

**A RESOLUTION ESTABLISHING PROCEDURES RELATING TO
MAILBOX DAMAGE**

WHEREAS, Town of Jackson must remove accumulated snow and ice from any and all Town roads; and

WHEREAS, mailboxes are located in the Town right-of-way; and

WHEREAS, The Town Board has determined that it is necessary to establish procedures in conjunction with damage to such mailboxes,

NOW THEREFORE, the Town Board of the Town of Jackson, Washington County, Wisconsin, DOES RESOLVE AS FOLLOWS:

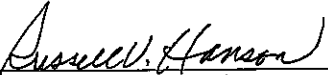
Regulations for Mailbox Replacement for Accidental Damage during Snow and Ice Removal Operations by Town Employees.

Upon written or telephone notification by the property owner within 48 hours of damage, the Town will conduct an investigation of the alleged damage, with the investigation conducted by the Department Supervisor or his/her designee. Should the Department Supervisor or designee determine the damage was due to improper installation or other defects as described in "A" below, the Town of Jackson will not be responsible for damage and replacement will be at the property owner's expense. Should the Department Supervisor determine that Town equipment actually hit and damaged the mailbox, the Town will reimburse the property owner an amount not to exceed \$50.00 upon the property owner submitting receipts for the replacement materials.

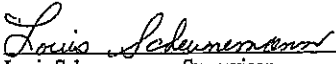
- A. The Town will not be responsible for damage to mailboxes that are determined to have been improperly installed, have deteriorated posts and mounting material, or were not physically hit by Town equipment. No compensation will be given if the mailbox was not installed to the Postmaster General's specifications.
- B. Should the investigation determine that a mailbox was damaged by Town equipment, the property owner shall receive a check to apply towards replacement materials not to exceed \$50.00. Such check will be issued after the property owner has submitted receipt(s) showing the purchase of replacement materials.
- C. If requested, the Highway Department will install a temporary mailbox regardless of fault. The temporary mailbox may remain until the permanent mailbox has been installed, for a duration not to exceed six (6) months or May 15, whichever is earlier.
- D. Should the property owner dispute the findings of the Department Supervisor or designee, they may appeal the decision to the Town Board.
- E. In rare circumstances, the Department Supervisor may use his/her best judgment to remedy a broken mailbox, where the cost is limited and/or work in minor.

This resolution passed this 13th day of OCTOBER, 2005.

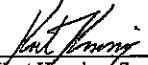
TOWN OF JACKSON BOARD



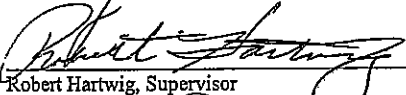
Russell Hanson, Town Chairperson



Louis Scheunemann, Supervisor



Kurt Henning, Supervisor

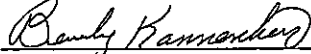


Robert Hartwig, Supervisor



Robert Retko, Supervisor

Attest:



Beverly Kannenberg, Clerk

Published or posted on the 14th day of OCTOBER, 2005.

TOWN MAILBOX POLICIES

Measurements are for all mailboxes including all one piece plastic units.

1. Minimum set back clearance to front of box is 18" (Town prefers 24")
2. Minimum clearance from projected road surface to lowest point of mail box mounting is 42"
3. Area must be kept free of snow and ice buildup.
4. All one piece boxes look nice but cannot take the weight of the snow coming off of a snow plow wing in the cold winter.
5. Remember when digging, to call Diggers Hot Line first!!!
6. Any questions call the Highway Department Supervisor Ron at 677-3523 or the Town Clerk Julia at 677-4048.

