

# Memorandum

## Department of Public Works



**TO:** Michael O. Geisel, P.E.  
City Administrator

**FROM:** James A. Eckrich, P.E. *JAE*  
Public Works Dir. / City Engineer

**DATE:** September 18, 2019

**RE:** Damage to Mailboxes

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The United States Postal Service dictates the placement and installation of mailboxes. Accordingly, they are one of very few non-public structures which are allowed within the public right-of-way. Due to street trees and normal City maintenance operations within the right of way, there are routine occurrences when private mailboxes will be damaged by falling trees / limbs or City operations (i.e. snow plowing, street repair, sidewalk repair, tree trimming, tree removal, etc.). When notified of a mailbox damaged by a street tree or City operations, it is the current unwritten policy of the City of Chesterfield that that the Public Works Department will repair the existing mailbox (if practicable), or replace the mailbox with a standard mailbox stocked by the Public Works Department.

Unfortunately, this does not address the many ornate, decorative, and sometimes quite expensive mailboxes located throughout the City. When those mailboxes are damaged, the Public Works Staff frequently cannot effectively repair the mailbox, or the resident wants the mailbox replaced or repaired by his/her contractor. In an effort to address these instances, I recommend that the City also allow a reimbursement up to \$300 to repair or replace mailboxes. The \$300 was calculated upon a standard cost to replace a mailbox (\$150 in material, \$150 in labor).

While this should address the vast majority of mailbox repairs / replacements, there will be some instances where residents have very expensive mailboxes and will not accept the \$300 payment. In those cases the resident may submit a claim to the City's insurance company. When that occurs, resolution of the matter will be solely between the resident and the City's insurance company.

**Action Recommended**

This matter should be forwarded to the Planning and Public Works Committee of City Council. If recommended for approval, the attached Policy should be forwarded to the full City Council for adoption.

Please forward to the PPW Committee for review and recommendation.

*McTeish* 2019-9-18

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	40
<b>SUBJECT</b>	Damage to Mailboxes	<b>INDEX</b>	PW
<b>DATE ISSUED</b>	TBD	<b>DATE REVISED</b>	

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**POLICY**

The United States Postal Service dictates the placement and installation of mailboxes. Accordingly, they are one of very few non-public structures which are allowed within the public right-of-way. Due to normal City maintenance operations within the right of way, there are routine occurrences when private mailboxes will be damaged by falling trees / limbs or City operations (i.e. snow plowing, street repair, sidewalk repair, tree trimming, tree removal, etc.). When notified of a mailbox damaged by a street tree or City operations, it is the Policy of the City of Chesterfield that that the Public Works Department will repair the existing mailbox (if practicable), or replace the mailbox with a standard mailbox stocked by the Public Works Department.

While this Policy covers most damaged mailboxes, there are many ornate, decorative, and in some cases quite expensive mailboxes located within the City of Chesterfield. If a resident is unwilling to accept the repair or standard replacement as described above, the City may reimburse the resident a maximum of \$300 to repair or replace the mailbox.

In cases where none of these options are acceptable to the resident (i.e. resident has an ornate / expensive mailbox), the resident may submit a claim to the City's insurance company. If this occurs, the resolution of this matter will be solely between the resident and the City's insurance company.

**RECOMMENDED BY:**

\_\_\_\_\_  
**Department Head/Council Committee (if applicable)**

\_\_\_\_\_  
**Date**

**APPROVED BY:**

\_\_\_\_\_  
**City Administrator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City Council (if applicable)**

\_\_\_\_\_  
**Date**