



MEMO

DEPARTMENT OF PUBLIC WORKS

To: Board of Public Works
From: Jake Van Gompel, Street Superintendent
Date: December 16, 2024
Re: Agenda Item 2f, Mailbox Replacement Policy

Background information:

During collection routes or winter snowplow operations residential mailboxes can become damaged because of proximity to the work area. Currently If city equipment contacts the mailbox and causes damage the city will reimburse for materials in the replacement (no maximum established). No labor costs would be reimbursed, and the city does not provide the reinstallation. Resident/installer is responsible to meet all United States Postal Services installation specifications.

Without a limit on the dollar amount for reimbursement there is potential for the city to reimburse for upgraded/unauthorized materials.

Strategic Plan:

To have a clear reimbursement policy builds into our values of accountability and service to residents.

Budget:

This reimbursement will come from the snow and ice or street maintenance budget depending on the season the damage occurs.

Recommended action:

Authorize the Street Superintendent to issue a reimbursement for a maximum of \$125 for mailboxes with verified damages from city equipment after material receipt has been confirmed by the Street Superintendent or their designee.

