

Mailbox Replacement Procedure

Date: December 14, 2007

Purpose: To establish the procedures for replacement of private mailboxes damaged during snow plowing operations.

General: During the course of snow plowing operations there are occasions when mailboxes become damaged. Sometimes the damage is caused by city employees and equipment. Other times it is caused by the weight of the snow where physical contact with the equipment is not made.

Review and Reissue Date: When required.

Mailboxes Damaged by City Employees and Equipment:

Private mailboxes physically damaged by direct physical contact with the operation of city equipment, shall be replaced at the expense of the city upon proof of damage by city equipment. Such replacement shall be completed as soon as possible to minimize the loss of mail delivery. Should conditions be such that a permanent replacement cannot be made at the time, a temporary replacement shall be made to resume mail delivery, and a permanent replacement be installed when conditions permit the installation.

Mailboxes damaged by Snow, Ice or other substances, other than City Employees and Equipment:

Mailboxes that are damaged due to contact with snow or ice will not be replaced. The city will not be responsible for damage to posts or mailboxes due to the impact of heavy snow or ice that may come into contact with a mailbox or the supporting post during regular snow plowing operations.

Approved: Public Works Committee, 1/17/08

Approved: City Council, 2/5/08

Reviewed:

Revised: