

Mailbox Kiosk Improvement Toolkit

The Historic Character Preservation and Standards Committee (HCPS) has created this toolkit for improving mailbox kiosks in Ogden Dunes using the new standards.

The kit includes the following materials:

- Page 2: A project plan to assist you in laying out the project and workflow as well as anticipating obstacles.
- Page 3: A solicitation letter to use as a template for asking homeowners for permission to paint their mailbox, or to encourage them to purchase a new mailbox from the HCPS.
- Page 4: Contact information for committee members, supplies required, and notes for a successful project.

We look forward to working with you!

Jen & Kathy
Co-Chairs, HCPS

Note: Custom paint will be provided. All other materials (sanding supplies, Rust-Oleum Rust Reformer, primer, paint brushes/rollers, etc.) will be the responsibility of the volunteer(s). Funding may be available from the Ogden Dunes Community Fund

(https://docs.google.com/forms/d/19uNhlu3VB8NFsd1tyhXpXFGruhYUTpCA8gRBkJQlp6A/viewform?edit_requested=true#responses)

Project Plan: Mailbox Kiosk

Done?	Project Details	Due By	Notes
	Meet with HCPS for Overview	Week 1	Contact Kathy or Jen for assistance
	Owner Approvals	Week 1-3	Identify addresses and homeowners. You may wish to locate homeowners using this site: https://lowtaxinfo.com/portercounty
	a. Obtain approval from owners	Week 1	Use template request form to obtain approval in email, text, or in-person. Some may opt for new mailboxes, for which we have a limited supply.
	b. Provide approved addresses	Week 3	Once most of the homeowners have agreed, provide their addresses to us for custom address label
	New Mailbox Installation		For residents who wish to order a new mailbox, be sure to ask them to do so right away. It can take up to four weeks to turn around new orders.
	a. Order Mailboxes	Week 4-6	Homeowners submit mailbox order forms found on the Town website (http://ogdendunes.in.gov/files/1815/9052/6386/HCPS_Mailbox_Order_Form.pdf) or at Town Hall.
	b. Address and install new mailboxes	Week 6-7	HCPS will prepare, address and install all newly purchased mailboxes for homeowners who order through the town.
	Existing Mailbox Prep & Paint		We recommend prepping and painting on Saturdays (after mail delivery) and Sundays so boxes can dry and cure properly for address label adhesion. Paint front of all and sides of exposed boxes. Prep and paint inside lid for interior address label.
	a. Prep Mailboxes	Week 4-5	Volunteers remove old address, sand with 120 grit sandpaper, and wipe the surface clean with paint thinner before painting. For rusted boxes, use Rust-Oleum Rust Reformer. Paint with 1-2 coats of primer before painting.
	b. Custom Ogden Dunes Paint Coat	Week 4-5	HCPS will provide custom paint for final coat. Apply 1-2 coats of paint depending upon the condition of the mailbox. Be sure the location for labeling is smooth and clean.
	c. Create address labels	Weeks 4-5	Jen Wilson from HCPS has the label maker and correct font and font color and will provide address labels for existing mailboxes.
	d. Final touchup	Week 5	In some cases, additional touchup is necessary.

Dear Neighbor,

Our town has lost much of its original visual appeal, in part due to lack of maintenance and uniformity of town assets and structures including mailbox shelters. To begin improving Ogden Dune's visual appeal, the Town now has a new standard to restore the consistency and natural beauty of our mailbox shelters. Once completed, our shelters in town will go from this...



To this...



I have volunteered to coordinate the improvement of our mailbox shelter and hope you'll participate. Since the process requires your agreement, please complete the form below and return to me at (insert your address)
Note: Letter carriers may remove items from mailboxes that do not have proper postage.

1. _____ YES, I would like my mailbox painted and stenciled at no cost (although donations are welcome)
2. _____ NO, please do not paint my mailbox; I will order a new one. (Order form here: http://ogdendunes.in.gov/files/1815/9052/6386/HCPS_Mailbox_Order_Form.pdf or at Town Hall).
3. _____ NO. I prefer to leave my mailbox as it is.

Name

Address

If you'd like to help or make a financial contribution to this effort, let me know or go to the Ogden Dunes website, ogdendunes.in.gov, and contact someone from Historic Character Preservation Committee.

Thanks in advance!

Contacts

Name	Phone	Email	Contact for:
Kathy Kniola	219-331-3604	kniola@icloud.com	Project assistance
Jenifer Wilson	219-629-0046	jeniferkwilson@gmail.com	Address stenciling
Doug Cannon	219-256-1814	jadcanno@gmail.com	Install purchased mailboxes
Tom Kniola	219-617-5119	tomkniola@icloud.com	Assist with existing mailboxes

Supplies

Prep Materials

- Metal scraper or razor (to remove old lettering)
- Wire brush (to clean surface before sanding)
- Sandpaper or electric sander
- Paint thinner (to clean surface)
- Rust reformer/converter - to prep rusted surfaces
- Primer
- Painter's tape

Painting Materials

- Roller brush
- Small paint brushes (for touchup)
- Custom paint (provided by HCPS)

Notes for a Successful Project

- Prep and paint the entire front of all old mailboxes and sides of visible side mailboxes
- Be sure to scrape off old address stencil and sand, clean, prime and paint for a smooth finish that will accept the new stencil (To be applied by the HCPS committee)
- Using coarse and then fine sanding material helps produce a smoother surface
- Apply the rust reformer/converter and let it cure prior to painting
- Be sure to clean thoroughly with paint thinner before applying primer and paint
- Sundays seem to be the best day to complete the project since mail is not delivered then
- Mark all addresses below the mailboxes with masking tape or alternative so HCPS can easily locate addresses for stenciling
- Contact Jen Wilson at least one week prior to the project to ensure she can have the stencils ready to apply the day after painting