
CITY OF OTTERTAIL
Street, Sidewalk and Trail
SNOW PLOWING AND MAILBOX POLICY

It is the policy of the City of Ottertail to contract with an Independent Contractor for snow removal for all city streets and public trails.

The following standards are adopted for providing winter maintenance to designated streets, sidewalks and public trails and for any possible damage done by the contractor to private mailboxes in the city road right-of-way.

Reasonable ice and snow control is necessary for routine travel and emergency services. The city will assume basic responsibility for this control and provide such control in a safe and cost effective manner with safety first and foremost.

The City Maintenance Supervisor and contracted Independent Contractor will determine which streets shall require most priority in ice and snow removal. Criteria for these decisions as based on the following:

- 1) Snow accumulation of 2 inches or more;
- 2) Drifting of snow which causes problems for travel;
- 3) Icy conditions seriously affecting travel;
- 4) Time of snowfall in relationship to heavy use of streets.

Snowplowing will not generally be conducted for snowfall less than 2 inches. Designated streets will be plowed when measured snow depth exceeds 2 inches and will be cleared as soon as reasonably possible.

Snow will be plowed in a manner as to minimize any traffic obstructions and to provide safe emergency vehicle ingress and egress, all done under the discretion of the City Maintenance Supervisor and contracted Independent Contractor.

In the event of extreme snowfall, streets will not always immediately be able to be completely clear of snow.

The City Maintenance Supervisor and contracted Independent Contractor will determine when snow should be removed from an area by truck. Snow removal will occur when there is no room on the boulevard for snow storage or where accumulated storage will create a hazardous condition. Removal will not commence until other snowplowing operations have been completed. The City Council will negotiate storage for accumulated snow with property owners on an as needed basis taking into consideration for any damage occurring to existing turf or surface.

Ice and snow control operations will be conducted only when weather conditions do not endanger the safety of snow plowing personnel of the Independent Contractor or his/her equipment. Factors that may delay ice and snow control operations include severe cold, significant winds, and limited visibility.

The City will use sand, salt and other chemical when there are hazardous ice or slippery conditions. The city is concerned with the effect of such chemicals on the environment and will limit its use for this reason.

Sidewalks abutting City property will be maintained by the City at its discretion. The City Maintenance Supervisor or designated official shall remove from public sidewalks all ice and snow as soon as possible after the snow has ceased to fall.

Trails will be maintained at the discretion of the City Maintenance Supervisor and contracted Independent Contractor.

The owner or occupant of any commercial property adjacent to a public sidewalk shall remove all ice and snow at least 24 hours after the snow or other precipitation has ceased to fall to keep such walk safe for pedestrians. To maintain such condition beyond the time provided constitutes a public nuisance and subject to penalties as provided in Ottetail City Code Chapter § 92.99.

Mailboxes are a common obstacle during snowplowing and snow removal. Only properly installed mailboxes which have actually been hit by a snowplow will be the responsibility of the City. Actual damage to be determined by the City Maintenance Supervisor and contracted Independent Contractor. If such determination is made and at the mailbox owner's request, the city may replace the mailbox with a standard size, non-decorative metal mailbox and replace the support post as necessary with a 4'x4", decay resistance wood support post installed by the city. The City, as an alternate may reimburse the mailbox owner \$50.00 for the replacement of the mailbox and post by another party. **The City is not responsible for damage to mailboxes or posts caused by snow or ice coming into contact with the mailbox. Property owners are responsible for clearing the snow and ice away from the mailbox to insure delivery of mail.**

Complaints must be made in writing and recorded on a complaint form available at City Hall. Copies of complaint will be provided to the City Maintenance Supervisor. Emergency complaints will be handled in an expeditious manner as resources are available.

The City Maintenance Supervisor may deviate from this policy when in his or her judgment it is in the best interest of the city or is necessary of budget needs or other circumstances. Any changes in priorities lasting more than 24 hours will be recorded and public informed of such changes through normal methods used by the city for emergency notifications.

This policy will be reviewed on an annual basis when any necessary changes will be made. Any review will consider comments and complaints since the last review and other factors affecting the policy or its implementation.

EFFECTIVE DATE: This policy shall be effective upon approval by the Ottetail City Council on September 19, 2013.

Myron Lueders, Mayor

Attest:

Elaine Hanson, City Clerk-Treasurer