

RESOLUTION NO. _____

Synopsis: This resolution would set a policy for mailbox reimbursement when mailboxes are damaged during winter operations or other times when and where appropriate.

**RESOLUTION APPROVING A CITY COUNCIL POLICY STATEMENT
REGARDING MAILBOX REIMBURSEMENT**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
WASHINGTON, TAZEWELL COUNTY, that:**

Section 1. The City Council Policy Statement, a copy of which is attached hereto as “Exhibit A”, and by reference expressly made a part hereof, be, and the same is hereby approved and shall be the policy of the City of Washington with respect to mailbox reimbursement as stated therein.

Section 2. That a copy of the City Council Policy Statement attached hereto as Exhibit “A”, and by reference expressly made a part hereof, shall be placed in the Policies and Procedures Manual for the City of Washington and distributed to the appropriate City Staff.

Section 3. That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED this _____ day of _____, 2019.

Mayor

ATTEST:

City Clerk

EXHIBIT A

**City of Washington
Washington, Il**

City Council Policy Statement

Category: Public Works

Policy Number: PUB-01-19

Subject: Mailbox Reimbursement
when damaged during Winter Operations
or other times when and where appropriate.

Approval Date:

Purpose: To establish a policy and method to reimburse residents whose mailbox has been damaged by Public Works.

Rationale: Many times, during a typical winter, mailboxes are damaged during snow removal operations. This causes phone calls from residents wanting to know if their mailbox will be replaced.

Policy: The Public Works Director may otherize mailbox replacement when and where appropriate. When a mailbox is damaged it will be replaced by City crews to assure it is installed by USPS standards and as follows:

1. The mailbox must be placed 6 to 8 inches away from the curb, and if no curb, 6 to 8 inches off of roadway pavement; the slot or door must be 41 to 45 inches from the ground.
2. Curbside mailbox post should be buried no less than 24 inches deep and made from wood no larger than 4 inches high by 4 inches wide. Steel or aluminum pipes with a 2-inch diameter are also acceptable.
3. Newspaper receptacles may be mounted on the same post as the mailbox, but they must not contact it directly or be supported by it.

If a resident insists on replacing the mailbox themselves, they will be provided with the USPS Standard for mailbox placement. A City inspection will be required following the installation and if the mailbox has not been installed to the USPS Standard there will be no reimbursement.

Mailbox reimbursement will be made to the claimant when damage is verified and upon submittal of a receipt. Reimbursement shall not exceed \$100.