



## *Town of Plum Lake*

### MAILBOX

### REPAIR POLICY

#### **INTRODUCTION**

The Town of Plum Lake DPW strives to clear the streets after snowfall in a safe and efficient manner. On occasion, there may be instances when a mailbox is damaged

#### **REPORTING MAILBOX/POST DAMAGE**

Any mailbox and/or post that are allegedly hit by a Town plow should be reported to the Town Hall Clerk within 48-hours of plowing. Once a report has been received, a Town representative will inspect the damage to confirm whether or not it was caused by the Town snow plow.

#### **MAILBOX/POST DAMAGE**

If it is determined that the Town caused the damage\*, then:

- The Town will try to repair the existing mailbox and/or post in a secure and workman-like manner or replace with a standard #1 Rural Mailbox and 4" x 4" wooden post.
- If the resident prefers to handle the repair on their own\*\*, they will be reimbursed up to \$75 for materials, but only with a copy of the paid receipt. The receipt must be submitted to the Public Works Foreman for approval.
- If the mailbox and/or post damaged is less than one (1) year old, and proof of purchase is submitted, the Town will reimburse up to \$150 for materials only, not to exceed original purchase price.
- If the Public Works Department is unable to make the repair during the winter season, a temporary repair will be made, or a temporary box will be placed.
- If a mailbox is not set to the proper height and setback specifications per USPS, the Town will not make a repair or replacement should it be damaged by the plow.

\* The Town will only assume responsibility for mailboxes damaged by direct contact with snow plow equipment. If snow load (the load of the snow rolling off the plow) causes the damage, the Town will not assume responsibility.

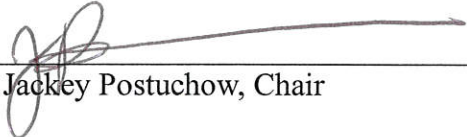
\*\* If a resident chooses to replace their mailbox, it is essential that they refer to the USPS guidelines for installation of heights and setbacks for both delivery as well as plow clearance. It is further recommended that residents avoid installing plastic mailboxes that become brittle in the extreme cold temperatures, as they do tend to shatter, even with the snow load rolling off of the plow.

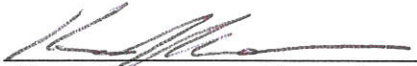
**BOXES OTHER THAN MAILBOXES**

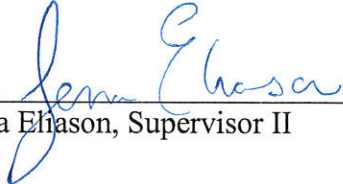
This policy pertains to mailboxes only. Newspaper boxes, or any other boxes, are the sole responsibility of the homeowner and repairs will not be made should they become damaged.


These are general guidelines subject to deviation at the discretion of the Town of Plum Lake.

Adopted this the 13th day of February, 2024

  
\_\_\_\_\_  
Jackey Postuchow, Chair

  
\_\_\_\_\_  
Kevin Rasmussen, Supervisor I

  
\_\_\_\_\_  
Jona Eliason, Supervisor II

  
\_\_\_\_\_  
Attest: Kim Lechner, Clerk