



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

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MEMORANDUM

TO: Residents along reconstruction project
City of Madison

DATE: June 9, 2009

FROM: Dean Helstrom, P.E.
City Engineer

SUBJECT: Mail Service, UPS Service and FedEx Service

During the reconstruction project, if your home has mail delivered at your residence i.e. mail slot or attached mailbox, you will still receive mail at your home.

During the reconstruction project, if your mail is delivered to a **mailbox next to the street**, your mail will be delivered to a temporary mailbox. You will be notified by the Postmaster as to the location of the temporary mailbox and when mail will start to be delivered to the temporary mailbox. At the temporary mailbox location, one of the temporary mailboxes will have your address on it for your mail service. During the removal portion of the project, the Contractor may remove your mailbox. After street improvements have been completed the Contractor will install your mailbox.

During the project, the UPS Service & FedEx Service should not be interrupted for pick-ups & deliveries. It is our understanding that the driver for either service will make arrangements to get to your residence.

If you have any questions or concerns at any time, feel free to contact any of the following people:

Dean Helstrom, P.E.	320-905-1311
Jonas Svavarsson (On-Site Fulltime)	320-429-0131
Jason Olson (On-Site Fulltime)	320-894-4515

Project Updates are available online at www.bolton-menk.com, click on client zone, click on City of Madison, click on construction update. The City of Madison also has a website at <http://www.ci.madison.mn.us>, then click on Infrastructure Project. We will also have updates on KLQP 92.1 FM Radio or the Western Guard newspaper for further updates.