

## **MEEKER COUNTY PUBLIC WORKS MAILBOX REPAIR/REPLACEMENT POLICY**

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### **PURPOSE**

This policy addresses mailbox repair/replacement due to mailbox damage associated with Meeker County's snow removal operations and is not intended for any other purpose. Ownership, Maintenance, and Liability of all mailboxes and mailbox supports installed along public right of way remain the responsibility of the property owner. Mailbox installations deemed hazardous to the traveling public are prohibited.

This policy is intended to provide notice that Meeker County Public Works will repair and/or replace mailboxes that are **physically struck** by Meeker County snow removal equipment on County State Aid & Township roads. **Meeker County will not cover damages to mailbox structures caused by the snow load coming off of the snow plowing equipment.** The policy also intends to identify the mailbox structure types that Meeker County will repair/replace as outlined within this policy.

Meeker County is not responsible for the repair of any supports or their attached mailboxes other than what is listed below. Meeker County will replace existing mailbox support configurations not meeting the requirements below with a structure meeting the requirements below if the current mailbox was physically struck by Meeker County snow plow equipment.

### **PERMISSIBLE MAILBOX STRUCTURES**

A swing-away mailbox with steel post support (as shown in the reference diagram attached) is a permissible installation. Mailbox supports that meet these criteria will be repaired or replaced as necessary if struck by Meeker County snow removal equipment. Meeker County will install the existing mailbox, a replacement mailbox, or allow \$20 to be paid to the mailbox owner for the replacement of the mailbox which the owner will provide and install.

Existing mailbox support configurations not in compliance with the attached requirements will be replaced with a structure meeting the attached requirements if the existing structure is struck by Meeker County snow removal equipment. Meeker County will install the existing mailbox, a replacement mailbox, or allow \$20 to be paid to the mailbox owner for the replacement of the mailbox which the owner will provide and install.

Mailbox owners may refuse the repair/replacement outlined above at their option. Owners who refuse repair/replacement may receive the \$20 payment for replacement of their mailbox but no compensation will be made for the mailbox structure. Mailbox installations that do not meet the clearance requirements described in the attached diagram will not be replaced/repared by Meeker County under any circumstances.

This policy shall be in full force and effect as approved by the Meeker County Board of Commissioners on February 2, 2021.

Attest:

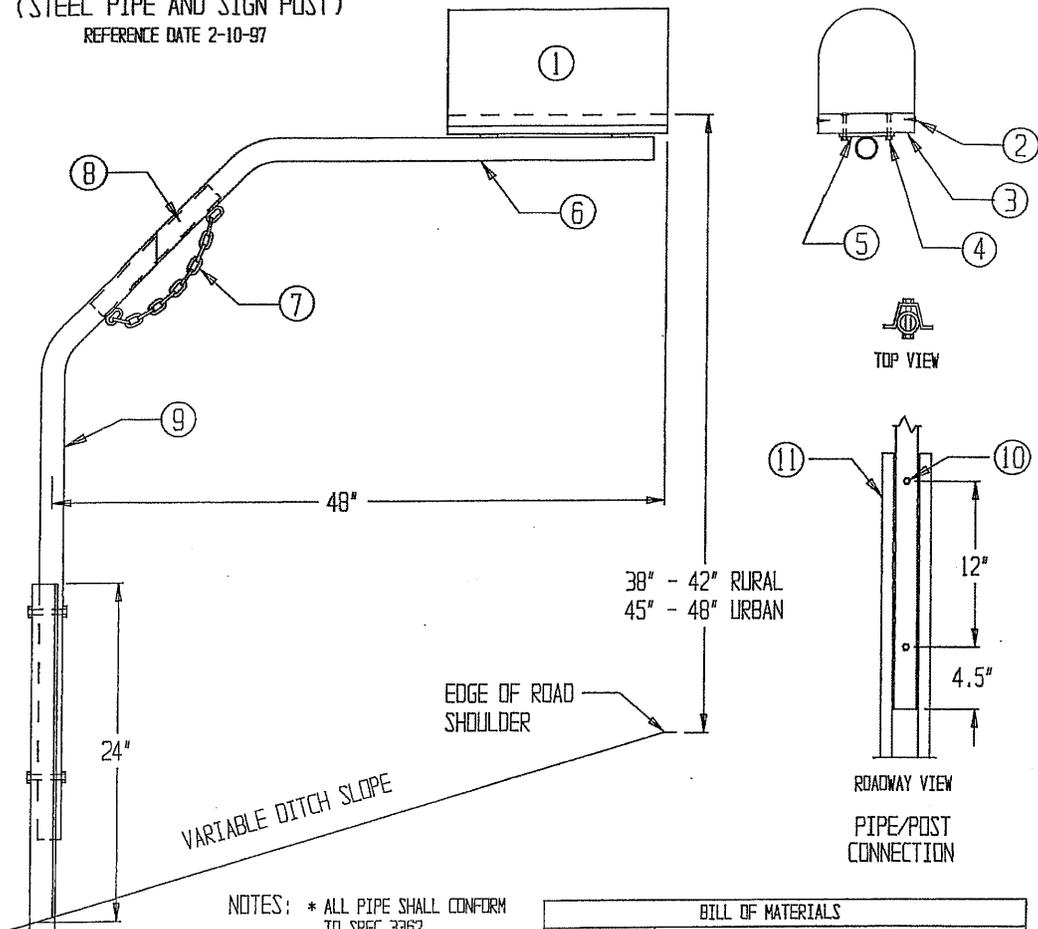


Andrew Letson, Meeker County Administrator

# MAIL BOX SUPPORT 48"

(STEEL PIPE AND SIGN POST)

REFERENCE DATE 2-10-97



38" - 42" RURAL  
45" - 48" URBAN

EDGE OF ROAD SHOULDER

VARIABLE DITCH SLOPE

NOTES: \* ALL PIPE SHALL CONFORM TO SPEC 3362

\* ALL FASTENERS SHALL CONFORM TO SPEC 3391

\* ALL MATERIALS SHALL BE GALVANIZED PER SPEC 3392

\* OTHER M/V/O/D APPROVED MAILBOX SUPPORTS MAY ALSO BE USED.

\* MAILBOX ENTRY TO BE 8" TO 12" OUTSIDE THE EDGE OF SHOULDER, OR 6" TO 12" FROM FACE OF CURB.

\* MAIL BOX LOCATIONS SHOULD BE STAKED BEFORE INSTALLATION FOR PROPER HEIGHT AND DISTANCE FROM ROADWAY. ONCE STAKED, THE INSTALLER MUST NOTIFY THE ENGINEER AND THE POST OFFICE. THE ENGINEER AND POSTMASTER/MAILCARRIER WILL BE ALLOWED 48 HOURS TO REVIEW AND MODIFY THE STAKED LOCATIONS PRIOR TO FINAL INSTALLATION.

## BILL OF MATERIALS

| ITEM | REQD | DESCRIPTION   |
|------|------|---|
| 1    | 1    | RECOMMENDED MAILBOX SIZE 1A (1-1/2) APPROX 8"W X 21"L X 10-1/2"H  |
| 2    | 9    | #10 X 1" SCREW  |
| 3    | 1    | 1-1/2" THICK WOOD FILLER TO FIT MAILBOX                           |
| 4    | 4    | 1/4" X 2-1/2" CARRIAGE BOLT AND NUT                               |
| 5    | 2    | 1/4" THICK MOUNTING BRACKET                                       |
| 6    | 1    | 1-1/4" SCH 40 PIPE  |
| 7    | 1    | CHAIN SIZE 4/0 700# LOAD LIMIT                                    |
| 8    | 1    | 1" SCH 40 PIPE  |
| 9    | 1    | 1-1/4" SCH 40 PIPE  |
| 10   | 2    | 5/16" X 2-3/4" GRD 5 BOLT AND NUT                                 |
| 11   | 1    | 72" LONG MIN. FLANGED CHANNEL SIGN POST 3# PER FOOT PER SPEC 3401 |