



**Wadena County Board of Commissioners Agenda  
for January 10, 2023  
held at Wadena City County Courthouse  
415 Jefferson Street South  
Wadena, MN 56482  
Lower Level Multi-purpose room**

1. 9:00 A.M. Call To Order
2. Pledge Of Allegiance
3. Amendments To The Agenda/Approval Of Agenda
4. Recognition Of Interested Citizens
5. Installation And Maintenance Of Mailbox Supports Policy Review

Documents:

[INSTALLATION AND MAINTENANCE OF MAILBOX SUPPORTS POLICY REVIEW.PDF](#)

6. Q And A Session Regarding Solid Waste

Documents:

[Q AND A SESSION REGARDING SOLID WASTE.PDF](#)

7. Adjourn

# Wadena County, MN Board Action Form

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<b>Action Requested</b>	
<input type="checkbox"/> Action/Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information Item  <input type="checkbox"/> Consent Agenda Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other

**Installation and Maintenance of Mailbox Supports Policy Review**

Date of Meeting: January 10, 2023 Total time requested: 15 Minutes

Department Requesting Action: Highway

Presenting Board Action/Discussion at Meeting: Darin Fellbaum, PE, County Engineer

**Background**  Supporting Documentation enclosed

The Wadena County Highway Department has a policy on the Installation and Maintenance of Mailbox Supports along County Roads. This policy was last updated in 2007. I am bringing it to the board for discussion of reviewing and updating the policy.

Attached is the current policy and the policy with recommended updates.

**Options**  Supporting Documentation enclosed

**Recommendation**  The Wadena County Board of Commissioners approves the following by Motion:

<b>Financial Implications:</b>	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Weyer	<input type="checkbox"/> Weyer
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

**Signatures**  
 STATE OF MINNESOTA}  
 COUNTY OF Wadena}  
 I, Ryan Odden, County Coordinator, Wadena County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Wadena County in Wadena, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting.  
 Witness my hand and seal:

Seal

# **WADENA COUNTY HIGHWAY DEPARTMENT 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 require Counties 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). Wadena County 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 County 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 County's policy to use special care and consideration when plowing snow in their vicinity. Despite this care and consideration, some mailboxes will be knocked down or destroyed during the snow removal season. In the vast majority of cases it is the weight of snow coming off the snowplow or wing which destroys a mailbox not the actual plow 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 Wadena County. 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 a much safer environment for all motorists. It also makes the job of snow removal much easier while reducing the cost and irritation to the mail patrons. Consequently, Wadena County's policy encourages the use of this recommended support.

Specific elements of the current mailbox policy are as follows:

1. Wadena County will provide and install at the County's expense conforming mailbox supports within the limits of all Wadena County highway reconstruction and highway resurfacing projects.
2. The mailbox support shall be the property of the property owner upon completion of installation and any future repair or replacement will be at the owner's expense (see note 4).
3. Once the support is in conformance with the County approved standards, it cannot be replaced with a different non-conforming support. Failure to comply with the County'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.
4. The Wadena County Highway Department will replace, at no cost, all approved and lawfully placed mailbox supports damaged by county equipment during snow plowing operations or other maintenance activities. This is provided that the mailbox support was properly installed in conformance with U.S. Postal Service and Wadena County Highway Department standards.
5. All property owners applying for new driveway accesses with mailboxes shall be requested to install a County approved JMD Manufacturing, Inc. mailbox support or an approved equal as part of the County Driveway Access Permit form. The cost of the support and installation will be paid by the property owner prior to placement. The Wadena County Highway Department will install the new support for the owner. The owner is responsible for mounting the actual mailbox to the support. The recommended mailbox size is 1A (8"W x 21"L x 10½"H).
6. The attached drawing "Standard Mailbox Support Installation" shows the current Wadena County Highway Department recommended installation standard for mailbox supports.
7. The Wadena County Highway Department is authorized to sell mailbox supports to the general public at a fee approved by the County Board of Commissioners. The fee shall include all materials and labor to assure the mailbox support is properly installed.
8. If property owners living along County highways do not wish to wait for a new mailbox support until their road is improved, they may have a new one installed by the County if they contact the Wadena County Highway Department and pay the cost of the support and installation.

Any questions on this policy can be directed to the Wadena County Highway Department at (218) 631-7636.

# WADENA COUNTY HIGHWAY DEPARTMENT INSTALLATION and MAINTENANCE of MAILBOX SUPPORTS POLICY

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 require Counties 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.

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When there is an accumulation of snow, the location of mailboxes close to the highway makes the plowing operations of the County 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 County's policy to use special care and consideration when plowing snow in their vicinity. Despite this care and consideration, some mailboxes ~~will~~ **may** be knocked down or destroyed during the snow removal season. In the vast majority of cases, it is the weight of snow coming off the snowplow or wing which destroys a mailbox not the actual plow blade **or wing**. **Wadena County will not be responsible for damage to mailboxes from flying snow and ice that occurs during snow plowing operations.** ~~On occasion, however, plow wings will hit and damage them.~~

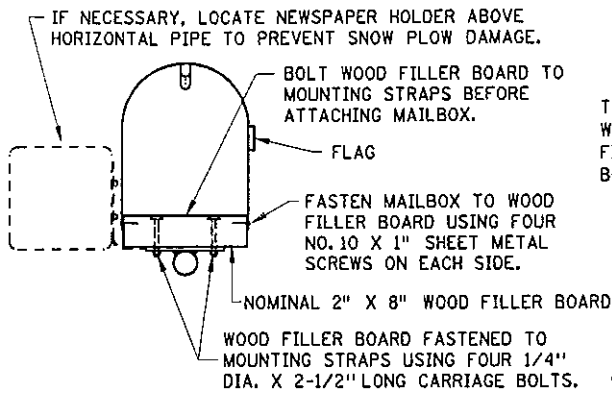
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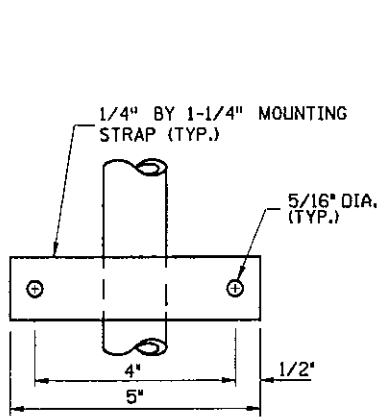
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7. The Wadena County Highway Department is authorized to sell mailbox supports to the general public at a fee approved by the County Board of Commissioners. The fee shall include all materials and labor to assure the mailbox support is properly installed.
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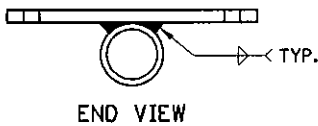
Approved: (January 2023)



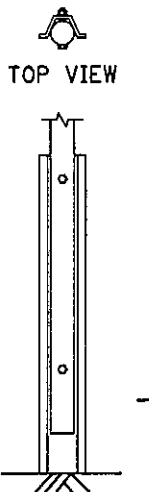
SECTION A-A



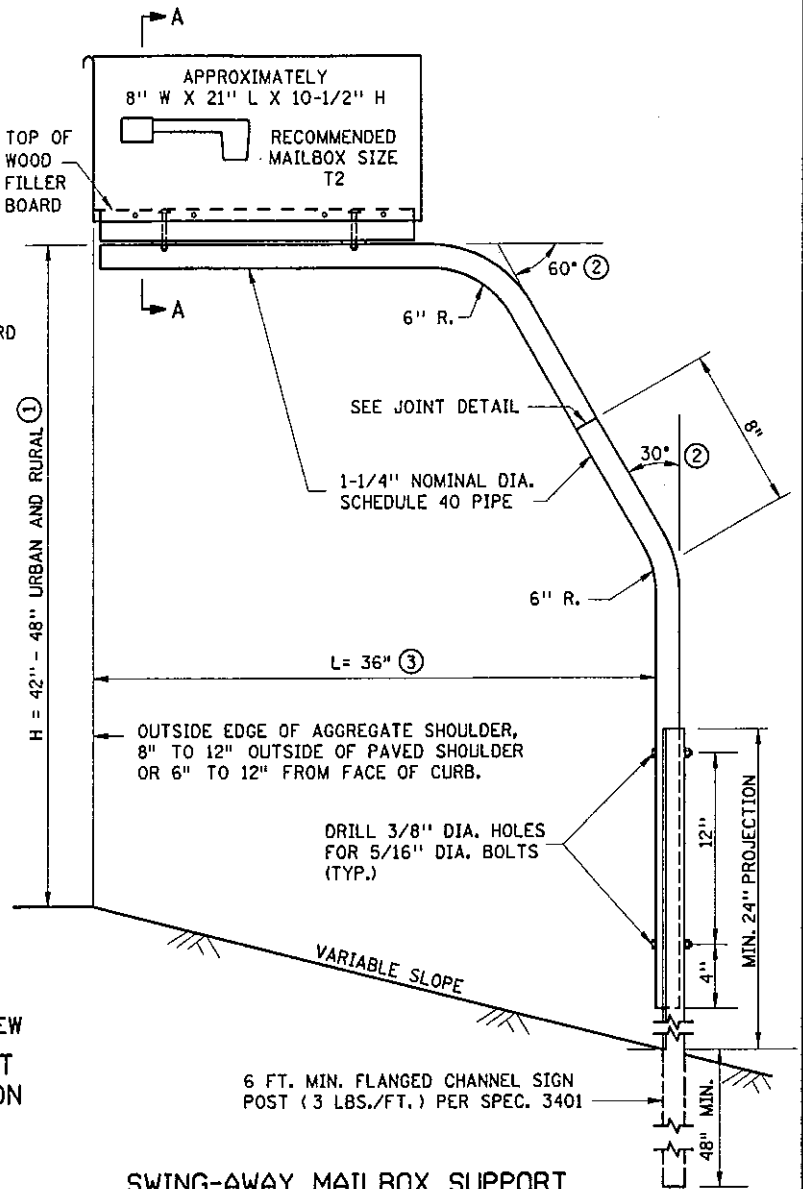
TOP VIEW



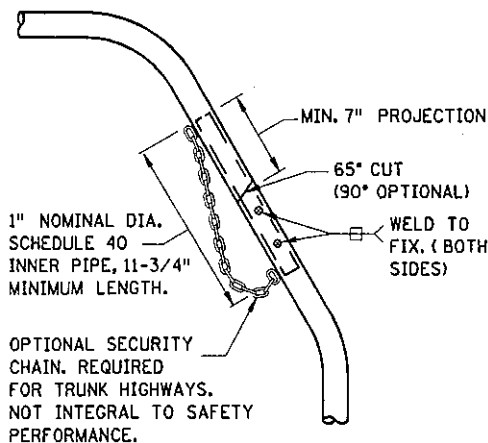
MOUNTING STRAP DETAIL



ROADWAY VIEW  
PIPE/POST  
CONNECTION



SWING-AWAY MAILBOX SUPPORT



JOINT DETAIL

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 MINIMUM 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 NCHRP REPORT 350 CRITERIA IN ACCORDANCE WITH FHWA ACCEPTANCE LETTER, MEET MINNESOTA RULES 8818 AND U.S. POST OFFICE RECOMMENDATIONS AND ARE IN COMPLIANCE WITH MN/DOT REQUIREMENTS WHICH MAY INCLUDE THE FOLLOWING (REQUIRED ON TRUNK HIGHWAYS):

- PIPE SHALL CONFORM TO SPEC. 3362, SCHEDULE 40 OF ASTM A53/A53M.
- ALL FASTENERS SHALL CONFORM TO SPEC. 3391.
- PIPES, POST AND OTHER STEEL COMPONENTS SHALL BE GALVANIZED PER SPEC. 3392.

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

- ① ANY CHANGE IN HEIGHT (H) MUST BE APPROVED BY LOCAL POSTMASTER.
- ② 45° BENDS MAY BE USED AS AN OPTION.
- ③ A 48" OR 53" CANTILEVER LENGTH (L) MAY BE USED AS AN OPTION FOR NON-TRUNK HIGHWAY USE.

APPROVED         JUNE 1, 2007        

*M. Rakus*

STATE DESIGN ENGINEER

STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION

MAILBOX SUPPORT  
SWING-AWAY TYPE

SPECIFICATION  
REFERENCE

3362  
3391  
3392  
3401

STANDARD  
PLATE  
NO.

9350A

# Wadena County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
<input type="checkbox"/> Consent Agenda Item	

<b>Title: Q&amp;A Session Regarding Solid Waste</b>	
Date of Meeting: January 10, 2023	Total time requested: 30 minutes
Department Requesting Action: Solid Waste	
Presenting Board Action/Discussion at Meeting: Chris McConn	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
The solid waste department has been encouraged to have a question and answer session to answer any questions the Board may have about the County's solid waste programs, regulations, rules and purpose; including the Perham Resource Recovery Facility (PRRF). Wadena County became a member county and part owner of the Perham Resource Recovery Facility (PRRF) in 2010. Currently, Wadena County is a 10% owner and delivers approximately 5,400 tons of Municipal Solid Waste per year to the PRRF.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Not Applicable</b>	
<b>Recommendation</b> <input type="checkbox"/> The Wadena County Board of Commissioners approves the following by Motion:	
<b>This is for discussion only.</b>	
<b>Financial Implications:</b>	Comments
Funding Source: Enterprise Fund	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Noon	<input type="checkbox"/> Noon
Second:	<input type="checkbox"/> Weyer	<input type="checkbox"/> Weyer
<input type="checkbox"/> Passed	<input type="checkbox"/> Stearns	<input type="checkbox"/> Stearns
<input type="checkbox"/> Failed	<input type="checkbox"/> Kreklau	<input type="checkbox"/> Kreklau
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kangas	<input type="checkbox"/> Kangas

<b>Signatures</b>	
STATE OF MINNESOTA } COUNTY OF Wadena }	
I, Ryan Odden, County Coordinator, Wadena County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Wadena County in Wadena, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
	Seal