

**LEGISTAR: 210150**  
**DISTRICT: ALL**

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
For Inclusion on Board Agenda

<u>          </u>	Resolution or Ordinance (Blue)	<u>          </u>	Waiver of First Requested
<u>      X      </u>	Recommendations of Boards, Commissions & Committees (Green)		
<u>          </u>	Other Business (Pink)		

**TO: VILLAGE PRESIDENT AND BOARD OF TRUSTEES**

**FROM:** Scott Niehaus, Village Manager

**DATE:** May, 12, 2021 **(B of T) Date:** May 20, 2021

**TITLE:** Amendment to Village Board Policy 7.A. – Mailbox Policy

**SUBMITTED BY:** Carl S. Goldsmith, Director of Public Works

**BACKGROUND/POLICY IMPLICATIONS:**

The Public Works and Environmental Concerns Committee has reviewed and is recommending that the Village Board Policy regarding mailbox repair/replacements be amended.

**FISCAL IMPACT/FUNDING SOURCE:**

Review (as necessary):

Village Attorney X \_\_\_\_\_ Date \_\_\_\_\_  
 Finance Director X \_\_\_\_\_ Date \_\_\_\_\_  
 Village Manager X \_\_\_\_\_ Date \_\_\_\_\_

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



May 12, 2021

**TO:** Village President and Board of Trustees

**THROUGH:** Scott Niehaus, Village Manager

**FROM:** Carl Goldsmith, Director of Public Works *g*

**SUBJECT:** Proposed Amendment to Village Board Policy 7.A – Mailbox Policy

The Village Board of Trustees adopt policies that address issues that impact the residents and business of Lombard to ensure consistency. One such policy is Village Board Policy 7.A. which addresses the manner in which mailboxes are repaired/replaced if damaged due to Village snow removal operations.

Background:

The existing policy, which was last amended in 2010, provides that in the event that a mailbox is damaged due to Village operations, the Village will provide a temporary mailbox/post within 1 working day of receiving notice from a resident. The policy further provides that the Village will install, at its own cost, a standard metal mailbox affixed to a 4x4 wooden post following the winter season. If a resident does not want the Village to install the standard mailbox and post, the resident may elect to purchase their own mailbox and post and have the purchased mailbox and post installed by the Village. The Village also reimburses the resident \$35.00 towards the purchase of their own material.

On average the Village damages/replaces sixty (60) mailboxes that are damaged due to plowing operations per year. In 2019, the Village had six (6) residents out of seventy-four (74) residents elect to receive the reimbursement rather than the standard mailbox and post installed by the Village. In 2020, there were five (5) residents out of fifty (50) residents that elected to receive the reimbursement. The cost for the Village to construct a permanent mailbox/post assembly is \$102.00 with additional expenses for the installation. Due to the volume of snow in 2020-2021, the Village had one hundred (100) knockdowns. The Village has sent out notices to the residents and is awaiting responses on the option to seek reimbursement versus having the Village install a permanent mailbox. As of May 11, 2021, there have been six (6) residents that have elected to receive the reimbursement rather than have the Village install a mailbox/post.

Staff surveyed nineteen (19) public works department in DuPage County to determine what policies/practices other agencies use in relation to mailbox repairs/replacements. The survey results have been attached for your consideration. The average amount for a reimbursement to the resident for a replacement mailbox/post is \$91.14. These findings show that the Village of Lombard's reimbursement amount is far below the amount provided by other communities. One key difference between the Village of Lombard's program and the other agencies is that the Village of Lombard installs the mailbox/post provided by resident. All other communities providing a reimbursement do not provide installation of the mailbox/post. The responsibility of the installation rests with the resident.

Staff believes that a more appropriate amount for the reimbursement is \$75.00 per mailbox/post. Along with the recommended increase in the reimbursement amount, staff is recommending the policy be amended to provide that residents receiving the reimbursement will be responsible for the installation of the replacement mailbox/post. A redlined copy, as well as a clean copy, of the proposed amendments to the Village Board Policy have been attached for the committees' review and consideration.

This matter was presented to the Public Works and Environmental Concerns Committee at the May 11, 2021 meeting. The Committee unanimously supported the proposed amendments to the Village Board of Trustees policy and requested that the matter be presented to the Village board for adoption.

Should you have any questions concerning this matter, please feel free to contact me. Thank you for your time and consideration of this matter.

Recommendation:

The Public Works and Environmental Concerns Committee and staff recommend that the Village Board of Trustees approve the revisions to Village Board Policy 7.A. as presented.

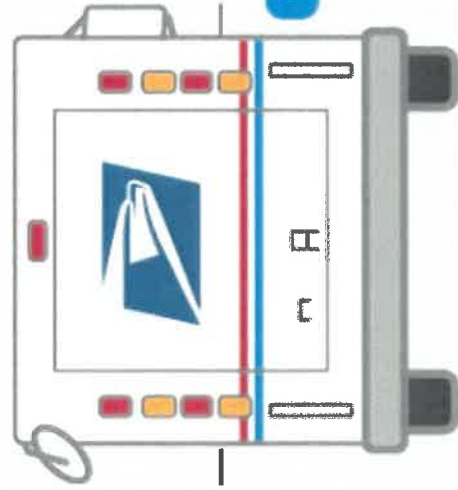
## **Village of Lombard Mailbox Regulations**

Title 9, Chapter 97, Section 97.010

*(C) United States Postal Service approved mailboxes are permitted within the parkway area only under the following conditions:*

- (1) The front face of the mailbox, once mounted, shall be six inches to eight inches from the back of the curb, or if no curb is present, from the road pavement, unless otherwise approved by the Postmaster due to road and/or curb conditions.*
- (2) The distance from grade to the bottom surface of the mailbox shall be 41 inches to 45 inches, unless otherwise approved by the Postmaster due to road and/or curb conditions.*
- (3) Mailbox and mailbox mounting structures shall provide a breakaway feature, as recommended by the Federal Highway Administration and the United States Postal Service, as follows:*
  - (a) The mailbox shall be mounted on a mounting structure of the following sizes and materials and no others:*
    - 1. A wood or plastic post of which the area of an average cross section may not be more than 16 square inches.*
    - 2. A metal post not more than two inches in diameter.*
  - (b) Permitted mounting structures shall be affixed as follows:*
    - 1. A wood or plastic post shall be embedded in crushed stone in a 12-inch diameter hole to a depth of 36 inches below grade.*
    - 2. A metal post shall be embedded 24 inches in concrete in a 36-inch hold of 12-inch diameter.*
  - (c) Mailboxes shall be securely affixed to the required mounting structure.*
- (4) Residents should take all necessary precautions to prevent damage to any existing utility located in the parkway.*
- (5) Any nonconforming mailbox or mailbox mounting structure shall be brought into compliance on or before November 15, 2002.*

fig. a.

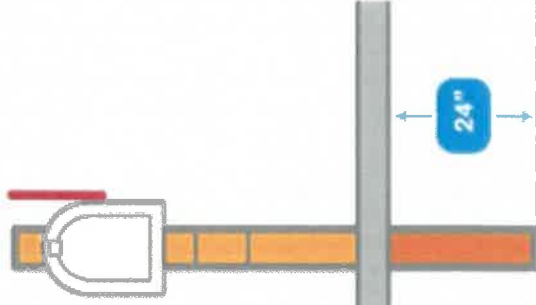


6-8"



41-45"

fig. b.



24"



## VILLAGE OF LOMBARD

### VILLAGE BOARD POLICY MEMORANDUM

**Subject: Mailbox Policy**

**Section: 7.A.**

**Dept.: PW**

**Date: February 19, 2009**

**Updated: ~~December 2, 2010~~ May 6,**

2021

**I. Purpose**

To establish a Village policy for the replacement of mailboxes knocked down or damaged by the Village during snow removal operations.

**II. Procedures/Guidelines**

When identified by staff or notified by a resident that snow removal operations have damaged a mailbox and/or post, Public Works will attempt to repair the damaged mailbox or install a temporary metal mailbox and wooden-metal post within one working day after the end of the storm.

The Village has established two processes for the installation of a permanent mailbox.

Village Replacement

The Village will install a standard mailbox and wooden 4"x4" post as illustrated on the attached installation document. The Village will cover all costs for the material and installation of the standard mailbox.

Under NO circumstance will the Village replace in kind "fancy" wrought iron, customized, decorator type, brick, or other special-order mailboxes, posts or related hardware. Such units are placed within the public right-of-way strictly at the risk of the property owner. The Village's liability shall not exceed the cost of a "standard" mailbox as hereby established.

Resident Replacement

If the resident does not want the standard mailbox and wooden 4x4 post, The resident may either keep the temporary mailbox or opt for a different replacement mailbox. The resident shall have the right to purchase the a different mailbox. The -and the Village will reimburse the resident in an amount up to \$75.00 for the cost of a basic mailbox and post mailbox provided that the mailbox is installed per Village Code (Title 9, Chapter 97, Section 97.010). The resident must provide copies of paid receipts to Public Works and the temporary mailbox no later than May 15<sup>th</sup> in order to receive a reimbursement. Public Works will install the permanent mailbox when so requested by the resident. The resident shall have the responsibility of installing the mailbox and post.

#### Procedure for Reimbursement

The following procedure is required for reimbursement:

- The resident will contact the Public Works Department via phone, email or report a concern to report the damage within one (1) week of the end of a plowable snow event.
- The Public Works Department will send an employee to inspect the damage.
- Once the damage has been investigated, the Village will attempt to repair the mailbox/post. If the Village is unable to repair the mailbox/post, the Public Works Department will set up a temporary mailbox and/or post within 1 business day of the inspection for all reported instances of damage so that residents will continue to receive mail.
- The resident will be notified that they will receive a letter from the Village following the winter operational period that explains that they will have the option to buy and install a new mailbox and/or post or have the Public Works Department install the standard mailbox and/or post at no cost.
- If the damage is not due to a direct plow strike, the resident will be informed that any repairs or replacement will be done at the resident's sole expense.
- Once the permanent repairs/replacements are completed, the temporary mailboxes and/or posts will be collected.
- Mailbox replacements typically begin following the winter season when snow melt occurs and the ground allows for new post installations.
- Residents that have mailbox and/or post damage that choose to repair/replace themselves are responsible to submit receipts for materials to the Public Works Department. The resident must also provide photographic evidence of the proper installation of the post and mailbox.
- Once the repairs and/or replacements have been completed, Public Works staff will inspect the completed work to make sure the installation was done properly. Pending proper installation confirmation, reimbursement will be made to the residents for the materials purchased to make the repair up to \$75.00. Reimbursement checks will be processed as a pay request, and will follow the same procedures as an invoice.
- All mailbox installation by the homeowners must be completed by May 1<sup>st</sup>.
- \_\_\_\_\_

Residents with structural mailboxes shall be required to remove the illegal structure from the public right-of-way on or before June 1, 2009. Should a



property owner refuse to remove the structure the Village shall require the property owner to enter into a "Right-of-Way Encroachment Waiver and Agreement". The existing structural mail boxes, with executed "Right-of-Way Encroachment Waiver and Agreement" shall become legal nonconforming structures.

Public Works will advise each resident in writing when their mailbox is found to be not in compliance with the Lombard Village Code. Public Works will maintain a list of all residents whose boxes are not in compliance with Lombard Village Code.

**III. Legislation/Documentation**

- A. Minutes of the February 19, 2009 Board of Trustees meeting
- B. May 11, 2021 Public Works and Environmental Concerns Committee



## Standard Mailbox Installation





## VILLAGE OF LOMBARD

### VILLAGE BOARD POLICY MEMORANDUM

**Subject:** Mailbox Policy

**Section:** 7.A.

**Dept.:** PW

**Date:** February 19, 2009

**Updated:** May 6, 2021

**I. Purpose**

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**II. Procedures/Guidelines**

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Resident Replacement

If the resident does not want the standard mailbox and wooden 4x4 post, The resident shall have the right to purchase a different mailbox. The Village will reimburse the resident in an amount up to \$75.00 for the cost of the mailbox and post provided that the mailbox is installed per Village Code (Title 9, Chapter 97, Section 97.010). The resident must provide copies of paid receipts to Public Works and the temporary mailbox no later than May 15<sup>th</sup> in order to receive a reimbursement. The resident shall have the responsibility of installing the mailbox and post.

### Procedure for Reimbursement

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- The Public Works Department will send an employee to inspect the damage.
- Once the damage has been investigated, the Village will attempt to repair the mailbox/post. If the Village is unable to repair the mailbox/post, the Public Works Department will set up a temporary mailbox and/or post within 1 business day of the inspection for all reported instances of damage so that residents will continue to receive mail.
- The resident will be notified that they will receive a letter from the Village following the winter operational period that explains that they will have the option to buy and install a new mailbox and/or post or have the Public Works Department install the standard mailbox and/or post at no cost.
- If the damage is not due to a direct plow strike, the resident will be informed that any repairs or replacement will be done at the resident's sole expense.
- Once the permanent repairs/replacements are completed, the temporary mailboxes and/or posts will be collected.
- Mailbox replacements typically begin following the winter season when snow melt occurs and the ground allows for new post installations.
- Residents that have mailbox and/or post damage that choose to repair/replace themselves are responsible to submit receipts for materials to the Public Works Department. The resident must also provide photographic evidence of the proper installation of the post and mailbox.
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- All mailbox installation by the homeowners must be completed by May 1<sup>st</sup>.

Residents with structural mailboxes shall be required to remove the illegal structure from the public right-of-way on or before June 1, 2009. Should a property owner refuse to remove the structure the Village shall require the property owner to enter into a "Right-of-Way Encroachment Waiver and Agreement". The existing structural mail boxes, with executed "Right-of-Way Encroachment Waiver and Agreement" shall become legal nonconforming structures.

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- A. Minutes of the February 19, 2009 Board of Trustees meeting
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## Standard Mailbox Installation

