

City of Wahpeton Administrative Policy

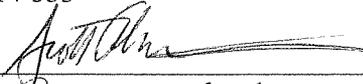
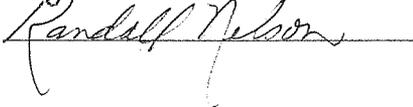
Enforcement of Ordinance for Snow & Ice Removal from Public Sidewalks

Basis: City Ordinance 14-410 & 14-333

Effective Date: 1-10-05

By: Chief of Police

Public Works Director

1. Inspection of Sidewalks & Notice to Property Owners

- Twenty-four hours following a snow or ice storm, the Police Department will make an inspection of the City and identify all properties for which snow and/or ice has not been removed from the public sidewalks.
- A Police Officer will place a door-hanger notice on the primary entrance door of the house or office building if snow and/or ice have not been removed from the sidewalk in accordance with City ordinance. See Attachment A for a copy of the door hanger.
- If placement of a door hanger notice is not appropriate, in the opinion of the Police Officer, e.g. the building on the lot appears to be unoccupied, or the property is a vacant lot, or the building is an apartment building, the Police Department will notify the Public Works Assistant immediately following the City-wide inspection of sidewalks. The PW Assistant will either make a phone call or mail a notice to the owner of record of the property, giving them the same notice and information contained on the door hanger.

2. Follow-up Inspection of Sidewalks

- Approximately 24 hours following the initial inspection, the Police Department will make a follow-up inspection of all properties which were given notice to remove snow and/or ice from their sidewalks.
- The Police Chief will notify the PW Assistant of any properties not in compliance at the time of the follow-up inspection.
- Based on weather conditions, and at his/her discretion, the Chief may delay notifying the PW Assistant, in effect allowing the property owner additional time to comply with the ordinance. Weather conditions that may warrant a time extension include severe cold or wind, or another snow fall in progress or eminent.

3. Removal of Snow & Ice from Sidewalks

- The Public Works Director will make arrangements annually with one or more private parties for snow and ice removal services.
- Upon receipt of a list of non-compliant properties from the Chief, the PW Assistant will provide the list to a Contractor and dispatch him/her to remove the snow and/or ice from the sidewalks.
- In most cases, the Contractor will remove the snow and/or ice within one working day from the time of dispatch, excluding Sunday.
- The PW Director may dispatch City crews to remove snow and/or ice from sidewalks if, in his/her opinion, conditions warrant it. However, City crews will be dispatched only in special circumstances where an immediate public safety issue exists. In such situations, the Chief will

notify the PW Director immediately following the initial City-wide inspection described in paragraph 1 above.

4. Charges to Property Owners

- Following completion of snow and/or ice removal, the Contractor will return the list to the PW Assistant, noting the properties from which he/she removed snow and/or ice from sidewalks and which properties were already in compliance. The Contractor will be paid the previously agreed price for each property from which snow and/or ice was removed.
- The PW Assistant will bill the property owner the full amount paid to the Contractor for an individual property, which bill will be due without interest or administrative fees within 30 days.
- If the City does not receive payment within 30 days, an administrative fee of twenty-five dollars (\$25) will be added to the charges and the total amount assessed per provisions of Ordinance 14, Article 3.

Notes:

1. The Police Chief may designate an employee of the Police Department to assume his/her responsibilities as described in this policy;
2. The Police Chief may authorize specific City employees to assume the responsibilities assigned to Police Officers in this policy;
3. The Public Works Director may designate an employee of the Public Works Department to assume his/her responsibilities as described in this policy;

Attachment A

Date: 1-4-05

Time: _____ AM or PM

The **City of Wahpeton** has an ordinance that **requires snow and ice to be removed from all sidewalks within 24 hours of a snowfall.** Accumulated snow hinders free walking to occur and some people/children choose to walk on the slippery streets instead. **Please help us eliminate this potential hazard by keeping your sidewalk clear.**

The ordinance does have a provision that allows city personnel or hire outside help to clear the sidewalks and charge the property owner for the expense. The approximate cost of having us take care of the problem is \$60 per man-hour and if special equipment is used (snow blower, skid steer, etc) the approximate additional cost is \$60 per hour. If this bill goes unpaid there are additional provisions in the ordinance to apply the unpaid balance to your property taxes.

This door tag should serve as notice that your sidewalk does need to be cleared.

City of Wahpeton

1900 4th Street North

Wahpeton, ND 58075

(701) 642-8448

Please complete and return to City Hall.

Date issued: 1-4-05

Time issued: _____

Address: _____

Officer: 20-119