

City of Menahga
"The Gateway to the Pines"



115 2nd Street NE
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Menahga, MN 56464
218-564-4557
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12-12-22

Dear City of Menahga U. S. Mail Recipient,

The Menahga City Council at their Regularly Scheduled Council Meeting held on December 12, 2022, approved the Adoption of The State of Minnesota Detailed Drawing of a Mailbox Support Standard, effective immediately. The need for this action stems from damages that may occur during snow removal. MN. Statute 169.072 (Subd.1), requires that any mailbox installed on a public highway must meet breakaway and location standards.

We ask that anyone that is wishing to have their mail delivered to a private mailbox which is placed on a public street, that the mailbox be installed using the attached MNDOT guidelines for MAILBOX SUPPORT (Swing-Away Type).

We realize that having this type of mailbox installed in winter could be difficult, so a temporary method for new mailbox customers will be allowed until June of 2023. A process for existing mailboxes will follow with a notice from the City of Menahga.

Thank you for your understanding,

Handwritten signature of Jensine Kurtti

Jensine Kurtti

Administrative Assistant

CITY OF MENAHGA
INSTALLATION and MAINTENANCE
of MAILBOX SUPPORTS

Minnesota Statutes, section 169.072 and Rule 8818.0300 declares certain mailbox supports to be a public hazard and authorizes local road authorities to remove those supports. State standards requires Cities to have a clear area (zone) adjacent to driving lanes of roads and highways for safety reasons, and unlawful mailbox supports would be a violation of that standard.

Mailboxes and mailbox supports are the property of the mail route patron (owner). The City of Menahga does not issue written permits for the placement of mailboxes within the road right-of-way, nor do easements provide for mailbox construction. All mailboxes placed within the road right-of-way are placed there at the owner's risk.

When there is an accumulation of snow, the location of mailboxes close to the highway makes the plowing operations of the City difficult and renders the boxes quite susceptible to damage as a result of such activity. Separate newspaper holders, supports and paraphernalia may result in damage to mailbox supports. Newspaper boxes should be installed adjacent to mailboxes (typically on the left side) and not below them as they can be more easily damaged by snow plowing. It is the City's policy to use special care and consideration when plowing snow in the vicinity. Despite this care and consideration, some mailboxes will be knocked down or destroyed during the snow removal season. In a vast majority of cases, it is the weight of snow coming off the snowplow or wing which destroys a mailbox, not the actual blade. On occasion, however, plow wings will hit and damage them.

It is believed most mailbox damage which occurs during a typical winter would be minimized if postal patrons would install a mailbox support that swings away when hit by snow or snowplow equipment. Attached is a drawing of a steel post mailbox support system which has been approved for use in the City of Menahga. This mailbox configuration has been crash-tested and is acceptable in terms of nationally tested safety criteria. The use of this approved mailbox support

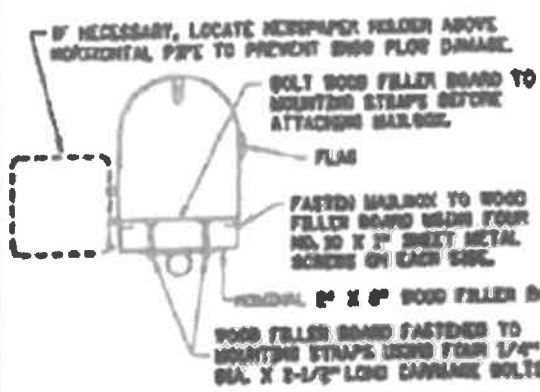
provides for a much safer environment for all motorists. It also makes a job of snow removal much easier while reducing the cost and irritation to the mail patrons. Consequently, City of Menahga's policy encourages the use of this recommended support.

Specific elements of the current mailbox policy are as follows:

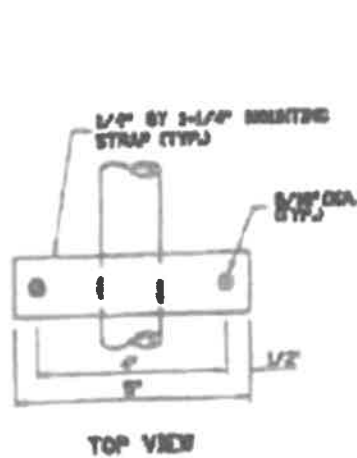
- The mailbox support shall be the property of the property owner upon completion of installation and any further repairs or replacement will be at the owner's expense.
- Once the support is in conformance with the City's approved standards, it cannot be replaced with a different non-conforming support. Failure to comply with the City's mailbox policy may result in removal of any non-conforming support and misdemeanor prosecution of the property owner for a right-of-way violation.
- The attached drawing "Standard Mailbox Support Installation" shows the current City of Menahga recommended installation standard for mailbox supports.

Any questions on this policy can be directed to the City of Menahga Public Works Dept. at (218)564-4557.

Approved 12-12-22



SECTION A-A



MOUNTING STRAP DETAIL



ROADWAY VIEW PIPE/POST CONNECTION



SWING-AWAY MAILBOX SUPPORT

NOTES:

MAILBOX LOCATIONS SHOULD BE STAKED BEFORE INSTALLATION FOR PROPER HEIGHT AND DISTANCE FROM THE ROADWAY. ONCE STAKED, THE INSTALLER MUST NOTIFY THE ENGINEER AND THE POST OFFICE. THE ENGINEER AND THE POSTMASTER SHALL APPROVE THE STAKED LOCATIONS PRIOR TO FINAL INSTALLATION.

THE NUMBER SPACING CENTER TO CENTER BETWEEN MULTIPLE MAILBOX SUPPORTS SHALL BE EQUAL TO THE HEIGHT OF THE MAILBOX SUPPORT.

OTHER MAILBOX SUPPORT DESIGNS MAY BE USED IF THEY SATISFY HIGHWAY REPORT 380 CRITERIA IN ACCORDANCE WITH FHWA ACCEPTANCE LETTER, MISSOURI HIGHWAY DIVISION 1998 AND U.S. POST OFFICE RECOMMENDATIONS AND ARE IN COMPLIANCE WITH MNDOT RECOMMENDATIONS WHICH MAY INCLUDE THE FOLLOWING INCASED ON TRUNK HIGHWAYS:

- PIPE SHALL CONFORM TO SPEC. 3308, SCHEDULE 40 OF ASTM A53/A53A.
- ALL FASTENERS SHALL CONFORM TO SPEC. 3308.
- PIPE, POST AND OTHER STEEL COMPONENTS SHALL BE GALVANIZED PER SPEC. 3308.

THE CONTRACTOR SHALL SEND THE SHOP DRAWINGS TO THE ENGINEER FOR APPROVAL. FOR QUESTIONS REGARDING DESIGN ELEMENTS AND BREAKAWAY FEATURES, CONTACT THE DESIGN STANDARD UNIT.

- ① ANY CHANGE IN HEIGHT OR MUST BE APPROVED BY LOCAL POSTMASTER.
- ② 48" BOUNDS MAY BE USED AS AN OPTION.
- ③ A 48" OR 54" CANTILEVER LENGTH MAY BE USED AS AN OPTION FOR NON-TRUNK ROADWAY USE.

APPROVED JUNE 1, 2007

 STATE DESIGN ENGINEER

STATE OF MINNESOTA
 DEPARTMENT OF TRANSPORTATION
MAILBOX SUPPORT
 SWING-AWAY TYPE

SPECIFICATION
 REFERENCE
 3302
 3301
 3302
 3401

STANDARD
 PLATE
 NO.
9350A