



**CITY OF WAUKESHA**

**Administration**

201 Delafield Street, Waukesha, WI 53188  
 Tel: 262.524.3701 fax: 262.524.3899  
 www.waukesha-wi.gov

<b>Committee:</b> Board of Public Works	<b>Date:</b> 10/18/2018
<b>Common Council Item Number:</b> ID 18-1167	<b>Date:</b> 11/8/2018
<b>Submitted By:</b> Fred Abadi, Director of Public Works	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator
<b>Finance Department Review:</b> Rich Abbott, Finance Director RA	<b>City Attorney's Office Review:</b> Brian Running, City Attorney BR
<b>Subject:</b> Review and act on the Proposed City of Waukesha Mailbox Repair and Replacement Policy and Ordinance.	

**Details:** Currently the City does not have a policy and ordinance in place for repairing or replacing mailboxes damaged during winter snow plowing operations. The proposed policy and ordinance (attached) will create a uniform policy to repair, replace or allow homeowner to be reimbursed for materials if they choose to replace the mailbox themselves. In the creation of the City's proposed policy, other surrounding communities policy's were reviewed including the City of New Berlin, Brookfield, Menomonee Falls and Elm Grove. This City's proposed policy closely follows the same standards / requirements as the surrounding communities.

**Proposed City of Waukesha Mailbox Repair and Replacement Policy and Ordinance**

The following procedure will be used when a mailbox has been hit by a City snowplow and the damage has been verified by a City Garage Supervisor.

1. Any repair requests not received in a timely manner may be denied (must be called in within 48 hours). A City Garage Supervisor must verify the damage occurred as a result of a City snowplow.
2. If the mailbox or post is in poor, deteriorated or rotted condition, the City may not replace it. Check your mailbox annually to make sure it is secure and the post has not deteriorated.
3. The City will attempt to repair if possible.
4. If replacement is required, the City will replace with a 4" x 4" treated wood post and a steel mailbox in either black, white or green. The City will not install any specialty mailboxes.
5. Newspaper boxes are not repaired or replaced by the City. Contact your newspaper provider for replacement paper boxes.
6. If the property owner chooses to repair their own mailbox, the City will reimburse up to \$100 with proof of a valid receipt for materials only. US Postal Service Guidelines must be followed.  
<https://www.usps.com/manage/mailboxes.htm>
7. If the ground is frozen a temporary mailbox will be placed by the City until permanent repairs can be completed.



**Options & Alternatives:** Proceed without a policy and ordinance in place and increase mailbox repair budget.

**Financial Remarks:**

It is expected that the proposed mailbox replacement policy and ordinance will limit and reduce potential costs.

Mailbox repair and replacement work:

Account #3320.52340

2018 Budget - \$2,000.00

**Executive Recommendation:**

Recommend approving the proposed City of Waukesha Mailbox Repair and Replacement Policy and Ordinance Amendment and refer the item to the Ordinance & License Committee.