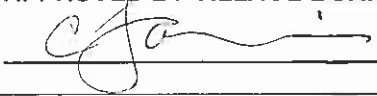


<b>POLICY ID: PW-003</b>		<b>TITLE: MAILBOX REPLACEMENT POLICY</b>	
<input type="checkbox"/> ORIGINAL	<input checked="" type="checkbox"/> REVISION	<b>APPROVED BY VILLAGE BOARD:</b>	<b>DATE:</b>
<b>EFFECTIVE DATE: 11/15/01</b> Revised 02/09/16			<u>2-9-16</u>
<b>APPLIES TO:</b>	<input type="checkbox"/> FLSA EXEMPT	<input type="checkbox"/> FLSA NON-EXEMPT	
	<input type="checkbox"/> REPRESENTED EMPLOYEES	<input type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

The Department of Public Works is responsible for clearing as much snow and ice as possible from the streets in the Village of Kronenwetter. This means we will plow as close to the shoulder as possible. Public Works takes great care not to damage any property within the Village right-of-way; however, mailboxes occasionally get damaged.

The Public Works Department will reimburse for any damaged standard mailbox and/or support post when the following three (3) criteria are met:

1. It is determined that the Village plow operators damaged the mailbox
2. The mailbox had been properly installed per USPS installation guidelines discussed below and maintained prior to the damage occurring
3. Claims must be reported within 7 days after incident occurrence
4. Only roads plowed by the Village shall be compensatable, County Roads will fall under Marathon County

If all the criteria noted above are met, the Village of Kronenwetter will reimburse you for your mailbox. The Village of Kronenwetter will reimburse you up to a maximum of \$45 (copies of receipts are required). For further questions, please contact the Director of Public Works at 715-693-4200.

If the mailbox is damaged by the Village and the resident cannot temporarily repair it. The Village will install a temporary mailbox until repair/replacement is completed after the snow has melted and frost is gone. The Village will retrieve any temporary mailbox by May 15th.

It is the responsibility of the mailbox owner to maintain a properly placed, serviceable mailbox. The post and mailbox **must be capable of withstanding flying snow and slush from traffic and snowplows.** Note: Any mailbox damaged by the weight of the plow windrow (snow exiting the end of the plow) will not be covered under this policy. If the mailbox is not placed the proper distance and height from the roadway, and is damaged by flying snow or slush, no compensation is authorized. **Please also remember to shovel around your mailbox; accumulated snow and subsequent damage caused by snow build-up during plowing will not be reimbursed.**

**MAILBOX -INSTALLATION -GUIDELINES -PER -USPS -REGULATIONS**

- Position mailbox about 41” to 45” off the ground.
- Face of mailbox should be 3 feet from the outer edge of the asphalt surface or 1 foot behind the gravel edge on unpaved streets.
- Bury the post no more than 24” deep.
- DO NOT use concrete to secure your mailbox post.
- DO NOT use heavy metal pipes, concrete posts, or farm equipment such as milk cans filled with concrete.
- A wooden mailbox support no bigger than 4”x4” or a 2” diameter soft metal post.
- Street number should be posted on your mailbox.