

MEMORANDUM

**Business Item C**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of updates to the Mailbox Installation & Plowing Damage Replacement Policy.

Staff has included proposed revisions to the current policy. The policy has not been revised since 2018, and the proposed revisions will bring the Town's policy more in line with Winnebago County's practices. Representatives from Cedar Corp & Administrator Wisnefske will be available for questions.

**SUGGESTED MOTION(S):**

*Motion to approve the revisions to the Mailbox Installation & Plowing Damage Replacement Policy as presented.*

If you have any questions about this information, please call or e-mail me.

Respectfully Submitted,  
Kelsey