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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** BRAD MERKEL, DIRECTOR OF PUBLIC WORKS  
**SUBJECT:** DISCUSSION: MAILBOX REPLACEMENT REIMBURSEMENT  
POLICY & PROCEDURES  
**AGENDA:** OCTOBER 15, 2024, REGULAR BOARD MEETING  
**DATE:** OCTOBER 8, 2024

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**ISSUE**

Should the Village Board update the current mailbox replacement reimbursement policy & procedures.

**DISCUSSION**

President Konen requested that staff investigate updating the current mailbox replacement reimbursement policy & procedures. The policy was last updated in February of 1999. I have attached a copy of the current policy and below is what other communities are currently reimbursing for mailbox replacements.

Yorkville	\$132
Oswego	\$100
North Aurora	\$100
Batavia	\$50
Geneva	\$75

Over the last 3 years we have averaged 5 mailbox replacement reimbursements.

**COST**

There is no cost to discuss the current mailbox reimbursement procedures policy & procedures.

**RECOMMENDATION**

The Village Board Discuss updating the current mailbox reimbursement policy & procedures and direct staff how to proceed.

**RESOLUTION NO. 99-02-02A**

**A RESOLUTION SETTING PROCEDURES  
AND SETTING A POLICY FOR  
MAILBOX REIMBURSEMENT  
IN THE  
VILLAGE OF SUGAR GROVE**

Adopted by the President and the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois  
on the 16<sup>th</sup> day of February, 1999.

Published in Pamphlet form by authority of the President of the Village of Sugar Grove, Kane County,  
Illinois on this  
16<sup>th</sup> day of February, 1999.

**A RESOLUTION SETTING PROCEDURES  
AND SETTING A POLICY FOR  
MAILBOX REIMBURSEMENT**

WHEREAS, The President and Board of Trustees of the Village Of Sugar Grove, Kane County, Illinois, acknowledges that Village has the responsibility to clear the Village street after a snow fall; and

WHEREAS, The President and Board of Trustees of the Village Of Sugar Grove, Kane County, Illinois, acknowledges that during the winter season a resident's mailbox is occasionally damaged by Village equipment while performing snow removal; and

WHEREAS; the Village understands that mail delivery is important; and;

NOW THEREFORE, The President and Board of Trustees of the Village of Sugar Grove, upon motion duly made, seconded and approved, hereby establish Mail Box replacement procedures and policy as follows:

1. Damage to a mailbox or mailbox pole that has occurred by Village equipment shall be reimbursed.
2. Damage to a mailbox that has occurred by windrow (snow coming off the plow) shall not be reimbursed.
3. Damage to a mailbox or mailbox poles that are not installed according to Post Office regulations shall not be reimbursed.
4. The resident shall notify the Village that damage to a mailbox or mailbox pole has occurred.
5. Village staff shall generate a service request for inspection.
6. Resident shall be notified of the result of the inspection.
7. It shall be the responsibility of the resident to repair or replace the mailbox or mailbox pole.
8. The reimbursement amount shall be up to \$50.00 total per residence.
9. The resident shall submit a receipt for the replacement of the damage mailbox or mailbox pole.
10. One reimbursement per season per residence shall be given.
11. Reimbursement shall be issued within 30 days of the receipt of the receipt.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois this 16<sup>th</sup> day of February, 1999.

	AYES	NAYS	ABSENT
R. Merz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. Clark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Michels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Fraley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R. Bohler	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Michael K Douglas**

Michael K. Douglas, President of the Board of Trustees  
of the Village of Sugar Grove

ATTEST: \_\_\_\_\_  
Cynthia L. Welsch  
Acting Village Clerk