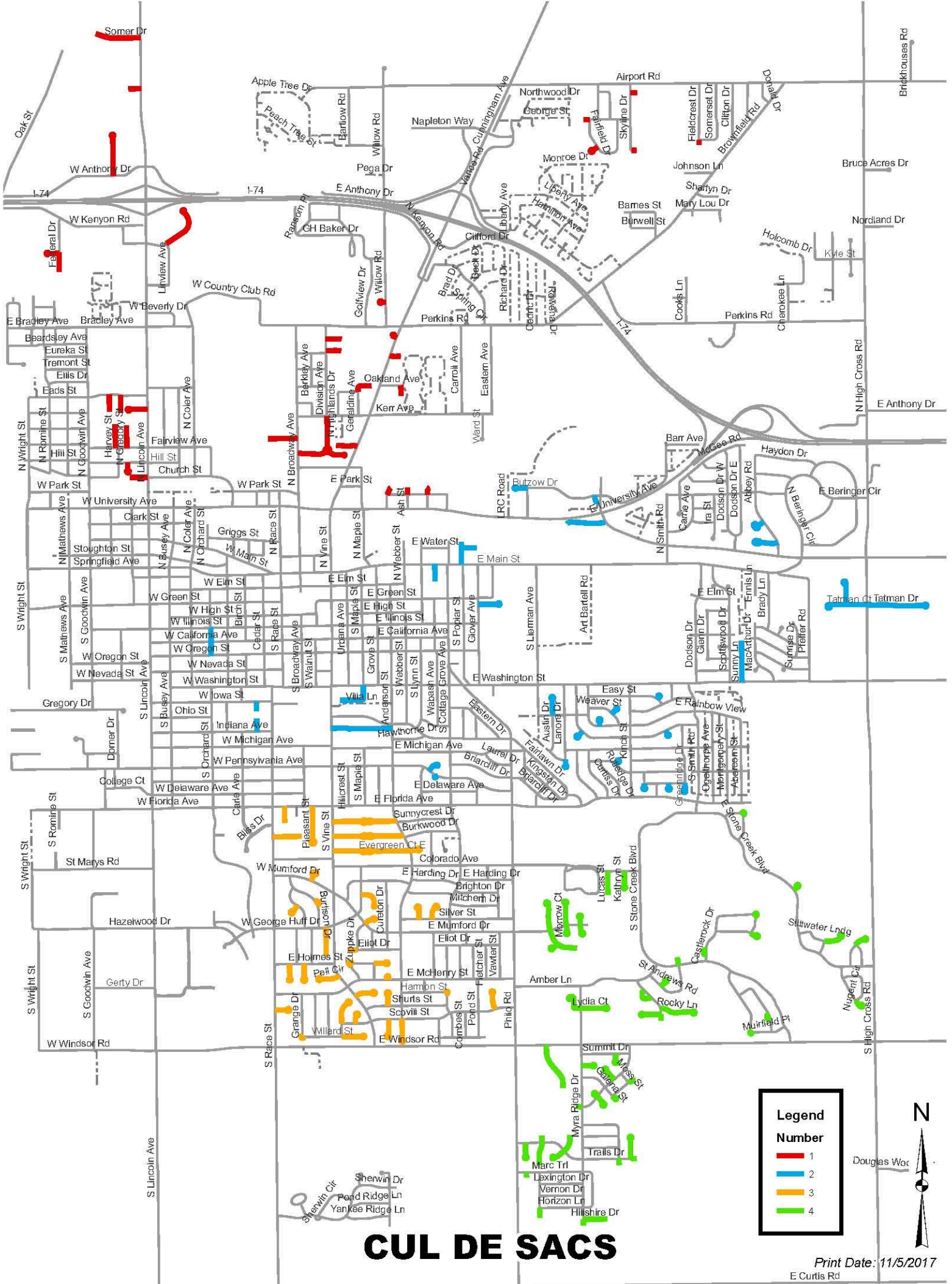
- RESIDENTIAL STREET
- CUL DE SAC
- X - CUL DE SAC (NO ENTRY)
- - - PRIVATE DRIVE (NO ENTRY)

Captiva St

AREA 16

North Arrow

Print Date: 11/5/2017



Legend	
Number	
Red	1
Blue	2
Orange	3
Green	4

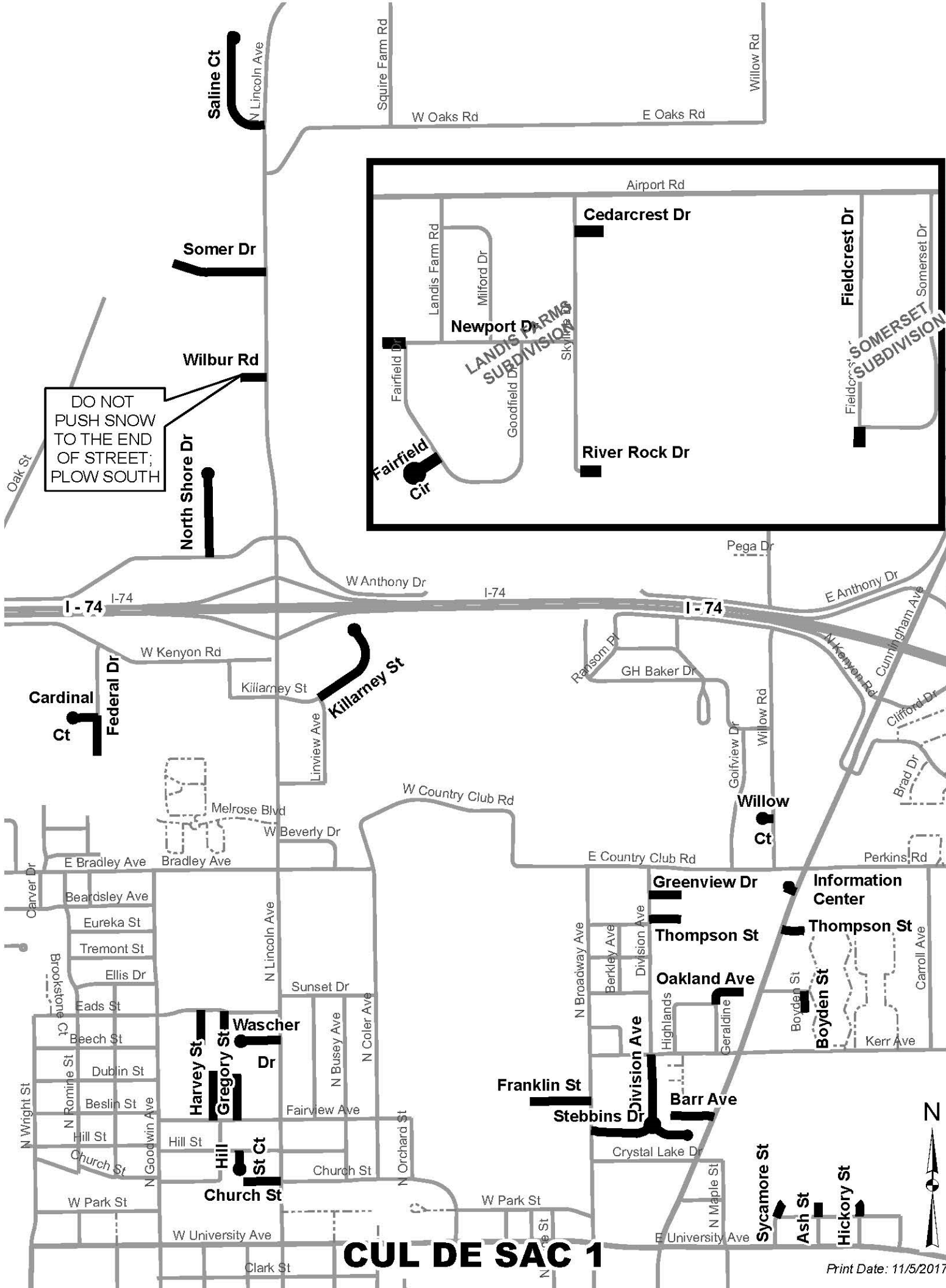


Douglas Woc

CUL DE SACS

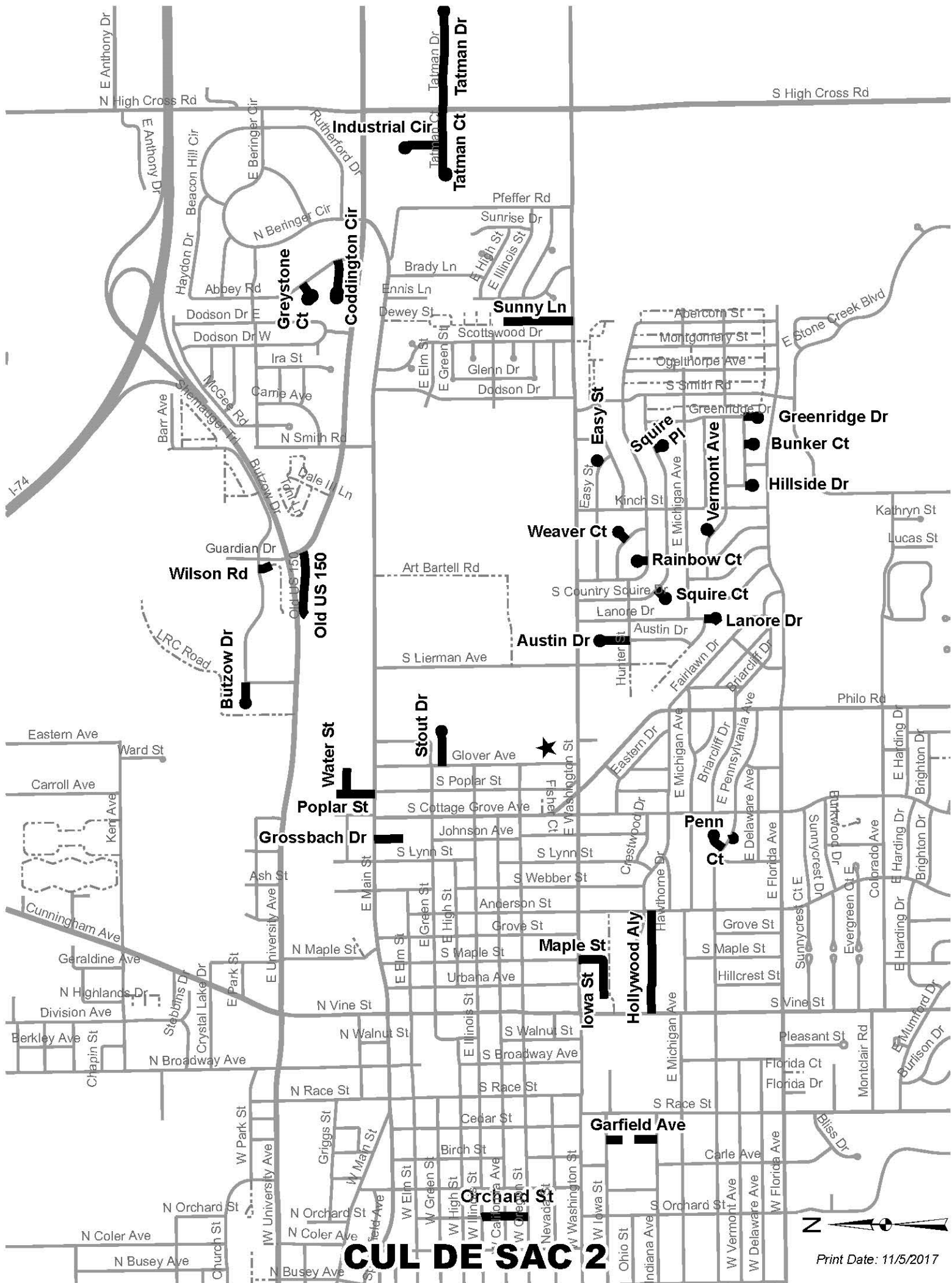
Print Date: 11/5/2017

E Curtis Rd



DO NOT
PUSH SNOW
TO THE END
OF STREET;
PLOW SOUTH

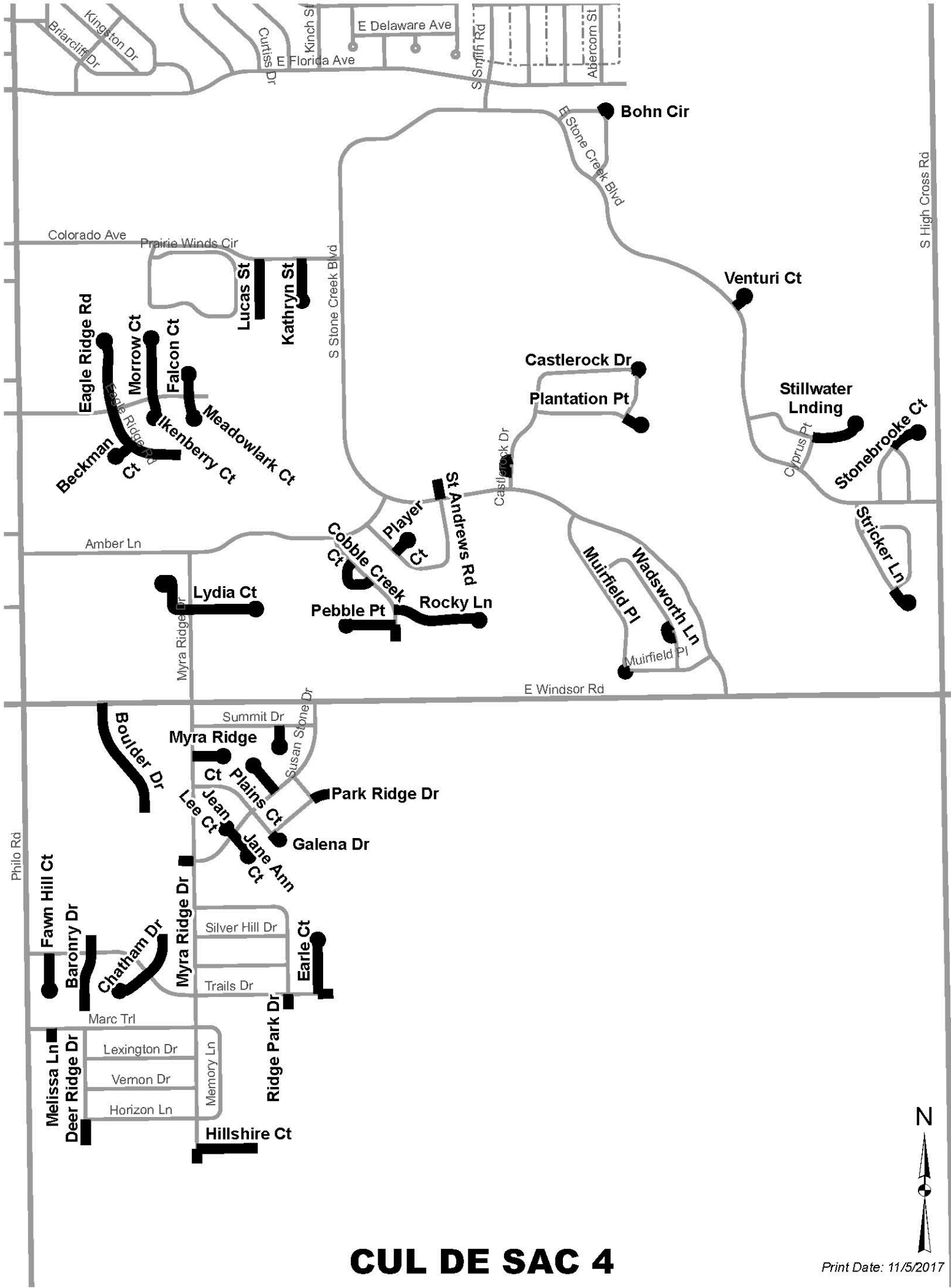
CUL DE SAC 1



CUL DE SAC 2

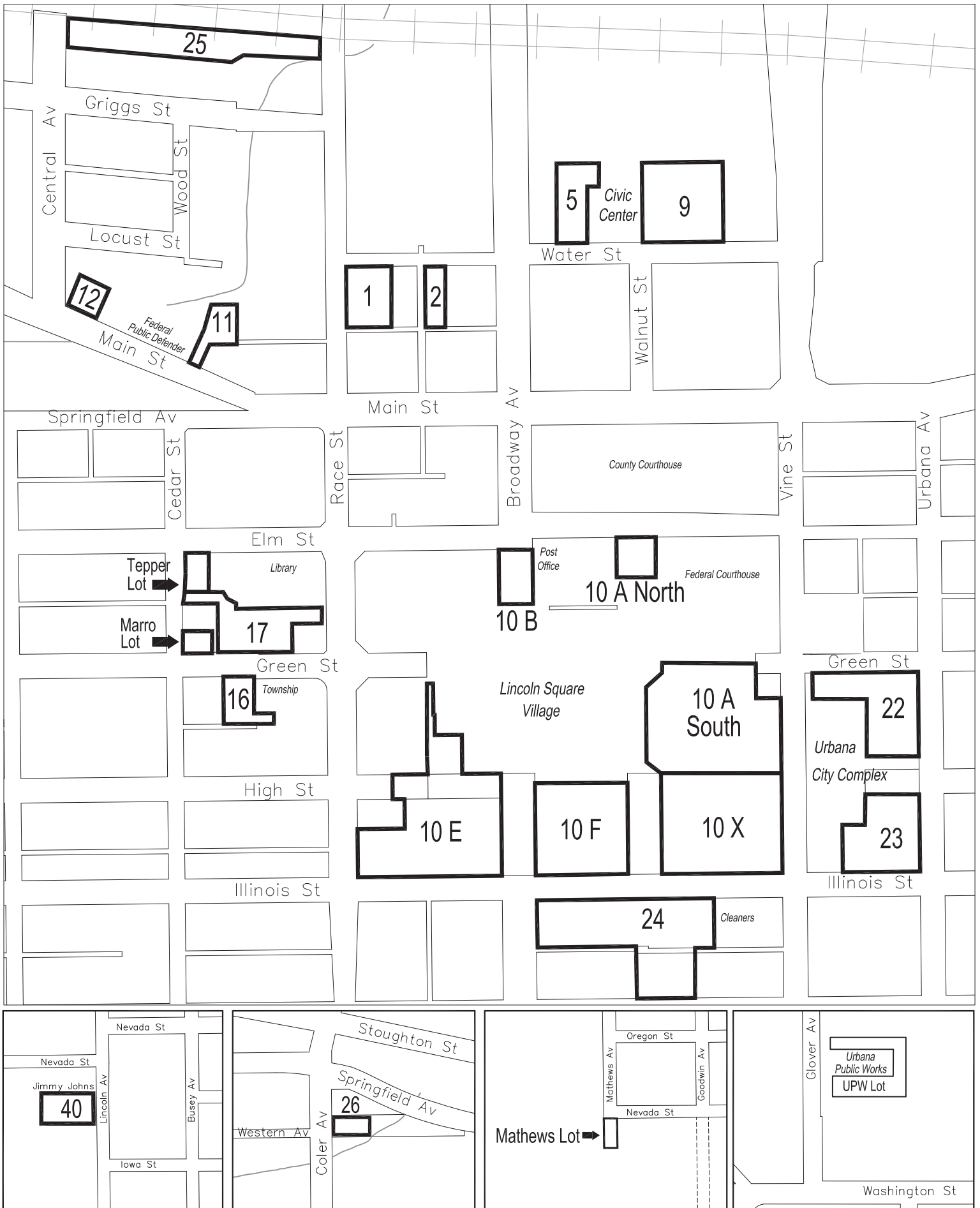


Print Date: 11/5/2017



CUL DE SAC 4

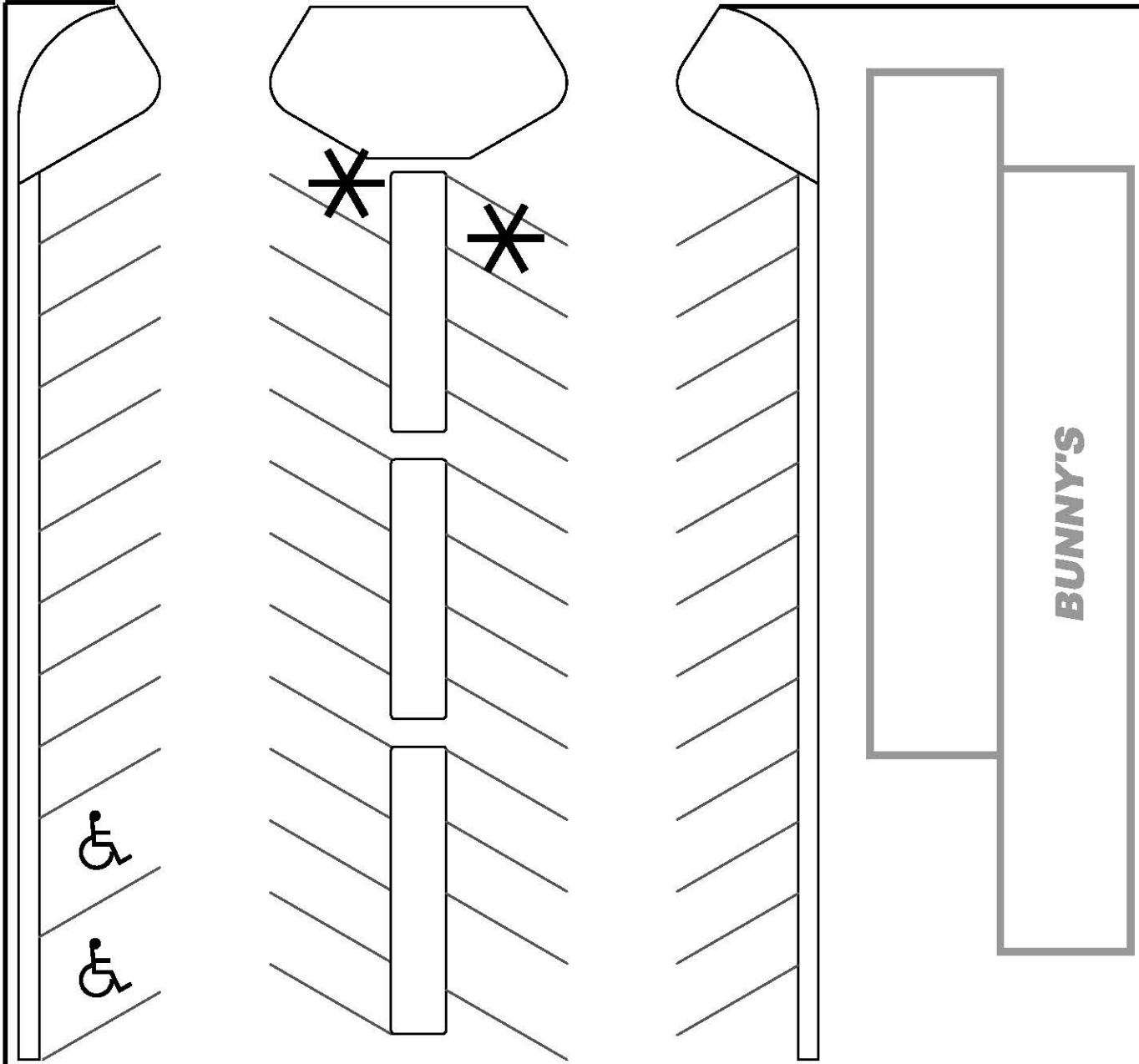




Parking Lot Index

WATER STREET

RACE STREET



Goose Alley

ROSE BOWL

PUSH SNOW TO SPACES MARKED



Lot 1

Water St

BUNNY'S



Broadway Av

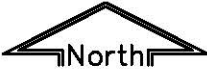
Goose Alley

Crane Alley

PUSH SNOW TO SPACE MARKED



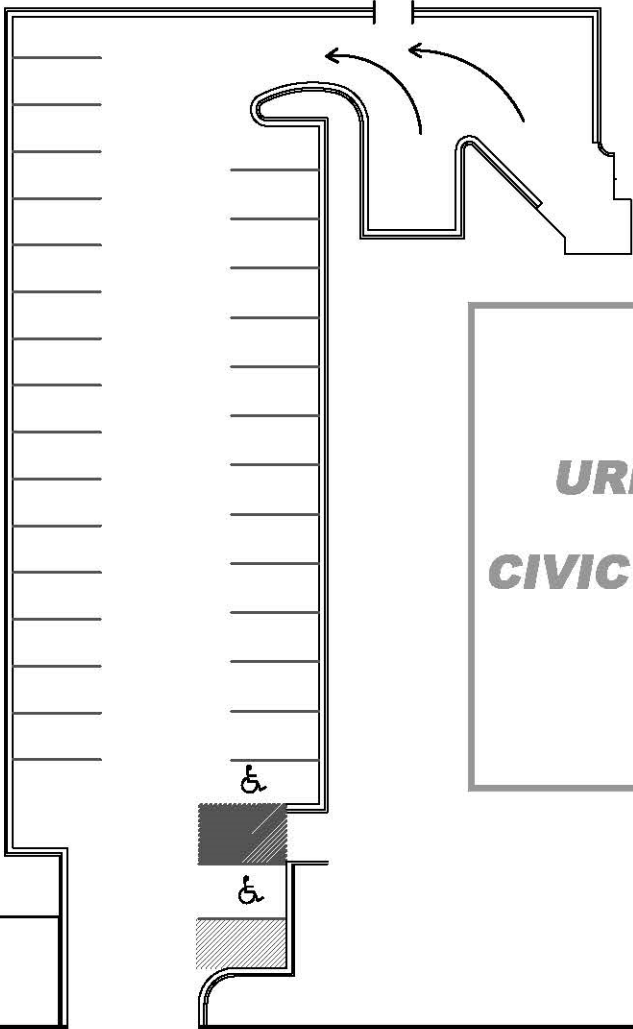
Lot 2



10/25/16

Grocery

BROADWAY AV



MINI PARK

WATER ST

WALNUT ST

PUSH SNOW TO SPACES MARKED *



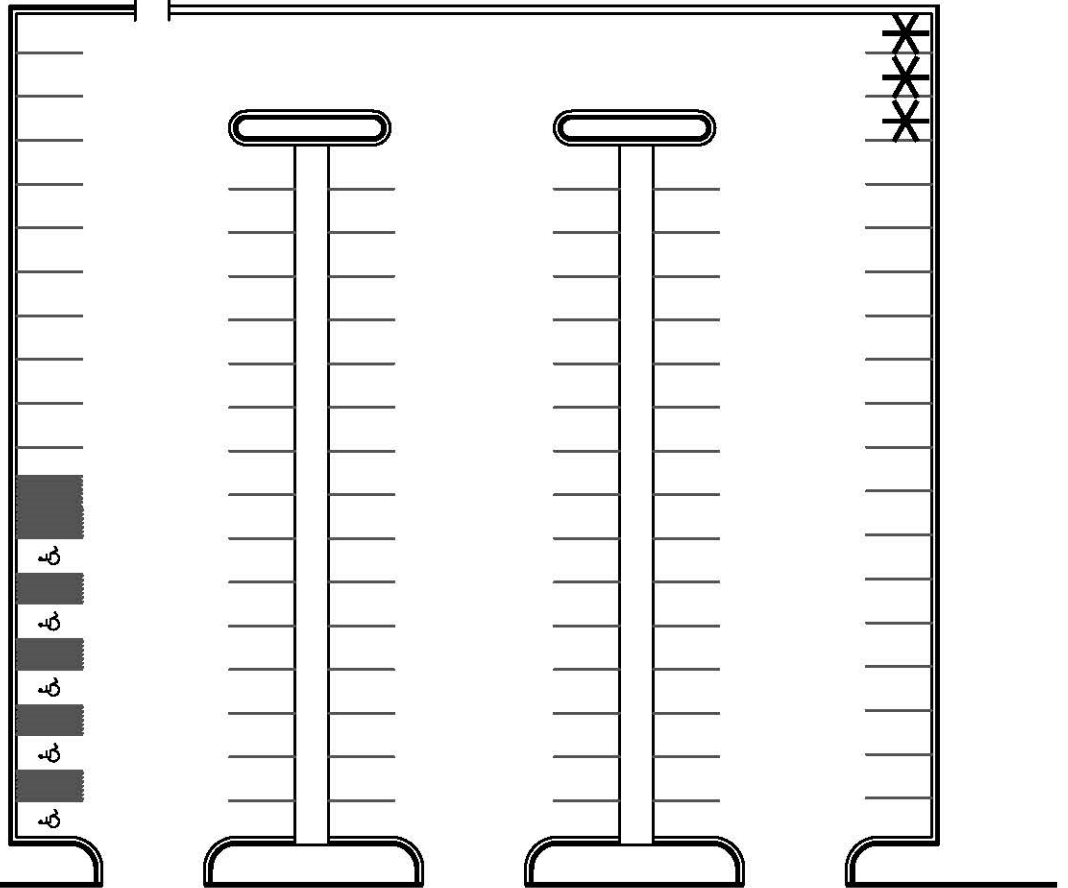
Lot 5



10/25/16

Grocery

**URBANA
CIVIC
CENTER**



WATER ST

WALNUT ST

CHAMPAIGN COUNTY SHERIFF

PUSH SNOW TO SPACES MARKED



Lot 9



10/25/16

BROADWAY AV

COUNTY COURTHOUSE

ELM ST

**POST
OFFICE**

I M C

Mail Drop-off

FEDERAL COURTHOUSE PARKING

LINCOLN SQUARE

PUSH SNOW TO SPACES MARKED *

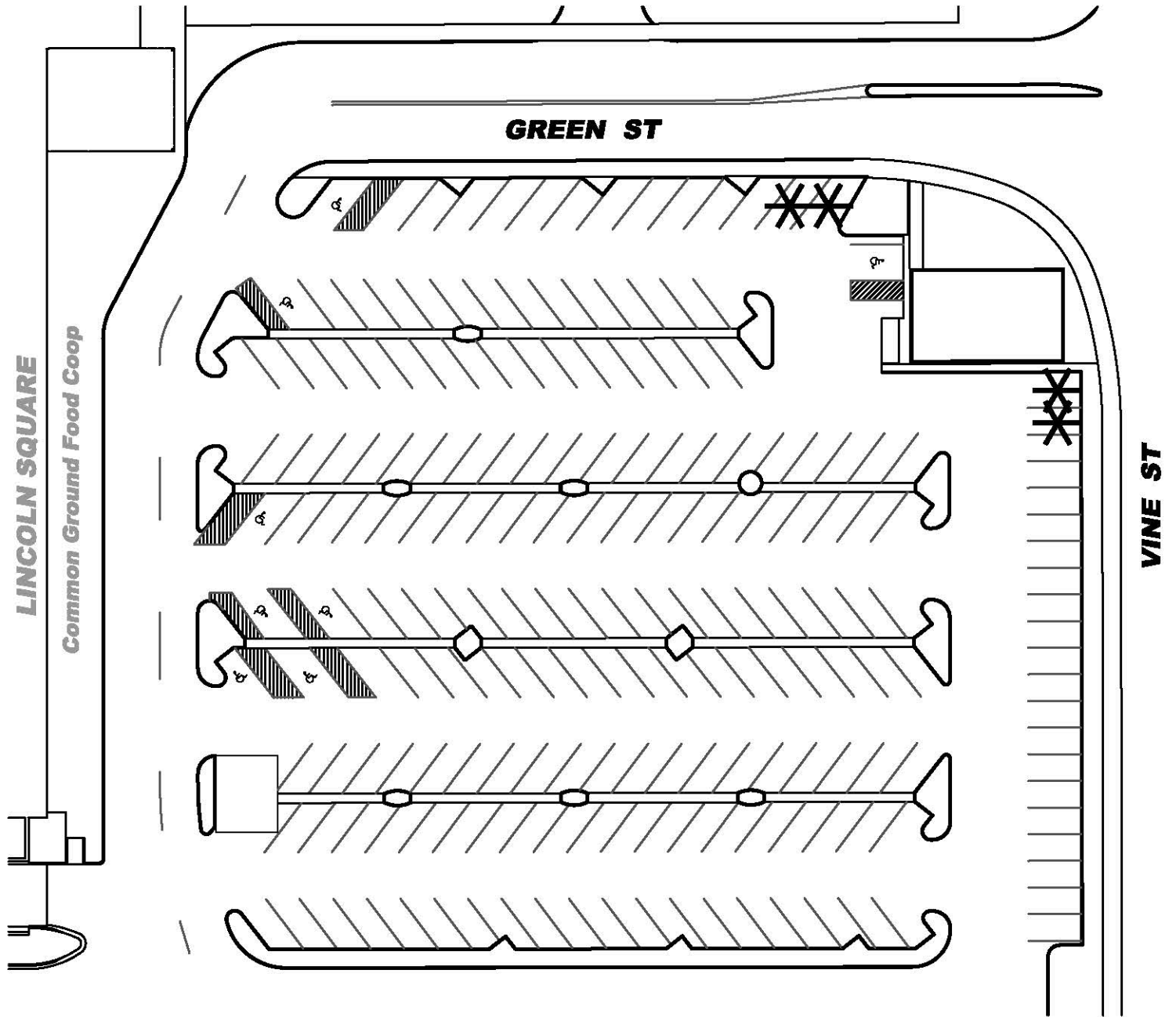


Lot 10-A North



10/25/16

FEDERAL COURT HOUSE



PUSH SNOW TO SPACES MARKED



Lot 10-A South



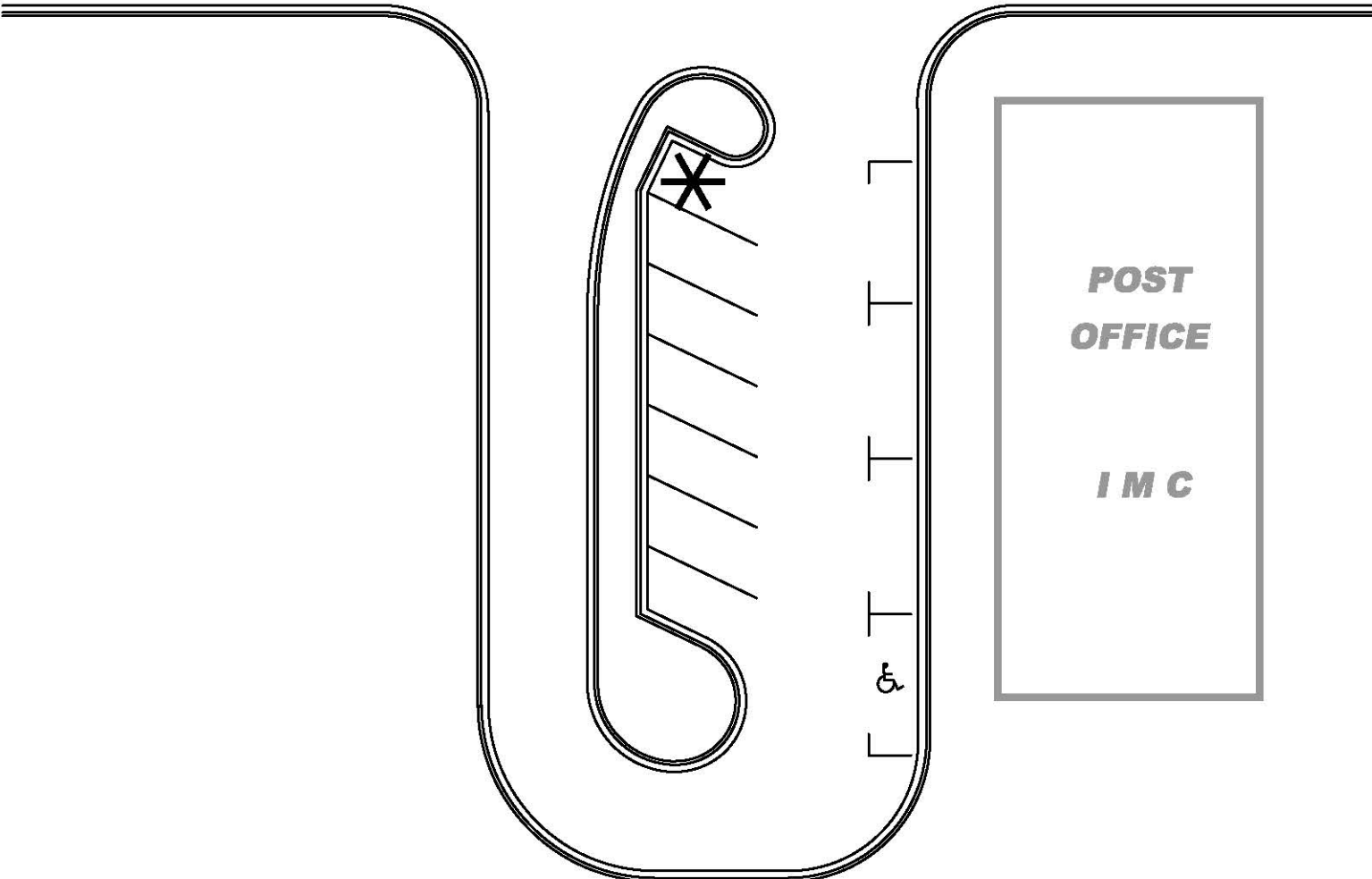
10/25/16

**PARKING
DECK**

BROADWAY AV

**COUNTY
COURTHOUSE**

ELM ST



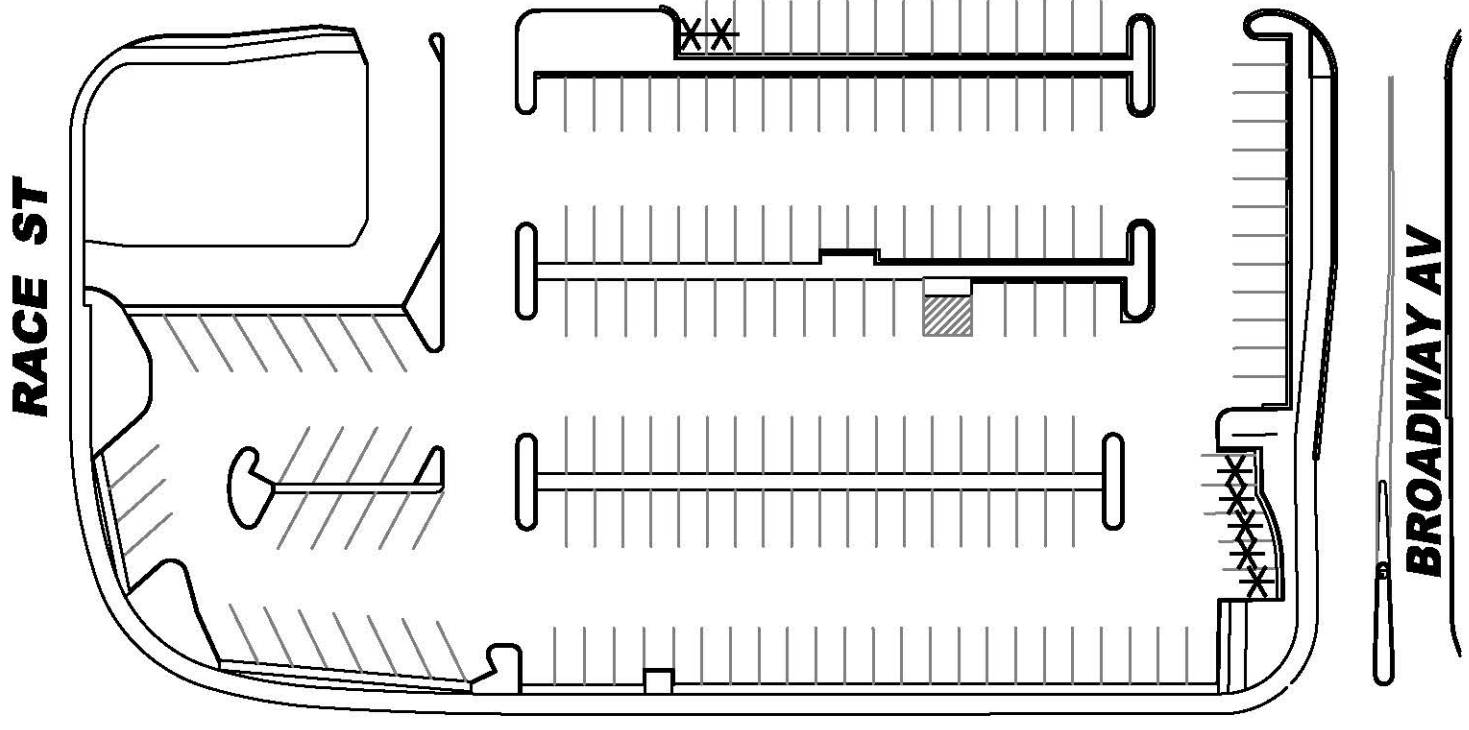
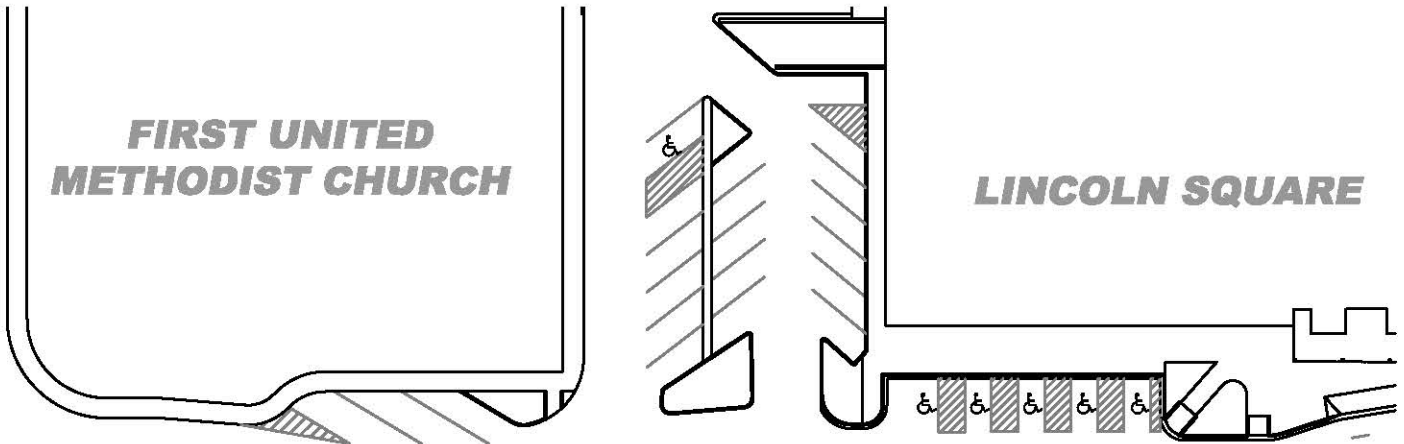
LINCOLN SQUARE

PUSH SNOW TO SPACES MARKED *

Lot 10-B



10/25/16



PUSH SNOW TO SPACES MARKED *

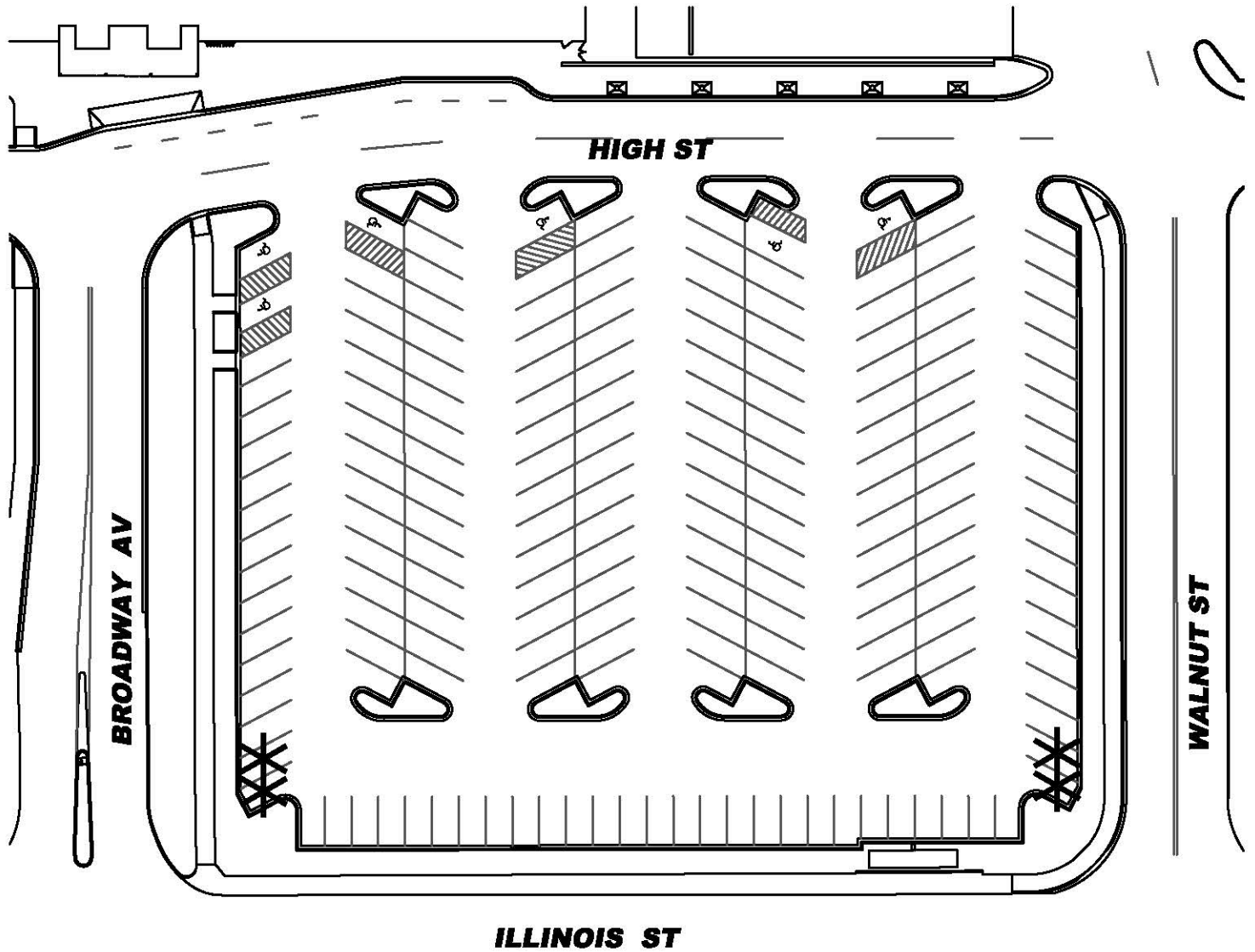


Lot 10-E



10/25/16

LINCOLN SQUARE



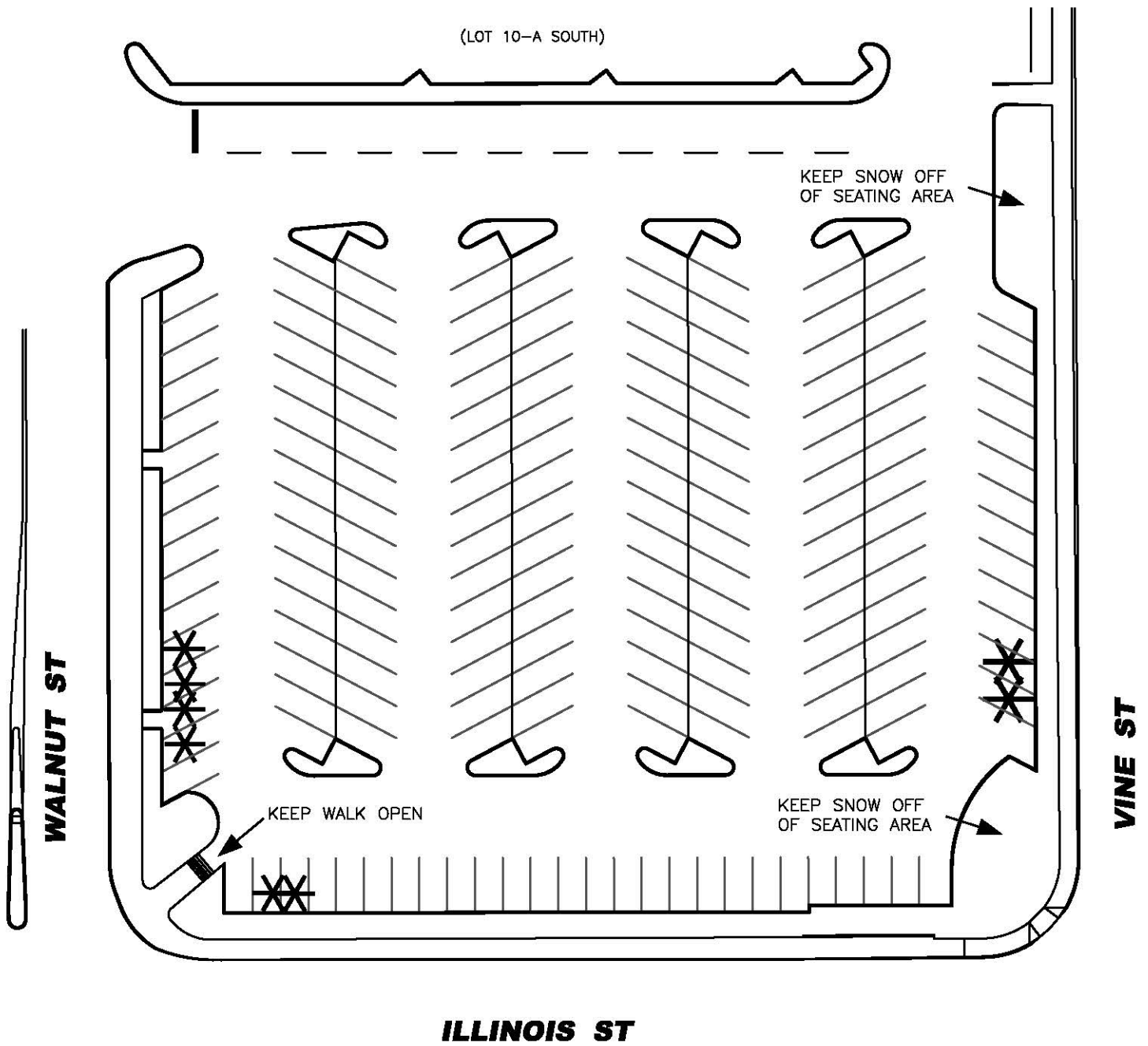
PUSH SNOW TO SPACES MARKED



Lot 10-F



10/25/16



PUSH SNOW TO SPACES MARKED



Lot 10-X

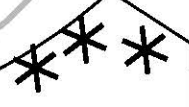


10/25/16

Boneyard

FEDERAL
PUBLIC
DEFENDER

MAIN ST



&

MAIN ST

SPRINGFIELD AV

CEDAR ST

PUSH SNOW TO SPACES MARKED *



Lot 11

10/25/16

**CANAAN
ACADEMY**

CENTRAL AV

MAIN ST

PUSH SNOW TO SPACES MARKED

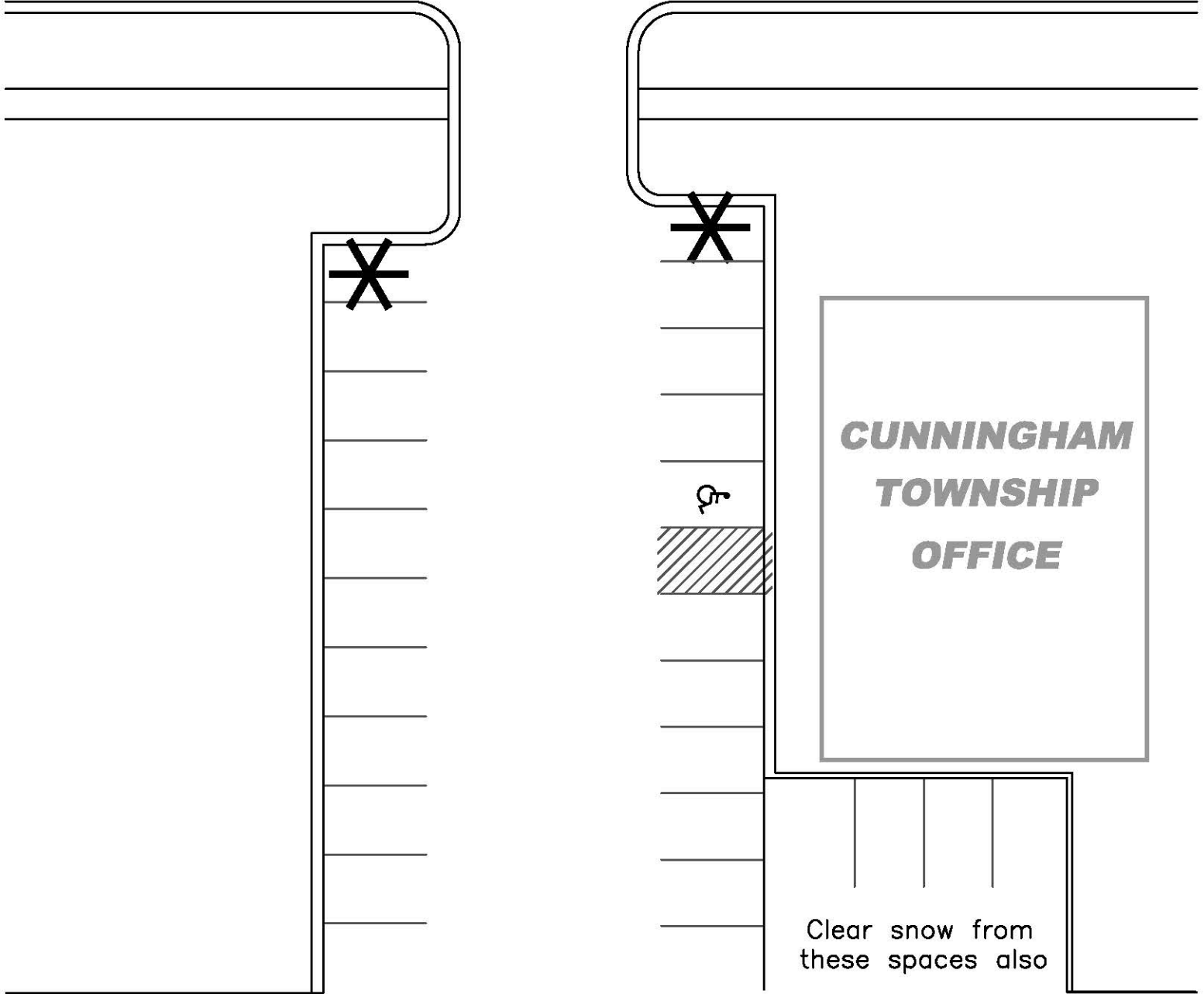


Lot 12



10/25/16

GREEN ST



ALLEY

PUSH SNOW TO SPACES MARKED **X**



Lot 16



10/25/16

RACE ST

ELM ST

GREEN ST

Urbana Free Library

Tepper

Bldg.

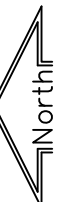
g.

PUSH SNOW TO SPACES MARKED *

Lot 17 (Library)



10/25/16



LOT 21

GREEN ST

VINE ST

URBANA AV

Art in the Park

CITY
COMPLEX

RESERVED
PARKING

POLICE
PARKING

PUSH SNOW TO SPACES MARKED *

Lot 22



10/25/16

VINE ST

CITY
BLDG.

FIRE
DEPT.

&

&

HIGH ST

URBANA AV

ILLINOIS ST

PUSH SNOW TO SPACES MARKED



Lot 23



10/25/16

Lincoln Square Village

Lot 10 F

Lot 10 X

WALNUT ST

ILLINOIS ST

BROADWAY AV

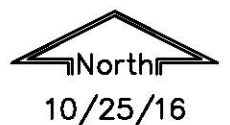
**CONCORD
CLEANERS**

CALIFORNIA AV

PUSH SNOW TO SPACES MARKED



Lot 24



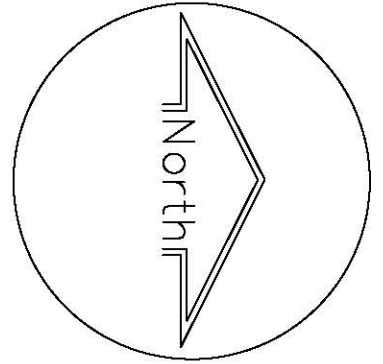
CENTRAL AV

WOOD ST

GRIGGS ST

RACE ST

Boneyard Creek



**PUSH SNOW TO
SPACES MARKED ***

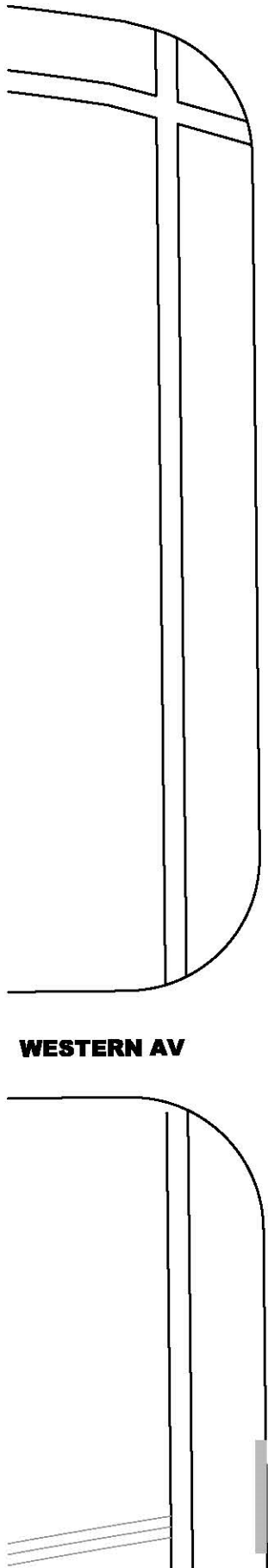


Caution:
Permeable pavers
10' x 130'



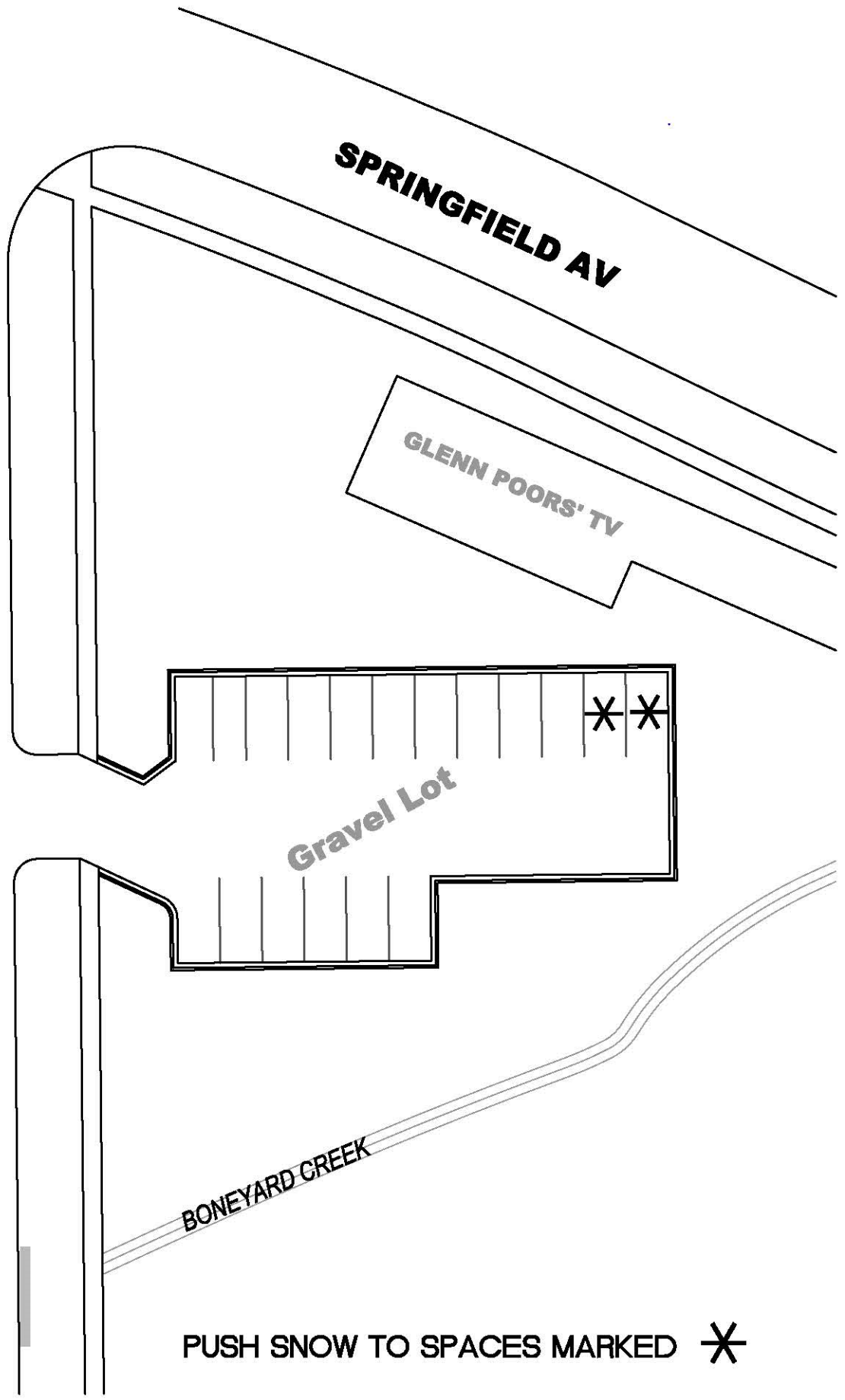
Lot 25

10/25/16



COLER AV

WESTERN AV



SPRINGFIELD AV

GLENN POORS' TV

Gravel Lot

BONEYARD CREEK

PUSH SNOW TO SPACES MARKED *



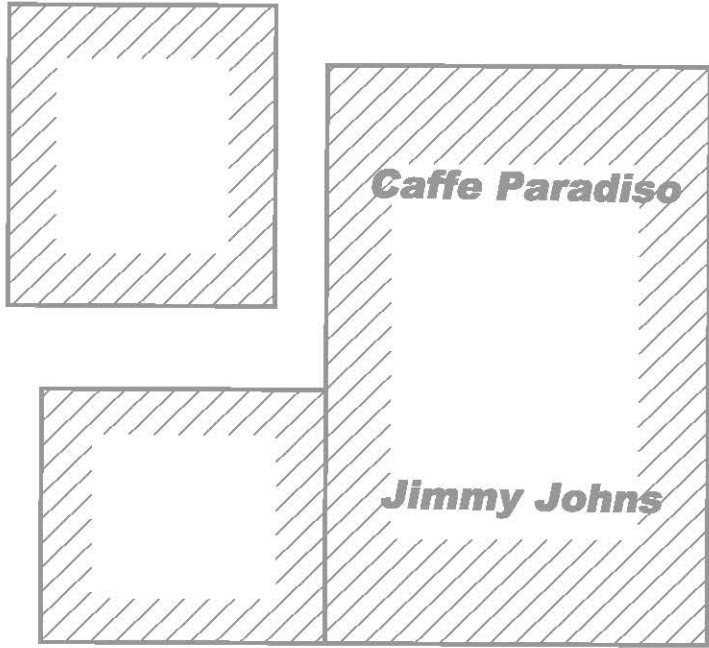
Lot 26



10/25/16

NEVADA ST

LINCOLN AV



18 metered spaces
811 S. Lincoln Ave.



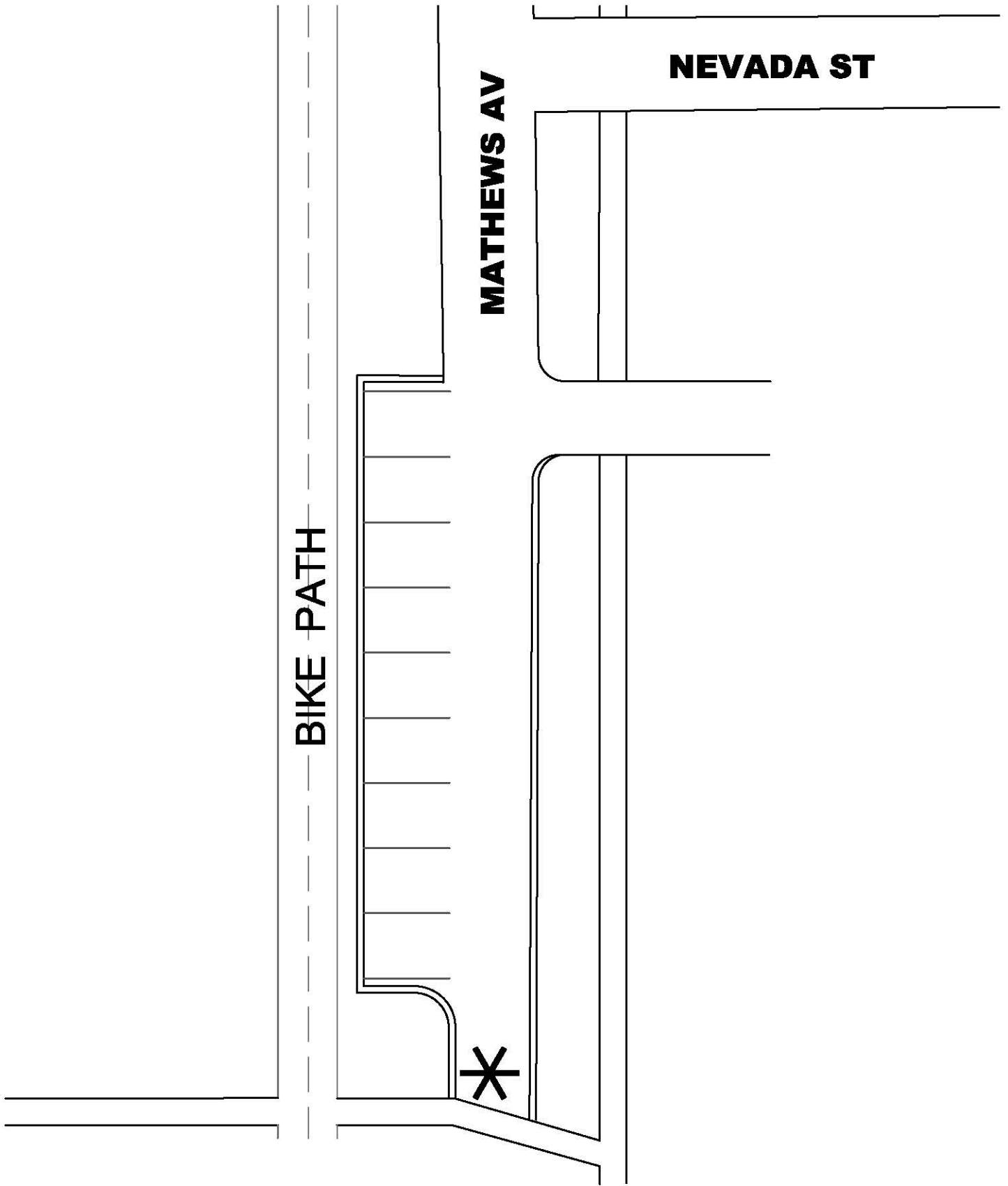
PUSH SNOW TO SPACES MARKED *



Lot 40



10/25/16



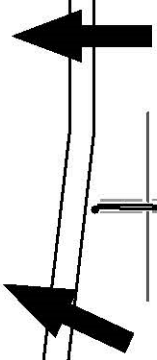
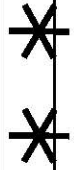
PUSH SNOW TO SPACE MARKED *

Mathews Lot



ELM ST

Stockpile along ROW,
DO NOT cover sidewalk.



CEDAR ST

**Tepper
Bldg.**

Library

Marro Bldg.



GREEN ST

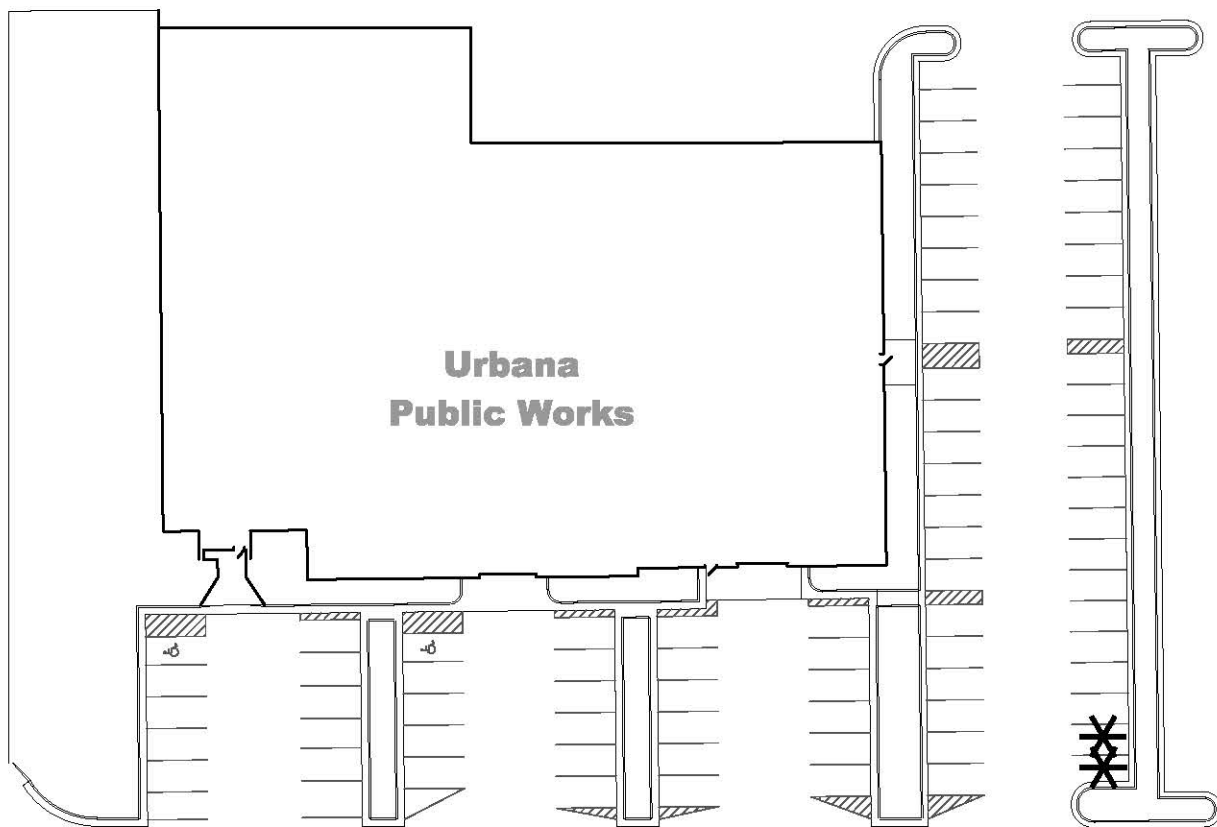
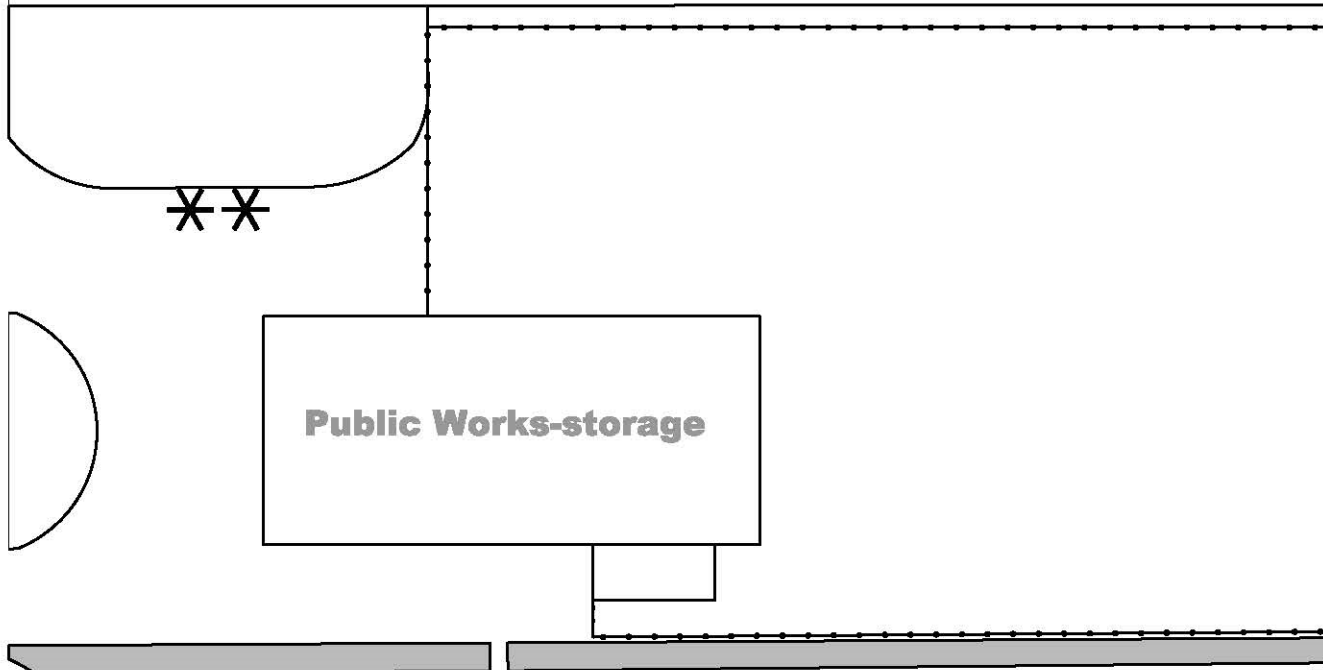
PUSH SNOW TO SPACES MARKED *

Tepper & Marro



10/25/16

GLOVER AV



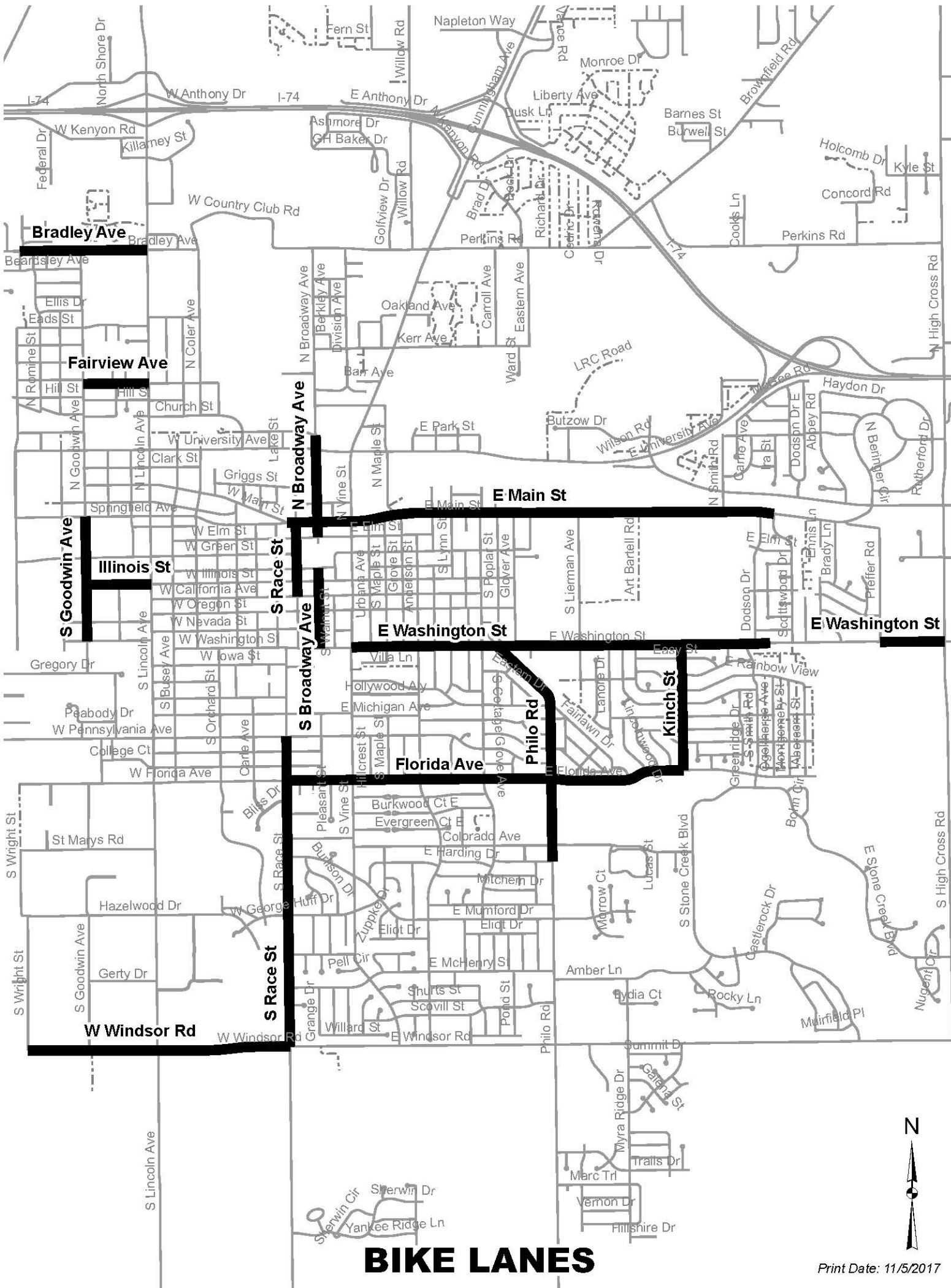
PUSH SNOW TO SPACES MARKED *



Public Works Lot



10/25/16



BIKE LANES



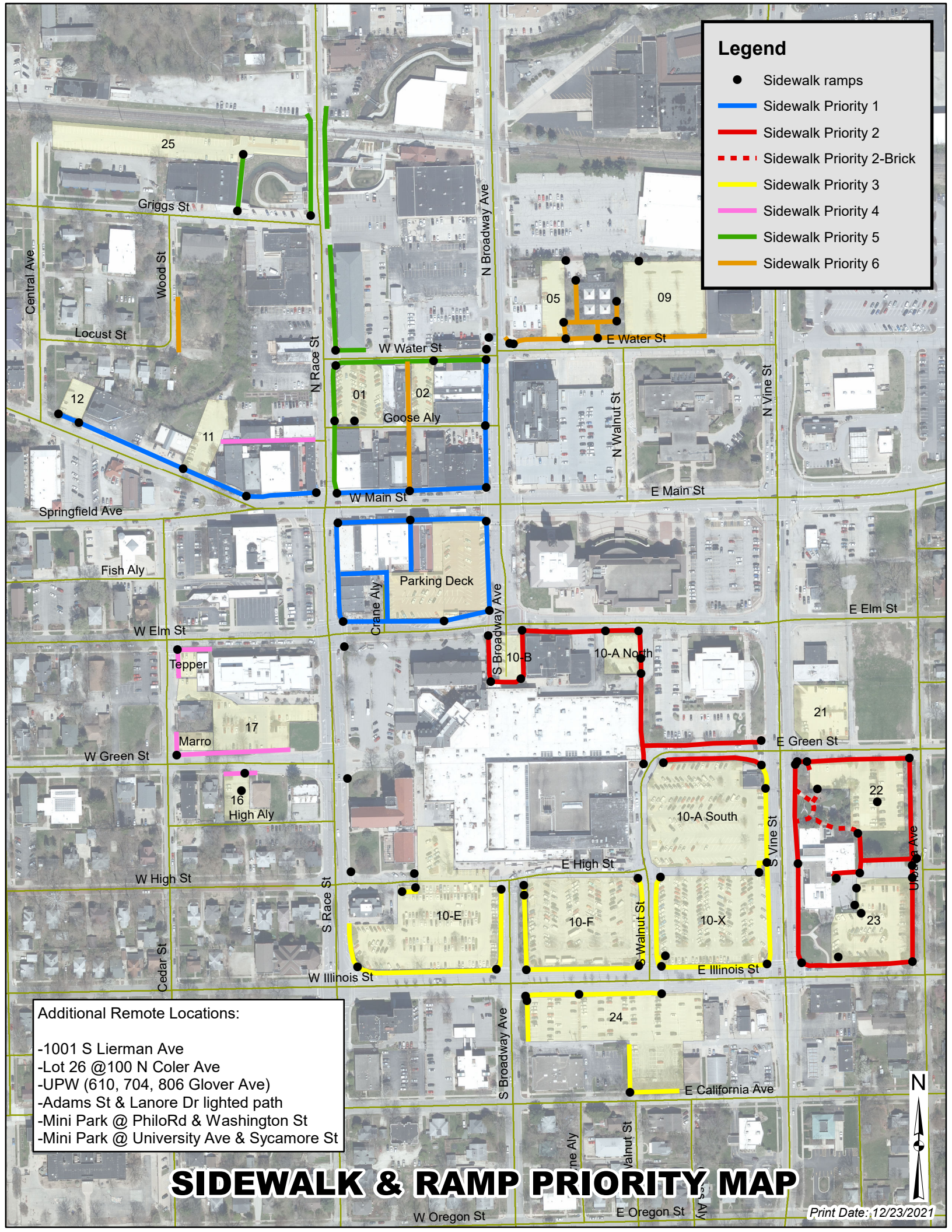
Legend

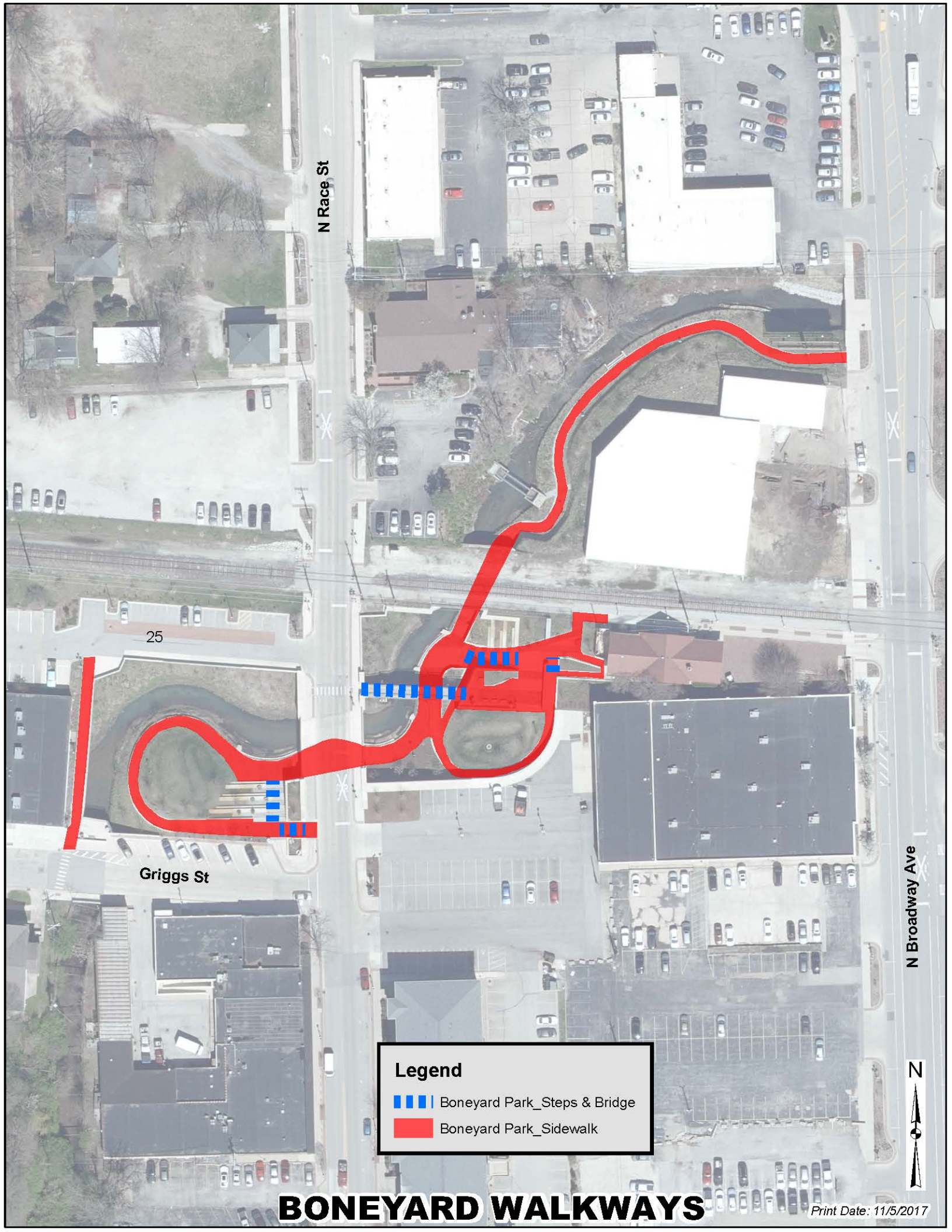
- Sidewalk ramps
- Sidewalk Priority 1
- Sidewalk Priority 2
- - - Sidewalk Priority 2-Brick
- Sidewalk Priority 3
- Sidewalk Priority 4
- Sidewalk Priority 5
- Sidewalk Priority 6

Additional Remote Locations:

- 1001 S Lierman Ave
- Lot 26 @100 N Coler Ave
- JPW (610, 704, 806 Glover Ave)
- Adams St & Lanore Dr lighted path
- Mini Park @ PhiloRd & Washington St
- Mini Park @ University Ave & Sycamore St

SIDEWALK & RAMP PRIORITY MAP





N Race St

25

Griggs St

N Broadway Ave

Legend

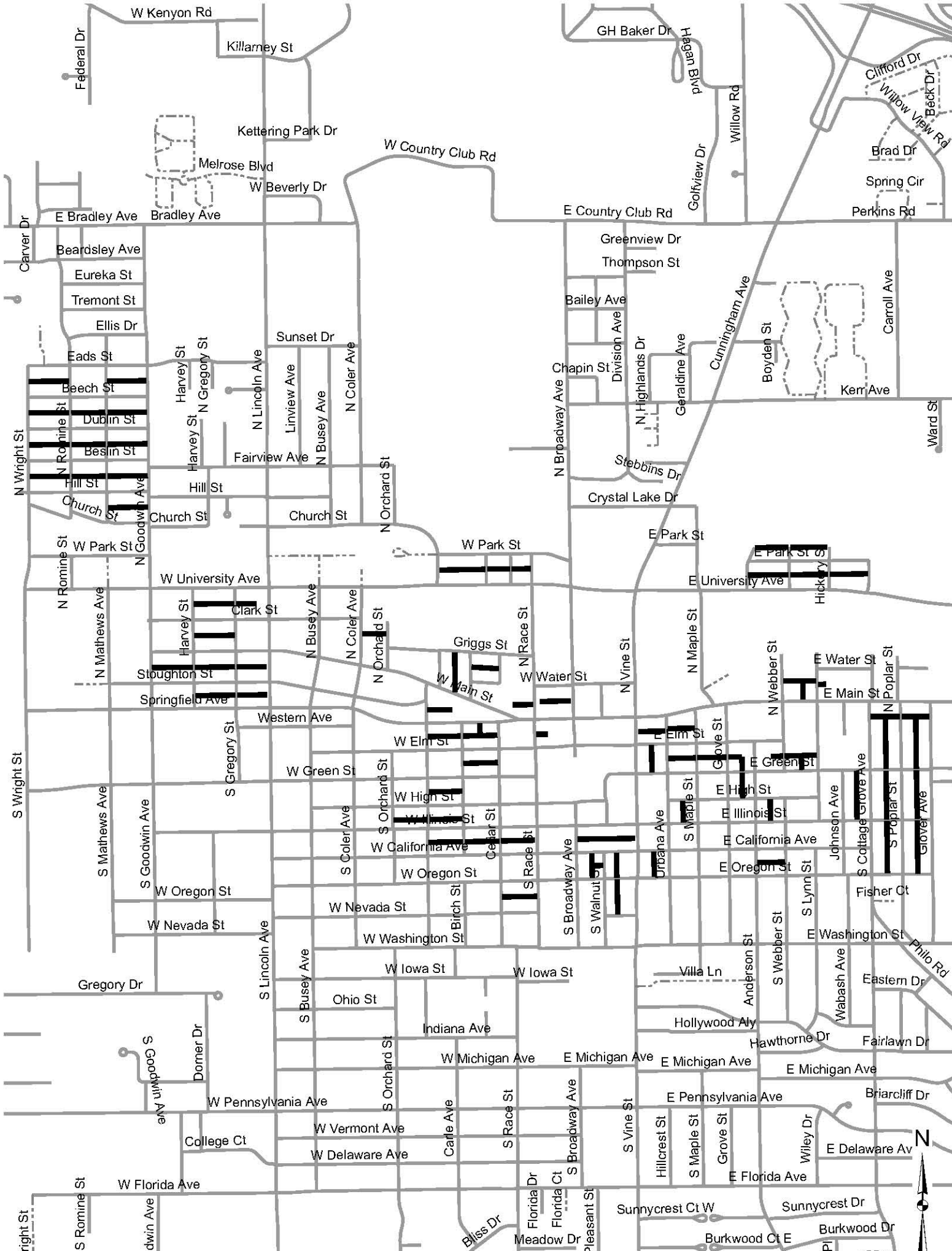
▬▬▬ Boneyard Park_Steps & Bridge

▬▬▬ Boneyard Park_Sidewalk

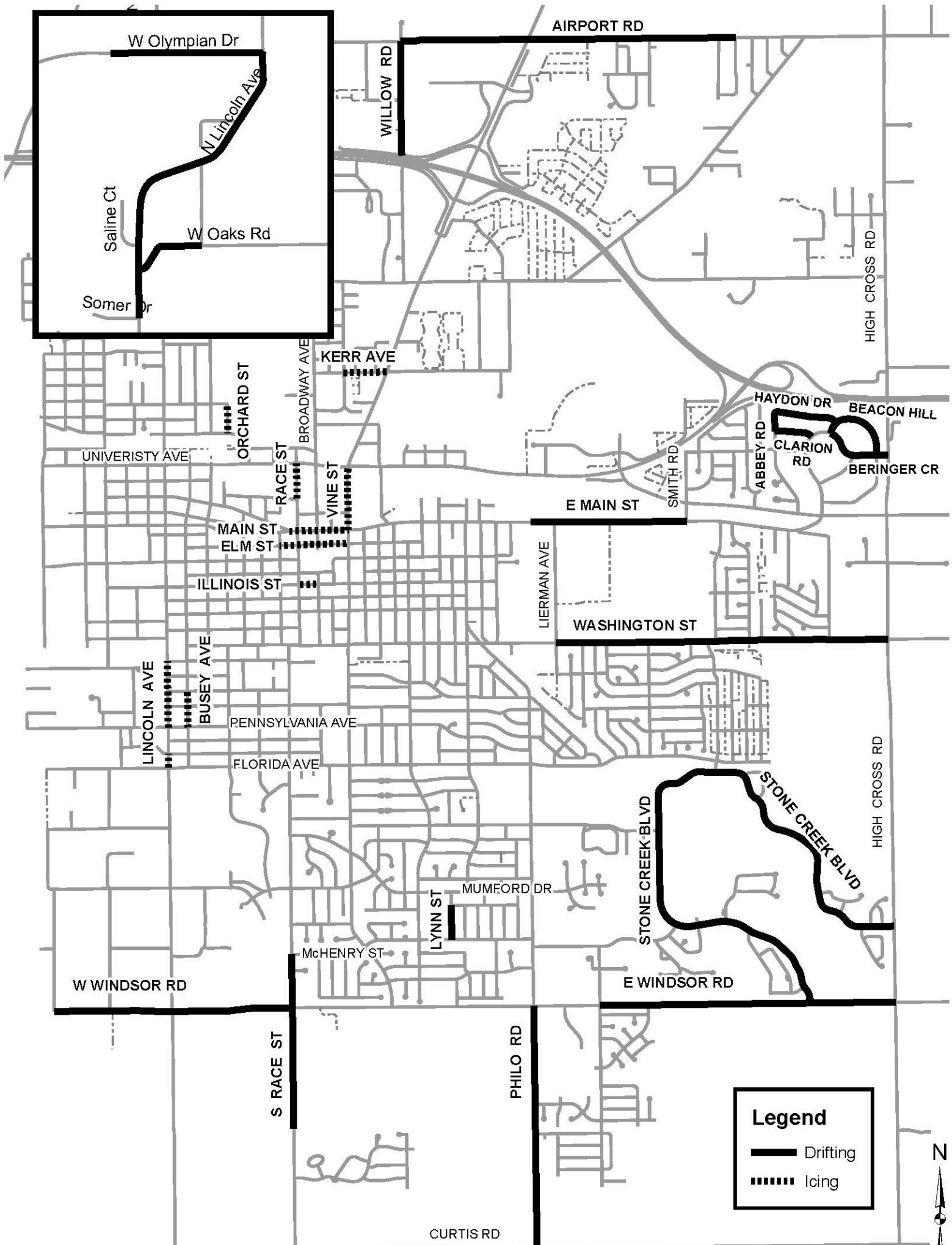


BONEYARD WALKWAYS

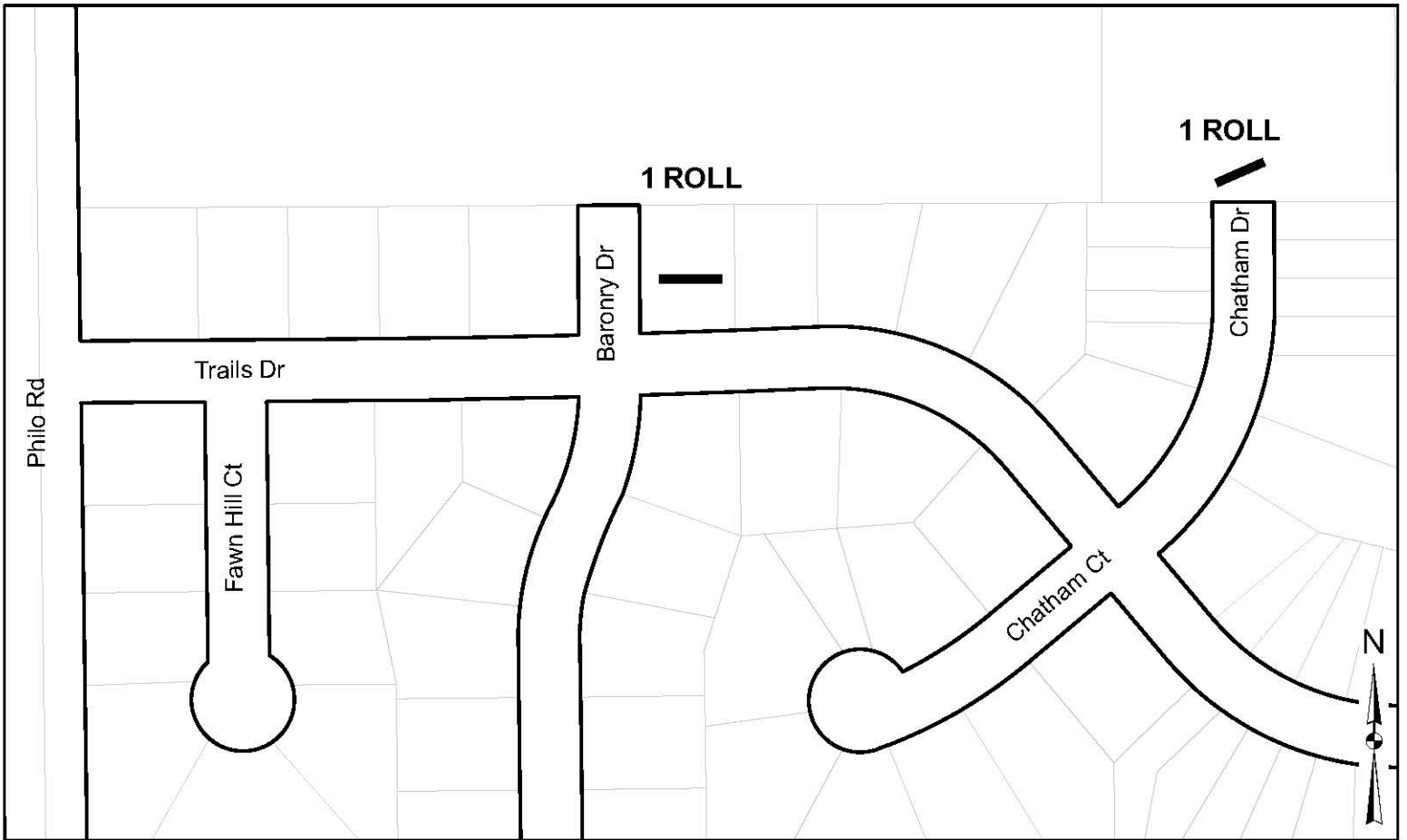
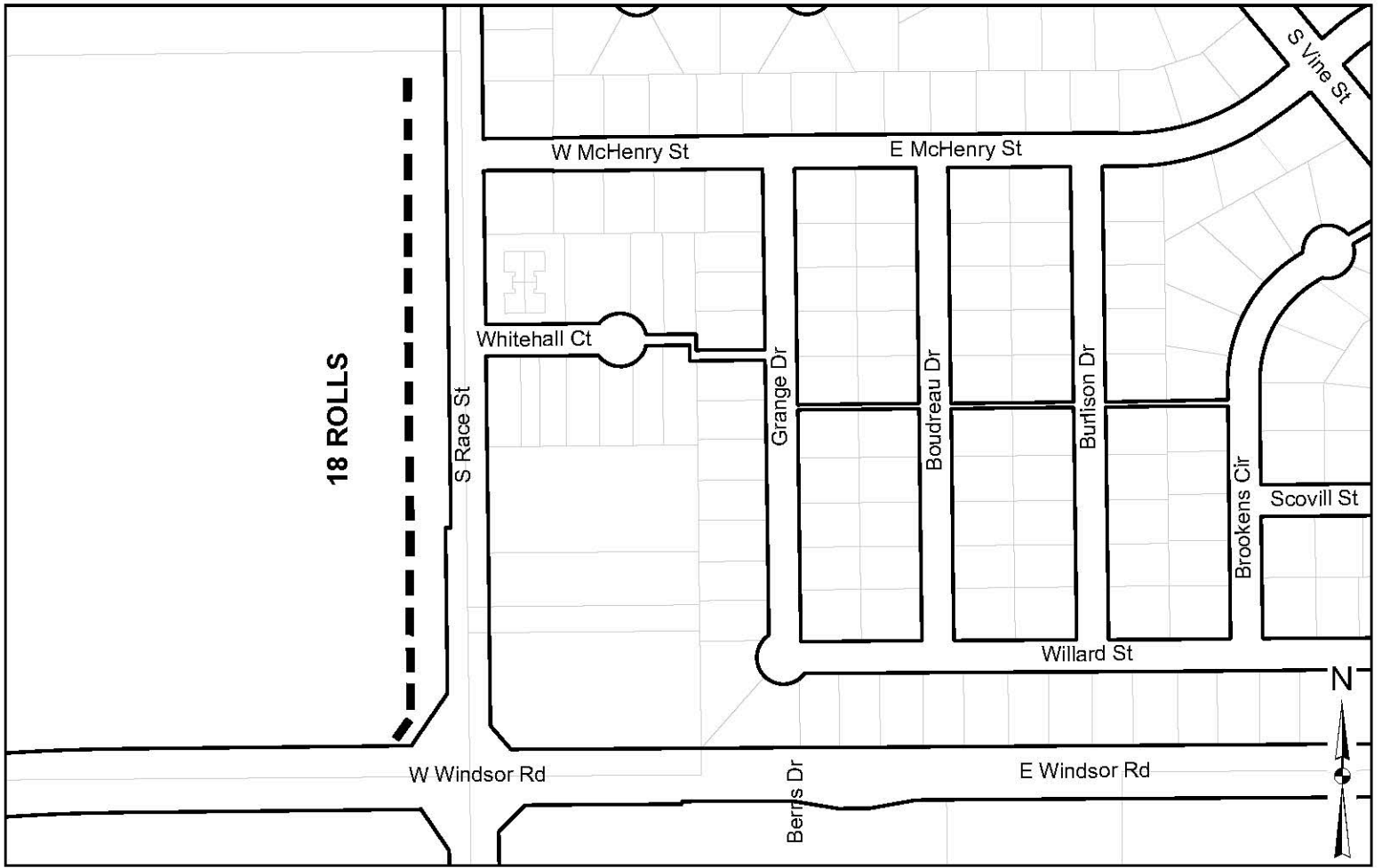
Print Date: 11/5/2017



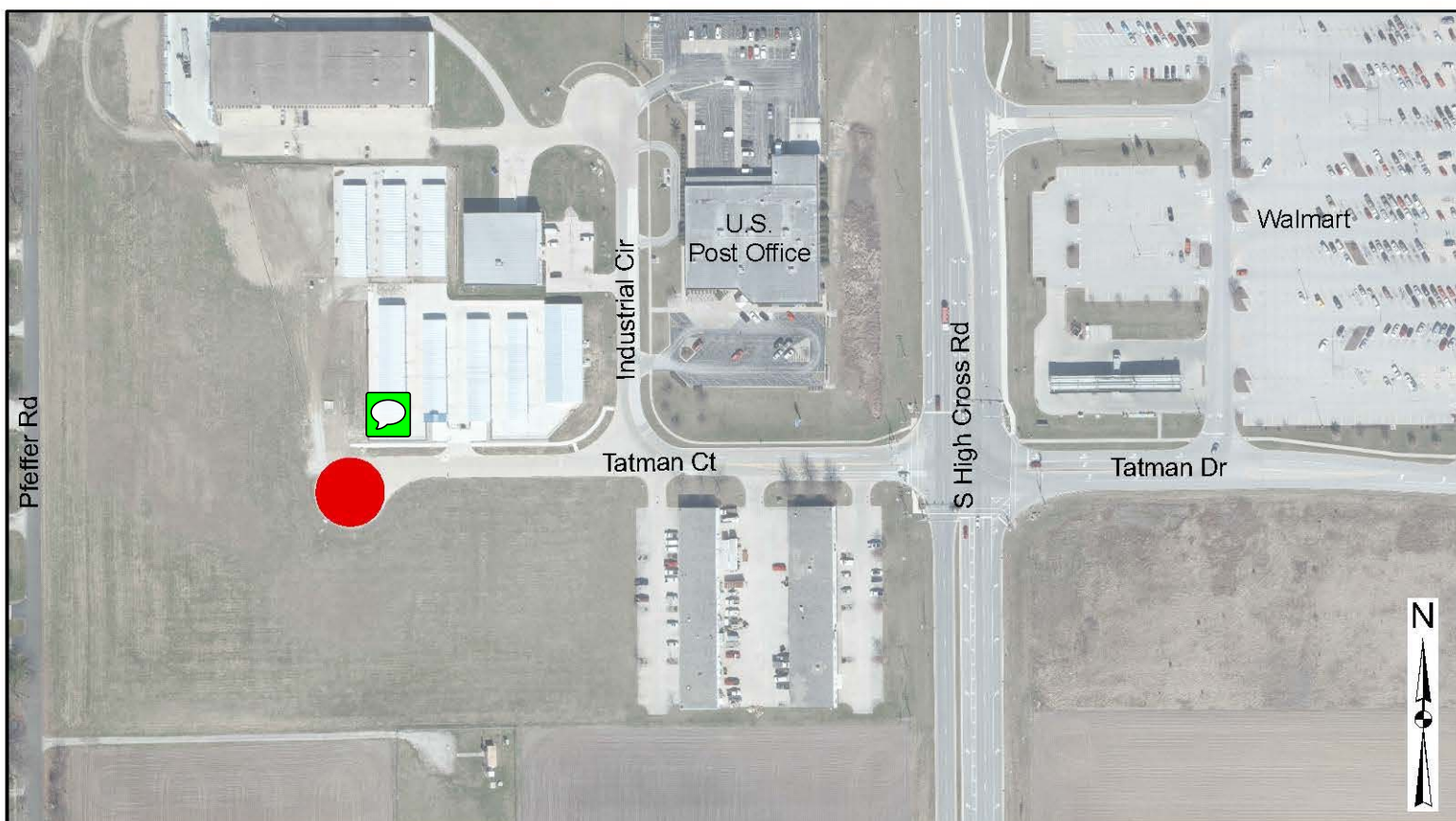
ACCESSIBLE PUBLIC ALLEYS



SPECIAL ATTENTION AREAS



SNOW FENCE LOCATIONS



SNOW HAULING LOCATIONS