

**RESOLUTION OF THE COMMON COUNCIL**

Resolution by the Common Council of the City of Stoughton to approve a policy for mailbox repair or replacement when damage is inflicted by equipment or personnel of the City of Stoughton.

Committee Action: Approved by the Public Works Committee 4-0

Fiscal Impact: No Additional Fiscal Impacts than Currently Budgeted For

**File Number:** R-24-2021

**Date Introduced:** March 9, 2021

**Resolution**

The Common Council of the City of Stoughton hereby approves the Mailbox Replacement Policy recommended by the Public Works Committee on February 18, 2021:

**City of Stoughton  
Proposed Mailbox Replacement Policy**

The City of Stoughton Public Works Department has many operations that require various types of vehicles and equipment that work along the street curb line. These operations include, but are not limited to, snow and ice removal, street sweeping, brush and leaf pickup, tree trimming and miscellaneous street repair. The Public Works Department takes great care not to damage any property within the city right-of-way; however, mailboxes do occasionally get damaged.

Damage to mailboxes caused by City staff or equipment shall be reported to the Department of Public Works by the owner of the mailbox within 10 days of the occurrence of the damage. The owner must keep the damaged mailbox and make it available for inspection by a City representative. If the owner does not report damage within the 10-day time period or keep the mailbox and make it available for inspection by a City representative, then the claim for damages may be denied by the City without further investigation. If the report is made within that time period and the mailbox is made available for inspection, then the City shall proceed as follows:

- (a) A Public Works Supervisor shall investigate the damage and determine whether the damage was caused by City owned equipment or not.
- (b) If it is determined that the damage was caused by City owned equipment, then the Supervisor shall assess the condition of the mailbox immediately prior to the occurrence of the damage, to the extent reasonably possible. (Meaning: What condition was the mailbox in before the damage)
- (c) If the assessment of the mailbox's condition prior to the occurrence of the damage shows that the mailbox or post was in poor, deteriorated, or rotted condition, or shows other indications that it should have been replaced even if it had not been damaged by a City equipment, then the City may not repair or replace it. Any repair or replacement would be at the sole discretion of the City.
- (d) Any mailbox damaged by the weight of the plow windrow (snow exiting the end of the plow) will not be covered under this policy and no reimbursement will be offered.

- (e) If it is determined that the City did damage the mailbox, the City will use reasonable efforts to restore the mailbox to the condition it was in prior to the occurrence of the damage. If repair of the damaged mailbox is not possible and replacement is required, then the City will install a steel mailbox, meeting US Postal Service requirements, in black, on a 4" by 4" treated wood post set in the ground, at the City's expense.
- (f) The City will not install specialty mailboxes or mailboxes that are a significant betterment over the mailbox damaged by City equipment.
- (g) Only USPS-approved mailboxes will be repaired or replaced. Newspaper boxes or other items mounted on the post with the mailbox will not be repaired or replaced by the City.
- (h) If the owner chooses not to accept repair or replacement of the mailbox by the City, and wishes to install a mailbox of the owner's choice instead, then the City will reimburse the owner for the cost of materials for mailbox repair or replacement, up to a maximum of \$100. The owner shall provide the City with proof of purchase of the materials. Labor will not be reimbursed.
- (i) If weather or ground conditions do not allow a posthole to be dug, then a temporary mailbox will be mounted and a permanent repair or replacement will be done when weather and ground conditions allow.

## USPS Mailbox Installation Guidelines

### Where to Place the Mailbox

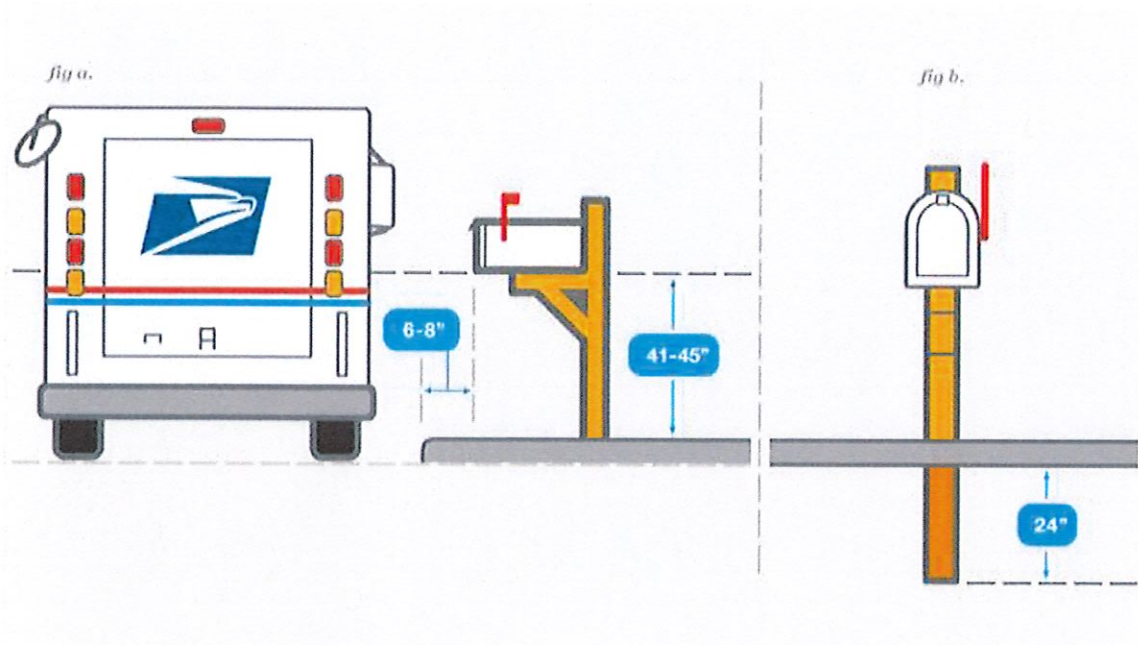
Here are some helpful guidelines to follow when placing your mailbox:

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.

### Installing the Mailbox Post

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

- A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24" deep.



Council Action:  Adopted  Failed Vote 12-0

Mayoral Action:  Accept  Veto

Tim Swadley 3-9-21  
 Tim Swadley, Mayor Date

Council Action: \_\_\_\_\_  Override Vote \_\_\_\_\_