

Resolution No. 15372

A RESOLUTION ADOPTING THE CITY'S
SNOW REMOVAL AND ICE CONTROL POLICY

WHEREAS, Minnesota Statutes, Section 412.221 and the City Charter authorizes the City to maintain City streets; and

WHEREAS, the City Council finds that it is in the best interest of the residents, businesses and industries for the City to assume basic responsibility for control of snow and ice on City streets; and

WHEREAS, The City Council finds that the City would be best served to have a policy addressing snow removal and ice control; and

WHEREAS, a Snow Removal and Ice Control Policy has been developed and recommended by City staff; and

WHEREAS, the City Council finds that adoption of said policy is in the best interest of the City,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Hutchinson, Minnesota that said Snow Removal and Ice Control Policy is hereby approved and adopted.

Dated this 9th day of November, 2021

By:

Gary Forcier, Mayor

Attest:

Matthew Jaunich, City Administrator



HUTCHINSON

A CITY ON PURPOSE.

City of Hutchinson
Snow Removal and Ice Control Policy

November, 2021

City of Hutchinson
Snow Removal and Ice Control Policy

Purpose of this Policy

The City of Hutchinson recognizes that assuming basic responsibility for snow removal and ice control on City streets and at City facilities is in the best interest of the residents, businesses and industries of Hutchinson. Providing reasonable snow removal and ice control is necessary for emergency, commercial, and personal travel. The City strives to provide this service in a timely, safe, and cost-effective manner; keeping in mind safety, budget, personnel, equipment and environmental concerns. The City will primarily use its own personnel and equipment to provide this service, but may also, when necessary or beneficial, use private contractors.

This policy does not relieve vehicle operators or those that may otherwise be affected by snow removal operations of their responsibility to act in a reasonable, prudent and cautious manner, given the prevailing weather and pavement conditions.

Responsibility and Authority for this Policy

The Public Works Department is charged with the primary responsibility for executing snow removal and ice control operations and for exercising the appropriate levels of authority to ensure maintenance and compliance with this policy.

(In this document the title Public Works Department includes the qualified Public Works employee designated by the Director/City Engineer to oversee snow removal and ice control operations. This position is typically assigned to a senior operations manager, but may from time to time be assigned to another experienced Public Works employee in the absence of a senior operations manager.)

The Public Works Department is responsible for coordinating equipment and personnel, assigning them work based on the need for snow removal and ice control within the City. The Public Works Department retains the authority to alter assignments based on weather conditions, equipment and personnel availability and on other conditions related to snow removal/ice control. The Public Works Department can declare a snow emergency for the purpose of restricting on-street parking (Appendix A). As necessary, the Public Works Department can enlist the assistance of City employees or equipment not usually assigned to snow removal responsibilities and hire contractors to provide snow removal services.

In cooperation with emergency services personnel, the Public Works Department continuously monitors weather conditions to determine appropriate action.

Priorities for Service

Snow removal and ice control services will be generally provided using these priorities:

- 1st priority: Priority routes and central business district areas with no boulevard
- 2nd priority: Other business districts, truck routes and the airport
- 3rd priority: Through streets and specifically identified public properties
- 4th priority: Cul-de-sacs, dead-end streets and alleys
- 5th priority: Specifically identified sidewalks, trails and walkways
- last priority: Other public property and maintenance activities.

These priorities will apply to nearly every snow removal and ice control operation. However, the Public Works Department has the authority to deviate from these priorities, should conditions warrant.

Policy Provisions

1) Initiating Operations: Commencement of snow removal and ice control operations depends upon immediate and anticipated conditions. The Public Works Department generally initiates snow removal and ice control operations when:

- a) weather conditions do not endanger the safety of employees, contractors or equipment.
- b) operations will be effective.
- c) there are at least two inches of snow accumulation; and/or,
- d) significant blowing and drifting of snow into traveled portions of major roadways and intersections has occurred; and/or,
- e) rainstorms, ice storms, and/or periods of light snow create slippery conditions. Efforts during these situations will be concentrated on major roadways, bridges, steep grades, and heavily traveled intersections.

Operations may be initiated any time the operations are deemed to be beneficial on either a short-term or long-term basis.

2) Suspension of Operations: The Public Works Department may suspend operations at any time if temperatures, winds, visibility, and/or precipitation make operations unsafe, ineffective or unnecessary.

3) Staffing Operations: Snow removal and ice control operations may occur during assigned work shifts or, in some situations, on a call-out of operators. The Public Works Department has the discretion to recall operators or wait until the next assigned work shift to respond to specific snow removal or ice control service requests. For safety reasons, operators of snow removal and ice control equipment will generally not be scheduled to work more than 12 hours in any 24-hour period with less than nine (9) hours off between work shifts.

4) Response to Emergencies: Emergency services officers may contact the Public Works Department to dispatch operators and equipment to provide services for emergency vehicles responding to emergencies within the City (i.e., police, fire, ambulance, electrical outages, gas leaks, utility restoration, etc.).

5) Routes: Each year the Public Works Department prepares a map of the street and sidewalk/trail systems serviced by the City. These systems are divided into route areas that identify personnel, equipment and if necessary, the private contractors used to provide the services. Route areas are periodically revised to correspond with budget, equipment, personnel and other resources available to the City.

Priority routes are identified within each route area. Hazards are also identified in each route area. These route areas are generally assigned to individuals and are used for planning and executing routine snow plowing and ice control operations.

6) Methods: Snow is generally plowed in a way that reduces traffic obstructions and the effect of future snowfalls. Generally, snow will be plowed from the center of the street outward toward the curb line so the snow discharges onto the boulevard. Some streets may be plowed from one side of the street to the other. Snow may also be moved to the center or side of the street to be hauled away later. Cul-de-sacs and dead-end streets will generally be plowed to the outside. When plowing on bridges, operators will adjust their speed to reduce or eliminate the snow from going over the side of the bridge.

As necessitated by available resources, snow is plowed to the edge of the street without regard for sidewalks, driveways and other structures located in the right-of-way. The City recognizes the inconvenience that comes from accumulations on rights-of-way, sidewalks and driveways, but the City is not responsible for removing snow from rights-of-way, private driveways, most sidewalks or from private structures located in the right-of-way. Snow is removed only from sidewalks/trails specifically identified on route maps and from other areas only at the direction of the Public Works Department.

The City recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 while actually engaged in work on streets, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators have discretion to disregard traffic laws, when, in their judgment, it is safe to disregard such laws and such action complies with Public Works policy entitled Operation of Road Maintenance Equipment (Appendix B).

7) Expected Minimum Levels of Service:

The following represents the minimum levels of services that can be expected. The City strives to achieve better results whenever possible:

- I.) It is the City's intent to keep designated priority routes open to traffic, if possible, during a storm or have them open to traffic as soon as possible after snow accumulation has subsided. 'Open to traffic' means there is a lane available for cars to travel on; the term does not necessarily mean the street has been plowed from curb to curb.
- II.) As many routes as possible that serve business areas and densely populated residential areas are to be open to traffic within 12 hours after snow accumulation subsides.
- III.) Through streets are to be open to traffic within 36 hours after snow accumulation subsides. All public streets are to be open to traffic within 48 hours, unless snow accumulation is of such depth as to require removal. Every public street, alley and parking lot is to be opened to normal, functional traffic patterns within four days after snow accumulation subsides.
- IV.) Where space does not allow for snow to be moved from traffic lanes to storage on the adjacent boulevard, the City may pile snow and haul it away. Snow may be stored in strategic locations for a time before the snow is hauled away.
- V.) Significant accumulations of snow on bridges will be removed. Removal of snow from bridges will begin only after all City streets, alleys and parking areas have been serviced and normal, functional traffic patterns have been restored. Because of safety considerations, this task will normally be done during daylight hours.
- VI.) Snow may be removed from selected critical intersections, away from fire hydrants and from other utility appurtenances requiring access. These services will begin only after all City streets, alleys, parking areas and bridges have been serviced. Snow may also be removed from boulevards and along curbs. Because of safety considerations, these tasks will generally commence during daylight hours.

Priority Snow Removal Routes: The following are designated priority routes:

<u>Name of Street</u>	<u>From:</u>	<u>To:</u>
2nd Ave SW/SE	Dale St SW	Michigan St SE
5th Ave NE/NW	Montana St NW	Bluff St NE
5th Ave SW/SE	Lynn Rd SW	T.H. 22
California St NW	T.H. 7	School Rd NW
Century Ave SW/SE	Dale St SW	Jefferson St SE
Dale St SW	School Rd SW (Co Rd 7)	2nd Ave SW
Echo Dr SW	Freemont Ave SW	T.H. 15
Edmonton Ave SW/SE	Dead end	Grant Ave SE
Elm St NE	McLeod Ave NE	North High Dr NE
Freemont Ave SW	T.H. 15	Dead-end
Golf Course Rd NW	North High Dr NW	Montana St NW

<u>Name of Street</u>	<u>From:</u>	<u>To:</u>
Jefferson St SE	Airport Rd	Washington Ave E
Lynn Rd SW	Hwy 15 Exit	Washington Ave W
McDonald Dr SW	Lakewood Dr SW	School Rd SW
McLeod Ave NE/6th Ave NE	T.H. 15	Bluff St NE
Michigan St SE/NE	5th Ave SE	T.H. 7
Oakland Ave SE/TH 15 Service Rd	Freemont Ave SW	Adams St SE
Roberts St/Rd SW	McDonald Dr SW	Dale St SW
School Rd SW/NW	South Grade Rd SW	North High Dr NW (Co Rd 12)
Shady Ridge Rd NW	T.H. 7	7 th Ave NW
Sherwood St SE	Airport Rd	Century Ave SE
South Grade Rd SW	Underwood Ave	T.H. 15
Sunset St SW	Century Ave SW	South Grade Rd SW
Downtown (area from/to)	Lynn Rd SW	Adams St SE
	5 th Ave SW/SE	5 th Ave N

Sand and Salt

The City does not have a bare pavement policy. General snow pack remaining on City streets will not normally be removed.

Sanding operations are initiated to provide some temporary relief from skidding. Salt may be applied to melt ice on streets. Application of sand is generally limited to intersections, hazardous areas and isolated slippery areas. Sand will be applied at times and at rates that maximize effectiveness. Salt, while used to melt snow, is also mixed with sand to prevent the sand from freezing. The Public Works Department may order use of additional salt if pavement or air temperatures and precipitation type warrant use of additional salt for melting ice and snow. The Public Works Department may also order use of salt brine to enhance operations or provide additional ice and snow melting capabilities.

The Public Works Department may use other minerals, chemicals and mixtures to assist in ice control, provided they are deemed to have fewer or the same effect on the environment as sand and salt mixtures and are economically feasible.

Municipal Parking Lot Snow Removal

Parking permits are available from the Police Department. It is recommended that drivers get a permit for vehicles regularly parked in designated overnight parking stalls located within municipal parking lots. These permits are optional, but provide contact information helpful for vehicle owners to avoid the expense of vehicles being towed when parked in violation of signposted restrictions.

There is no parking in municipal parking lots between 2 a.m. and 6 a.m. However, there are some municipal parking lots with designated overnight parking stalls, which are exempt from the 2 a.m. to 6 a.m. restriction. Designated overnight parking stalls are identified with signage.

Whenever possible, snow in designated overnight stalls will be removed at the same time as the rest of the parking lot. When that is not possible, subsequent operations during daylight hours using smaller equipment may be employed to remove snow from designated overnight stalls.

If it becomes necessary to remove snow from designated overnight parking stalls during overnight hours, existing overnight signs will be replaced with a temporary sign. The temporary sign prohibits parking in overnight stalls, but allows parking in other areas of the parking lot between 2:00 a.m. and 6:00 a.m. These temporary signs are posted prior to 10:00 a.m. the morning prior to work beginning.

Once posted with the temporary signs, parking restrictions in overnight stalls begin immediately and continue until snow has been removed from the designated overnight stalls and the temporary signs have been removed. Once the temporary signs are removed, overnight parking is once again allowed only in designated stalls.

Snow Removal on Sidewalks, Trails & Walkways

It is the responsibility of the adjacent property owner, using due diligence, to keep sidewalks, trails and walkways clear for pedestrian travel.

The City has identified certain sidewalks, trails and walkways that may receive some snow removal services from City operators and equipment. These services are provided at the City's discretion, on a priority basis and do not relieve property owners of their responsibility to maintain a four-foot (4') walkway.

The City does not maintain a bare pavement policy, neither for roadways nor for sidewalks/trails. The City will not utilize abrasives or chemicals when maintaining sidewalks, trails or walkways.

Sidewalks, trails and walkways identified by the City will be plowed in a manner that may result in a double windrow on some driveways or accesses. The City is not responsible for removing windrows left by sidewalk snowplows. When snow blowers are utilized to clear snow, the discharge may be directed away from the street or boulevard onto private property.

Sidewalks serviced by the City are done on a four-tiered priority system. If new snowfall occurs at any time during the process of clearing identified sidewalks, the process will restart with the highest priority. This may result in delayed service to lower priority sidewalks.

Snow remaining on sidewalks 24 hours after snow has stopped falling, including snow that was plowed from public streets onto the sidewalk, is a public nuisance. The City may notify property owners that their property is in violation. Beginning 12 hours after notification, City crews or contractors may clean sidewalks, trails and walkways and bill adjacent property owners for that service. Unpaid bills will be certified to the County for collection with property taxes.

The Luce Line state trail is not under the City's jurisdiction and therefore is not maintained by the City. The Minnesota Department of Natural Resources establishes maintenance policies for the Luce Line trail.

Snow Disposal Site

Snow disposal sites established by the City shall not be used by private parties, except for the publicly accessible snow disposal site located on City property north of the Hutchinson Armory, 1200 Adams St SE. Private parties may use this site free of charge. The City will provide no services at this site, except to address its own use of the site, so close cooperation between private parties is encouraged to ensure snow is dumped and piled in an orderly fashion to maximize use of the site. This site is the only City snow disposal site that private parties shall use, unless signs are posted at this site directing users to another publicly accessible site.

When the site at 1200 Adams St SE can no longer be used, the City will establish an alternate publicly accessible disposal site. Signs will be posted at the Adams St SE site directing private parties to the new snow disposal site.

Snow Removal on Private Properties

It is a violation of Minnesota statutes and local ordinances to move snow from private properties onto or across public roadways. Property owners engaging in or allowing these activities are subject to the consequences of the statutes and ordinances.

Private Contractors Providing Snow Removal Services

Permits for private snow removal contractors are required by ordinance. The City does not require private contractors to obtain a written permit from the City, but their activities are still considered to be permitted.

If a private contractor violates statutes, ordinances or policies related to snow removal, the City Council can suspend their privilege of conducting snow removal business within the City.

Damage to Property

Snow removal and ice control operations can cause damage to property, even under the best circumstances and care by equipment operators. Most damage occurs to property improvements in the right-of-way, which generally extends 10 to 15 feet beyond the edge of street pavement.

The City is not responsible for damage to vegetation caused by plowing or the application of sand and salt mixtures. The City will not repair or compensate residents for repairing damaged vegetation. In certain cases, the City may clean up dead sod and over-seed areas in rights-of-way or on private property. Sod will not be used on public rights-of-way. Residents are encouraged to remove excess sand, dispose of the sand properly and thoroughly flush areas that may be affected by sand and salt mixtures.

Only allowable and properly installed properties that are damaged by actual, physical contact with City equipment will be considered for repair at City expense.

Personal property in the City's right-of-way damaged by snow being deposited from an accumulation on the blade of a snowplow will not be considered for compensation. The City Council has the authority to set reasonable maximum compensation limits for specific types of personal property placed in the right-of-way.

When disagreement about the responsibility for the damage occurs, the Public Works Department will investigate and decide responsibility. In certain cases, where there is significant damage, the Police Department may be called to assist with the investigation. As always, property owners may bring their concerns to the City Council.

Equipment operators and contractors are directed to immediately contact the Police Department and the Public Works Department whenever an incident involves a damage to vehicles, significant structures, or involves any injury to a person.

Equipment operators and contractors also report existing damage they observe to avoid any potential future claim the damage was caused by snow removal or ice control operations.

Mailboxes

Mailboxes are a common obstacle that snowplow operators face. If mailboxes are damaged by equipment operators, the City may install a temporary replacement until weather conditions are conducive to repair the damaged mailbox. The City will conduct a review of each mailbox incident to determine whether the City will repair, replace or provide reimbursement for the mailbox. Only mailboxes actually hit by a snowplow will be the responsibility of the City. The City will not be responsible for damage to mailboxes or support posts caused by snow or ice coming in contact with the mailbox. The City will replace damaged mailboxes with a standard size, non-decorative metal or plastic mailbox and replace the support post, as necessary, with a 4"x4" decay resistant wood support or standard galvanized post/tube support installed by the City. If the owner desires a mailbox configuration other than the City's standard, the City will reimburse the mailbox owner for expenses, up to the maximum rate identified in the City's Fee Schedule for the replacement of a mailbox and post (Appendix C).

Other Entities

Certain streets within the City are maintained by other governmental entities. The Minnesota Department of Transportation and the McLeod County Public Works Department maintain separate maintenance policies for streets within the City maintained by them.

From time to time, entities may contract with each other to perform snow removal services. The ultimate responsibility for snow removal services rests with the controlling entity.

Others maintain these streets:

<u>Name of Street</u>	<u>From:</u>	<u>To:</u>	<u>Entity:</u>
Highway 15 S/Main St S/ Main St N/ Highway 15 N	South city limit	North city limit	Mn/DOT
Highway 7 W/4th Ave NW/ 4th Ave NE /Highway 7 E	West city limit	East city limit	Mn/DOT
Adams Street	South city limit	Highway 7 E	McLeod Co
Bluff St NE	Highway 7 E	North city limit	McLeod Co
North High Dr NW/NE	West city limit	East city limit	McLeod Co
School Rd SW	South city limit	South Grade Rd SW	McLeod Co

Emergency Services

The City of Hutchinson has several relationships with surrounding areas concerning emergency services. For that reason, emergency services dispatchers and officers are responsible for making requests for snow removal and ice control services from the appropriate jurisdiction.

Service to Private Property

City personnel and personnel contracted by the City do not provide snow removal and ice control services to private properties. Services may, however, be provided with the permission of property owners in situations where City operations directly benefit from operations on private property. Snow removal operations may be conducted on any private property when emergency vehicles responding to a call for service require access to private property.

Any operations on or services provided to private property are authorized by the Public Works Department or are provided at the request of an emergency services officers responding to a call.

Requests for Services and Complaints

Requests for service and complaints regarding snow removal and ice control operations will be taken during normal working hours. Questions not able to be answered by administrative staff will be forwarded to the Public Works Department. Requests for service and other problems are handled in priority order, in keeping with personnel, equipment and materials available. Services are prioritized and provided at the discretion of the Public Works Department.

Review of this Policy

This policy will be reviewed periodically. Comments and complaints regarding this policy received since the last review will be considered during each review. Input from City employees and contractors, members of the public, and other affected parties will be considered. Final revisions to the policy are at the discretion of the City Council.

Appendix A

Declaration of Snow Emergency; Parking Prohibited

City Code § 72.15

DECLARATION OF SNOW EMERGENCY; PARKING PROHIBITED.

(A) The City Administrator or other designated official may declare a snow emergency in the city. The emergency shall be declared by 4:00 p.m. and shall take effect later that same evening at 12:00 midnight. The snow emergency shall continue to be in effect for 24 hours.

(B) Notice of the declaration of a snow emergency shall be given by notifying the local news media; however the notification shall be a service right only and not a duty on the part of city officials.

(C) During a declared snow emergency, no motor vehicle shall be parked on any street or alleyway in the city between the hours of midnight and 7:00 a.m. except as otherwise posted.

(D) During a declared snow emergency, any police officer is authorized to have a motor vehicle which is parked in violation of this section removed at the owners' expense.

(Ord. 09-0536, passed 12-22-09)

To comply with the ordinance, it is the intent of Public Works to follow the procedure outlined below when declaring a snow emergency:

1. Prior to 4:00 p.m. each day, a decision will be made in accordance with the existing Snow/Ice Policy and Ordinances as to whether notification of a snow emergency for purposes of imposing parking restrictions for upcoming snow/ice maintenance activities is necessary.
2. If weather conditions warrant a snow emergency declaration, notification will be sent, via email, to:
 - a. KDUZ/KARP radio stations
 - b. HCVN Cable Channel 7 & 10 television stations
 - c. Hutchinson Leader website
 - d. City of Hutchinson website/social media platforms
 - e. Designated City staff

In addition, Public Works staff will provide these additional notifications:

- f. Notification of personnel involved in snow removal
- g. Updating a message on a dedicated telephone message line
- h. Updating/initiating any other current or future notification systems that may be implemented

During snow emergencies, parking is restricted on City streets and alleyways between the hours of 12:00 a.m. midnight and 7:00 a.m., except as otherwise posted.

Once a snow emergency is declared, parking restrictions begin at 12:00 a.m. midnight and are in effect for the following 24-hour period. During this 24-hour period, parking is restricted between the hours of 12:00 a.m. midnight and 7:00 a.m. Parking is restricted regardless of whether streets have been plowed. Existing parking regulations, where posted, are enforced during snow emergencies.

If necessary, a snow emergency may be declared on successive days, prior to the end of the previously announced 24-hour period. Each time a snow emergency is declared, the 24-hour period and related parking restrictions begins again.

Issues identified by City operators engaged in snow removal shall be reported to the senior Public Works employee, who shall report to the Police Department.

The intent is to use snow emergencies judiciously, considering current and expected weather conditions, precipitation type/accumulation, timing of the storm and planned maintenance activities. Generally, a snow emergency will be declared after four inches of snow, for periods of severe drifting and/or for the necessity of treating roadways for severe slippery conditions.

Appendix B

Operation of Road Maintenance Equipment

The goal of all road maintenance operations is effectiveness and safety. Minnesota statutes give considerable leeway to equipment operators engaged in road maintenance. State Statutes recognize the unique circumstances equipment operators encounter while performing road maintenance.

When engaged in snow and ice control or flood control work, equipment is exempt from standard size and weight restrictions. Operators are never exempt from statutes regulating driving under the influence or operations around school busses and in school zones.

Minnesota Statute §169.035

*Subdivision 1. **Working on highway.** (a) The provisions of this chapter shall not apply to persons, motor vehicles, and other equipment while actually engaged in work upon the highway, except as provided in paragraphs (b) and (c).*

(b) This chapter shall apply to those persons and vehicles when traveling to or from such work, except that persons operating equipment owned, rented or hired by road authorities shall be exempt from the width, height and length provisions of sections 169.80 and 169.81 and shall be exempt from the weight limitations of this chapter while performing the following actions on behalf of the state or a local governmental unit:

(1) while loading, readying, or moving the vehicles or equipment in preparation for combating anticipated slippery road conditions or removing snow or ice;

(2) while actually engaged in snow or ice removal or combating slippery road conditions, including but not limited to pretreatment and anti-icing activities; or

(3) while engaged in flood control operations.

(c) Chapter 169A and section 169.444 apply to persons while actually engaged in work upon the highway.

The City has established the following guidelines that affect operation of maintenance equipment for snow removal operations. The City does recognize that, while performing road maintenance, there will be times when it is not feasible to comply with standard traffic control regulations. In those cases, operators are expected to perform operations with caution and proceed only after consideration is given to the safety of the operation.

Unless specifically stated below, all trucks hauling snow during snow removal operations shall comply with all State traffic regulations.

- e) All standard safety devices on the vehicles shall be functional prior to operating and shall be used during operations.
- f) When actively being loaded with snow, contract snow haulers shall perform functions under the direction of the snow blower operator loading the truck.

- g) Snow haulers, when actively engaged in hauling snow whether full or empty, may stop at red traffic signals and proceed with caution if there is no oncoming traffic. When moving from one work site to another, such as from downtown to the Civic Arena, operators shall comply with all Minnesota Traffic Statutes.
- h) When actively engaged in removing snow while crossing Main Street, contract snow haulers may engage in blocking maneuvers that allow the snow blower and other trucks to cross Main Street safely.
- i) Any action determined to be necessary by the operator to avoid an accident or to mitigate damage or injury that may result.

Contractors are covered by this Minnesota State statute and City of Hutchinson policy only when actively engaged in work for the City of Hutchinson.

Appendix C

City of Hutchinson Public Works Department

Mailboxes

General

Installation of mailboxes on City-owned rights-of-way is permitted. The mailbox owner assumes all risk of damage, except when a mailbox is damaged through direct contact with City-owned equipment.

Coming in to contact with a mailbox is a common obstacle that operators face while performing their tasks. If mailboxes are damaged, the City may install a temporary replacement until weather conditions are conducive to repair.

Mail delivery

City operators make every effort to perform tasks as close to the curb line as possible to provide access to mailboxes. It is not always possible to provide the necessary clearance, considering the size and types of equipment used. Final cleaning adjacent to mailboxes is the responsibility of the property owner.

Damage to mailboxes

Mailboxes damaged by direct contact from City equipment will be considered for compensation at City expense.

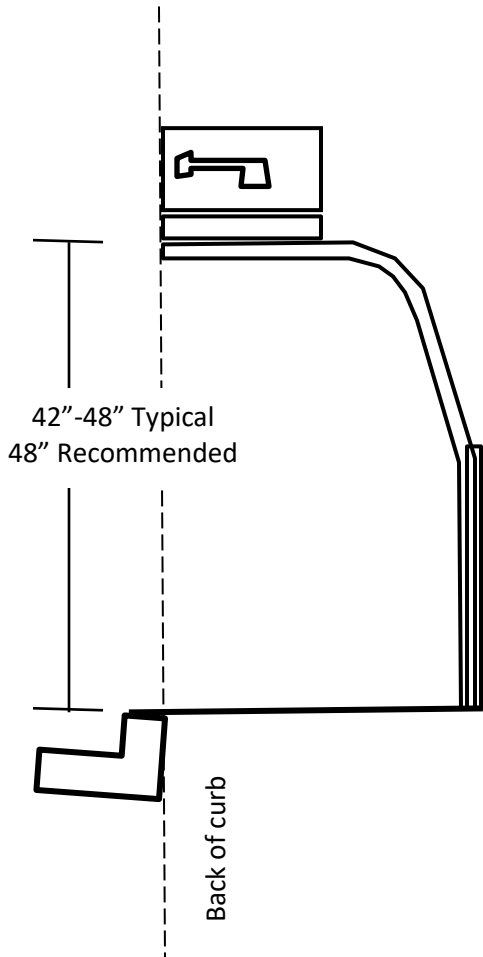
The City conducts a review of each mailbox incident to determine responsibility for repair. Damage to mailboxes from materials, such as snow and ice, etc. that are discharged onto the right-of-way will not be considered for compensation.

Mailbox repair

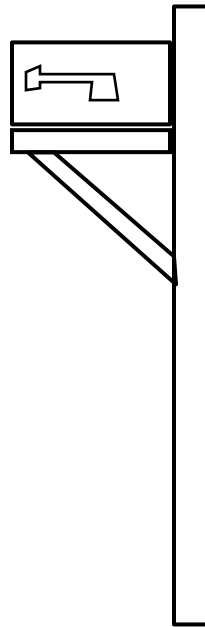
For mailboxes damaged by direct contact from City equipment, property owners may make repairs and provide an itemized statement of the costs of the repair. The City will reimburse the property owner for those expenses up to the maximum amount established by the City Council in the City's most recent Fee Schedule.

If the property owner wants the City to repair the mailbox, property owners may select from one of three standard options. The City will not provide mailboxes other than these three options: 1) Standard pipe swing-away; 2) 4x4 treated wood post; 3) Plastic, post-mounted (see attached sheet).

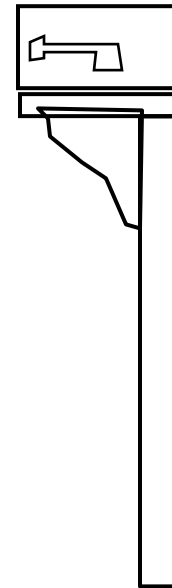
In any case, property owners are responsible for mounting newspaper boxes adjacent to, not under, the mailbox.



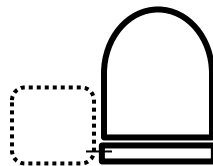
**Standard galvanized,
flanged channel sign post
& pipe mailbox support**



**Standard 4" x 4"
treated wood post
mailbox support**



**Standard plastic slip-
over post mailbox
support**



Fasten newspaper box to filler
board on the side of the mailbox

MAIL BOX SUPPORT REPLACEMENT