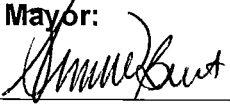
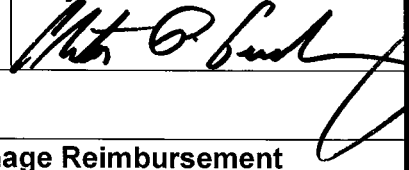
 <p><b>COUNCIL DIRECTIVE</b></p>	<b>Adopted: 1-8-14</b> <b>Revised: 4-24-24</b>	<b>Number: CD-PW-4.10</b>
	<b>Mayor:</b> 	<b>City Administrator:</b> 
	<b>For: Public Works</b>	
	<b>Subject: Property Damage Reimbursement</b>	

**Purpose**

The purpose of this directive is to establish procedures and consistent practices for the City to reimburse property owners for property damage caused by the City’s operations. The directive will outline reimbursement guidelines for property damage to turf, mailboxes, driveways, vehicles, trash containers and other miscellaneous items.

City snow and ice control operations occur only on city streets, parking lots and trails. Snow and ice control operations including snow storage occur on public rights of way or easements.

Private facilities physically located in public areas where snow and ice control operations occur can expect to be exposed to the rigors of these activities and therefore should be installed by private parties with the understanding of the harsh environment that result from snow and ice control operations. As such, facilities should be able to withstand heavy discharges, disposition and accumulation of snow and ice operations that occur on a regular basis. In the event damage occurs, the following procedures will be applied to determine the City’s responsibility.

**Procedures**

**Turf:**

The City will repair boulevard turf damaged by a snow plow or truck. Reports of damage require an inspection by City staff in order to determine if the City will take responsibility for the repairs and requests must be made before May 15<sup>th</sup> of that snow season. Lawns that are scraped or gouged by City equipment will be repaired with black dirt and seed the following spring. Residents are responsible for watering the areas that are repaired.

**Typical Mailbox Assemblies:**

The standard mailbox assemblies considered for repair or replacement must conform to the U.S. Postal Service design standards and have an estimated replacement value less than \$100, including parts and labor. The City will provide a temporary fix or mailbox upon inspection results documenting the mailbox was struck by City equipment (not snow discharge) and that the property owner’s mailbox does conform to postal standards for minimum height and setback requirements. Upon determination of the extent of damage, the City will fix or replace typical mailbox assemblies with either a 4 x 4 treated post or 1 ¼ inch galvanized pipe and a similar sized mailbox with adhesive numbers, whichever may be required to complete the repair. Additional damaged attachments such as paper boxes located within the City’s ten-inch clear zone specification will be the responsibility of the owner.

Standard mailbox assemblies that do not comply with U.S. Postal Service design standards, City standards and 10” clear zone requirements will not be fixed or reimbursed for the damages caused by City equipment. All requests for mailbox repairs must be made on or before May 15<sup>th</sup> for the previous snow season.

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**Non-Typical Mailbox Assemblies:**

A non-typical mailbox assembly will include installations such as those constructed of brick, block, concrete, special designs, one-of-a-kind items, etc. The City will provide a temporary mailbox or repair for mailboxes determined upon inspection by City staff to have been struck by City equipment (not snow discharge) and that conform to postal standards for minimum height, setback requirements and the City's clear zone specifications. Upon determination of the extent of damage and the written property owner receipt for repairs; property owners will be reimbursed for damages according to the following value reimbursement schedule:

Non-Typical Mailbox Value		Reimbursement
\$1.00 - \$150.00	Up to	\$100.00
\$150.01 - \$300.00	Up to	\$150.00
\$300.01 - \$500.00	Up to	\$250.00
Over \$500.00	Up to	\$300.00

Cluster and parcel boxes will be reimbursed as follows. Take the total cost of cluster box divided by the number of homes that it serves. Put that number into the mailbox value above. Multiply that by the number of residences and reimburse that amount.

Non-typical mailbox assemblies that do not comply with U.S. Postal Service design standards will not be reimbursed for the damages caused by City equipment.

Permanent repairs to mailboxes that we have taken responsibility for, and that city staff is repairing will be completed in the spring.

**Vehicles:**

The City will follow the typical League of Minnesota Cities Insurance Trust (LMCIT) claims process. The City may pay for damages to vehicles if they are legally parked and physically struck by City equipment. The City will only pay for the damage caused by the incident and will not pay for any other preexisting damages.

**Trash Containers:**

Snowplow and truck operators will take reasonable care to avoid damaging or disturbing trash containers that are set out for pick up. Residents are responsible for placing the containers two feet or more from the curb line to prevent interference with snow removal or any other City operations. The City will not be responsible for the repair, replacement or cleaning up of debris relating to trash or recycling containers.

**Sidewalks:**

The city will not be responsible for repair or replacement of private sidewalk panel damage from public tree root growth.

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Miscellaneous Items:

Damage to private roadways, driveways, fences, trees, shrubbery, landscaping, irrigation systems, electric pet fences or other such installations caused by City equipment will follow the typical League of Minnesota Cities Insurance Trust (LMCIT) claims process only if they are on private property.

Adopted by the Woodbury City Council on:

January 9, 2014 – Resolution 14-07

April 24, 2024 – Resolution 24-94

**Council Directive formerly known as CD-ENGPW-4.10 Property Damage Reimbursement**