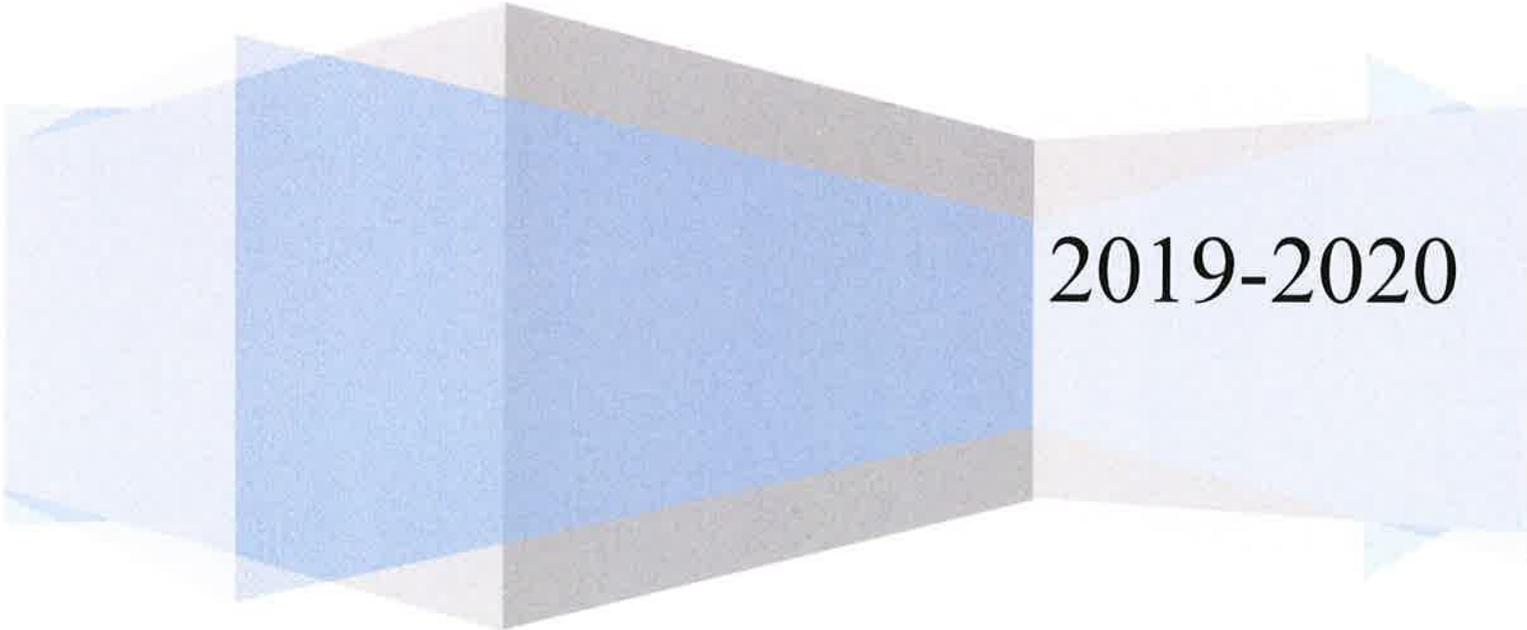


**Village of Hales Corners
Department of Public Works**

SNOW AND ICE CONTROL POLICY



2019-2020

SNOW AND ICE CONTROL POLICY

FORWARD

The primary purpose of this document is to collect, organize, and summarize longstanding unwritten policies and operating procedures that relate to Village's snow and ice control program. This Policy is intended to provide elected officials, citizens, and Village Staff with an understanding of the variability, complexity, and difficulty of snow and ice control. This Policy is intended to be reviewed annually and modified as needed to achieve an efficient and cost effective snow and ice control program which ensures public safety while operating under the constraints of limited staff and budget. The Village of Hales Corners Snow and Ice Control Policy provides for the planned and orderly control of snow and ice on Village streets during the winter season. Operations are mainly performed and coordinated by the Department of Public Works (DPW), however, input, assistance, and cooperation from the other Village Departments is essential for success.

INTRODUCTION

The Village of Hales Corners finds that it is in the best interest of the residents to assume and accept the basic responsibility of the control of snow and ice on local public roads and alleys. Reasonable snow and ice control is necessary for routine travel and emergency services. The Village shall attempt to provide such control in a safe and cost effective manner, while cognizant of safety, budget, personnel, and environmental concerns. The Village shall utilize employees, equipment, and/or private contractors, as deemed necessary, to provide this service. This Policy does not relieve the operator of private vehicles, pedestrians, property owners, residents and all others that may be utilizing public streets of their responsibility to act in a reasonable, prudent, and cautious manner given the prevailing street conditions. In addition, this Policy does not relieve residents and business owners from their responsibility to control snow and ice on their property or adjacent public sidewalk.

DISCLAIMER

This document is the current policy for the Village of Hales Corners Department of Public Works (DPW) and shall be implemented in a fair and equitable manner throughout the Village as nearly as practicable. However, circumstances and acts of God beyond Village control may prevent, delay, or alter policy implementation.

- Disabled or broken equipment
- Weather so severe as to place staff in dangerous or life threatening situations
- Staff availability due to health or injury
- Equipment rendered inadequate by the intensity\duration\frequency of a winter event(s)

- Parked or stalled vehicles that restrict or prevent access
- Other unforeseen emergencies

OVERVIEW

The Village of Hales Corners, situated in southwest Milwaukee County, is comprised of approximately 3.2 square miles. The Department of Public Works is responsible for snow and ice control on about 34 centerline miles of local public streets and alleys, two (2) miles of pedestrian pathways, and three (3) public facilities (Village Hall, Ben Hunt Center, and Fire Department). The DPW is not responsible for snow and ice control on South 108th Street (USH 45/STH 100), West Forest Home Avenue (STH 24\CTH OO), West Janesville Road (STH 24), or any private road or driveway.

Historically, the snow season begins the week of November 15 and concludes the week of Saint Patrick's Day. In a typical winter season, Hales Corners receives approximately 47 inches of snow and experiences 32 plowing\salting events. Since 1998, the Village expends on average \$42,500 on snow and ice control each season. This amount includes, labor, fuel, and de-icing materials. Depending on conditions, DPW may utilize salt, pre-wetted salt (salt with liquid calcium chloride), or sand for road de-icing and traction. An estimated 565 tons of road salt and 400 gallons of liquid calcium chloride are deposited during the average season.

DPW relies on local media and internet sites such as the National Weather Service (NWS), National Oceanic and Atmospheric Administration (NOAA), and the Weather Channel for predictions, forecasts, pavement temperatures, and other pertinent information. Refer to Appendix A for a current list of utilized websites.

STAFF

Currently DPW has four (4) full-time employees for snow and ice control duties. Others which may be available to assist include two (2) part-time employees, two (2) seasonal employees, and the Director of Public Works. Appendix B consists of a current roster of available staff prioritized for emergency call-in purposes.

EQUIPMENT

Six (6) pieces of equipment are available for DPW use and include three (3) snow plow trucks equipped wing plows and tailgate spreaders, one (1) articulated 4WD front-end loader with plow, one (1) skid steer with snow blower attachment, and one (1) 3/4 ton pick-up truck with plow. Small equipment and tools includes a walk behind power snow blower, shovels, and walk behind spreader utilized for public building sidewalks and entrances.

WHEN OPERATIONS BEGIN

The Department of Public Works shall decide when to begin snow or ice control operations. The criteria for that decision may include but is not be limited to:

- Reasonable threat that inclement weather is predicted to occur
- Intensity, duration, and frequency of predicted events
- High winds and drifting of snow
- Icy conditions
- Time of weather in relationship to peak traffic volume hours
- Weather forecasts or predictions

As inclement weather approaches and passes, DPW periodically monitors:

- Road conditions with the Hales Corners Police Department Dispatch
- Current weather information
- Weather forecasts
- Pavement temperatures
- Travel conditions

Adjustments or alterations to snow fighting strategies may occur based on changing conditions or updated information.

HOW SNOWICE WILL BE REMOVED

Typical Village Streets

Snow shall be plowed off all public roads and alleys in a manner so as to minimize any traffic obstructions and provide for safe winter driving conditions. Typically, snow removal on public roads requires two (2) passes per lane with the plow truck. During the first pass (Opening Pass), accumulated snow is plowed toward the pavement edge. A second pass (Widening Pass) then plows the snow to the curb or past the far edge of the shoulder, thereby making room for the next event.

Cul-de-Sacs and Dead Ends

Hales Corners has approximately 22 Cul-De-Sacs and 11 Dead Ends. Due to their geometric configuration and limited open space these public streets require more time and effort to plow. DPW strives to balance the snow pushed onto parcels abutting cul-de-sacs and dead ends however, the location of driveways, mailboxes, utility poles, fire hydrants and other obstacles may require some parcels to receive more than their "fair share".

Benching

If large accumulations of snow occur at the curb or along the edge of the road shoulder, DPW shall utilize equipment to "bench" the accumulated snow to create additional snow storage.

Removal of Accumulated Snow

If warranted, DPW may haul excess snow from public streets, alleys, cul-de-sacs, parking lots, and intersections, to restore on street parking capacities, enhance motorist visibility, and improve drainage.

Hours of Operation

The table below is derived from over 40 years of DPW data and experience. It summarizes the average amount of man-hours required for a range of snowfall accumulations.

Accumulation	Road Maintenance Strategy	Hours
0 to < 1"	2 Men, De-icing as needed	6
1" to < 4"	4 Men, Plowing & De-icing, 1 pass per traffic lane (minimum)	32
4" to < 8"	4 Men, Plowing & De-icing, 2 passes per traffic lane (minimum)	48
> 8"	4 Men, Plowing & De-icing, 4 passes per traffic lane (minimum)	>64

For a typical snow event, DPW begins plowing operations at 4 AM. If only de-icing is required, salting operations typically commence at 5 AM. These starting times ensure that the First Priority streets are in good winter driving condition for the morning rush hour commute. Intensity, duration, and frequency of events may alter these times.

SNOW AND ICE CONTROL PRIORITIES

First Priority:

The main focus of any snow/ice control event is to maintain safe conditions on the Local Arterials and Collectors, especially during the morning and evening rush. These First Priority streets have high traffic volumes, connect major sections of the Village, and provide access to schools, churches, and public buildings. These routes are also critical routes for emergency services such as fire, police, and medical services. First priority streets in the Village are as follows:

- West Brookside Drive
- West College Avenue
- West Edgerton Avenue
- West Godsell Avenue
- West Grange Avenue
- West Haleco Lane
- South Kurtz Road
- South New Berlin Road
- West Parkview Lane
- West Parnell Avenue
- South 92nd Street (Southbound)
- South 104th Street
- South 113th Street
- South 116th Street
- South 122nd Street
- South 124th Street (Northbound)

Boundary Roads

The centerlines of West College Avenue, South 92nd Street and South 124th Street form the municipal boundaries between Hales Corners and the City of Franklin, Village of

Greendale, and City of New Berlin, respectively. A mutual understanding exists between Hales Corners and these communities to collaborate on snow/ice removal on these roads so as to not duplicate effort and waste de-icing materials.

Second Priority:

Second priorities are the remaining low volume, low speed, local streets, cul-de-sacs, alleys, and public facilities. Within the public facilities another prioritization exists based upon public safety and hours of operation. The public facilities are maintained in the following order: Village Hall/Police Department, Fire Station, Ben Hunt Center, and DPW Garage. If conditions warrant, de-icing or plowing of any Second Priority street may cease so that staff and equipment can focus snow and ice control efforts on the higher priority streets.

PLOW ROUTES

The Village is divided into predetermined routes based on equal time of completion and minimizing left hand turns. Appendix C contains a map depicting these routes. In addition to these routes the articulated wheel loader functions as a "Wildcat" route assisting in cleaning cul-de-sacs, dead ends, parking lots, and other locations where a more maneuverable piece of equipment is required.

DE-ICING ROUTES

If accumulate snow is 1" or less, DPW shall only apply de-icing agents as needed. For this operation two (2) trucks are utilized and Appendix C contains a map depicting the salting routes.

WORK SCHEDULE FOR PERSONNEL

DPW strives to limit employee vacation during the snow season and maintains, at a minimum, an active roster of two (2) full-time employees for snow and ice control throughout the season. Full-time DPW employees receive an annual stipend for being available during the snow season. Depending on conditions, all personnel involved with removal operations may be required to work long shifts. However, employees shall work no more than fourteen (14) consecutive hours within any contiguous twenty-four (24) hour period.

WEATHER CONDITIONS

Snow and ice control operations shall be conducted only when weather conditions do not endanger the safety of Village employees and equipment. Factors that may delay snow and ice control operations include severe cold, significant winds, and limited visibility.

DE-ICING

The Village may use rock salt, liquid calcium chloride, sand or a mixture thereof, when there is hazardous ice or other conditions that warrant their use. Application of salt shall be in accordance with established WisDOT guidelines which have been adopted as part

of the Village's Storm Water Discharge Permit. Application rates are adjusted by the operator depending on weather conditions and pavement temperatures.

The Village is concerned about the long-range effect of road salt on the environment and will limit its use for that reason. As a result, salt conservation techniques shall be implemented. Salting shall occur on public streets only at intersections, on hills, and on curves. Straight, flat sections of roads will receive spot applications only as deemed necessary. Salters shall be calibrated to dispense a maximum of 200 pounds per lane mile.

Rock salt (NaCl) is the most commonly used material in snow removal operations. It is used as a melting agent and as an abrasive to promote traction. The Village's salt storage facility, located in the rear of the DPW yard, can store up to approximately 1,000 tons. The Village participates in the Wisconsin Department of Transportation (WisDOT) salt purchase contract which is conducted each spring for the upcoming season. Current contract is on file in the DPW Director's Office.

Liquid Calcium chloride (CaCl_2) is used as a pre-wetting additive to rock salt to increase rock salt's effectiveness in melting snow and ice when air and pavement temperatures drop below 10° F. The combination of these products can be an effective melting to temperatures as low as -25° F. The Village's calcium chloride tank has a capacity of 2,000 gallons. Calcium chloride is not part of the WisDOT contract and is purchased independently from regional suppliers.

Sand is a low cost product that can be utilized for vehicle traction. Sand shall used only during extended or extreme conditions. DPW maintains a small inventory of sand since numerous pits and quarries are within a short travel distance and supply is abundant.

SIDEWALKS/PATHWAYS

The Village maintains approximately 2 miles of sidewalks and pedestrian pathways. Refer to Appendix C for a map of these facilities. These facilities are of lowest priority, receive only plowing, and are maintained by DPW as time and conditions permit. Depending on the intensity and duration of the storm event, these areas may not be plowed until 36 to 72 hours after storm subsidence. Sidewalks and pathways not delineated on the map are the responsibility for the adjoining owners per Section 12.07(1) of the Municipal Code shall be cleaned by noon of each day. Refer to current edition of the Village of Hales Corners Municipal Code.

PLOWING OF PRIVATE PROPERTY

Village snowplows shall not clear private streets, driveways, or parking lots. Snow plowed onto a driveway or on a sidewalk by Village equipment is the responsibility of the property owner to remove. In addition, the Section 12.07(2) of the Municipal Code prohibits residents or private contractors from plowing or blowing snow from private drives or lots onto or across any public right-of-way. Refer to 12.07(2) of current Municipal Code.

MAILBOXES

DPW strives to remove as much snow from mailboxes as practicable. However, it is ultimately the responsibility of each homeowner to remove sufficient amounts of snow and ice surrounding the mailbox to allow for delivery services.

Occasionally, mailboxes are damaged during snow removal operations. The Village shall be responsible for any damage resulting from the direct contact of the snow removal equipment with the mailbox. The Village is not responsible for mailbox damage as a result of snow rolling off the face of the plow. In addition, DPW is not responsible for damage to mailboxes that do not meet the minimum installation requirements as set forth by the United States Postal Service (USPS). When notified, DPW will investigate each claim. If replacement is warranted, the Village shall reimburse up to seventy-five dollars (\$75) for mailbox materials provided the materials meet or exceed the minimum requirements of the USPS. It is the responsibility of the owner to provide a temporary mailbox until conditions are favorable for repair. The Village shall not provide or reimburse for labor to replace the mailbox. Specialty, custom, or multiple mailbox structures valued in excess of \$75.00 shall be evaluated on a case by case basis. If warranted, a claim may be submitted to the Village's insurance carrier for consideration. See Appendix D for a standard mailbox installation detail.

PLOW DAMAGE

The streets in Hales Corners are a mixture of urban cross-section (curb and gutter) and rural cross-section (shoulders). During plowing operations damage may occur to adjacent turf or shoulders. DPW shall investigate and evaluate each claim on a case by case basis and determine the level of damage. DPW shall not be responsible for restoration of minor turf or shoulder damage. Major damage resulting from DPW negligence, equipment failure, tires leaving the pavement, or other issue shall be restored by DPW as time and resources permit. DPW shall restore damaged areas in-kind and to a pre-damaged condition or better.

DPW is not responsible for damage to driveway approaches, or other items installed in the right-of-way by the resident. Items include but are not limited to: ornamental rocks, planters, delineators, markers, gardens, lamp posts, sprinkler systems, end walls, retaining walls, or trees.

SNOW EMERGENCY

Per Section 2.06(6) (c) and Section 14.13 of the Municipal Code, the Village President has sole authority to declare a Snow Emergency. During an extreme event, the Department of Public Works shall contact the Village President, provide updates, and request a declaration. Upon Village President declaration, the local media is then contacted with details of the emergency. See Appendix E for a current contact list of local media.

CONTRACT SERVICES

Circumstances may dictate that the Village of Hales Corners utilizes contracted services for assistance in snow and ice removal. Examples may include:

- Employee illness or injury
- Catastrophic equipment failure
- Intensity, duration, and frequency of an event
- Snow depths exceeding the capacity of Village equipment
- Trucking excess snow from public parking lots, intersections, cul-de-sacs

Refer to Appendix F for a list of potential contractors.

MUTUAL AID

The Village of Hales Corners is one of several local communities participating in a Public Works Mutual Aid Agreement (PWMAA). Per this agreement, in the event of a catastrophic event, the Village may request assistance from a participating member. For greater detail refer to see PWMAA on file in the Director's Office.

OTHER ASSISTANCE

The Department of Public Works has a longstanding oral agreement with Whitnall School District Buildings and Grounds Department to assist one another whenever feasible. This reciprocal oral agreement is equitably based on an equivalent hour for hour basis.

SNOW AND ICE CONTROL PROCEDURES

PREPARING FOR THE SNOW SEASON

Personnel Training

Snow and ice control is a complex and demanding task requiring a wide and varied assortment of skills and experiences. The diversity, irregularity, and unpredictability of the job make an annual training session mandatory for any progressive snow/ice control team.

The Director of Public Works and Deputy Superintendent shall conduct a training session each fall to refresh employees on operational procedures. The problem areas encountered during the previous winter will be discussed in order to address any corrections or modifications to the Snow and Ice Control Policy.

Other areas of discussion may include:

- Working with the Police and other Village Departments
- How and When to use de-icer material(s)

- Emergency operations

DPW personnel shall go on a “dry run” of their assigned snow routes to familiarize and reacquaint themselves with the route.

DPW staff shall be encouraged to attend approved seminars, workshops, or other events related to snow and ice removal.

Equipment Preparation

The table below summarizes the required preparatory and preventative maintenance activities prior to the start of each season. The DPW Deputy Superintendent shall be responsible for assigning, scheduling, and coordinating these required activities. The DPW mechanics shall maintain an inventory of commonly replaced parts including but not limited to plow blades, hydraulic hoses, fittings, wiper blades, and windshield fluid.

Activity	Description
Equipment Inspection	Inspection and evaluation of all snow fighting related equipment and development of prioritized repair list
Plow & Spreader Installation	Install main plows, wing plows, and spreaders
Spreader Calibration	Calibration of drop spreaders to conform with mandated dispersal rates
Preventative Maintenance & Repairs	Based upon above inspections, repair/maintain equipment as needed, examples include, but not limited to engine tune-up, oil change and lube, plow blade replacement, hydraulic component testing, tire replacement, brake replacement or adjustment, electrical repairs, wiper blades, metal fabrication, welding, etc.
Installation of Temporary Markers and Warning Signs	Install marker posts to mark all Village owned storm sewer catch basins and to delineate planting beds located in the medians of STH 100 and STH 24. Install “Thin Ice Warning” signs at retention ponds located at 112 th & Grange and 116 th & Grange
Distribute Sidewalk De-icer	Deliver bagged de-icer and fill buckets for use at Village Hall, Ben Hunt Center, and Fire Station

In instances where staff time is limited or the repair requires specialized tools or expertise, the department shall utilize an outside source. The DPW Mechanic shall inspect and evaluate all snow fighting equipment during the preseason and prepare a list of those pieces that require specialized or timely repairs.

De-icing Materials

The Director of Public Works shall order de-icing material based upon historical consumption and future climatic predictions.

Revising the Snow and Ice Control Policy

Many sections of the Snow and Ice Control Policy require annual revisions. The Director of Public Works with the assistance and input from Village employees, other Departments, Public Works Commission (PWC), and elected officials shall update the Policy annually using the following checklist as a guide:

1. Statement of Objectives and Priorities
2. Personnel Listing - update as needed
3. Equipment - check for additions or deletions
4. Operations - review and revise procedures as necessary
5. De-icing and Plowing Routes - revise maps as needed
6. Ordinances and Regulations - update as needed
7. Preparing for the Season – update as needed

BEFORE THE STORM

The DPW Director and Deputy Superintendent shall monitor weather predictions and meet to discuss a proposed snow/ice control strategy. As the event approaches, the Deputy Superintendent shall designate available personnel for first call and determine when snow and/or ice control operations are to commence. The Deputy Superintendent shall communicate with Police Dispatch and other Departments as needed to exchange information. To provide support as needed during winter maintenance operations, the Department of Public Works shall maintain on file the following information:

- The Snow and Ice Control Plan (current year)
- Status of materials
- List of inoperable equipment
- List of primary personnel on call status
- List of potential contract services

DURING THE STORM

The DPW Deputy Superintendent shall maintain and prepare all information needed to adequately and quickly inform the Director of Public Works of the status of work, personnel assignments, equipment issues, material needs, and facts concerning developing situations. Information will be summarized in a form that the Director of Public Works can quickly review in either an emergency or routine daily reporting task.

The Director of Public Works shall serve as the communications link with field personnel, administration personnel, police personnel, elected officials, or the general public. Administrative Staff and Police Dispatch shall process and compile communications from the public throughout the event and aftermath. The Director of

Public Works shall review this information and respond in a timely manner to all questions, comments, complaints, or concerns.

AFTER THE STORM

When the storm is over, the Deputy Superintendent shall compile the following data and enter into spreadsheets:

- Storm Description
- Amount of de-icing material consumed
- Amount of regular-time hours
- Amount of overtime hours
- Complete breakdown for contract equipment and cost
- List of complaints received and resolution status

In addition to the above, begin the following procedures:

- Brief DPW Director on the event
- Inspection of all equipment utilized during the storm; report needed equipment repairs
- Removing any debris or ice from the streets
- Conduct a post-storm interview with all employees to discuss possible improvements
- Recommended additions and/or corrections to be made to the current Snow and Ice Control Policy

DPW STAFF RESPONSIBILITIES

All operators identified in the Snow and Ice Control Policy will be required to work extended hours as needed, unless specifically excused by the Director of Public Works.

Employees will report for their assignments, fit for duty, adequately clothed for winter weather and check in with the Deputy Superintendent upon arrival. Employees will perform a pre-trip inspection of the equipment, paying particular attention to these components:

- Inspect condition of moldboard and cutting edge of all plows
- Inspect snowplow hoist, hydraulic hoses, and other critical parts
- Load and test spreaders

- Inspect all vehicle lighting, including wiring and sockets on headlights, taillights, stop lights, and turn signals (warning lights must be visible from all sides whether the bodies are raised or lowered);
- Check engine oil and other fluid levels
- Inspect tire condition

Upon discovery of any equipment issue, the employee shall immediately notify the DPW Mechanic for repairs. Once the equipment has been checked, repaired (if needed), loaded, and fueled, snow and ice control operations can begin. It shall be the equipment operator's responsibility to be familiar with the policy and procedures relating to the snow and ice control operations as established by the Department of Public Works and contained in the most current Snow and Ice Control Policy.

The Director of Public Works or Deputy Superintendent shall be responsible for calling out and assigning duties. The Deputy Superintendent shall provide specific instructions as to plowing strategies and the application rate of de-icing material.

Employee will plow their routes within the posted speed limit, taking into consideration the road conditions. Village plows are classified as maintenance vehicles per Chapter 340 of the Wisconsin State Statutes. In general, while performing their work while operating with active emergency beacons and lights, plow equipment is exempt from portions of Chapter 346 of the State Statutes. Those sections include:

- 346.05 ... (2) operating on the left-hand portion of the roadway
- 346.05 ... (3) slow moving traffic to remain to the right
- 346.07 ... overtaking and passing on the left
- 346.08 ... overtaking and passing on the right
- 346.09 ... driving on the left side of the roadway
- 346.13 ... driving on roadways laned for traffic
- 346.15 ... driving on divided highways
- 346.31 ... position and method of turning at intersections
- 346.33 ... prohibited turns
- 346.34 ... turning movements and required signals on turning and stopping
- 346.59 ... minimum speed regulations

In contrast, all operators should be aware that this exemption does not apply to other sections of Chapter 346. Those sections include:

- 346.04 ... obedience to official signs and signals
- 346.18 ... general right-of-way rules
- 346.46 ... required stops
- 346.57 ... (2) reasonable and prudent speed
- 346.57 ... (3) traffic conditions requiring reduced speed
- 346.87 ... unsafe backing
- 346.68 ... duty upon striking unattended vehicle
- 346.69 ... duty upon striking property on or adjacent to highway
- 346.70 ... duty to report accident

Refer to current editions of Chapter 340 and Chapter 346 of the Wisconsin State Statutes.

Upon completion of the snow plowing operation, operators shall inspect their vehicle and report any needed repairs. After each storm, all portions of the equipment used shall be thoroughly cleaned to remove accumulated salt, and allowed to dry. When dry, components such as chains, sprockets, hinges, and spinners, and other moving parts, should be lubricated and then stored. After de-icing or plowing, make sure the interior of the vehicle cab is clean of all debris.

Stalled and/or abandoned vehicles create a significant problem in plowing streets. Requests for tow trucks and reports of stalled vehicles or vehicles blocking access shall be made to the Hales Corners Police Department. The DPW Deputy Superintendent shall routinely report street conditions and problem areas to the Director of Public Works Streets (stalled vehicles, parking violations, etc.). In addition, overnight parking is prohibited on Village streets. See Sections 2.06(5) through 2.06(10), Section 2.07, and Section 15.06 of Municipal Code.

APPENDIX A

Weather Forecasting and Monitoring Websites

Weather Forecasting and Monitoring Websites

Website	URL Address
National Weather Service- Milwaukee/Sullivan	http://www.crh.noaa.gov/mkx/
The Weather Channel	http://www.weather.com/
WDOT Road Weather Information System (RWIS)	http://www.dot.wisconsin.gov/travel/gis/rwis.htm
WeatherBug	http://weather.weatherbug.com/
Intellicast	http://www.intellicast.com/
AccuWeather	http://www.accuweather.com/

APPENDIX B

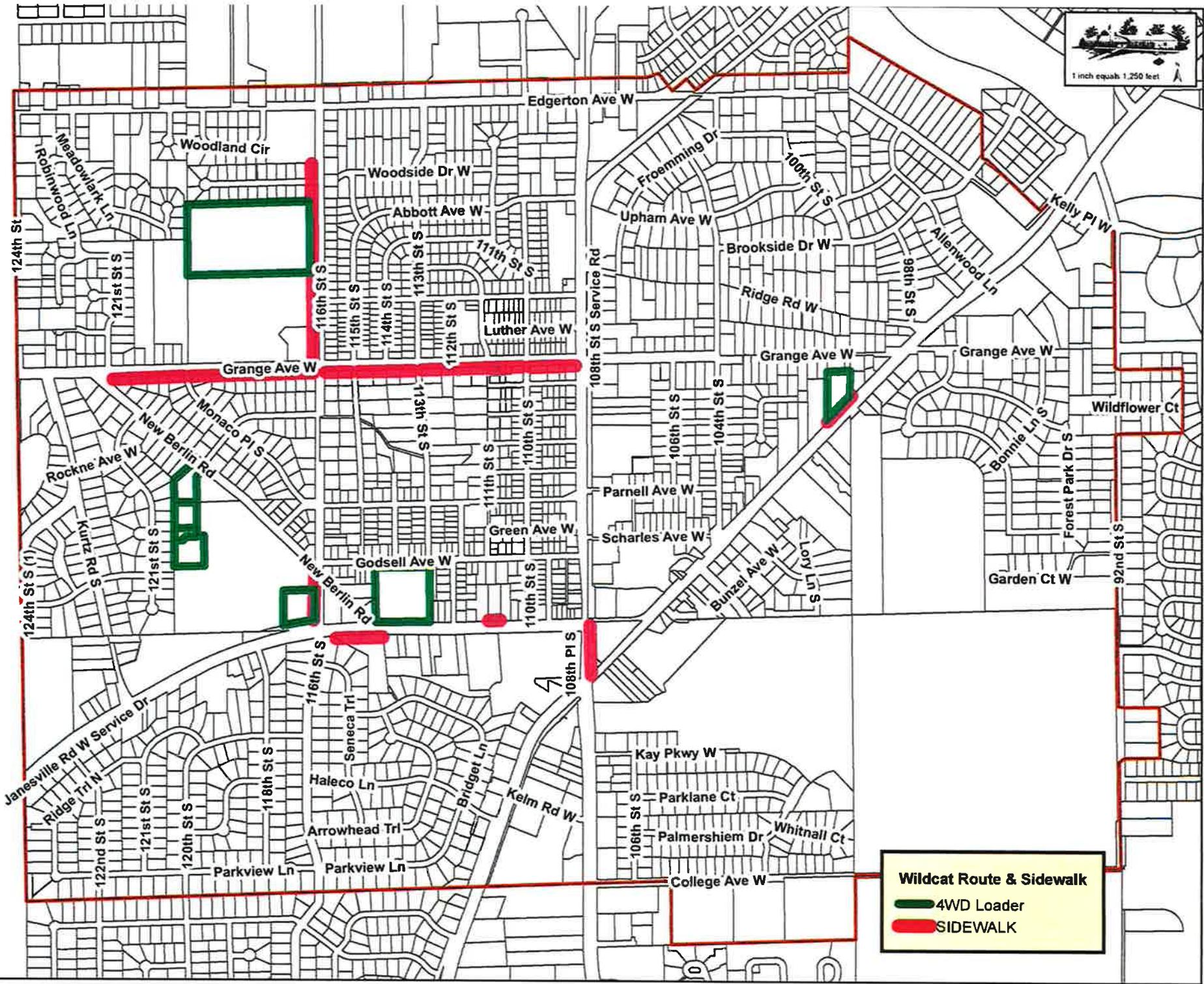
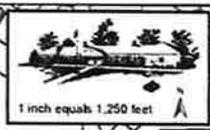
DPW Staff Call-in Roster

DPW Call-In Roster

Name	Title
Jim Hughes	Deputy Superintendent
Dan Rickert	Operator
Joel Lehmann	Operator
Mike Engel	Mechanic
Mike Martin	Director
Gordon Mayer	Part-Time
Benny Topczewski	Part Time
Mitch Suderland	Seasonal Employee
Brian Meyers	Seasonal Employee

APPENDIX C

Village Plow and Salting Routes



Wildcat Route & Sidewalk

-  4WD Loader
-  SIDEWALK

APPENDIX D

Standard Mailbox Detail

GENERAL NOTES:

WHENEVER POSSIBLE, BOXES MUST BE LOCATED SO THAT THE CARRIER'S VEHICLE IS OFF THE PAVEMENT WHILE SERVICING THE BOX.

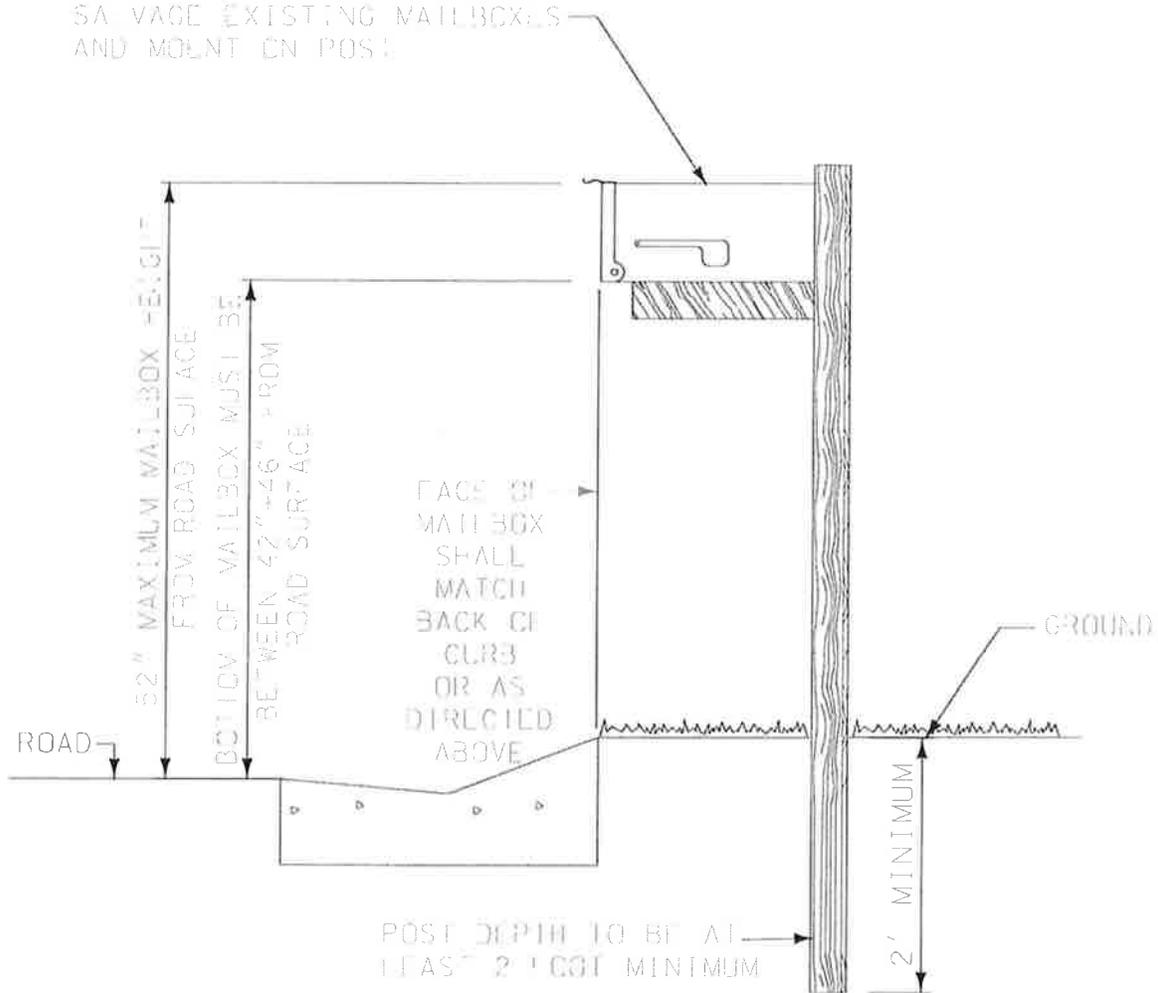
THE APPROACH TO THE BOX SHOULD BE A HARD, LEVEL SURFACE (I.E. GRAVEL, CINDERS, STONE, ETC.)

WHERE NO SHOULDER OR HARD, LEVEL SURFACE EXISTS, BOXES SHOULD BE ERRECTED NOT MORE THAN 12" AWAY FROM THE EDGE OF THE ROAD SURFACE SO THAT THE DELIVERY VEHICLE TIRES DO NOT LEAVE THE HARD SURFACE WHILE THE CARRIER IS SERVICING THE BOX.

THE BOTTOM OF THE BOXES SHOULD BE 42" TO 46" ABOVE THE ROAD SURFACE PROVIDING THE TOP OF THE BOX DOES NOT EXCEED 52" FROM THE ROAD SURFACE.

BOX NUMBERS MUST BE PLACED ON THE BOX IN NUMERALS NOT LESS THAN ONE INCH HIGH AND MUST BE PLACED ON THE SIDE OF THE BOX WHICH IS APPROACHED BY THE MAIL CARRIER.

SAVE EXISTING MAILBOXES AND MOUNT ON POST:



MAILBOX DETAIL

MAILBOX REPLACEMENT



LOCATION: **VILLAGE OF HALES CORNERS**
MILWAUKEE COUNTY, WISCONSIN

SCALE: **NO SCALE** DATE: **APRIL, 2008**

DRAWN BY: **D. RUPP**

REVISION/PLOT DATE

APPENDIX E

Snow Emergency Media Contact List

Snow Emergency Media Call List

Updated: October 28, 2019

Station	Affiliation	Website
WTMJ-TV 4	NBC	http://snow.tmj4.com
WITI-TV 6	FOX	www.fox6now/weather/close-a-school
WISN TV 12	ABC	http://wisn.reportclosing.com
WDJT-TV 58	CBS	https://closings.cbs.com/#

APPENDIX F

List of Potential Contractors

Potential Contractors List

Name
Whitehouse Grading & Trenching
Merit Asphalt
Wanasek Corporation