

## AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission  
From: Ken Hibl, City Manager  
Date: December 17, 2015  
Regarding: USPS Presentation – Postal Delivery Conversion

For the Agenda of December 21, 2015

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**Background** The United States Postal Service is changing the way it delivers mail commencing in 2016. The new delivery method will eliminate “to the doorstep/inside the door” delivery of mail in residential and business districts; require all residential mailboxes to be moved to the curb or be consolidated to a central delivery location; and centralize postal delivery for all commercial businesses. Regional USPS teams have been designated to implement the changes; our team leaders are two local postmasters: Kasee Garske, the Postmaster for Sebeawaing and our Clare Postmaster, Greg Harger.

We’ve asked Kasee and Greg to provide the City Commission an overview of the proposed changes and the options available to implement the changes. They are scheduled to make their presentation (*outline att’d*) to the Commission at the December 21<sup>st</sup> meeting. The Commission will subsequently be asked to provide Kasee and Greg preliminary guidance for implementing the changes in Clare; they will then make multiple presentations throughout the community (fraternal organizations, informal coffee “clutches”, etc.) explaining the changes.

The schedule for implementing the changes is quite aggressive (*refer to att’d outline*), thus it is important that their team receive the City Commission’s guidance at our Dec 21 meeting.

**Issues & Questions** Should the City Commission provide guidance to the USPS Team?

### **Alternatives**

1. Provide guidance for implementation of the postal delivery changes.
2. Do not provide guidance.
3. Set the decision aside to a subsequently scheduled public meeting.

**Financial Impact** The UPSP is funding the costs of providing new residential mailboxes and consolidated mailboxes for commercial locations.

**Recommendation** I recommend that the City Commission receive the USPS presentation, ask any pertinent questions of the team members, and then provide the the guidance they need to implement the mail delivery changes. .

**Attachment** Presentation Outline.



## CLARE MODE CONVERSIONS

**Postmaster:**

**Greg Harger (989) 386-3270**

**Mode Conversion:**

**Kasee Garske & Rosalinda Rios**

**Contact: (989) 883-3550**

# Project Occurs in Phases:

## Phase 1: Curb line Placement

Planning begins November

- Install completed in April.

## Phase 2: Centralized Mailbox Placements (CBU)

Planning begins Mid November

- Install completed in March.

## Phase 3: Boxes off Porches

- Occurs in phases

30-45 days to completion.

## Phase 1: Curb line Placements

- Map out the overall plan. (Nov., Jan. & Feb.)  
Focusing on removing “Jump-Stop” deliveries consider expanding into more challenging areas. City selects box type.
- Stake all curb line placements (March)  
Multiple re-staking – Miss Digg- Council Review
- Install day (End of March- Early April)  
3-5 days by section. We install posts first then boxes



## Phase 2: Centralized Box Units (CBU)

Convert Downtown Businesses to CBU units.

\*\*\*Residential areas as an option.

- Secured locked box for your incoming and outgoing mail.
- Parcel lockers for larger incoming items.
- Delivery is not interrupted due to business operating hours.
- Improves the overall community appearance- would like to work with your current restoration team.



## Phase 3: Boxes off Porches

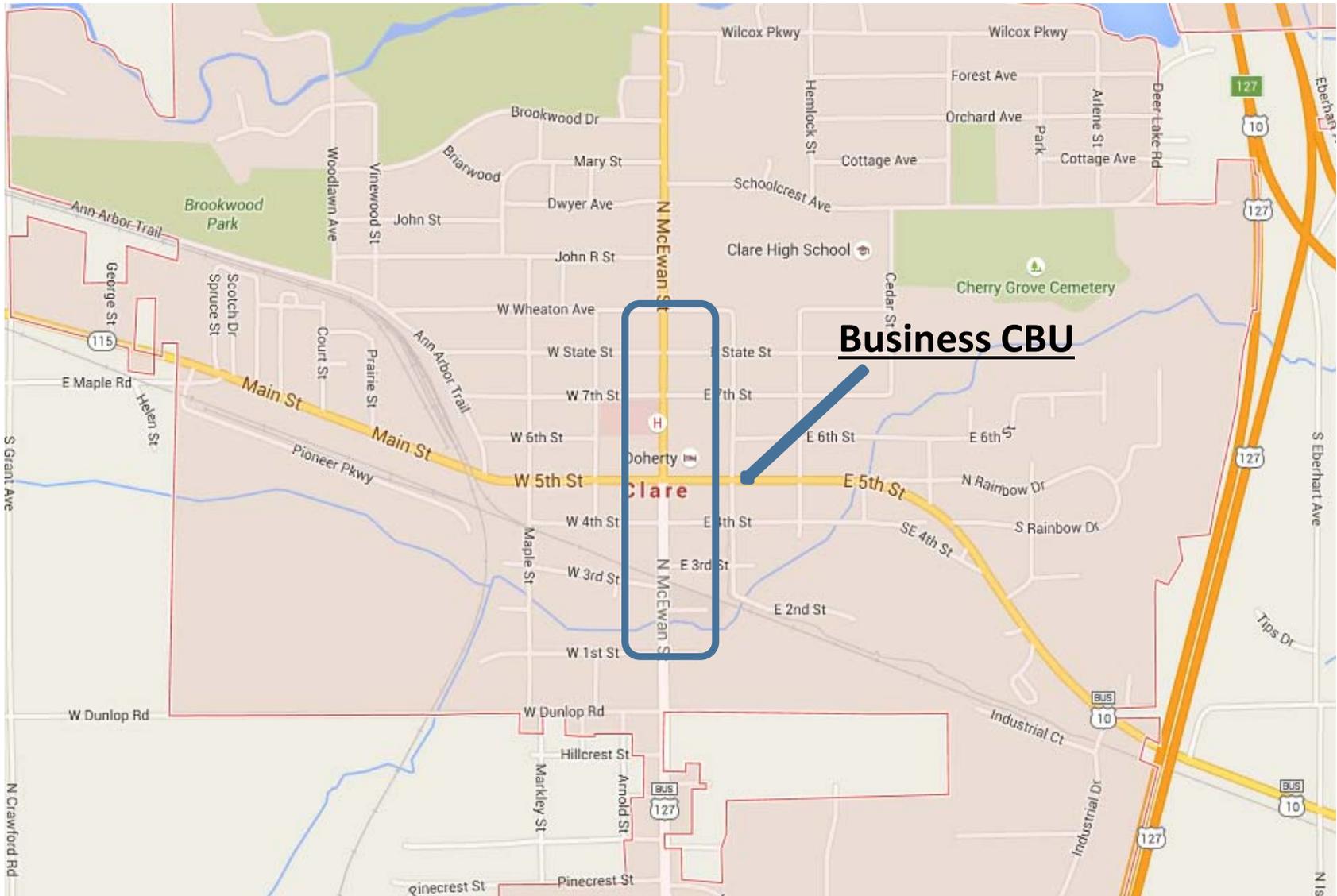
- Map out the overall plan. (Nov., Jan. & Feb.)  
This will be working one homeowner at a time to find delivery points that the carrier can reach from the ground and that the consumer can reach from the porch

In most cases this is a minor adjustment. Some homeowners will opt to have a curblin box- and that is an option.

This part of the process is usually ongoing.



# Overview Maps:



## Clare Overview:

United States Postal Service has begun the Mode Conversion Process for Clare.

### What you can expect:

-We will be working with both Residential and also Business consumers to make modifications to how their mail is being delivered. Modifications may include:

- 1-Moving mailboxes to the Curbline
- 2-Adjusting a mailbox on the porch so that we can reach it from the ground level
- 3-Installing Centralized Boxes.



The Postal Service will be paying for the Centralized Mailboxes and also Curbline Mailboxes, Posts and Installation. Minimal impact to residents.

**Process will be completed April 2017.**

### Common Concerns:

- Communication will be ongoing and consumers will be informed through out the process.
- Curbline boxes are not knocked down as often as you think<3%
- Hardship consumers will be cared for as they are now.

Contact: Kasee Garske- Mode Conversion Rep (989) 883-3550

# Comments & Questions



Thank you