

## Winnebago County Highway Commission Policy on Mailboxes

In accordance with policy of the American Association of State Highway and Transportation Officials the County Highway Department has no responsibility for fixing or replacing mailboxes that are damaged by County equipment in the performance of Road Maintenance/Winter Maintenance activities. Mailboxes are permitted on public road right of ways using a standard mailbox installation. Please see "Recommended Mailbox Installation" for specifications.

The Winnebago County Highway Department does have the following mailbox policy during winter maintenance:

When a mailbox is damaged during snow removal activities, the Winnebago County Highway Commission will repair or replace the mailbox if and **only** if it was actually hit by Winnebago County equipment. If the snow coming off the plow or wing does the damage, there will be no repair or replacement by Winnebago County. The Highway Maintenance Superintendent that views the damaged mailbox will make the sole determination as to whether the damage was by Winnebago County Highway Department equipment or by the snow. He will also decide if the mailbox will be repaired or replaced. His decision is final. Any replacement done by the Winnebago County Highway Department will be with a standard metal mailbox. No allowance will be made for more decorative, costly mailboxes. No other reimbursement will be made. Repairs or replacement of mailboxes will be done when time within the department permits. This is normally within a few days after the snow removal operations have been completed.

My mailbox was hit - who should I call?

### TOWN ROADS:

If your mailbox was damaged during winter operations and you live on a town road (a named road such as Smith Road, James Lane, etc.) you must call your Town Chairman or Supervisor even if you feel the Highway Department plows that road. The town officials will make the necessary arrangements for repair if warranted.

### COUNTY AND STATE HIGHWAYS:

If you live on a County Road (lettered roads such as CTH E, CTH AP, etc.), or a State Highway (numbered such as STH 21, USH 45, etc.) call and report mailbox damage to the Highway Commission at 920-232-1700.