GURNEE

PUBLIC WORKS DEPARTMENT

SNOW & ICE CONTROL PLAN



Village of Gurnee Snow and Ice Control Plan

Updated October 2026

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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 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 are 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 329 cul-de-sacs or dead ends.
- The Gurnee Public Works Department has 30 full-time employees available, 34 plow-equipped trucks, 2 loaders, 1 backhoe, 1 mini-loader and 2 skid steers.

The community is divided into 6 plow routes. Each route is assigned a mix of equipment that may include 10-yard, 5-yard and/or 3-yard trucks with front plows and side-mounted wing plows or a smaller 1-ton truck with front plow only (typically used on dead ends and cul-de-sacs).

The overall goals to be achieved through this 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” six-inch snow event within eight hours from the conclusion of the event.

Every winter storm is unique. 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 affect 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 rights-of-way. 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 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)

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

Route designs, and the patterns that the drivers follow, have been developed to increase efficiency and reduce the number of passes required to clear the roadways. The route can be comprised of all road types (Collector streets, local streets, cul-du-sacs or dead ends). If the rate of precipitation is high or if weather conditions prohibit our ability to clear roads in a reasonable amount of time, the Snow Boss may decide to prioritize the clearing of roads with the resources available. Below is a description of the road classifications and their priority if we must prioritize roads for large snow events.

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 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 edge to edge and de-icers applied in accordance with the application rates established by the Director or Snow Boss. 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 Boss.

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 edge to edge and de-icers applied in accordance with the application rates established by the Director or Snow Boss.

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 may not be salted during an initial call out unless there is an icing condition. At the conclusion of an initial call out, the Snow Boss 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.

Village Hall, Police and Fire Department Parking Lots: Village Hall and Police parking lots are the responsibility of the Public Works Department for snow and ice control operations. Public Works Department employees are assigned to keep these lots open during a storm though they 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. There are times when we may assist the Fire Department with their parking lots as well.

Sidewalks: The Public Works Department has determined that certain public sidewalks should be cleared of snow 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**. Small machines equipped with a v-plow, bucket or snow blower attachment will

be used. 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 Country Trail
2. Almond Road from Washington Street to IL Route 132
3. Old Grand Avenue from IL Route 132 (east) to IL Route 132 (west)
4. Emerald Avenue from Kilbourne Road to Old Grand Avenue
5. Kilbourne Road from IL Route 132 to the Forest Preserve Trail
6. Washington Street from Hunt Club Road to Hillview Drive
7. IL Route 132 from Six Flags Parkway east to Lawrence Avenue
8. Bus Shelters
    - Washington Street at O'Plaine Road (southeast quadrant)
    - Washington Street at Greenleaf Avenue (northwest quadrant)
    - IL Route 132 at Six Flag's entrance
    - IL Route 132 at Menard's entrance

Citizen Sidewalk Clearing: The Village encourages citizens to clear the public sidewalks adjacent to their property in the interest of 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 the Weather Sentry System located at the Public Works facility and the National Weather Service (www.crh.noaa.gov/lot) to supplement weather applications, 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.

Snow Boss/
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 and supervises the operations. Perform positive public relations.

Fleet: 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 through Friday 7:00 a.m. to 3:00 p.m.)

- The Snow Boss will determine when crew callouts are made 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 Workdays 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 Snow Boss will monitor weather conditions for when snow accumulations or icing conditions begin. The Snow Boss may at this time drive to the Public Works facility to personally monitor road conditions.
- The Snow Boss will review street conditions and monitor weather radar and initiate a staff call-in if appropriate. Actual conditions will dictate the type of call out required. This initial call-in may be limited to only main-line drivers on each of the 6 routes. The cell phone directory (Exhibit J) will be used for this purpose and will be updated as necessary.
- The Snow Boss 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 accumulation 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 Snow Boss may call in all drivers at the initial notification. Experience and judgment come into play as weather predictions are not absolute and there are many other factors to consider when committing to a full crew call out.

Scheduled Winter Storm Duty Outside of Normal Workdays and Times

- The Snow Boss 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 Snow Boss 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 callouts.

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 fully utilized 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 all drivers, including 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 Snow Boss may require additional continual work hours if conditions require it and if the employee is physically able to do so.
- The Director or Snow Boss reserves 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 public may view this negatively.
- Drivers **shall** notify the Snow Boss by cell phone or radio of their need for a break.

Meals

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

- The Snow Boss 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.
- To reduce down time due to traveling 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 the Snow Boss 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 for budgeting and ordering 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 and/or through the County of Lake salt consortium.

Refer to Exhibit N for a list of material suppliers who are primary suppliers or who may be contacted by the Director or Snow Boss 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 Fleet 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 Fleet Division and the operator of each vehicle equipped with a spreader will properly inspect and re-calibrate the salt spreading and liquid application equipment as necessary. 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 Snow Boss. 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 250 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 ("Beet Heet") using truck-mounted equipment will be used to increase snow melting effectiveness as directed by the Snow Boss.
- 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 ensure 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 Fleet 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 the vehicle "Out of Service" until repairs can be completed.
- Drivers are responsible for inspecting 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 Snow Boss.

6. Route Assignments and Driver Preparation

Snow Plow Routes

- The Village is divided into six (6) routes, each with assigned drivers and trucks. The Director and Street Supervisor 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.

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 Snow Boss 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 employee's assigned route using the driver's assigned vehicle with plow(s) attached.
- Driver's assigned smaller trucks (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 Street Supervisor 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 or designee 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 or designee will submit a request to the Illinois Secretary of State office and the Wisconsin Division of Motor Vehicles to perform an annual driver's license check on all CDL drivers.
- Supplemental drivers will be given a snow and ice control plan orientation, be instructed on proper operation of the vehicle they will be assigned to 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 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 Snow Boss 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 for loading his/her truck, always following proper procedures.
- Generally, trucks will be driven 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 3 tons (just under 1 loader bucket) will be placed in a 3-yard 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 3 tons (~ 1 loader bucket) will be placed in a 3-yard 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. 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 to best accomplish effective snow and ice control given the service priorities that have been established when the event dictates prioritizing the use of resources.

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 Snow Boss will brief personnel on expected conditions, procedures

and anticipated staffing plans.

Anti-Icing Procedures

- The Director or Snow Boss 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 Snow Boss will authorize pre-storm anti-icing on those streets pre-identified on Exhibit R, when necessary.

Plowing Procedures

- Drivers **shall** notify the Snow Boss via radio first and if there is 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 the shop"*.
- When drivers leave their vehicle anytime during a snow and ice control operation, they **shall** notify the Snow Boss via radio first and if there is 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 Drive" 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, date and time and a photo if it is safe to take one. The Police Department will be contacted regarding these issues if hazards are being created.
- If private contractors are seen plowing snow onto streets, advise the Snow Boss with locations, date and time, the truck placard information/phone number if possible and a photo if it is safe to take one. The Police Department will be contacted regarding these issues if hazards are being created.
- If vehicles are parked on the road during snow operations, take a photo of the vehicle and plate if it is safe to do so and send to the snow boss via text message and follow-up with a call over the radio with the locations, color, make, model and license plate of the vehicle. "*Example: "Parked car is impeding snow operations at 123 Fourth Ave, vehicle is a red, Ford Explorer, license plate number EF1234."*

De-Icing Procedures

- Salt application rates will be established by the Snow Boss based on the storm event conditions but generally range from 200 to 350 pounds per 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 Snow Boss's guidance on local second-priority streets, cul-de-sacs and dead-ends.
- Drivers should keep the Snow Boss 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 facility, 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 material usage using Exhibit T, which the Snow Boss or designee will then summarize the total usage by each truck for each storm event.
- The Snow Boss will summarize each storm event. The Snow Boss or designee 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 Snow Boss 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 Snow Boss 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 Removal 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 or the Village will reimburse residents up to $50 for mailbox repair costs they incur because of snow plowing damages (Exhibit X).
- Mailboxes that are re-installed must follow USPS 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 snowfall occurs 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 Services Coordinator and/or Resident Services Representative may be called in during significant events to answer the phone and coordinate service requests with the Snow Boss.

Sec. 66-36. Obstructing streets.

(a) No person shall obstruct or endanger the free passage or proper use of the public on any street, sidewalk, alley, or public place except for a block party that is permitted by the director of public works or his designee. Major or secondary thoroughfares shall not be blocked by such activities. Each permit shall be issued for a period not to exceed the hours of 10:00 a.m. to midnight.

(b) 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.

(c) 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.

(d) 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; Ord. No. 2014-37, § I, 7-7-2014)

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(s)—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.

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:

(1) On a sidewalk;

(2) In front of a public or private driveway;

(3) Within an intersection;

(4) Within 15 feet of a fire hydrant;

(5) On a crosswalk;

(6) 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; and

(7) Unpaved areas of the public right-of-way.

(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:

(1) Almond Road, both sides, from Washington Street to Woodland Terrace.

(2) Arlington Lane, both sides, from Illinois Route 132 to Buchanan Drive.

(3) Auburn Lane, both sides, from South Stratton Lane to Pennsbury Lane.

(4) Belle Plaine Avenue, both sides, from University Avenue to Crescent Avenue.

(5) Blackstone Avenue, both sides, from O'Plaine Road to West Street.

(6) Blackstone Avenue, both sides, from First Street to Greenleaf Street.

(7) Brookhaven Road, both sides, from O'Plaine Road east to its eastern terminus.

(8) Brookside Drive, both sides, from Illinois Route 132 to a point 200 feet north of Salisbury Drive.

(9) Buchanan Drive, both sides, from South Stratton Lane to Hamilton Drive.

(10) Buckingham Drive, both sides.

(11) Cedar Avenue, both sides.

(12) Crescent Avenue, both sides, from Belle Plaine Avenue to Bay Place.

(13) Dada Drive, both sides, from Hunt Club Road to Illinois Route 45.

(14) Depot Road, both sides.

(15) Elm Road, south side, from O'Plaine Road to Birch Drive.

(16) Elsie Avenue, west side, from Cedar Avenue to its southern terminus.

(17) Emerald Avenue, both sides.

(18) Estes Street, both sides, from Grove Avenue to U.S. Route 41.

(19) Ferndale Street, both sides, from U.S. Route 41 south 100 feet.

(20) First Street, both sides, from Old Grand Avenue to Blackstone Street.

(21) Florida Avenue, south side, from Magnolia Avenue to Belle Plaine Avenue, Monday through Friday, Between 7:30 a.m. and 3:30 p.m.

(22) Fuller Road, east side, from South Road to 200 feet north of South Road.

(23) Gages Lake Road, both sides, from Colby Road to Illinois Route 21.

(24) Gillings Drive, both sides, from Meadowlark Court to Hayner Avenue.

(25) Grandville Avenue, both sides, from U.S. Route 41 to Magnolia Avenue.

(26) Great America Parkway, both sides, from Illinois Route 132 to Cedar Avenue.

(27) Greenhaven Lane, both sides, from Brookhaven Road to Minthaven Court.

(28) Greenleaf Street, both sides, from Washington Street to Blackstone Avenue.

(29) Grove Avenue, south side, from Lee Avenue east for a distance of 200 feet.

(30) Hamilton Drive, both sides, from South Stratton Lane to Camden Drive.

(31) Hawthorne Avenue, both sides, from Ellis Avenue to University Avenue.

~~(32) Hickory Haven Drive, both sides.~~

(33) Illinois Route 21, both sides.

(34) Illinois Route 132, both sides.

(35) Kensington Court, both sides.

(36) Kilbourne Road, east side, from Illinois Route 132 to U.S. Route 41.

(37) Kilbourne Road, west side, from Emerald Avenue to U.S. Route 41.

(38) King's Way North, both sides, from O'Plaine Road to Covenant Court.

(39) Lakeside Drive, both sides.

(40) Lawrence Avenue, both sides, from Illinois Route 132 south 350 feet.

(41) Lawson Boulevard, both sides, from Illinois Route 132 to Beechwood Avenue.

(42) Manchester Drive, north side, from Glen Way to Drury Court.

(43) Manchester Drive, north side, from Illinois Route 21 to Dunham Road.

(44) McClure Avenue, both sides, from O'Plaine Road west to the Des Plaines River.

(45) Milwaukee Avenue, both sides, from Illinois Route 132 to Illinois Route 21.

(46) Morrison Drive, south side.

(47) North Avenue, both sides.

(48) Northridge Drive from Dilleys Road to its southerly terminus.

(49) Northwestern Avenue, both sides, from Grandville Avenue to Sunset Avenue.

(50) Oglesby Avenue, both sides, east of Greenleaf Street.

(51) Oglesby Avenue, both sides, from Delany Road to Greenleaf Street.

(52) Old Grand Avenue, south side, from O'Plaine Road to the Canadian Pacific Railroad.

(53) Old Grand Avenue, south side, from the west intersection of Illinois Route 132 east 300 feet.

(54) Old 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.

(55) Old Grand Avenue, north side, from 300 feet east of the centerline of First Street to Illinois Route 132 at Greenleaf Street.

(56) Old Grand Avenue, south side, from 390 feet west of the centerline of Depot Road to 220 feet east of the centerline of Depot Road.

(57) Old Grand Avenue, south side, from 200 feet west of First Street to Illinois Route 132 at Greenleaf Street.

(58) O'Plaine Road, both sides, from Illinois Route 120 to Old Grand Avenue.

(59) Pauly Drive, both sides, from Lawson Boulevard to Pinewood Road.

(60) Pembrook Court, both sides, beginning 190 feet east of Lawson Boulevard to the east end of Pembrook Court.

(61) North side of Pinetree Drive between Pinewood Road and Mahogony Court.

(62) Pinewood Road, both sides, from Lawson Boulevard to Dilley's Road.

(63) Deleted.

(64) Providence Road, both sides, from O'Plaine Road to Cole Court.

(65) Regency Court cul-de-sac areas.

(66) South Road, both sides, from west Darlene Drive to Fuller Road.

(67) South Road, both sides, from Fuller Street to the west terminus.

(68) South Stratton Lane, both sides.

(69) St. Paul Avenue, both sides, from Delany Road west for a distance of 800 feet.

(70) Stonebrook Drive, both sides, from Illinois Route 132 to Dada Drive.

(71) Tri-State Parkway, both sides.

(72) U.S. Route 41, both sides.

(73) Vineyard Drive, both sides, from Illinois Route 132 to Korbel Drive.

(74) Washington Street, both sides.

(75) West Street, both sides.

(76) Windwood Court, both sides.

(77) Woodlake Boulevard, both sides.

(78) Hayner Avenue, both sides.

(79) Knottingham Drive, West side, between Bentley Drive and Dada Drive.

(80) Clearview Court, both sides, from Northwestern Avenue to 490 feet west of Northwestern Avenue.

(81) Belle Plaine Avenue, both sides, from Florida Avenue to Country Club Avenue.

(82) Deleted.

(83) Barberry Lane, both sides, from Delaney Road to the dead end.

(84) Oakwood Street, north 80 feet of Oakwood Street, east side, including pump station driveway.

(85) Woodland Terrace, east of Hutchins Road to Gurnee Corporate Boundary, both sides.

(86) Bridlewood Avenue, north of Grand Avenue to Gurnee Corporate Boundary, both sides.

(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:

(1) Meadowlark Court;

(2) Bluebird Court;

(3) Eagle Court;

(4) Finch Court;

(5) Robin Court;

(6) Raven Court;

(7) Oriole Court;

(8) Gillings, from Hayner Avenue to McClure Avenue; and

(9) McClure Avenue, from Gillings east to its terminus.

(h) Reserved.

(i) *Prohibited parking.* Parking is prohibited, except by permit along:

(1) Rockpointe Court.

(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; Ord. No. 2008-63, § I, 9-8-2008; Ord. No. 2009-55, § I, 8-3-2009; Ord. No. 2009-63, § I, 9-14-2009; Ord. No. 2010-55, § I, 5-13-2010; Ord. No. 2010-62, § I, 8-2-2010; Ord. No. 2011-89, § 2, 12-19-2011; Ord. No. 2014-19, § I, 5-5-2014; Ord. No. 2014-52, § I, 9-22-2014; Ord. No. 2015-65, § I, 9-14-2015; Ord. No. 2015-75, § I, 11-2-2015; Ord. No. 2017-48, § I, 10-23-2017; Ord. No. 2018-10, § I, 2-5-2018; Ord. No. 2019-38, § III, 5-20-2019; Ord. No. 2023-02, § II, 1-9-2023; Ord. No. 2023-14, § I, 3-6-2023)

ARTICLE V. SNOWMOBILES

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(s)—Definitions generally, § 1-2.

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))

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))

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))

Secs. 78-135—78-149. Reserved.

Exhibit E

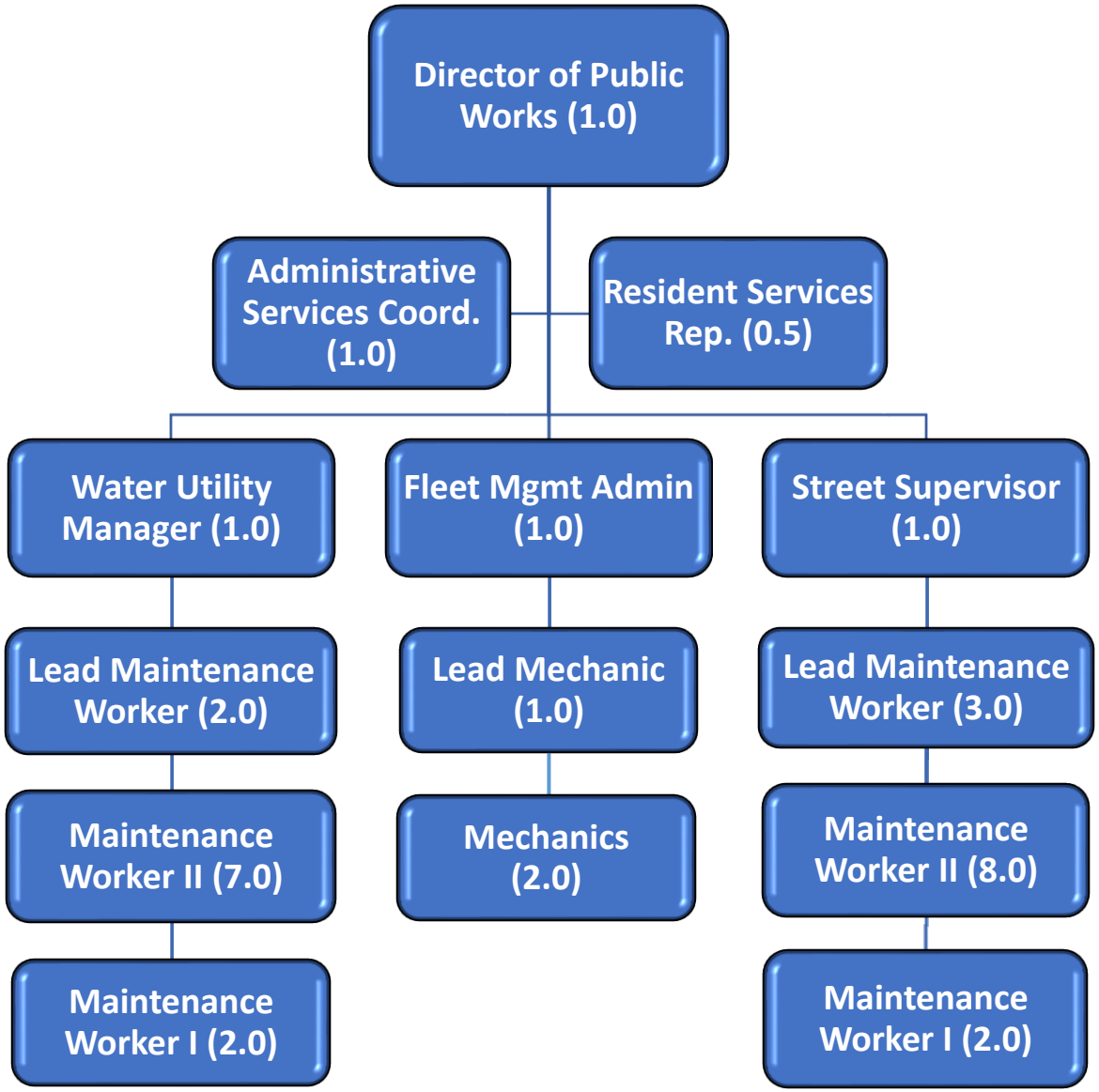

Director of Public Works (1.0)
Administrative Services Coord. (1.0)
Resident Services Rep. (0.5)
Water Utility Manager (1.0)
Fleet Mgmt Admin (1.0)
Street Supervisor (1.0)
Lead Maintenance Worker (2.0)
Lead Mechanic (1.0)
Lead Maintenance Worker (3.0)
Maintenance Worker II (7.0)
Mechanics (2.0)
Maintenance Worker II (8.0)
Maintenance Worker I (2.0)
Maintenance Worker I (2.0)

Exhibit F

CALIBRATION CHART (US)

Agency: _____

Location: _____

Truck No: _____ Spreader No: _____

Date: _____ By: _____

Gate Opening _____ (inches)
(Hopper Type Spreaders)

				DISCHARGE RATE (pounds discharged per mile)								
	A	B	C	TRAVEL SPEED AND COMPUTATION MULTIPLIER ( )								
Control Setting	Shaft RPM (Loaded)	Discharge per Revolution (pounds)	Discharge per Minute (lb) (A x B)	5 mph (x 12.00)	10 mph (x 6.00)	15 mph (x 4.00)	20 mph (x 3.00)	25 mph (x 2.40)	30 mph (x 2.00)	35 mph (x 1.71)	40 mph (x 1.50)	45 mph (x 1.33)
1			-	-	-	-	-	-	-	-	-	-
2			-	-	-	-	-	-	-	-	-	-
3			-	-	-	-	-	-	-	-	-	-
4			-	-	-	-	-	-	-	-	-	-
5			-	-	-	-	-	-	-	-	-	-
6			-	-	-	-	-	-	-	-	-	-
7			-	-	-	-	-	-	-	-	-	-
8			-	-	-	-	-	-	-	-	-	-
9			-	-	-	-	-	-	-	-	-	-
10			-	-	-	-	-	-	-	-	-	-
11			-	-	-	-	-	-	-	-	-	-

THE ACTUAL APPLICATION RATE (POUNDS PER LANE MILE) **ON THE HIGHWAY IS THE DISCHARGE RATE DIVIDED BY THE NUMBER OF LANES BEING TREATED**

SPREADER CALIBRATION PROCEDURE

Calibration is simply calculating the pounds per mile discharged for each control setting at various travel speeds by first counting the number of auger or conveyor shaft revolutions per minute, measuring the weight of salt discharged in one revolution, then multiply the two to obtain discharge per minute, and finally multiplying the discharge per minute by the time it takes to travel 1 mile. Most spreaders have multiple gate openings; so you must calibrate for specific gate openings.

Equipment needed:

1. Scale to weigh salt
2. Salt collection device
3. Marking device
4. Watch with second hand

Calibration steps:

1. Remove, by-pass or turn off spinner.
2. Warm truck's hydraulic oil to normal operating temperature with spreader system running.
3. Put partial load of salt on truck.
4. Mark shaft end of auger or conveyor.
5. Dump salt on auger.
6. Rev truck engine to operating RPM.
7. Count number of shaft revolutions per minute at each spreader control setting, record.
8. Collect salt discharged for one revolution, weigh it and deduct the weight of the container. (For greater accuracy, collect salt for several revolutions and divide by that number of revolutions to get the weight for one revolution.)
9. Multiply Column A by Column B to get Column C; then multiply Column C by the number of minutes to travel one mile ( ) at various truck speeds to get pounds Discharged per mile.*

##########

CALIBRATION OF AUTOMATIC CONTROLS

Automatic controls may be calibrated using the following steps:

1. Remove, by-pass or turn of spinner.
2. Set control on given number.
3. Tie sack or heavy canvas under spreader discharge area.
4. Mark specific distance on a highway or other paved area, such as 1000 ft. .
5. Drive that distance with spreader operating.
6. Weigh salt collected.
7. Multiply weight of salt by 5.28 (in case of 1000 ft.).

Answer will be salt discharged per mile which remains constant regardless of speed, but calibration must be done for each control setting. Some automatic control manufacturers have "simulators" which eliminate need for on-road operation for calibration.

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.

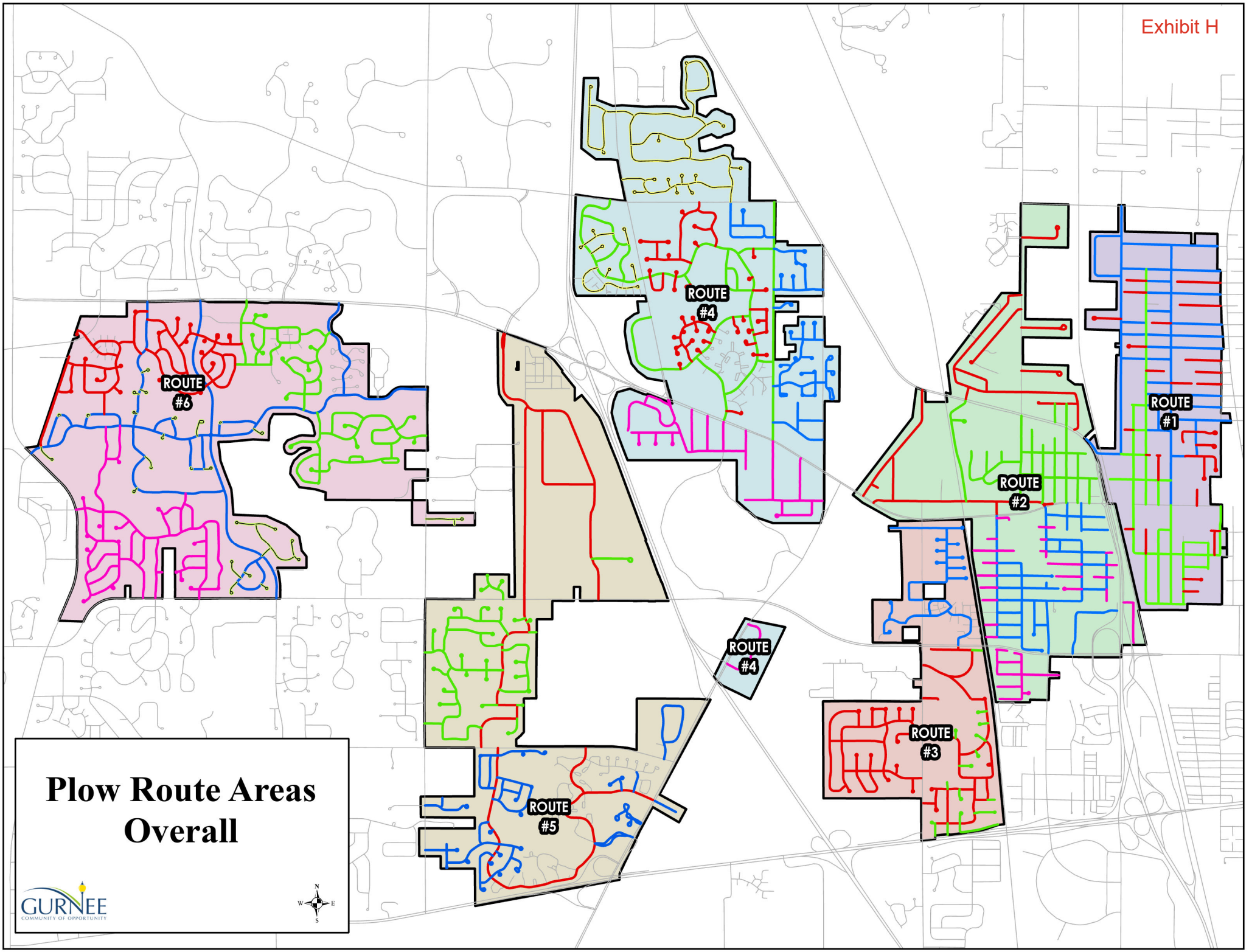
September Order ice melting materials from established vendors.
Establish list of supplemental drivers for emergencies.
Design public relations plow information templates.
Solicit bids for contractor plowing assistance if deemed necessary.
Conduct snow plow rodeo, CDL refresher exam and front end loader operation training.

October Bi-annual State of Illinois 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 November 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

Exhibit H


ROUTE #6
ROUTE #4
ROUTE #5
ROUTE #4
ROUTE #3
ROUTE #2
ROUTE #1
Plow Route Areas Overall
GURNEE
COMMUNITY OF OPPORTUNITY
N
W
E
S

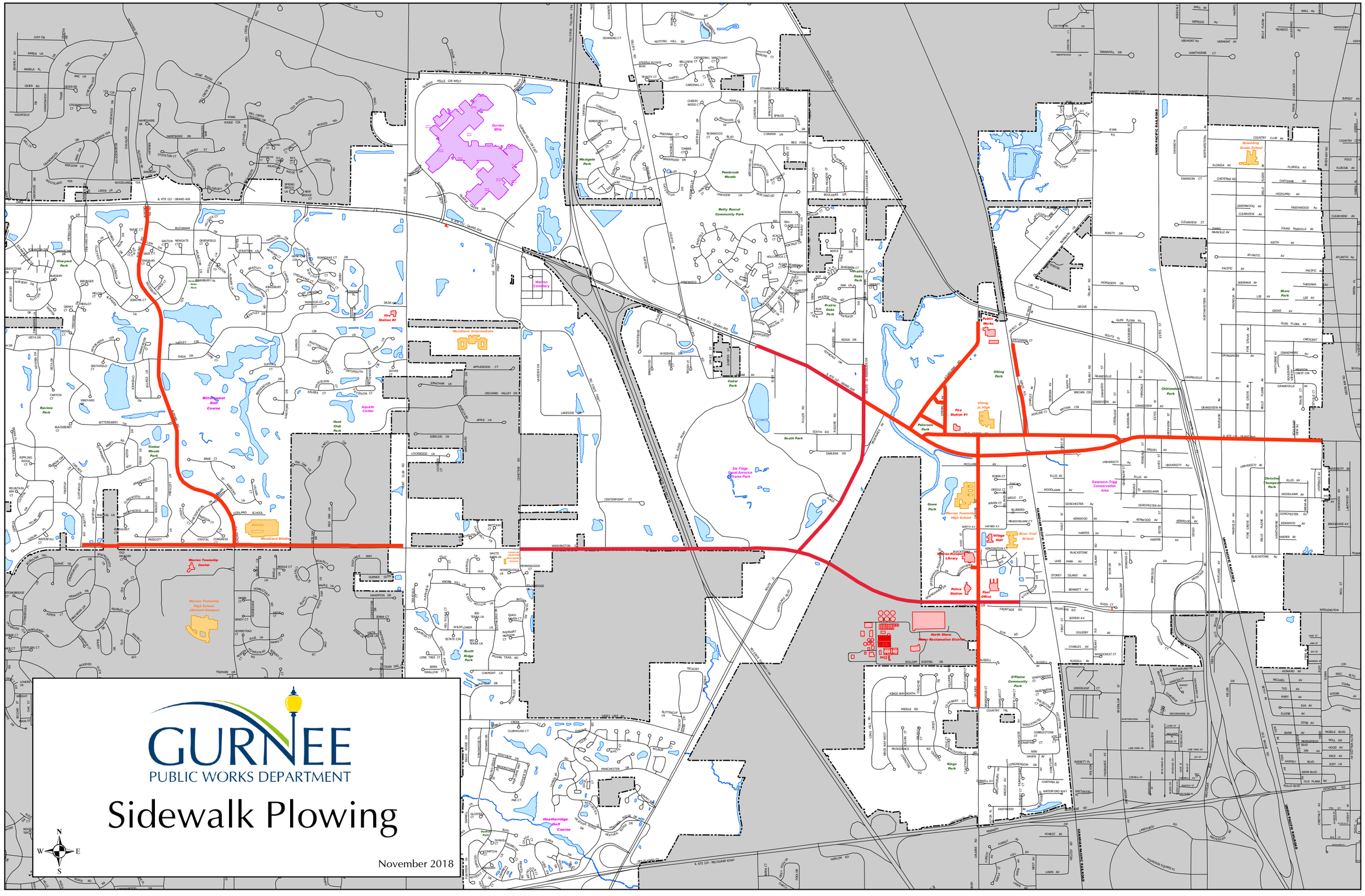

GURNEE
PUBLIC WORKS DEPARTMENT
Sidewalk Plowing
November 2018
N
W
E
S
Gurnee Mills
Warren Cemetery
Woodland Intermediate
Woodland Middle
Woodland School
Warren Township High School (Almond Campus)
Warren Township Center
Fire Station #2
Fire Station #1
Public Works
Viking Jr. High
Viking Park
Village Hall
River Trail School
Warren-Newport Library
Police Station
Post Office
Warren Township High School
Grayslake Community High School
Spaulding Grade School
Six Flags Great America Theme Park
North Shore Water Reclamation District
Bittersweet Golf Course
Heatherridge Golf Course
Hunt Club Park
Aquatic Center
Timber Woods Park
Ravinia Park
Vineyard Park
Oak Grove Park
Waigate Park
Pembrook Woods
Betty Russel Community Park
Prairie Oaks Park
Cedar Park
South Park
Kings Park
South Ridge Park
Gowe Park
O'Plaine Community Park
Shaw Park
Chittenden Park
Christie Thompson Park
Swanson-Trigg Conservation Area
Petersen Park
UNION PACIFIC RAILROAD
CANADIAN PACIFIC RAILROAD
IL RTE 132 - GRAND AVE
IL RTE 120 - BELVIDERE ROAD
WASHINGTON
WAUKEGAN RD
HUNT CLUB RD
DEPOT ST

Exhibit M

	Government	Units	Quantity		Cargill, Inc	Compass Minerals	Morton Salt	Salt Xchange Inc	
17	Village of Barrington	TONS	300	80% - 120% UNIT PRICE	NO BID	$ 103.39	$ 103.72	NO BID	
				120% - 150% UNIT PRICE		$ 118.39	$ 115.72		
				EARLY DELIVERY UNIT PRICE		$ 103.39	$ 103.72		
18	Village of Beach Park	TONS	550	80% - 120% UNIT PRICE	NO BID	$ 94.64	$ 97.61	NO BID	
				120% - 150% UNIT PRICE		$ 109.64	$ 109.61		
				EARLY DELIVERY UNIT PRICE		$ 94.64	$ 97.61		
19	Village of Buffalo Grove	TONS	1,750	80% - 120% UNIT PRICE	NO BID	$ 96.18	$ 97.81	NO BID	
				120% - 150% UNIT PRICE		$ 111.18	$ 109.81		
				EARLY DELIVERY UNIT PRICE		$ 96.18	$ 97.81		
20	Village of Deerfield	TONS	2,000	80% - 120% UNIT PRICE	NO BID	$ 95.78	$ 97.39	NO BID	
				120% - 150% UNIT PRICE		$ 110.78	$ 109.39		
				EARLY DELIVERY UNIT PRICE		$ 95.78	$ 97.39		
21	Village of Fox Lake	TONS	750	80% - 120% UNIT PRICE	NO BID	$ 96.77	$ 100.23	NO BID	
				120% - 150% UNIT PRICE		$ 111.77	$ 112.23		
				EARLY DELIVERY UNIT PRICE		$ 96.77	$ 100.23		
22	Village of Grayslake	TONS	2,400	80% - 120% UNIT PRICE	NO BID	$ 96.77	$ 99.45	NO BID	
				120% - 150% UNIT PRICE		$ 111.77	$ 111.45		
				EARLY DELIVERY UNIT PRICE		$ 96.77	$ 99.45		
23	Village of Gurnee	TONS	3,000	80% - 120% UNIT PRICE	NO BID	$ 95.71	$ 97.97	NO BID	
				120% - 150% UNIT PRICE		$ 110.71	$ 109.97		
				EARLY DELIVERY UNIT PRICE		$ 95.71	$ 97.97		
	Lake County Communities (continued)								
24	Village of Hainesville	TONS	250	80% - 120% UNIT PRICE	NO BID	$ 100.10	$ 99.83	NO BID	
				120% - 150% UNIT PRICE		$ 115.10	$ 111.83		
				EARLY DELIVERY UNIT PRICE		$ 100.10	$ 99.83		
25	City of Highland Park	TONS	2,000	80% - 120% UNIT PRICE	NO BID	$ 95.78	$ 97.39	NO BID	
				120% - 150% UNIT PRICE		$ 110.78	$ 109.39		

Gurnee Public Works Equipment Inventory

Exhibit O

Unit #	Type	Year	PreCise
241-25	Peterbuilt 5 Yard Dump Truck	2025	X
245	Dodge 1-ton Dump Truck	2017	X
263-25	3 Yard Dump Truck	2023	X
264	Peterbuilt 10 Yard Dump Truck	2022	X
265-25	3 Yard Dump Truck	2023	X
267-25	3 Yard Dump Truck	2023	X
269	Peterbuilt 5 Yard Dump Truck	2016	X
270-22	Peterbuilt 5 Yard Dump Truck	2022	X
271-25	Peterbuilt 5 Yard Dump Truck	2025	X
275	Peterbuilt 10 Yard Dump Truck	2016	X
276	Peterbuilt 5 Yard Dump Truck	2015	X
285	Peterbuilt 10 Yard Dump Truck	2018	X
286	Peterbuilt 5 Yard Dump Truck	2020	X
287	Peterbuilt 5 Yard Dump Truck	2020	X
288-23	Peterbuilt 5 Yard Dump Truck	2023	X
290	Dodge 1-ton Dump Truck	2018	X
295-25	Peterbuilt 5 Yard Dump Truck	2025	X
296	Peterbuilt 10 Yard Dump Truck	2019	X
297	Peterbuilt 5 Yard Dump Truck	2017	X
641-25	Peterbilt 5 Yard Dump Truck	2025	X
642-25	Peterbilt 5 Yard Dump Truck	2025	X
669	Peterbuilt 5 Yard Dump Truck	2017	X
675	Dodge 1-ton Dump Truck	2017	X
687	Peterbuilt 5 Yard Dump Truck	2015	X

Standby	Type	Year	PreCise
266-12	International 5 Yard Dump Truck	2012	X
272-12	International 5 Yard Dump Truck	2012	X
292	International 5 Yard Dump Truck	2014	X
293	International 5 Yard Dump Truck	2012	X
651	International 5 Yard Dump Truck	2014	X
267	Dodge 1-ton Dump	2005	
248	Ford F250 Pick-up Truck	2016	
250	Chevrolet 2500 Pick-up Truck	2016	
679	Chevrolet 2500 Pick-up Truck	2020	
684	Chevrolet 2500 Pick-up Truck	2016	

Heavy Equipment

201	Kubota Skidsteer (Wheeled)	2024
202	Kubota Skidsteer (Track)	2024
213	Wacker Loader	2016
203	John Deere 410G Backhoe/Loader	2022
205	John Deere 444P Loader	2022
244	John Deere 624K Loader	2012

Updated: 10/7/26 - CL

EXHIBIT P

The Village of Gurnee
Public Works Department

DRIVER'S DAILY INSPECTION AND VEHICLE CONDITION REPORT

DATE: _____/_____/_____
DOT 396.11-396.13

DRIVER'S NAME: _____ VEHICLE NUMBER: _____

MILES: _____ START HOURS: _____ START MILES: _____ FINISH HOURS: _____ FINISH

PRE-TRIP INSPECTION

- ☐ Tires, Wheels, and Rims
- ☐ Engine Oil, Fuel, and Coolant
- ☐ Service Brakes and All Connections
- ☐ Parking (hand) Brake (s)
- ☐ Steering Mechanism (s)
- ☐ Suspension
- ☐ Horn (s)
- ☐ Instruments and Gauges
- ☐ Lights and Reflectors
- ☐ Emergency Equipment
- ☐ Windshield Wipers
- ☐ Rear Vision Mirrors
- ☐ Coupling Devices
- ☐ License Plate (s) and Registration
- ☐ Vehicle Damage ☐ Attachments

I have performed the above pre-trip inspection and each item is in proper working order or I have noted the defects below. DOT 396.13 (a)

_____
Driver's Signature

I CERTIFY THAT:
- ☐ Repairs of the noted defects have been corrected
- ☐ Items noted do not effect the safe operation of this vehicle

Mechanic's Signature _____

Date: _____

POST-TRIP INSPECTION

- ☐ Tires, Wheels and Rims
- ☐ Engine Oil, Fuel, and Coolant
- ☐ Service Brakes and All Connections
- ☐ Parking (hand) Brake (s)
- ☐ Steering Mechanism (s)
- ☐ Suspension
- ☐ Horn (s)
- ☐ Instruments and Gauges
- ☐ Lights and Reflectors
- ☐ Emergency Equipment
- ☐ Windshield Wipers
- ☐ Rear Vision Mirrors
- ☐ Coupling Devices
- ☐ License Plate (s) and Registration
- ☐ Vehicle Damage ☐ Attachments

I have performed the above post-trip inspection and each item is in proper working order or I have noted the defects below. DOT 396.11 (a)

_____
Driver's Signature

I CERTIFY THAT:
- ☐ Repairs of the noted defects have been corrected
- ☐ Items noted do not effect the safe operation of this vehicle

Mechanic's Signature _____

Date: _____

☐ CHECK IF NO DEFECTS NOTED

☐ INVOLVED IN ACCIDENT

STATE INSPECTION DUE _____ MONTH

PM DUE: _____ ☐ Hours or ☐ Mileage

COMMENTS

VEHICLE CONDITION REPORT

TIRES, WHEELS, & RIMS
- ☐ Flat
- ☐ Low Air Pressure
- ☐ Marginal Tread
- ☐ Loose Lug Nuts
- ☐ Cracks, Cuts, or Damage
- ☐ Grease Leaks

ENGINE
- ☐ Coolant Leaks
- ☐ Fuel Leaks
- ☐ Oil Leaks
- ☐ Misses
- ☐ Overheats
- ☐ Noises
- ☐ Smoking
- ☐ Low Oil Pressure

CAB / CHASSIS
- ☐ Battery Box / Cover
- ☐ Doors
- ☐ Seat Belts
- ☐ Mirrors and Cab Glass
- ☐ Heater / Defroster
- ☐ Triangle Reflectors
- ☐ Fire Extinguisher
- ☐ Coupling Device (s)
- ☐ License Plate (s)
- ☐ Registration
- ☐ Two-Way Radio

BRAKES
- ☐ Service Brakes
- ☐ Parking Brakes
- ☐ Air / Hydraulic Leaks
- ☐ Pulls to Left / Right
- ☐ Adjust All Brakes

STEERING
- ☐ Loose
- ☐ Shimmy
- ☐ Steers Hard
- ☐ Pulls to Left / Right

INSTRUMENTS & GAUGES
- ☐ Air Pressure Gauge / Alarm
- ☐ Amp Meter / Volt Gauge
- ☐ Temperature Gauge
- ☐ Oil Pressure Gauge
- ☐ Speedometer
- ☐ Tachometer
- ☐ Windshield Wipers / Washers
- ☐ Horn (s)

LIGHTS
- ☐ Headlights
- ☐ Stop & Tail Lights
- ☐ Turn Signals
- ☐ Marker Lights
- ☐ Reflectors
- ☐ Dash Lights
- ☐ Emergency Lights

SUSPENSION
- ☐ Broken Springs
- ☐ Loose U-Bolts
- ☐ Shocks

REAR AXLE
- ☐ Noisy
- ☐ Grease Leaks

DRIVE LINE
- ☐ Foreign Material
- ☐ Noisy
- ☐ Vibrations

TRANSMISSION
- ☐ Noisy
- ☐ Slipping
- ☐ Grease Leaks

ELECTRICAL
- ☐ Will Not Start
- ☐ Will Not Charge
- ☐ Will Not Shut Down

SNOW EQUIPMENT
- ☐ Damage
- ☐ Hydraulic Leaks
- ☐ Augers Condition
- ☐ Spinner Condition
- ☐ Cutting Edge

BODY
- ☐ Hydraulic Leaks
- ☐ Lift Cylinder
- ☐ Tailgate Latch Release
- ☐ Hydraulic Controls
- ☐ Body Mounting Bolts
- ☐ Holes in Bed
- ☐ Crack / Damage on Body
- ☐ Pump Noisy
- ☐ Hydraulic Level

ATTACHMENTS
- ☐ V-Body
- ☐ Dump Body
- ☐ Tank
- ☐ Flat Bed
- ☐ Plow
- ☐ Tailgate Spreader
- ☐ Other

AS PER DOT 396-13 (b) & (c): I HAVE REVIEWED THIS VEHICLE CONDITION REPORT

DRIVER'S SIGNATURE: _____ DATE: _____/_____/_____

EXHIBIT P

The Village of Gurnee
Public Works Department

DRIVER'S DAILY INSPECTION
AND VEHICLE CONDITION REPORT

DATE: _____/_____/_____

DRIVER'S NAME: _____ VEHICLE NUMBER: _____

MILES: _____ START HOURS: _____ START MILES: _____ FINISH HOURS: _____ FINISH

PRE-TRIP INSPECTION

- ☐ Tires, Wheels, and Rims
- ☐ Engine Oil, Fuel, Transmission, and Coolant
- ☐ Service Brakes and All Connections
- ☐ Parking (hand) Brake (s)
- ☐ Steering Mechanism (s)
- ☐ Suspension
- ☐ Horn (s)
- ☐ Instruments and Gauges
- ☐ Lights and Reflectors
- ☐ Emergency Equipment
- ☐ Windshield Wipers
- ☐ Rear Vision Mirrors
- ☐ Coupling Devices
- ☐ License Plate (s) and Registration
- ☐ Vehicle Damage ☐ Attachments

☐ CHECK IF NO DEFECTS NOTED

☐ INVOLVED IN ACCIDENT

STATE INSPECTION DUE _____ MONTH

PM DUE: _____ ☐ Hours or ☐ Mileage

I have performed the above pre-trip inspection and each item is in proper working order or I have noted the defects below. DOT 396.13 (a)

_____
Driver's Signature

I CERTIFY THAT:

- ☐ Repairs of the noted defects have been corrected
- ☐ Items noted do not effect the safe operation of this vehicle

Mechanic's Signature _____

Date: _____

NOTES

VEHICLE CONDITION REPORT

TIRES, WHEELS, & RIMS
- ☐ Flat
- ☐ Low Air Pressure
- ☐ Marginal Tread
- ☐ Loose Lug Nuts
- ☐ Cracks, Cuts, or Damage
- ☐ Grease Leaks

ENGINE
- ☐ Coolant Leaks
- ☐ Fuel Leaks
- ☐ Oil Leaks
- ☐ Misses
- ☐ Overheats
- ☐ Noises
- ☐ Smoking
- ☐ Low Oil Pressure

CAB / CHASSIS
- ☐ Battery Box / Cover
- ☐ Doors
- ☐ Seat Belts
- ☐ Mirrors and Cab Glass
- ☐ Heater / Defroster
- ☐ Triangle Reflectors
- ☐ Fire Extinguisher
- ☐ Coupling Device (s)
- ☐ License Plate (s)
- ☐ Registration
- ☐ Two-Way Radio

BRAKES
- ☐ Service Brakes
- ☐ Parking Brakes
- ☐ Air / Hydraulic Leaks
- ☐ Pulls to Left / Right
- ☐ Adjust All Brakes

STEERING
- ☐ Loose
- ☐ Shimmy
- ☐ Steers Hard
- ☐ Pulls to Left / Right

INSTRUMENTS & GAUGES
- ☐ Air Pressure Gauge / Alarm
- ☐ Amp Meter / Volt Gauge
- ☐ Temperature Gauge
- ☐ Oil Pressure Gauge
- ☐ Speedometer
- ☐ Tachometer
- ☐ Windshield Wipers / Washers
- ☐ Horn (s)

LIGHTS
- ☐ Headlights
- ☐ Stop & Tail Lights
- ☐ Turn Signals
- ☐ Marker Lights
- ☐ Reflectors
- ☐ Dash Lights
- ☐ Emergency Lights

SUSPENSION
- ☐ Broken Springs
- ☐ Loose U-Bolts
- ☐ Shocks

REAR AXLE
- ☐ Noisy
- ☐ Grease Leaks

DRIVE LINE
- ☐ Foreign Material
- ☐ Noisy
- ☐ Vibrations

TRANSMISSION
- ☐ Noisy
- ☐ Slipping
- ☐ Grease Leaks

ELECTRICAL
- ☐ Will Not Start
- ☐ Will Not Charge
- ☐ Will Not Shut Down

SNOW EQUIPMENT
- ☐ Damage
- ☐ Hydraulic Leaks
- ☐ Augers Condition
- ☐ Spinner Condition
- ☐ Cutting Edge

BODY
- ☐ Hydraulic Leaks
- ☐ Lift Cylinder
- ☐ Tailgate Latch Release
- ☐ Hydraulic Controls
- ☐ Body Mounting Bolts
- ☐ Holes in Bed
- ☐ Crack / Damage on Body
- ☐ Pump Noisy
- ☐ Hydraulic Level

ATTACHMENTS
- ☐ V-Body
- ☐ Dump Body
- ☐ Tank
- ☐ Flat Bed
- ☐ Plow
- ☐ Tailgate Spreader
- ☐ Other

DRIVER'S SIGNATURE: _____ DATE: _____/_____/_____

Exhibit Q

ANTI-ICING APPLICATION DECISION FLOWCHART

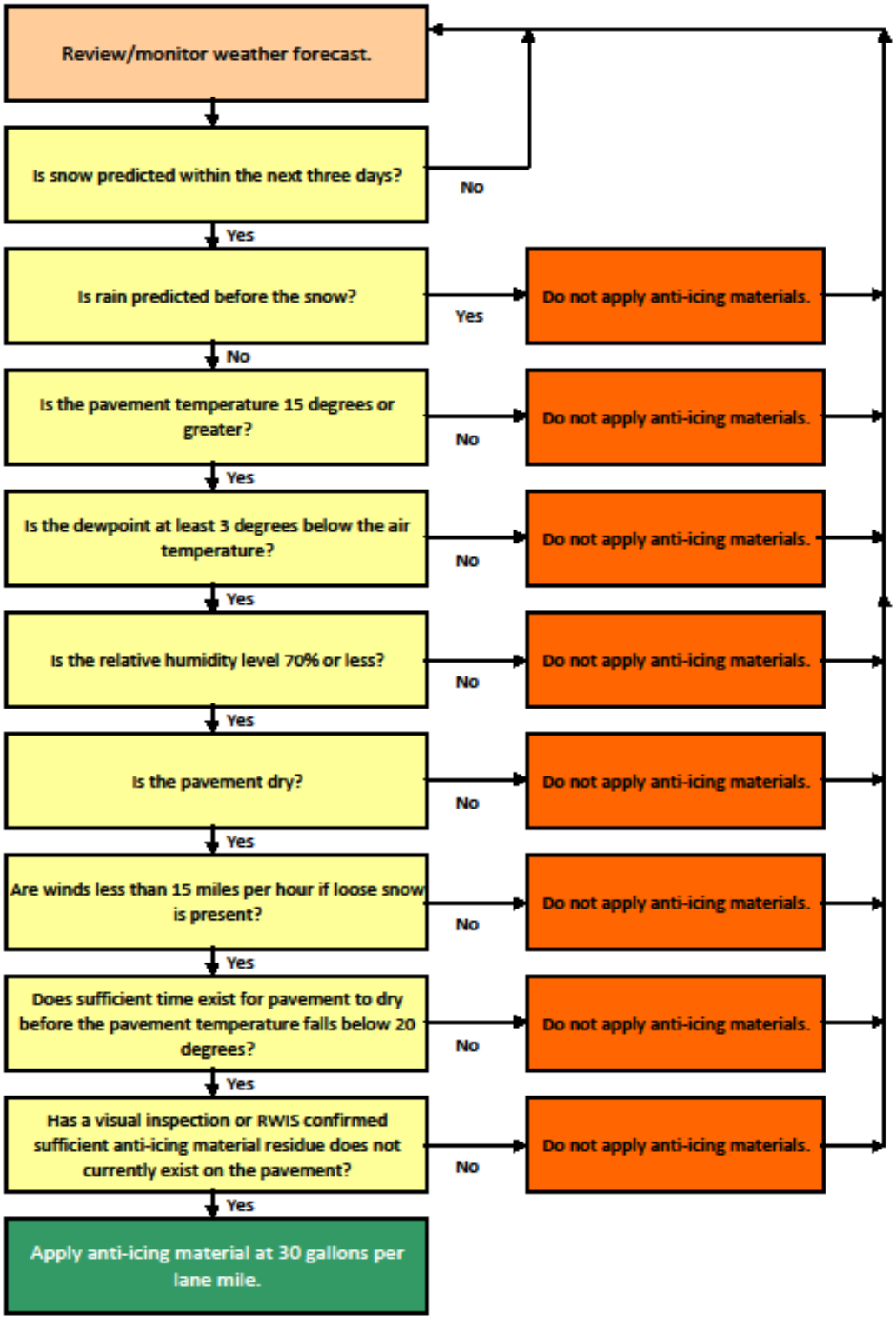


Exhibit R

Anti-Icing Routes

Route 1
(9.3 miles)

Route 2
(9.9 miles)

Route 3
(12.3 miles)

Route 4
(7.7 miles)

* Village Parking Lots, Drive Lanes, and Ramps *

GURNEE
COMMUNITY OF OPPORTUNITY

September 2018

N
W E
S

VILLAGE OF GURNEE
DEPARTMENT OF PUBLIC WORKS
STANDARD OPERATING GUIDELINE

SOG: Post Storm Washing and Inspection **SOG # 6.2**

Approved: Heather L. Galan **Date: 10/28/2022**

Management Practice(s):

Purpose:
To maintain the outward appearance of Village owned vehicles and equipment. To ensure that snow and ice control equipment is emptied and washed to remove as much corrosive material as possible. This procedure is to preserve the working life of the vehicles and equipment and to reduce operational down time and replacement costs.

Procedure:
To maintain the outward appearance and improve longevity of Public Works vehicles and equipment, Fleet Services maintains records of vehicle and equipment washing and inspection after snow and ice control events.

Vehicle and Equipment Washing:
Proper and thorough washing of Public Works vehicles and equipment after every snow or ice event is essential and is the first step in extending the operational life of our de-icing equipment. Plow trucks are to be emptied and washed at the end of every snow and ice event or as soon as possible thereafter.

Snow and ice control equipment shall not be washed and cleaned using the high pressure washing equipment. This equipment, if not used correctly, can cause significant damage. All snow and ice control vehicles and equipment will be washed using the 1" hoses in the wash bay area only.

A group of assigned Public Works employees will conduct the washing and inspection procedures at the end of each snow and ice event at the direction of the Street Supervisor, Utility Supervisor and/or Fleet Management Administrator. Employees will divide up tasks to wash, perform inspections, grease, check fluids and lighting, clean the interior and wash the windows and mirrors.

At the commencement of the washing and inspection program, a "Post-Storm Inspection Form" will be placed on the dashboard of each truck or piece of equipment to be completed as the vehicle and equipment goes through the washing and inspection process.

Prior to washing vehicles, the first step is to perform maintenance on the pre-wet system. This includes removing and cleaning the pre-wet filter/strainer and bleeding down the pre-wet lines.

After completing the pre-wet inspection and maintenance, begin rinsing the vehicle from top to bottom. Particular attention must be paid to the underside of the V-box, dump box, truck frame, pintle plate area, auger, spinner and pre-wet tank. These areas have a tendency to accumulate bulk salt. Thoroughly rinse these areas before any soap washing starts. A mixture of car wash soap should be used from the dispenser in the truck bay for washing as it is premixed to the correct ratio. Use a truck wash brush starting at the top of the vehicle or piece of equipment and work down and rinse with water from the top to the bottom.

After washing with soap and water, utilize the one, three gallon "Hudson" sprayer to spray a salt neutralizer on the vehicle or equipment from top to bottom, front to rear. The mixture is premixed per the manufacturer's guidelines. The option also exists to use the undercarriage neutralizer. When applying any neutralizer, let the mixture sit for five minutes on the vehicle or equipment and then rinse with cold clean water. After the vehicle has been rinsed, pull the vehicle forward out of the wash bay while the next unit is brought into the wash bay and the process starts over.

Inspection:

Once a vehicle has been washed and pulled forward out of the wash bay elevate the dump box slightly to drain the water and fold down the visor to show the sign "Dump Box Raised" to let the driver know that the dump box must be lowered before driving. Do not elevate a V-box since they should drain on their own. The employee performing the washing of the windows and mirrors will also wipe off the dash board and sweep, clean and wipe down floors. Use the vacuum to clean the heavy debris from the floor.

The vehicle inspection, greasing, fluid and lighting checks take place while following the checklist on the Post-Storm Inspection Form. A cart for this task is outfitted with essential cleaning products and rags (re-stocking of this cart will be the responsibility of each group). If defects or problems are found during the inspection or if the vehicle needs to be taken out of service, a Service Request Form shall be filled out and submitted to the Fleet Management Administrator for repairs.

Once the "Post-Storm Inspection Form" is complete, it shall be turned into the Fleet Management Administrator's office.

Exhibit W

Village of Gurnee
Post-Storm Truck Inspection

Date of Inspection: _____ Vehicle #: _____

Enter: **S** if Satisfactory **N** if Not Applicable **R** Repairs Needed*

Washing Crew	S, N, or R	Initial Here
Pre-wet Filters/Prime		

Inspection Crew	S, N, or R	Initial Here		S, N, or R	Initial Here
Headlights			Foot Brake		
Upper Beam			Emergency Brake		
Lower Beam			Steering		
Plow Lights			Seat Conditions		
Spreader Light			Seat Belts Condition		
Turn Signals	Front / Rear		Horn		
			Backup Alarm		
Clearance Lights			Exhaust System		
Revolving Lights			Exterior Condition		
Strobe Lights			Heater/Defroster		
Tail Lights			Anti-Freeze Level		
Stop Lights			Engine Oil		
Tires	Damage / Inflate		Transmission Oil		
1 Left			Hydraulic Oil		
2 Left Inside			Washer Fluid		
2 Left Outside			Plow Blade		
3 Left Inside			Plow Markers		
3 Left Outside			Plow Frame		
1 Right			Spreader/Spinner		
2 Right Inside			Hydraulic Hoses		
2 Right Outside			Radio AM/FM		
3 Right Inside			Fire Extinguisher		
3 Right Outside			2-Way Radio/Antenna		
Mud Flaps			Flashlight		
Springs	Front / Rear		Underbody Wash		
Door Latch	Left / Right				
Reflectors					
Tailgate-Lube/Operate					
Wipers/Blades					

Detailing Crew	S, N, or R	Initial Here		S, N, or R	Initial Here
Floor Boards			Mirrors-in/out		
Dash Board			Interior Condition		
Windows-in/out					

Remarks: _____

_____

_____

_____

Refer to Standard Operating Guideline for defects found.

Exhibit X

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.

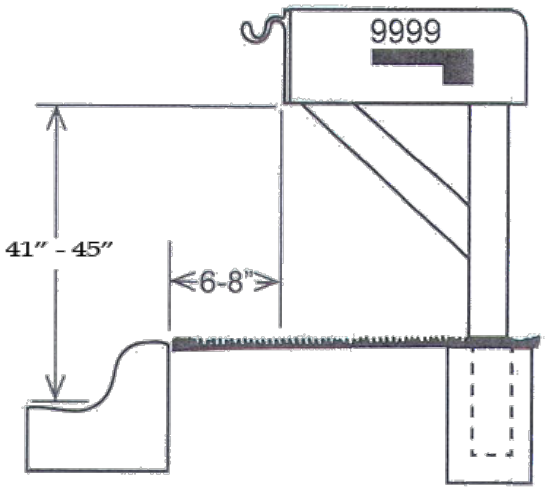


Exhibit Z

Thomas B. Hood, Mayor

GURNEE
COMMUNITY OF OPPORTUNITY

www.gurnee.il.us

Date

Village Resident
«Address» «Street»
Gurnee, IL 60031

Dear Village Resident:

The Public Works Department recently performed our dry runs for the upcoming snow and ice control season. The route driver has observed that there was a portable basketball hoop within the Village right-of-way at your residence. We ask for your cooperation in eliminating this hazardous situation by relocating the basketball hoop to a location outside of the Village right-of-way to reduce the potential for damage to the goal by our snowplow.

If the goal is not relocated, Public Works will not be held responsible for any damage caused to the basketball hoop. Thank you in advance for complying with this request.

Sincerely,

Jake Balmes
Street Supervisor

1151 Kilbourne Road, Gurnee, Illinois 60031-2636
Public Works Department 847-599-6800
Fax 847-623-7699

Exhibit Z

Thomas B. Hood, Mayor

GURNEE
COMMUNITY OF OPPORTUNITY

www.gurnee.il.us

Date

Village Resident
Address
Gurnee, IL 60031

Dear Village Resident:

During our annual snow and ice control dry run, our plow driver noticed that rock boulders have been placed within the Village right-of-way at the edge of the street in front of your residence. The placement of these boulders in the Village right-of-way is in violation of Village Ordinance 5.07 ENCROACHMENT ON STREETS. The Ordinance states, *"Any encroachment shall be maintained so that it does not endanger or obstruct the public."* These boulders are a hazard to traffic flow and snow removal operations.

We ask for your cooperation in eliminating a hazardous situation for the traveling public, your neighbors, and yourself. We are requesting that these boulders be removed from the Village right-of-way by December 1.

If you need assistance with the removal, please contact Public Works at (847) 599-6800.

Sincerely,

Jake Balmes
Street Supervisor

1151 Kilbourne Road, Gurnee, Illinois 60031-2636
Public Works Department 847-599-6800
Fax 847-623-7699

Exhibit Z

Thomas B. Hood, Mayor

GURNEE
COMMUNITY OF OPPORTUNITY

www.gurnee.il.us

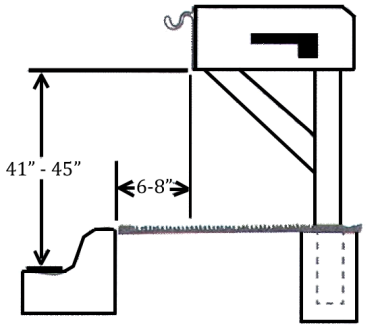
Date

Village Resident
Address
Gurnee, IL 60031

Dear Village Resident:

The Public Works Department recently performed our dry runs for the upcoming snow and ice control season. The route driver has observed that your mailbox is in need of some repairs. The Department is asking for your cooperation in repairing your mailbox and/or post which appears to be damaged, leaning, or not properly set according to the Public Works standards.

We ask that you please perform the necessary repairs to your mailbox to bring it into compliance with our regulations and to reduce the potential for further damage during snow removal operations and the delay of your mail service. We have provided the specification below which outlines set back and height requirements.



Please notify Public Works by phone or email at publicworks@village.gurnee.il.us when you have completed the repairs so we may remove your name from our mailbox list. ***If your mailbox is not repaired to the above standards by November 15, the Public Works Department will not be responsible for any damages that may occur during snow and ice control operations.***

If you have any questions, please contact Public Works at (847) 599-6800.

Sincerely,

Jake Balmes
Street Supervisor