

Snow & Ice Control Plan



Gurnee
Public Works

Village of Gurnee Snow and Ice Control Plan

Updated October 2014

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1. Introduction and Purpose

The Village of Gurnee Public Works Department Snow and Ice Control Plan establishes control methods and procedures that are designed to reduce threats to public safety in accordance with desired levels of service established by the Village administration. The purpose of the plan is to enable the Public Works Department to prepare for and accomplish the snow and ice control mission. The procedures established herein provide details pertaining to the personnel, equipment and materials to be used on Village streets.

Winter snow and ice storms impact all Village residents, businesses and institutions. The community health, safety and welfare is reliant upon the capabilities, skill and dedication of its staff to promptly and effectively keep local roadways reasonably safe for travel during and after storm events. The scope of the snow and ice control mission is briefly summarized below:

- The Village of Gurnee has responsibility for approximately 243 street lane miles and 350 cul-de-sacs or dead ends.
- The Gurnee Public Works Department has 28 full-time employees available, 32 plow-equipped trucks, 2 loaders, 2 backhoes and 2 skid steers.

The community is divided into 11 designated plow routes and each route is assigned one large truck (all 11 have both front plows and side-mounted wing plows) and either another larger truck with front plow and side mounted wing plow or at least one smaller truck (Lo-Pro or 1-ton).

The overall goals to be achieved through the use of this established plan are as follows:

- Provide standards and methods to be used to prepare Village personnel for snow and ice control operations and to accomplish the mission during and after events.
- Establish personnel and equipment assignments, notification procedures and priority snow and ice control routes.
- Allow Village officials to better understand the snow and ice control operations process.
- Provide services to ensure the safest roadway system possible given the resources at hand.
- Be able to complete a “typical” 6-inch snow event within 8 hours from the conclusion of the event.

Every winter storm seems to be different than the previous event. The variables of precipitation type (sleet, wet or fluffy flakes), temperature (air and surface; dropping or rising), time/type of day (day, night, weekend, rush hour), wind speed and direction, event duration and post-storm weather prediction all effect the manner and effectiveness of snow fighting. A plan may not be fully able to specifically address every contingency; however, the old axiom “A failure to plan is a plan for failure” is certainly applicable to snow removal and ice control operations.

2. Ordinance Requirements and Service Priorities

Village Ordinances

Ordinances have been adopted as part of the Gurnee Municipal Code that regulate on-street parking and snow and ice control operations on Village right-of-ways. The enforcement of these ordinances rests with the Village of Gurnee Police Department. The pertinent Village Code sections are as follows:

- Village Code Section 66-36. Obstructing streets (Exhibit A)
- Village Code Section 78-102. Overnight parking prohibited (Exhibit B)
- Village Code Section 78-105. Parking restrictions (Exhibit C)
- Village Code Article V Sections 78-131 through 78-134 Snowmobiles (Exhibit D)

The Gurnee Public Works Department is responsible for:

- Posting and maintaining signs advising the public of the snow event parking restrictions imposed by Code Section 78-105 (a) *No parking, snow removal*. Such signs shall be posted within the Village right-of-way at key locations determined by the Director of Public Works and the Chief of Police in order to provide adequate notice to the traveling public.
- Notifying the Police Department of observed municipal code violations pertaining to and effecting efficient snow removal operations. This includes on street parking violations and unlawful deposits of snow onto any street, highway or sidewalk, whether by Village residents, commercial owners or private contractors.

Service Priorities

Arterial Highways: The Village of Gurnee is bisected by a number of State of Illinois and Lake County arterial highways. These routes identified below, are NOT the responsibility of the Village of Gurnee. The Public Works Department may assist these agencies in the course of on-going operations on a limited case-by-case basis; however, the department is not staffed or equipped to provide continuous service on these highways.

State of Illinois (IDOT Gurnee Maintenance Facility, 847-244-0034)

- IL Route 132 (Grand Avenue)
- IL Route 21 (Milwaukee Avenue)
- IL Route 120 (Belvidere Road)
- US Route 45
- US Route 41 (Skokie Highway)

Lake County (Division of Transportation, 847-377-7400)

- Hunt Club Road
- Washington Street
- O'Plaine Road
- Gages Lake Road
- Stearns School Road
- Dilley's Road, north of IL Route 132
- Delany Road, north of US Route 41

- Sunset Avenue
- Greenleaf Street, south of Washington Street
- Rollins Road
- Almond Road north of Route 132 (Grand Avenue)

Collector Streets: Collector streets are those Village roadways that provide connecting access between arterial routes and local side streets. These collectors may also serve schools or other significant public facilities. During snow and ice events, **collector streets will be given first priority** by the Public Works Department. This means that plow drivers will first focus their attention on collector streets within their assigned route. The snow plow route map (Exhibit H) identifies those streets identified as first-priority collectors. The total length of collector streets is approximately 41 lane miles (out of a total of 243 Village street lane miles).

Under most conditions, snow will be plowed curb-to-curb (where curbs exist) and de-icers will be applied before snow removal on local streets begins. If heavy snow is falling, it may be necessary to leave some second priority local streets unfinished so that the priority one collector streets are kept clear. This should not be done until at least one pass has been made on the priority two streets or upon the direction of the designated snow event supervisor.

Local Streets: Local streets are all public streets within the Village not identified as arterial or collector. These streets will be given **second priority** during snow and ice events. Snow will be plowed curb-to-curb and de-icers applied in accordance with the application policy established by the Director or designee.

Cul-de-sac and Dead End Streets: Cul-de-sac and dead end streets will be given a **third priority** during snow and ice events. Cul-de-sacs and dead end streets will not be salted during an initial call out unless there is an icing condition. In certain locations, such as the long throats to the cul-de-sac, may be salted to ensure safe travel. At the conclusion of an initial call out, the Supervisor will determine, based on temperature, time and day, if the cul-de-sacs and dead ends will be salted. If cul-de-sacs and dead ends need to be salted, the operation may move forward immediately or the next day. After completion of a snow event and the cul-de-sacs and dead ends are plowed, staff will determine whether to salt the cul-de-sacs and dead ends as noted above.

Village Hall and Police Department Parking Lots: These two parking lots are the responsibility of the Public Works Department for snow and ice control operations. Public Works Department employees, assisted by Community Development Department employees, are designated drivers assigned to keep these lots open during a storm though he/she may assist other drivers on adjacent local street routes. The Village Hall lot may be deferred in favor of public streets if the snow event occurs on a day or time when the Village Hall is closed.

Sidewalks: The Public Works Department and Village administration have determined that certain public sidewalks should be cleared of snow in order to provide safe passage of pedestrians on heavier traveled streets. The Public Works Department normally assigns

personnel to this task following a snow event as a **last priority**. The equipment to be used will be a skid steer loader equipped with a v-plow, bucket or snow blower attachment. The response time to clear the sidewalks depends upon the intensity and duration of the snow and ice event and how long it takes to clear the public street system. The Public Works Department's goal is to clear the sidewalks within 72 hours after the storm is over, during regular business days. The following sidewalks on both sides of each street (where they exist) will be cleared in the priority listed, to the extent possible (refer to the map on Exhibit L):

1. O'Plaine Road from Old Grand Avenue to Washington Street
2. Almond Road from Washington Street to Route 132
3. Old Grand Avenue from Route 132 east to the Railroad Bridge
4. Emerald Avenue from Kilbourne Road to Old Grand Avenue
5. Gurnee Grade School to Emerald Avenue
6. Kilbourne Road from Route 132 to the Forest Preserve Trail
7. Washington Street from Hunt Club Road to Hillview Drive
8. Bus Shelters
 - Washington Street at O'Plaine Road (southeast quadrant)
 - Washington Street at Greenleaf Avenue (northwest quadrant)

Citizen Sidewalk Clearing: The Village encourages citizens to clear the public sidewalks adjacent to their properties in the interest of general public safety. State of Illinois Law does not hold citizens liable for claims arising from injuries that may occur on sidewalks that they have cleared as part of a good faith effort to make travel safer.

3. Storm Warning Notification and Personnel Mobilization

Storm Warnings

The Public Works Department utilizes Schneider Electric MxVision Weather Sentry System located at the Public Works facility and the National Weather Service (www.crh.noaa.gov/lot) to supplement radio and cable TV weather bulletins in order to track storm events.

General Policy for Personnel Scheduling

Personnel will be scheduled in a manner that is in the best interest of the Village and in the interest of safety and well being of Village employees. Scheduling work hours during and after snow events must provide for a balance between employees available for work and the need to attend to other non-snow related tasks, such as critical utility system maintenance. Reasonable efforts will be made to equalize work hours among employees in accordance with the Village-employee collective bargaining agreement.

Mobilization Duties and Responsibilities

Director: Has overall responsibility for snow and ice control operations. Ensures that plans are in place, personnel are trained, equipment is ready and materials are on hand. Perform positive public relations.

Supervisor: Is the first responder to storm notifications, monitors weather conditions and pavement conditions before and during the storm, coordinates staffing and operations with the Director, makes the decision to notify personnel for after-hours call-ins, supervises the operations. Perform positive public relations.

Vehicle Maintenance: Responsible for the maintenance and repair of snow and ice control equipment and assists with snow and ice control operations. Performs positive public relations.

Public Works

Employees: Monitor weather conditions and be able to report to the Public Works facility within 45 minutes of being called and on the road within 60 minutes of the call in. Keep cell phones close by and charged, properly operate equipment and follow snow and ice control procedures. Perform positive public relations.

Crew Notification for Events that Begin During Normal Work Hours

(Monday thru Friday 7:00 a.m. to 3:00 p.m.)

- The Director or his/her designee will determine when crew call-outs are made for pre-storm anti-icing applications and for snow and ice control operations.
- Specific personnel, equipment and materials to be utilized are established further in this plan.

Crew Notification for Events Occurring Outside of Normal Work Days and Times

- For snow and ice events that occur after work hours, 3:00 p.m. to 7:00 a.m. and on Saturdays, Sundays or holidays, the Police Department Shift Commander will notify the on call Public Works Supervisor that snow accumulations or icing conditions are beginning. The Public Works Department Supervisor may at this time drive to the Public Works facility to personally monitor road conditions.
- The Public Works Department Supervisor will review street conditions with the Shift Commander over the phone, monitor weather radar and initiate a staff call-in if applicable. Actual conditions will dictate the type of call out required. This initial call-in may be limited to four drivers who will be assigned the task of applying de-icers on the collector streets identified on the four-route Anti-Icing Route Map (Exhibit R), or it may involve only notifying the large truck drivers in each of the 11 routes to come in. The pre-programmed cell phone directory (Exhibit J) will be used for this purpose and will be updated as necessary.
- The Public Works Department Supervisor will monitor road conditions. For most events, the secondary call-in of the remaining crew will be made at this time should snow or ice accumulations justify this need. This would normally be the case for a snow accumulation exceeding 1 inch. Refer to Exhibit I.
- For larger snow events that are predicted in advance, the Public Works Department Supervisor may call in all drivers at the initial notification. Experience and judgment comes into play as weather predictions are not absolute and there are many other factors to consider when committing to a full crew call out.

- A Manning Table will be used to schedule personnel over extended work periods necessitated by larger storm events. Refer to Exhibit K.

Scheduled Winter Storm Duty Outside of Normal Work Days and Times

- The Director may establish a winter duty schedule comprising two or more Public Works Department personnel for work periods that are outside of the normal working hours.
- The intent is to have staff available to respond quickly to isolated snow and ice problems. Various other duties will be assigned for these personnel as appropriate.
- The Public Works Department Director or designee will communicate via cell phone with the winter-duty personnel to discuss actual street and weather conditions at the onset of snow events to help determine the most effective time and extent of further personnel call-outs.

Supplemental Snow Plow Drivers

- It is the intent of the Public Works Department that all full-time department staff, including Supervisory staff (as outlined in the CBA section 5.5: Overtime Distribution), will be utilized to the fullest extent to respond to snow and ice events. The department staff is most familiar with snow routes, equipment and procedures.
- Extremely severe events may tax the ability of assigned personnel to keep up with the storm or its aftermath. The Director will therefore develop a list of supplemental drivers who may be called upon to assist in the effort.
- These drivers will be provided training and guidance and will be employed in accordance with Village personnel policies. Such drivers need not have CDL certification, but would be limited to driving trucks authorized by their State of Illinois driver's license limitations, typically pick-up trucks or one-ton dump trucks.
- A list of supplemental drivers and their contact numbers are included on Exhibit J.

Motor Carrier Regulations

The U.S. Department of Transportation Federal Motor Carrier Regulations for vehicles requiring a Commercial Driver's License (CDL) present guidelines for continuous hours of work. Section 390.3(f) (2) exempts municipal operations, such as snow removal, from the maximum work hours stipulated in Section 395 of the regulations. Nevertheless, the Village of Gurnee closely scrutinizes and supervises its work schedules to ensure safe operations. This can be accomplished by proper training and preparation, use of non-CDL personnel for small truck clean-up plowing, rotating personnel to plow only priority one streets during overnight snowfalls and before rush hours and by using substitute drivers or contract services if necessary.

Continuous Work Hours and Rest Periods

- Employees are expected to be available for regular duty and snow and ice control operation activities for a minimum of 12 continuous hours.
- The Director of Public Works or designee may request additional continual work hours if conditions require it and if the employee is willing and able to do so.
- The Director or designee reserve the right to end the work period of any employee, if necessary, in the interest of general safety and employee well being.

- Employees are encouraged to stop and rest for a short time every four to five hours, such as when refueling trucks at the Public Works facility. Rest stops on the street or in private parking lots should be avoided as the general public may view this negatively.
- Drivers **shall** notify their supervisor by cell phone or radio of their need for a rest break.

Meals

The following policy will apply when work is required beyond normal duty hours and extends into normal meal times:

- The supervisor in charge during these events will coordinate times with employees for their paid meal break for **a maximum thirty (30) minute period.** Drivers **shall** complete at least one pass through their entire route prior to their meal break.
- In order to reduce down time due to travel from distant routes to the Public Works facility, employees are allowed to use their Village vehicle to eat at private establishments within this 30-minute time allotment. Truck engines and lights will be turned off when parked in parking lots.
- Drivers **shall** notify their Supervisor at the start and end of meal breaks via radio as a primary means and Village issued cell phone as secondary.

4. Snow and Ice Control Materials

The Director is responsible to budget for and order road salt and de-icing materials at the earliest opportunity and to ensure adequate supplies are maintained. Road salt is ordered through the State of Illinois Central Management Services.

Refer to Exhibit N for a list of material suppliers who are primary suppliers or who may be contacted by the Director or Supervisor in the event material supplies from contract sources become low or unavailable.

5. Equipment Preparation and Calibration

The U.S. Department of Transportation Federal Motor Carrier Regulations, Section 396, presents guidelines for vehicle inspection requirements. The following policies have been developed based upon these guidelines:

Pre-Winter Readiness Inspections

- Pre-winter equipment preparation is extremely important. Proper maintenance and correction of defects before the winter storm season will reduce down time that would negatively affect snow and ice control operations and will save money in the long term.
- An inventory of snow removal vehicles and equipment to be inspected is attached as Exhibit O.

- The Fleet Management Administrator will schedule a time or times when drivers and a mechanic will jointly review key aspects of the truck’s O&M manual as an annual “refresher course”.
- The Vehicle Maintenance Division will schedule each vehicle for bi-annual (6-month) State Safety certifications as required for commercial motor vehicles.

Spreader Calibrations

- Proper spreader calibration will help reduce waste, control costs and protect the environment. As part of the pre-winter preparations, the Vehicle Maintenance Division and the operator of each vehicle equipped with a spreader will properly inspect and calibrate the salt spreading and liquid application equipment. Refer to Exhibit F for the calibration chart to be used for each spreader-equipped vehicle.
- The rate of salt application is dependent upon the type of equipment mounted on a truck. Each spreader must be calibrated separately and they need to be regularly cleaned by the driver to operate effectively.

Spreading Rates

- Specifying a single spreader setting may be unrealistic because storm conditions are variable. Guidance on settings will be determined by the Director or Supervisor. Generally drivers should only apply enough chemical de-icer to permit plows to remove the snow or melt glare ice.
- Experience shows that it is most effective to spread between 200 and 350 pounds per single lane mile depending on conditions.
- Normally 15° to 20° Fahrenheit is considered the lower limit for salt. If de-icing is necessary at lower temperatures, more salt is needed and melting will take much longer.
- Applications of liquid de-icers (“Super Mix” or “Beet Heet”) using truck-mounted equipment will be used to increase snow melting effectiveness as directed by the Director or Supervisor.
- Because melting action spreads across the pavement to lower areas, concentrate de-icers on the center (crown) of two-lane roads and on the high side of curves.

Driver’s Pre-Trip and Post-Trip Inspections

- Pre-trip inspections assure reliability of equipment and compliance with highway safety regulations.
- Drivers **shall** perform a pre-trip inspection before using their vehicle by completing a Vehicle Condition Report (Exhibit P). The inspection form will be maintained in the vehicle and in the vehicle maintenance office as per department policy.
- The driver and/or mechanic will immediately rectify defects found during the inspection, if possible. Defects that constitute a hazardous condition and that require time consuming repairs will be noted on the form by the driver and immediately reported to the Fleet Management Administrator and the Supervisor.
- If vehicle defects are found that makes use of the vehicle hazardous, the mechanic or Supervisor will place said vehicle “Out of Service” until repairs can be completed.
- Drivers are responsible to inspect their vehicle, plow(s) and de-icing equipment after the storm event to identify any defects that may have developed during the event.

The “Vehicle Condition Report” will be used and completed for this purpose and the inspection will be made as soon as possible after the storm; if not the same day, then as soon as possible after. The intent is to keep vehicles ready for the next event. Defects that are found will be addressed in the same manner as described for the pre-trip inspection.

- Vehicles will be refueled, dump bodies emptied and washed and the cabs cleaned of any litter as soon as possible after the storm, or as directed by the Director or designee.

6. Route Assignments and Driver Preparation

Snow Plow Routes

- The Village is divided into eleven (11) routes, each with assigned drivers and trucks with each route numbered 1 through 11. The Director and management staff will re-evaluate the route assignments at least once per year, preferably during late summer planning and will adjust the routes as necessary to achieve maximum overall effectiveness.
- Exhibit I describes each route and notes the assigned vehicles and drivers.
- Exhibit H is a map showing route boundaries and assignments. Each map identifies the Priority 1 (Collector streets), Priority 2 (Local streets) and Priority 3 (Cul-de-sacs and dead ends) streets.

Anti-Icing Routes

- Anti-Icing is the application of a liquid de-icer on selected pavements before a snow or ice storm event. Anti-icing is intended to disrupt the bond that forms between ice particles and the pavement surface, thus allowing more response time to snow events and reducing the amount of salt otherwise required.
- The Director or Supervisor will decide if and when the anti-icing agent will be applied based on weather conditions and predictions.
- The Village is divided into four Anti-Icing routes identified on Exhibit R. Assigned drivers will apply the anti-icing agents only on those streets that are pre-identified as shown on the exhibit. It is not economical to apply anti-icing agents on all Village streets.
- The approximate total lane miles of streets designated for anti-icing application is 41 miles.

Driver Preparation and Training

The Director will ensure that all drivers are properly trained to effectively perform during snow and ice control events. This training and preparation should be completed **by November 15** and includes:

- One “dry run” in his/her assigned route using the driver’s assigned vehicle with plow(s) attached.
- Drivers assigned smaller trucks (Lo-Pro, 1-ton or pickup) must also perform a dry-run using the largest truck assigned to that route. This is to familiarize every driver with the larger trucks in case an assigned large truck driver is unavailable for a snow

event.

- Drivers will be instructed to familiarize themselves with their route details, to note obstacles and changes since the previous winter and to advise the Director of any hazards that should be corrected.
- A pre-winter meeting will be held with all drivers and mechanics. The snow and ice control plan will be reviewed in detail and questions or uncertainties will be clarified at this time.
- If possible, a snow plow “Rodeo” will be set up at the Public Works facility or at another designated area with drivers operating a vehicle, equipped with plow, through an obstacle course. In addition, all drivers shall take a written test similar to the one given for CDL licensing. The intent of these exercises is to instill a snow plowing mindset in the staff after months of focus on other duties.
- The Director may also choose to schedule individuals for driver training at the Northern Illinois Public Service Training Academy (NIPSTA).
- All drivers and mechanics will be trained on the proper use of the front-end loaders for salt loading and snow removal.
- The Director will request the Police Department to perform an annual driver’s license check on all drivers and mechanics.
- Supplemental drivers will be given a snow and ice control plan orientation, be instructed on proper operation of the vehicle they will be assigned and will be accompanied by a Supervisor or designee on a check ride while using the truck and plow likely to be assigned to them.

7. Loading Procedures

Proper truck loading procedures must be understood and followed by all personnel in order to achieve maximum efficiency and safety and to reduce the possibility of equipment damage due to overloading.

Responsibilities and Training

- All drivers and mechanics must be trained in the proper operation of the front-end loader and be familiar with the loader’s O&M manual.
- A pre-trip inspection on the loader **shall** be done prior to its use for salt loading and a post-trip inspection performed after each storm event.
- The Supervisor or designee is responsible for the operation of the liquid de-icing facility and will coordinate material ordering, mixing and equipment maintenance. The Director, Supervisor or designee will coordinate and conduct training on the proper use of the facility.
- All drivers and mechanics must be trained in the proper methods for dispensing the liquid de-icer material into vehicle-mounted tanks.

Salt Loading Procedures

- In most cases, trucks will be loaded prior to forecasted storm events; however, larger events will require re-loading at various times. The driver is responsible to load his/her truck following proper procedures at all times.

- Generally trucks will be backed up to the salt dome or storage bins one at a time and loaded with a front-end loader. Trucks waiting to be loaded will be lined up in the staging area (refer to Exhibit S).
- If being loaded by someone else, truck drivers should remain in their vehicle with the windows closed and communicate via radio or Village issued cell phone with the loader operator.
- **Plow trucks must not be overloaded.** The following standards will generally apply:

The large loader (#244)

- One full loader bucket contains approximately 3 ½ tons of salt
- No more than 12 tons (~ 3 loader buckets) will be placed in a 10-yard truck
- No more than 6 tons (~ 2 loader buckets) will be placed in a 5-yard truck
- No more than 4 tons (~ 1 bucket) will be placed in a Lo-Pro truck
- No more than 1 ½ tons (~ ½ bucket) will be placed in 2-yard trucks

The small loader (#205)

- One full loader bucket contains approximately 2 ½ tons of salt
- No more than 12 tons (~ 5 loader buckets) will be placed in a 10-yard truck
- No more than 6 tons (~ 2 ½ loader buckets) will be placed in a 5-yard truck
- No more than 4 tons (~ 2 buckets) will be placed in a Lo-Pro truck
- No more than 1 ½ tons (~ ½ bucket) will be placed in 2-yard trucks

Liquid De-Icer Loading Procedures

The following is a guideline for loading on-board liquid tanks at the mixing facility:

1. Maneuver plow truck to south side of mixing facility.
2. Place front plow on ground, shift transmission to Neutral and set parking brake.
3. Swing arm for de-icing liquids toward back of truck.
4. Attach hose to fill valve on liquid tank and secure.
5. Open valve on tank and open valve on hose.
6. Turn pump switch on for liquid material.
7. Stay with vehicle while loading.
8. When tank is full, turn off pump switch.
9. Close valve on tank and valve on hose.
10. Disconnect hose from on-board tank.
11. Secure hose by swinging back against mixing facility wall.
12. Secure cap on tank valve.
13. Document amount of liquid taken for snow and ice report.
14. Check surroundings before driving away from mixing facility.

8. Spreading and Plowing Operations

As previously stated, storm conditions vary greatly and supervisors often face difficult judgment decisions. Experience has proven that the following general procedures should be followed in order to best accomplish effective snow and ice control given the service priorities that have been established.

Priorities

1. Collector streets identified in each route will be given **first** priority.
2. Local streets will be given **second** priority.
3. Cul-de-sac and dead end streets are given **third** priority as they are among the last to be plowed and salted since they usually serve the fewest people.
4. Sidewalks that have been identified for snow clearing will be attended to as a last priority, usually the next business day after street clearing has been finished and/or after the storm.

Actions Before the Storm

- Make sure equipment is ready and trucks are loaded if time allows.
- The Director or Supervisor will contact the Police Department to make sure after-hours notification procedures and contact persons are fully informed and that on street parking violations will be enforced.
- The Director or Supervisor will brief personnel on expected conditions, procedures and anticipated staffing plans.

Anti-Icing Procedures

- The Director and/or designee will refer to and utilize the anti-icing flow chart, Exhibit Q, to determine if anti-icing operations will occur prior to any snow or ice event.
- The Director or Supervisor will authorize pre-storm anti-icing on those streets pre-identified on Exhibit R.

Plowing Procedures

- Drivers **shall** notify the Supervisor via radio first and if no answer, by Village issued cell phone, when they leave the Public Works facility and when they return to the Public Works facility. Example: *“Truck 262 on the road” and “Truck 262 at Public Works”*
- When drivers leave their vehicle anytime during a snow and ice control operation, they **shall** notify the Supervisor via radio first and if no answer, by Village issued cell phone, when they step out of their vehicle for any reason (i.e., meal break, to check an issue with the truck or route, assisting another driver). This process is to ensure the exact location and safety of all drivers during snow and ice control operations. Example: *“Truck 274 will be out checking on a hydraulic leak at the intersection of Almond Road and Clem Avenue” and “Truck 274 is back in the truck”*.
- Drivers should complete at least one pass through their entire route prior to stopping for a break.
- Drivers will radio other route drivers to offer assistance if their route is complete and assist where needed.
- Vehicle speeds while plowing shall not exceed the local speed limit and drivers shall obey traffic signs and all applicable traffic laws.
- Drivers will follow department procedures and maintain specified de-icer and liquid application rates.
- Drivers should make every effort not to bury fire hydrants.
- Advise the office if residents are seen blowing, pushing or shoveling snow back into

the street, providing the address and time. The Police Department will be contacted regarding these issues.

- If private contractors are seen plowing snow onto streets, advise the Public Works Department Supervisor with locations, time and the truck placard information/phone number if possible. The Police Department will be contacted regarding these issues to handle if necessary.

De-Icing Procedures

- Salt application rates will be established by the Public Works Department designee based on the storm event conditions, but generally range from 200 to 350 pounds per single lane mile. This may vary during the event due to changes in air and pavement temperature and other factors.
- Salt will be applied full-length on collector streets and in accordance with the Director's guidance on local second-priority streets, cul-de-sacs and dead-ends.
- Drivers should keep the Public Works Department Supervisor informed as to changing pavement conditions.
- Liquid de-icers will be applied to the salt spreader whenever salt is being applied. Application rates will be pre-established before the storm.

Post-Storm Procedures

- Public Works employees will be assigned the duty of clearing snow from the main entrance of the Public Works complex, sidewalks along the front visitor parking area, around all man doors and overhead doors, the mixing facility and around the fuel island.
- Drivers will perform post-storm washing and inspections of snow and ice control vehicles and equipment as outlined in Exhibits V and W.
- Drivers will report their salt usage using Exhibit T, which the Supervisor will then summarize the total usage by each truck for each storm event.
- The Public Works Department Supervisor will summarize each storm event. The Public Works Department Supervisor will summarize personnel overtime for each individual and for each storm event.
- Drivers will perform post-trip inspections per the "Equipment Preparation" section.
- The Director or Supervisor may conduct a post-storm critique meeting with drivers and mechanics to review performance and resolve problems encountered.
- Snow clearing at corners, bus stop locations and storm water inlets will be initiated after significant storms as conditions warrant. This may require the use of loaders, back hoes and skid steers with appropriate traffic control.
- The Director or designee will order replenishment materials as needed.

9. Snow Hauling and Storage

- Accumulation of snow after a series of heavy storms may require snow removal at locations such as key intersections, commercial areas, cul-de-sacs and dead ends.
- The Director or Supervisor will schedule this work for normal duty time if possible,

given personnel availability and weather forecasts. Village front-end loaders and dump trucks will be used for this purpose.

- Proper traffic control will be performed in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) part 6 and IDOT standards.

10. Damages Due To Snow Operations

The following policies and procedures are established regarding personal or public property damages which may occur due to snow removal operations:

- Drivers are responsible to exercise reasonable care when operating their snow plows and must report any damage they knowingly cause. This is necessary to confirm owner complaints.
- Mailbox damage is often due to snow coming off the plow, not by plows hitting them. Pre-winter “dry runs” serve to identify mailboxes placed too close to the pavement edge so that notices can be sent to property owners before the plowing season begins (Exhibit Z).
- If a mailbox is damaged, the Public Works Department will repair it or place a temporary within a reasonable time after the storm is over. Calls received about mailbox damage will be logged and tracked for follow-up repair.
- Mailbox repairs will be scheduled and repairs will be made with a USPS standard box/post.
- The Village will reimburse residents up to \$50 for mailbox repair costs they incur as a result of snow plowing damages (Exhibit X).
- Mailboxes that are re-installed must follow Village of Gurnee regulations regarding proper height and setback from the pavement edge.

11. Contractual Services

- The Director may solicit contractor plowing, salting and hauling assistance if heavy snowfalls occur that over-tax Village resources. Every attempt will be made to utilize Village personnel first; however, events may arise where citizen safety and employee well-being require on-call help.
- The Director will first communicate the need for such action with the Village Administrator and obtain approval to proceed.
- Pre-winter arrangements for plowing assistance bid solicitations may be initiated by the Director.

12. Public Relations

- Informative public education and positive public relations are key elements of the Village Snow and Ice Control plan and it must occur before, during and after winter storm events.

- The Village newsletter and website will be used to educate the public about snow plowing responsibilities of the various agencies involved. Various Village policies and ordinances regarding on-street parking, placing snow on public streets, sidewalk clearing, mailbox placement and condition, plowing and salting priorities and phone numbers to use for Village contact will also be made available.
- Letters to the public that require citizen action or future avoidance of inappropriate activity will be firm yet positive, polite and informative.
- Phone calls received from citizens regarding snow plowing complaints can be challenging. Every effort will be made to listen patiently, write down and log the request, explain the situation, stay calm and polite and follow-up with the request to the extent possible. The Administrative Secretary and/or General Office Secretary may be called in during significant events to answer the phone and coordinate service requests with the Public Works Department designee.

Exhibit A

Village Code Sec. 66-36. Obstructing streets.

- c. No person shall obstruct or endanger the free passage or proper use of the public on any street, sidewalk, alley or public place.
- d. No person shall shovel, plow or otherwise place snow or cause or permit the shoveling, plowing, or placing of snow, from a private driveway, parking lot, or other private property upon any highway, street or sidewalk so as to hinder, obstruct, impede or otherwise interfere in any way with the movement of traffic upon such street, highway, or sidewalk.
- e. If such snow is not immediately moved or removed by the owner, occupant or agent so placing it on the street, highway or sidewalk after being advised by an authorized official or police officer to do so, then the village may charge the owner, occupant or agent with any expenses which may be incurred by the village in the removal thereof. Such expenses shall be collected by the village in addition to a fine or penalty as set forth in this Code.
- f. Any person found in violation of this section shall be fined not less than \$25.00 nor more than as provided in section 1-11. Each day such offense shall continue shall constitute a distinct and separate offense. (Code 1977, § 5.08)

Exhibit B

Village Code Sec. 78-102. Overnight parking prohibited.

It shall be unlawful for the driver or owner of any vehicle to park any vehicle or to permit any vehicle to be parked on any street in the village between the hours of 2:00 a.m. and 6:00 a.m. of any day, except that emergency vehicles and physicians on emergency calls are hereby exempt from these provisions. (Ord. No. 2007-12, § I, 2-12-2007)

Editor's note—Ord. No. 2007-12, adopted Feb. 12, 2007, amended § 78-102 in its entirety to read as herein set out. Former § 78-102 pertained to all night parking and derived from section 41.12 of the 1977 Code.

Exhibit C

Village Code Sec. 78-105. Parking restrictions.

- a. *No parking, snow removal.* It shall be unlawful to park any vehicle on any public street or alley in the village at any time within 12 hours after a snowfall of two inches or more has occurred, or until the snow has been removed. Whenever any police officer shall find an unattended vehicle violating the terms of this section, such officer may provide for the removal of such vehicle to the nearest garage or other place of safety. The following sign shall be erected in notifying the public of the provisions hereof: NO PARKING ON ANY PUBLIC STREET WITHIN 12 HOURS AFTER A 2 INCH SNOWFALL, OR UNTIL SNOW IS REMOVED. MOTOR VEHICLES IN VIOLATION WILL BE TOWED AWAY AT OWNER'S EXPENSE.
- b. *No parking, street cleaning or oiling.* It shall be unlawful to park any vehicle on any public street or portion thereof in the village at any time when such street is being cleaned or oiled. Signs indicating that a street or portion thereof is being cleaned or oiled shall be posted immediately before the cleaning or oiling of the street, and shall be removed after the cleaning or oiling of the street is finished or the oil has penetrated.
- c. *Parking prohibited in specified places.* No person shall park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control device, in any of the following places:
 - On a sidewalk;
 - In front of a public or private driveway;
 - Within an intersection;
 - Within 15 feet of a fire hydrant;
 - On a crosswalk; and
 - At any place where the standing of a vehicle will reduce the usable width of the roadway for moving traffic to less than 18 feet.
- d. *Parking prohibited at all times on specified streets.* When signs are erected giving notice thereof, no person shall park a vehicle at any time upon any of the streets or parts of streets described below:
 - Grand Avenue, north side, commencing 600 feet west of the centerline of O'Plaine Road to 50 feet east of the centerline of Depot Road.
 - Grand Avenue, north side, from 300 feet east of the centerline of First Street to Route 132 at Greenleaf Street.
 - Grand Avenue, south side, from Emerald Avenue to 280 feet east of centerline of Emerald Avenue.
 - Grand Avenue, south side, from 390 feet west of the centerline of Depot Road to 220 feet east of the centerline of Depot Road.

- Grand Avenue, south side, from 200 feet west of First Street to Route 132 at Greenleaf Street.
- Grand Avenue, south side, from the west intersection of Illinois Route 132 east 300 feet.
- Belle Plaine Street, both sides, from Illinois Route 132 north 600 feet.
- Depot Road, east side, from Grand Avenue north 1,300 feet.
- Emerald Avenue, both sides, from Old Grand Avenue to Kilbourne Road.
- Grandville Avenue, both sides, from U.S. Route 41 to Magnolia Street.
- Kilbourne Road, east side, from Illinois Route 132 to Emerald Street.
- Milwaukee Avenue, both sides, from Illinois Route 132 to Illinois Route 21.
- Northwestern Avenue, both sides, from Grandville Avenue to Sunset Avenue.
- South Road from Darlene Drive to Fuller Road, both sides.
- East side of Fuller Road from South Road to a point 200 feet north.
- Porett Drive, both sides.
- Route 21, both sides, from Illinois Tollway (I-94) to Manchester Drive.
- Route 132, both sides, from Lawrence Avenue to Illinois Tollway (I-94).
- Great America Parkway, both sides, from Route 132 to Cedar Avenue.
- Washington Street, both sides, from Route 21 to Illinois Tollway (I-94).
- Gages Lake Road, both sides, from Colby Road to Route 21.
- O'Plaine Road, both sides, from Route 120 to Grand Avenue.
- Hayner Avenue, both sides of street.
- West Street, both sides of street.
- Blackstone Avenue, both sides, from O'Plaine Road to West Street.
- Cedar Avenue, both sides of street.
- Blackstone Avenue, both sides, from First Street to Greenleaf Street.
- Greenleaf Street, both sides, from Washington Street to Blackstone Avenue.
- Hickory Haven Drive East, both sides.
- Hickory Haven Drive West, both sides.
- Hickory Haven Drive, both sides.
- Elsie Avenue, west side, from Cedar Avenue south to South Avenue.
- Route 41, both sides, from Kilbourne Road to the Des Plaines River bridge.
- Belle Plaine Street, both sides, from Grand Avenue (Rt. 132) to University Avenue.
- Estes Street, both sides, from Grove Avenue to U.S. Route 41.
- McClure Avenue, both sides, from O'Plaine Road west to the Des Plaines River.
- South Avenue, both sides, from Fuller Street west to Elsie Street.
- St. Paul Avenue from Delany Road west for a distance of 800 feet.
- Anderson Lane, both sides, between Illinois Route 132 and Grand Avenue.

- Morrison Drive, south side, from Delany Road to the East end of Morrison Drive.
- Belle Plaine Road, both sides, between Grand Avenue and Grandview.
- Manchester Drive, north side, from Illinois Route 21 to Dunham Drive.
- Buckingham Drive, both sides.
- Kensington Court, both sides.
- Brookhaven Road, both sides, from O'Plaine Road east to its eastern terminus.
- Providence Road from O'Plaine Road to Cole Court.
- King's Way North from O'Plaine Road to Covenant Court.
- Florida Avenue, south side, between Magnolia and Belle Plaine, Monday through Friday, between 7:30 a.m. and 3:30 p.m.
- Gillings Avenue, both sides, from Meadowlark Court to North Avenue.
- North Avenue, both sides, from Gillings Avenue to a point 180 feet west.
- North Avenue, both sides, from O'Plaine Road to Gillings Avenue.
- Greenhaven Lane, both sides, from Brookhaven Road to Minthaven Court.
- Lawson Boulevard from Grand Avenue to Beechwood Avenue.
- Pauly Drive from Lawson Boulevard to Pinewood.
- Pinewood Drive from Lawson Boulevard to Dilley's Road.
- Northridge Drive from Grand Avenue to its southerly terminus.
- Dada Drive from Hunt Club Road to IL Route 45.
- Almond Road from Washington Street to Woodland Terrace.
- Stonebrook Drive from IL Route 132 (Grand Avenue) to Dada Drive.
- Vineyard Drive from IL Route 132 (Grand Avenue) to Korbel Drive.
- Arlington Lane from IL Rte. 132 (Grand Avenue) to Buchanan Drive.
- Buchanan Drive from South Stratton Lane to Hamilton Drive.
- South Stratton Lane from Hamilton Drive to Buchanan Drive.
- Auburn Lane from South Stratton Lane to Pennsbury Lane.
- Hamilton Drive from South Stratton Lane to Camden Drive.
- Windwood Court from Fuller Road to Lawson Boulevard.
- Belle Plaine Avenue from University Avenue to Crescent Avenue.
- Crescent Avenue from Belle Plaine Avenue to Bay Place.
- Tri-State Parkway.
- Lakeside Drive, both sides.
- Regency Court cul-de-sac areas.
- Grand Avenue, between O'Plaine Road and the Chicago, Milwaukee, St. Paul and Pacific Railroad viaduct.
- Manchester Drive, north side, between Glen Way and Drury Court.
- Oglesby Avenue, between Delany Road and Greenleaf Street.
- Arlington Lane, both sides, from Grand Avenue to Buchanan Drive.
- Brookside Drive, both sides, from Grand Avenue to a point 200 feet north of Salisbury Drive.
- Lawrence Avenue, both sides, from Grand Avenue south 350 feet.

- Grove Avenue, south side, from Lee Avenue east for a distance of 200 feet.
 - Hawthorne Avenue, both sides, from Ellis Avenue to University Avenue
 - Pembroke Court, both sides, beginning 190 feet east of Lawson Boulevard to the east end of Pembroke Court.
 - Woodlake Boulevard, both sides.
 - North Side of Pinetree Drive between Pinewood Road and Mahogany Court.
 - First Street, both sides, from Old Grand Avenue to Route 132.
 - Oglesby Avenue, both sides, east of Greenleaf Street.
 - Elm Road, south side, between O'Plaine Road and Birch Drive.
 - Ferndale Street, both sides, from U.S. Route 41 (Skokie Highway) south 100 feet.
- e. *Restricted parking hours during school hours Monday through Friday.*
- McClure Road, east from O'Plaine to Gillings, on both sides of the street.
- f. *One-hour parking restrictions on specified streets.* When signs are erected giving notice thereof, no person shall park a vehicle for more than one hour between the hours of 8:00 a.m., to 8:00 p.m. upon any of the streets or parts of streets designated below:
- Waveland Avenue, east side, from Grand Avenue to Grandview Avenue.
- g. *Two-hour parking restrictions on specified streets.* When signs are erected giving notice thereof, no person shall park a vehicle for more than two hours during school hours Monday through Friday upon any of the streets or parts of streets designated below:
- Meadowlark Court;
 - Bluebird Court;
 - Eagle Court;
 - Finch Court;
 - Robin Court;
 - Raven Court;
 - Oriole Court;
 - Gillings, from North Avenue to McClure Avenue; and
 - McClure Avenue, from Gillings east to its terminus.
- h. *Two-hour parking restrictions on specified streets.* When signs are erected giving notice thereof, no person shall park a vehicle for more than two hours upon any of the streets or parts of streets described below:
- Lee Avenue from St. Paul Avenue to Grove Avenue; and
 - Grove Avenue from Delany Road to St. Paul Avenue.

(Code 1977, § 41.15; Ord. No. 94-21, § 1, 2-28-1994; Ord. No. 94-68, § 1, 6-20-1994; Ord. No. 94-142, § 1, 12-5-1994; Ord. No. 94-143, § 1, 12-5-1994; Ord. No. 95-32, § 1,

5-1-1995; Ord. No. 95-72, § 1, 8-21-1995; Ord. No. 96-150, § 1, 12-16-1996; Ord. No. 97-4, § 1, 1-6-1997; Ord. No. 97-12, § 1, 1-27-1997; Ord. No. 2000-79, § 1(41.15(d)), 7-10-2000; Ord. No. 2000-94, § 1(41.15(d)), 8-7-2000; Ord. No. 2000-125, § 1(41.15(d)), 10-16-2000; Ord. No. 2001-59, § 1(41.15(d)), 7-16-01; Ord. No. 2003-65, § I, 9-8-2003; Ord. No. 2003-83, § I, 11-3-2003; Ord. No. 2005-28, § I, 5-2-2005; Ord. No. 2006-70, § I, 8-21-2006; Ord. No. 2006-90, § I, 11-6-2006)

Exhibit D

Village Code Sec. 78-131. Definitions.

The following words, terms and phrases when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Operate means to ride in or on, other than as a passenger, use or control the operation of a snowmobile in any manner whether or not the snowmobile is under way.

Operator means a person who operates or is in actual physical control of a snowmobile.

Snowmobile means a self-propelled device designed for travel on snow or ice in a natural terrain steered by wheels, skis or runners and supported in part by skis, belts, or cleats.
(Code 1977, § 41.22(a))

Cross reference—Definitions generally, § 1-2.

Village Code Sec. 78-132. Regulations.

It shall be unlawful for any person to operate a snowmobile under the following circumstances:

1. On private property of another without the express permission to do so by the owner or occupant of the property.
2. On public school grounds, park property, playgrounds, recreational areas and golf courses without express provision or permission to do so by the proper public authority.
3. In a manner so as to create loud, unnecessary or unusual noise so as to disturb or interfere with the peace and quiet of other persons.
4. In a careless, reckless or negligent manner so as to endanger the safety of any person or the property of any other person.
5. Within the right-of-way of any public street or roadway.

(Code 1977, § 41.22(b))

Village Code Sec. 78-133. Exceptions.

When it becomes necessary to cross a public street or roadway, the operator shall stop the snowmobile before crossing and shall yield the right-of-way to vehicular traffic.

(Code 1977, § 41.22(c))

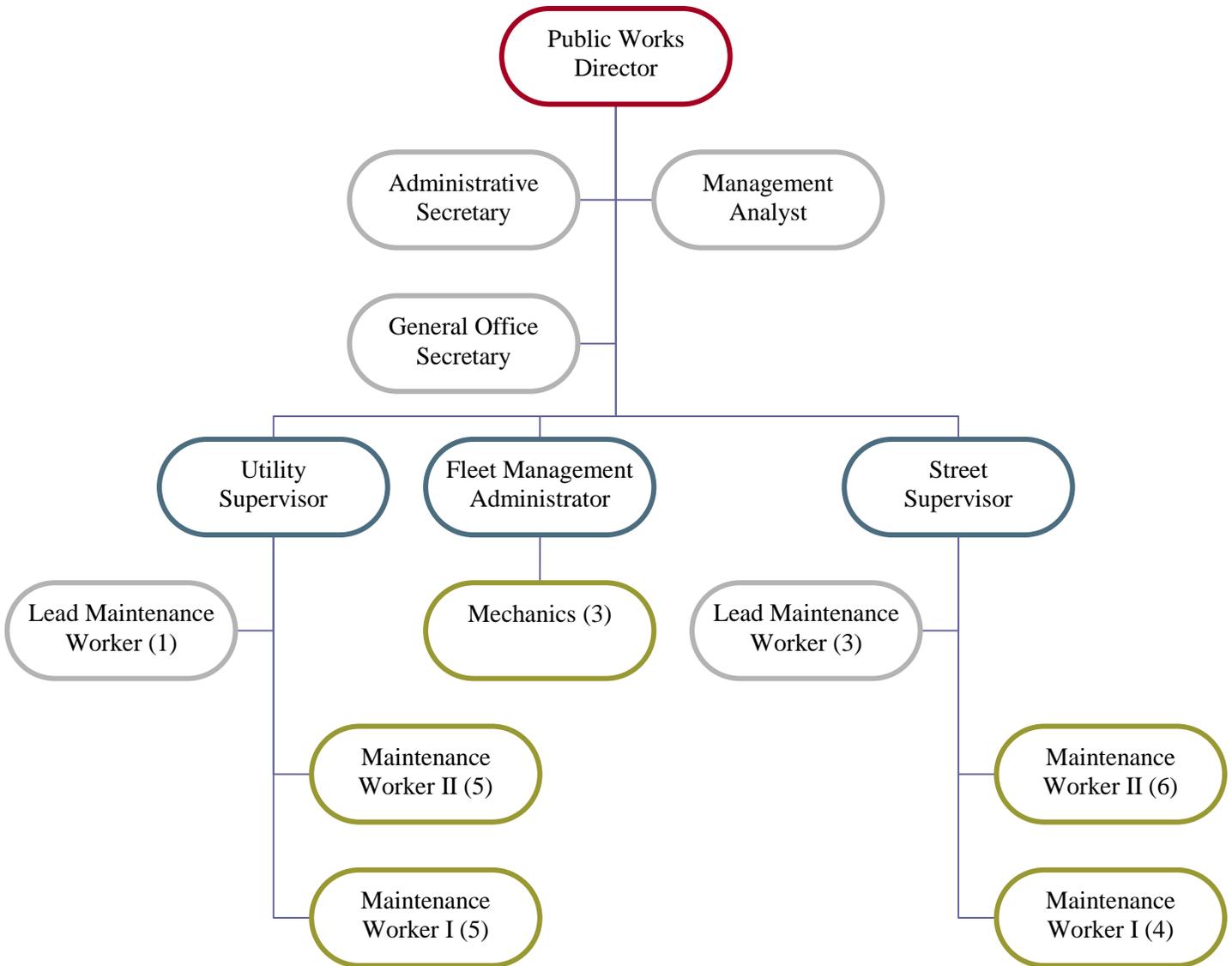
Village Code Sec. 78-134. Equipment.

All snowmobiles operating within the village shall be equipped with:

1. At least one white headlamp having a minimum candlepower of sufficient intensity to exhibit a white light plainly visible from a distance of at least 500 feet ahead during hours of darkness under normal atmospheric conditions. If a snowmobile is equipped with a single beam lamp, such lamp shall be so aimed that when the vehicle is loaded none of the high intensity portion of the light, at a distance of 25 feet in front of the vehicle, projects higher than the level of the center of the lamp from which it originates.
2. At least one red taillamp having a minimum candlepower of sufficient intensity to exhibit a red light plainly visible from a distance of 500 feet to the rear during hours of darkness under normal atmospheric conditions.
3. A brake system in good mechanical condition.
4. Reflective material of a minimum area of 16 square inches mounted on each side of the cowling. Identifying numbers may be included in computing the required 16 square inch area.
5. Adequate sound suppression equipment. No snowmobile manufactured after June 1, 1972, shall be sold or offered for sale, unless it is equipped with sound suppression devices that limit total machine noise in accordance with noise pollution standards established pursuant to the Environmental Protection Act.
6. A safety or so-called dead man throttle in operating condition; a safety or dead man throttle is defined as a device which when pressure is removed from the accelerator or throttle causes the motor to be disengaged from driving track.

(Code 1977, § 41.22(d))

Public Works Organizational Chart

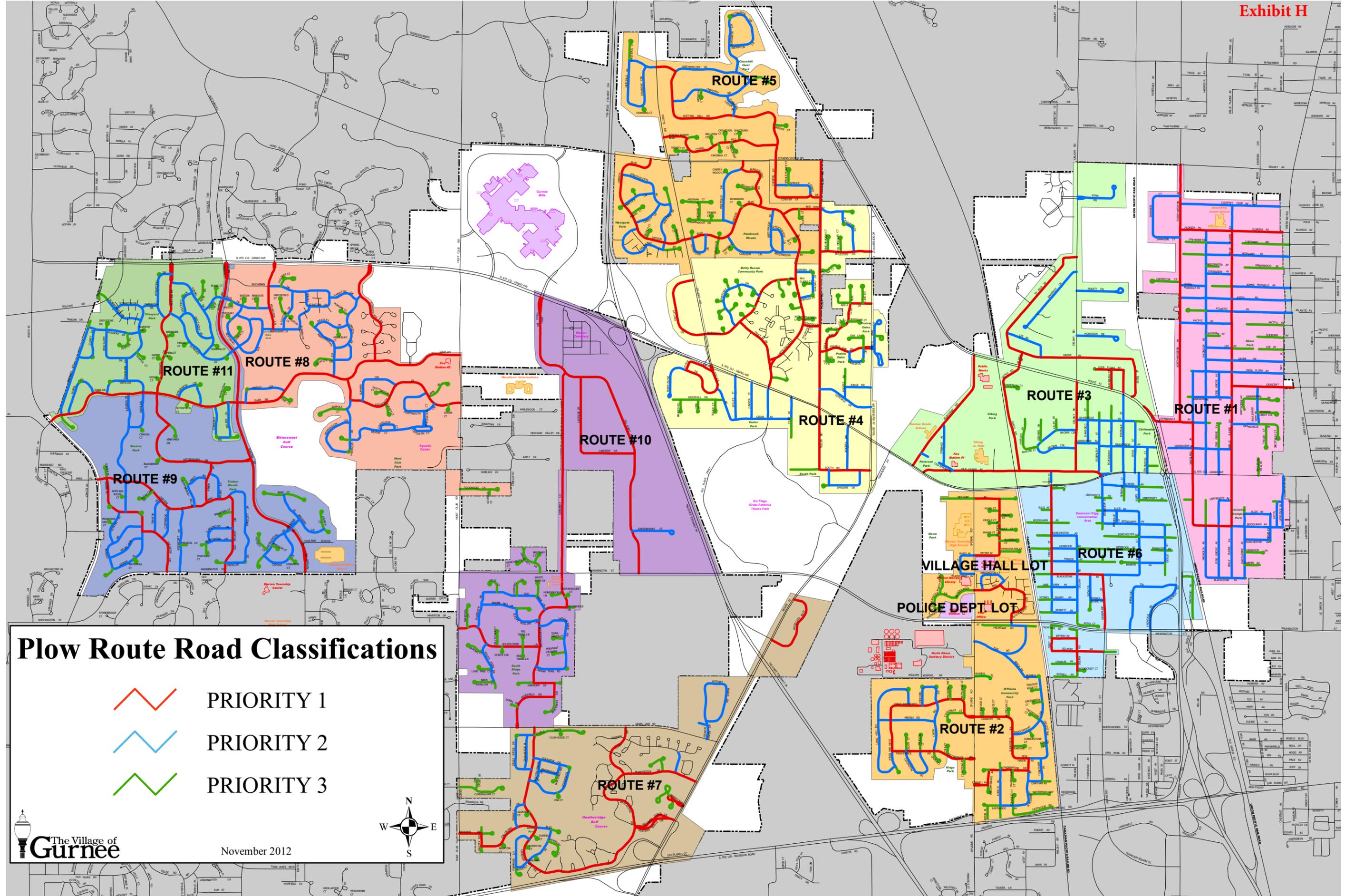


SNOW AND ICE CONTROL PLANNING TIMELINE

Exhibit G

- February** Develop “Keeping Posted” Piece for March Edition.
- April** Bi-annual State of Illinois Safety Certification of each Vehicle
- June** Evaluate snow and ice control operations and call/complaint logs and review plan and operations for improvements.
- July** Meetings with individual route drivers to review issues and concerns with the snow and ice control plan, route design, and equipment issues.
- August** Begin truck and equipment inspections and repairs.
Review the snow plan, recommend changes and revisions, improve and amend snow plow routes and equipment, and develop policies for snow and ice control operations and methods.
Perform dry run of plow routes to identify mailboxes and other obstructions which will need corrections prior to winter operations
- September** Order Salt, Calcium Chloride and Geo-Melt from Established Vendors.
Establish List of Supplemental Drivers for Emergencies.
Design Public Relations Plow Information Templates.
Solicit Bids for Contractor Plowing Assistance.
Conduct Snow Plow “Rodeo”, CDL refresher exam and Front End Loader operation training.
- October** Bi-annual State Safety Certification of Each Vehicle
Driver’s License Check on all Drivers and Mechanics
Complete truck and equipment inspections and repairs.
Perform Spreader and on Board Liquid Tank Calibrations.
Perform Tool Check for Each Truck.
Drivers Perform Dry-Run of Assigned Route Using Assigned Vehicle.
Conduct snow plow orientation and training for supplemental drivers.
- November** Ensure all Snow Fighting Equipment ready by 11/1.
Conduct Snow and Ice Control Plan Orientation
Meet with Police and Fire Department Command Staff to review snow and ice control plan and operations
Develop “Keeping Posted” Piece for December Edition.

Revised: 10/28/09 TJR
10/8/10 TJR
10/10/12 TJR



Plow Route Road Classifications

-  PRIORITY 1
-  PRIORITY 2
-  PRIORITY 3



Gurnee Public Works Equipment Inventory

Exhibit O

Unit #	Type	Year	Route
292	International 5 Yard Dump Truck	2013	1
267	Dodge 1-ton dump Truck	2014	1
669	GMC 5 Yard Dump Truck	2000	1
294	Freightliner 10 Yard Dump Truck	2002	2
268	GMC Low Pro Dump Truck	1997	2
261	GMC Lo Pro Dump Truck	2001	2
262	International 5 Yard Dump Truck	2001	3
241	International 5 Yard Dump Truck	2007	3
692	International 5 Yard Dump Truck	2012	4
296	GMC 10 Yard Dump Truck	2001	4/5P
290	GMC Low Pro Dump Truck	1997	4/5
687	Petebuilt 5 Yard Dump Truck	2015	5
272	GMC 5 Yard Dump Truck	1999	6
271	GMC 5 Yard Dump Truck	2006	6
295	International 5 Yard Dump Truck	2012	7
274	GMC 10 Yard Dump Truck	1994	8/9/11P
651	International 5 Yard Dump Truck	2013	8
293	International 5 Yard Dump Truck	2012	9
264	GMC 10 Yard Dump Truck	2005	7/10
266	GMC 5 Yard Dump Truck	1999	10
276	Petebuilt 5 Yard Dump Truck	2015	11
260	GMC Low Pro Dump Truck	2001	12

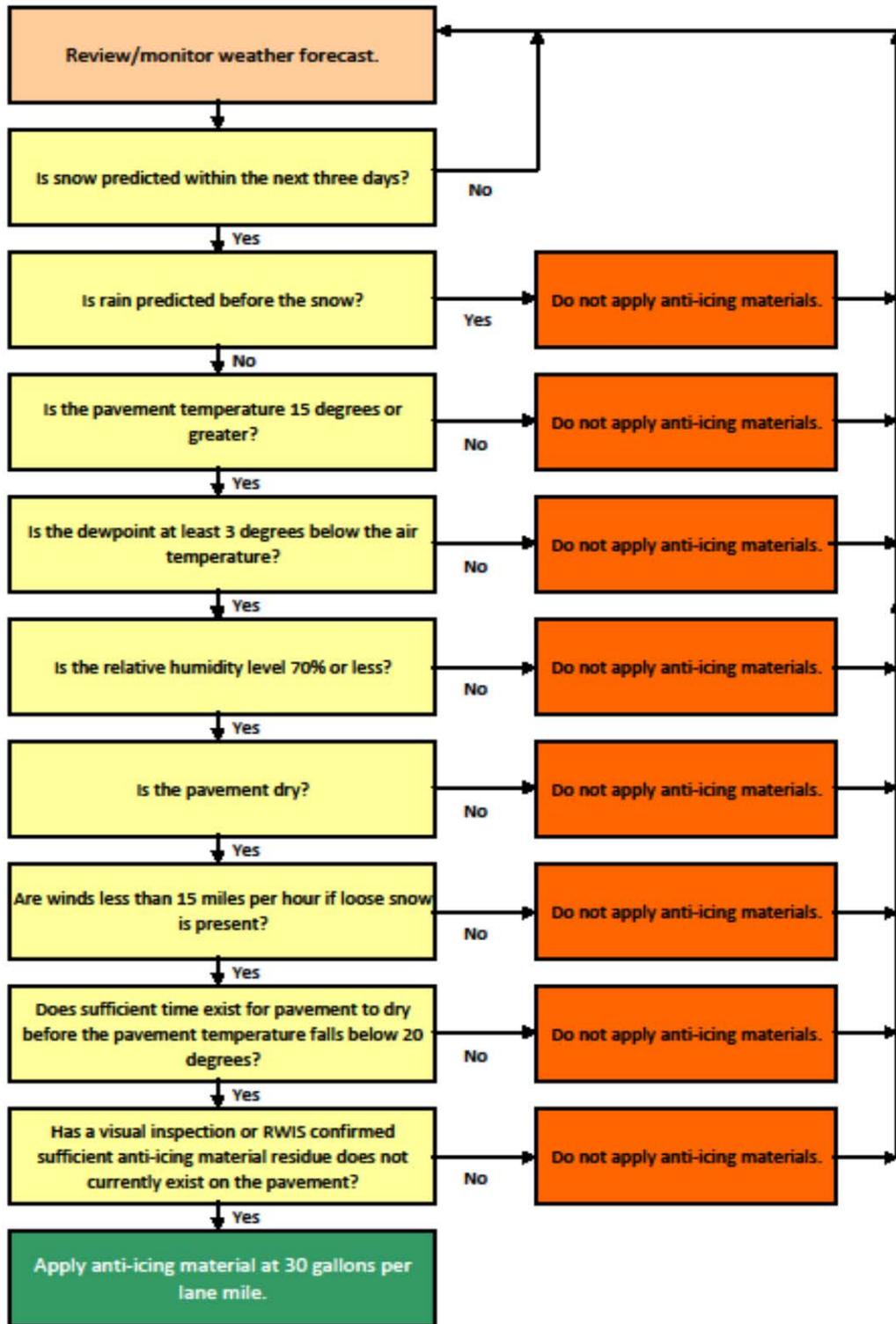
Standby

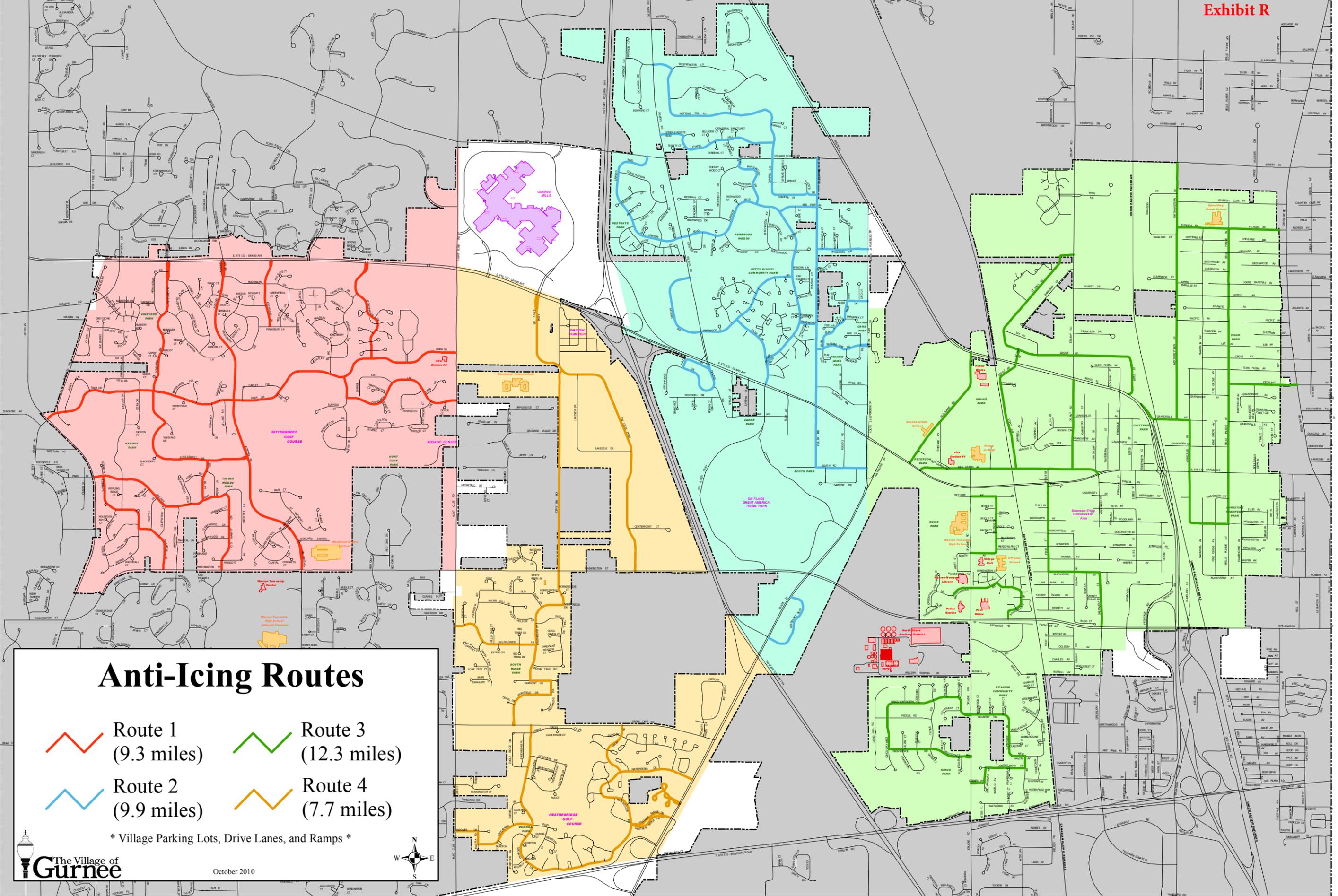
240	Ford F250 Pick-up Truck	2002
246	Ford F250 Pick-up Truck	2004
679	Ford F250 Pick-up Truck	2004
297	GMC 5 Yard Dump Truck	2000
263	Ford F550SDUTY 1-ton Dump	2008
298	Ford F550 One Ton Truck	2003
675	Ford F550SDUTY 1-ton Dump	2005
245	Ford F550SDUTY 1-ton Dump	2004
683	Chevrolet 2500 Pick-up Truck	1998

Heavy Equipment

201	New Holland Uniloaders	2013
202	New Holland Uniloaders	2013
203	John Deere 410G Backhoe/Loader	2001
205	John Deere 444H Loader	1997
244	John Deere 624K Loader	2012
607	Case 580SM-2 Backhoe/Loader	2005

ANTI-ICING APPLICATION DECISION FLOWCHART





Anti-Icing Routes

-  Route 1 (9.3 miles)
-  Route 3 (12.3 miles)
-  Route 2 (9.9 miles)
-  Route 4 (7.7 miles)

* Village Parking Lots, Drive Lanes, and Ramps *



October 2010



Mailbox Damage from Snow Plowing Policy

PURPOSE:

During the Village's snow and ice control operations, there is a potential for mailboxes to be damaged either by direct contact with Village equipment or by snow being cast by Village plows. It is essential that the Village clear the entire width of the roadway, either to the curb or road edge to enable traffic flow, drainage and access to mailboxes, as required by the U. S. Post Office. The purpose of this policy is to establish guidelines to be followed for the repair and/or replacement of mailboxes damaged by the Village equipment during snow removal operations.

REPAIRS AND REPLACEMENT LIMITED TO DAMAGE FROM VILLAGE SNOW REMOVAL EQUIPMENT:

The Village of Gurnee will not be responsible for the repair and/or replacement of any mailbox or post unless the damage was a direct result of the Village's snow removal equipment. Damage caused by private contractors, private vehicles, accidents not involving Village equipment, or from an unknown cause will not be repaired by the Village.

Notification of a broken mailbox and/or post must be provided to the Public Works Department (847-599-6800) within 10 days of damage for repair or replacement by the Village.

Landscaping and planting materials added to the parkway or around mailboxes will be the sole responsibility of the property owner. These are high traffic areas subject to harsh conditions from necessary road and utility maintenance and snow and ice control operations. The Village will not reimburse the owner for damage done to landscaping placed in the right-of-way resulting from Village operations.

PROPER INSTALLATION OF MAILBOXES:

The placement of the mailbox, with respect to the back of the curb, is important and has a direct impact on the potential for damage. Mailboxes should be installed per the Village of Gurnee guidelines outlined on Page 2 of this policy. These installation guidelines state mailboxes should be placed so that the front of the mailbox is 6" from the back of the curb or 12" from the edge of the pavement on streets without curb.

TEMPORARY MAILBOX:

If a mailbox has been damaged by Village equipment during snow and ice control operations to the extent that it cannot be used for mail delivery, the Village will provide and place a temporary mailbox until a permanent replacement can be installed. The resident must initiate this service by contacting the Public Works Department.

MAILBOX REPLACEMENT:

If a mailbox has been damaged by the Village during snow and ice control operations to the extent that it cannot be repaired, the Village will provide and place a replacement mailbox when weather conditions permit. The replacement box and/or post will be of a standard type selected by the Village of Gurnee. The Village will not attempt repairs to custom mailboxes.

Exhibit X

If the resident or property owner elects not to have the mailbox and/or post replaced by the Village using standard materials, the resident may complete the replacement or repairs himself/herself. With the prior approval of the Village, the resident may present the receipt for the replacement of the mailbox and be reimbursed up to a maximum value of \$50. Reimbursement by the Village is limited to one time per season.

IMPROPERLY INSTALLED MAILBOXES:

The Village reserves the right to limit replacement or reimbursement for any improperly installed, previously damaged, or improperly maintained mailbox. Improperly installed mailboxes include those that are too close to the road edge or back of the curb, or those that were not installed per the Village of Gurnee guidelines below.

