

# DELTA COUNTY ROAD COMMISSION MAIL BOX POLICY

Policy # 06

Effective Date: January 11, 1991

Revised: January 22, 1996

Revised: November 28, 2005

Revised: September 14, 2009

Revised: September 22, 2020

Snowplow operators work under extreme conditions and extremely poor visibility. Visibility is restricted due to plowing operations, storm conditions, snow accumulation, darkness, etc., which makes it extremely difficult to see unmarked obstacles such as mailboxes.

## I. PURPOSE:

The purpose of this policy is to assure a uniform standard procedure for repairing and/or replacing damaged mailboxes within the Right of Way of County Roads and State Highways.

## II. MANAGEMENT RESPONSIBILITIES:

- Management will make a public notice of this policy a minimum of 4 times each Fall beginning mid-October through the first week of December.
- Each Supervisor shall effectively enforce compliance of this policy.

## III. EMPLOYEE RESPONSIBILITIES:

- Employees shall consult with his/her supervisor or other management personnel whenever there is a question regarding this or any other policy.

## IV. POLICY:

1. Effective this date a property owner will be issued a voucher redeemable at a local business for the replacement of a damaged mail box or damaged mail box post as a result of contact with a Road Commission Snowplow and/or struck by snow, as a result of plowing operations, on any County Primary Road or County Local Road, in Delta County. The property owner **must** bring the damaged mailbox and or post to the main office of the Delta County Road Commission as proof of damage.

- a. A maximum of one (1) mail box and one (1) mail box post voucher will be issued per property owner per winter season.
  - b. All vouchers for mailboxes and posts will be as follows:
    - Standard metal construction
    - Standard size or large size to match existing
    - Standard 4x4 treated post
  - c. Decorative mailboxes **will not** be replaced in kind. A voucher for a replacement will be in accordance with 1 b of this policy.
2. Property owners that report mail-box posts that are damaged as a result of snow removal operations that are rotten **will not** be issued a voucher for replacement.
  3. All labor for the repair and or replacement of damaged mailbox posts or mailboxes will be the responsibility of the property owner.
  4. Damage to mail boxes and or mail box posts on State trunk-lines M-35, US-2, and US 41 shall be repaired or replaced in accordance with the Michigan Department of Transportation guidelines.

## **MAINTENANCE –**

All maintenance of Mailboxes and or Mailbox posts is the responsibility of the Property owner. The Delta County Road Commission encourages property owners to check the maintenance of their mailbox and post on a regular basis. The following is a short checklist that property owners can perform.

- Check to assure the post is not rotten.
- Check to assure the box is securely attached to the post
- Keep snow and ice cleaned away from your mailbox and post.
- If you are leaving for the winter months please remove your mailbox.
- Replace the expensive decorative mailboxes during winter months with an inexpensive one.

## **V. Exception:**

There are no exceptions to this policy

---

Robert Aschbacher, Chairman

---

Chelse Pepin, Deputy County Clerk