

PROPOSAL TO CONSOLIDATE
THE STAR LAKE, WI POST OFFICE
AND ESTABLISH
A COMMUNITY POST OFFICE
AND RURAL ROUTE SERVICE

I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to consolidate the Star Lake Post Office and continue to provide service by establishing a community post office (CPO) and extending rural delivery to seven customers under the administrative responsibility of the Sayner Post Office, located 6.5 miles away. General delivery customers who chose rural delivery will receive delivery and retail services to roadside boxes installed by customers near their homes.

The former postmaster retired on March 31, 1995. The post office was located in the postmaster's home. The Postal Service was requested to vacate the facility concurrent with the postmaster's retirement, and service was suspended on April 1, 1995. No suitable alternate quarters are available.

A community post office (CPO) is a postal operation within a small community that is established on a contractual basis. The Postal Service solicits bids from the public for the operation of a postal facility. Awarding the contract is based on a number of criteria including items such as annual monetary amount, contractor's ability and background, and the quality and location of the facility to be provided. The successful offeror must be bonded and will be trained by the Postal Service.

The Star Lake Post Office, a level EAS-E, provided service 36 hours per day from 7:45 a.m. to 2:30 p.m., Monday through Friday, and 7:45 to 10 a.m. on Saturday to 32 general delivery customers. Retail services available were: the sale of stamps, stamped paper, and money orders; special services such as registered, certified, insured, and COD mail; and the acceptance and dispatch of all classes of mail. Daily window transactions averaged four.

Office receipts for the last three years were: \$12,006.00 in 1992 (43 revenue units), \$11,623.76 in 1993 (42 revenue units), \$11,366.00 in 1994 (41 revenue units). There were no permit mailers or postage meter customers.

Since the suspension of service, postal service has been provided to the residents of Star Lake by a CPO and highway contract route administered by the Sayner Post Office. The Sayner Post Office is a level EAS-13, located 6.5 miles away. Service hours are 8:00 am to 12:30 pm and 1:30 to 4:45 pm, Monday through Friday, and 8:30 to 10:30 am on Saturday. The Sayner Post Office has 68 post office boxes available for rent. The annual post office box rental fees would be \$8.00 for a small box, \$13.00 for a medium box and \$24.00 per year for a large box at the Sayner Post Office.

In January and March, 1995 questionnaires were sent to both seasonal and permanent Star Lake customers. Seventy-eight questionnaires were returned. Responses to question regarding community post office as the proposed alternate service: 1 customers stated service would be better, 28 just as good, and 17 worse. Also, 32 customers expressed no opinion or didn't provide an answer. Responses to question regarding carrier route service as the proposed alternate service: 5 customers stated service would be better, 9 just as good and 39 worse. Also, 25 customers indicated no opinion or didn't provide an answer.

When most of the seasonal customers answered their questionnaire they were under the impression that they would have to travel to the closest post office for any postal services they would need.

On January 10, 1995, postal representatives from the Milwaukee District were available at Hintz's North Star Lodge in Star Lake to answer questions and provide information to customers. Thirty-nine customers attended the meeting.

The following postal concerns were expressed at the community meeting and on the returned questionnaires:

1. Concern: One customer expressed concern that first the post office would be closed, then the CPO.

Response: The U. S. Postal Service does not want to take the Star Lake Post Office away. However, we have to be fiscally responsible. Perhaps a CPO could meet customer needs: hours could be more beneficial because hours could be tailored to meet the needs of the community; the CPO would be named Star Lake Community Post Office; customers would come to the CPO to pick up mail from a box; if a customer selects the alternative of HCR delivery in addition to the CPO, the customer would use the ZIP Code of the administrative office, either Sayner, Land O'Lakes or Conover.

2. Concern: What services does a CPO provide, how is a contractor selected and will community identity be lost.

Letter Response: A Community Post Office (CPO) provides the same services as an independent post office, except permit mailings and meter settings. The Postal Service will solicit offers from the public for operation of the facility. Award of the contract is based on a number of criteria, including items such as annual monetary amount, contractor's ability and background, and the quality and location of the facility in Star Lake to be provided. If a CPO is established your mailing address would remain the same. However, the ZIP Code may change if the community receives rural service in addition to the CPO. In either case community identity will be preserved through the retention of the community name in the mailing

address. It will continue to be listed in the National Five-Digit ZIP Code and Post Office Directory.

3. Concern: One customer asked where the mail would come from if Star Lake had another ZIP Code. Would mail arrive at the same time as it arrives now?

Response: If Star Lake had a CPO, the Star Lake ZIP would be the same. The Star Lake CPO would receive the mail at the same time.

If the Star Lake ZIP Code changed, due to HCR delivery, the mail would be delivered by the Star Lake carrier any where from 10:30 am to 2:00 pm. The administrative office would handle the mail.

4. Concern: One customer asked if Star Lake could have three different ZIP Codes.

Response: No. Star Lake would have ultimately one ZIP Code for mail delivered through the CPO and one for mail delivered by the highway contract route.

5. Concern: One customer expressed a concern about mail that has the old ZIP Code on it after the change.

Response: There would be a transition time. A Change of Address form should be used. Also, we suggest a four line address format:

Recipient's name
Street Address/Fire Number
Post Office Box Number
City, State and ZIP Code

The Postal Service's philosophy is: If we know where the person is, delivery is attempted. Besides, Star Lake is not that big of a community.

6. Concern: A customer asked if new post office boxes will be used at the CPO and if they would be able to keep their old post office box number.

Response: New boxes would be installed in the CPO. Mail would be retrieved by the customer using a key. If a CPO is established, the post office box numbers would not change.

Follow-up Letter Response: A follow up letter to Star Lake customers indicated: "In the event of an official closing of the Star Lake Post Office there may be a change in box numbers, due to the fact that we cannot have duplicate box numbers at both the administrative Post Office (Sayner), and the CPO."

7. Concern: How much is it to rent a box at a CPO? Does everyone have a PO Box in a CPO?

Response: There will be a charge of \$2.00 per year no matter what size of box. No, everyone doesn't have to have a PO Box in a CPO. Some customers may prefer to have delivery via the HCR. It is up to the customer.

8. Concern: What is the possibility of having both a post office and HCR delivery?

Response: Several things are taken into consideration: another facility is not available; amount of revenue generated - it is not fiscally responsible to run in a deficit when there are more efficient ways to serve the community. HCR and a CPO would provide the same service to you.

Unfortunately we are not afforded the luxury of doing everything. In the Milwaukee District, there are 13,000 employees on the rolls and 670 post offices. We have to find alternate ways to keep costs down so that the lowest possible rates can be held. We have to do what we can. Costs have gone up. We have to be responsible. The Postal Service wants to provide you with quality service. Star Lake will have postal identity. The community will be able to continue to use the name Star Lake.

9. Concern: We have had a post office since the 1930's. Now the Postal Service cannot afford one in Star Lake.

Response: Times have changed. The Post Office is no longer funded by taxes. We are required to break even. We need to be fiscally responsible to continue operating today.

10. Concern: Where are we in the fiscal responsibility? How much business would it take for the post office to remain open?

Response: Revenue in Star Lake has been declining. In Fiscal Year 1991, it was \$8,959 and jumped to \$12,086 in 1992. However, it has been declining since 1992 and revenue in 1994 is \$11,361.

Please keep in mind that the Postal Service does not focus on one item, such as revenue, when suspending service. In Star Lake, the postmaster is retiring and there are no suitable alternate sites. The Postal Service has come with new ways of doing business. Because of the retirement and request to vacate the current site, we can take a look at the alternate choices.

A CPO is normally someone from the community and knows the community. If a Postmaster for Star Lake is selected, it could be someone from outside the community.

For the post office to remain open business would have to quadruple.

11. Concern: One customer gets Express Mail when the Post Office opens. How will this change?

Response: The hours have to be set yet. If it is a CPO, the hours can be the same. However, the outgoing mail could change, depending on the HCR. The Postal Service in Star Lake will change April 1, 1995.

12. Concern: Does the contractor for a CPO have to break even?

Response: We look at putting together a bid package. We set up an area location. Boundaries are defined geographically as well as the hours of operations.

Consideration is given to hours of service per week/year, revenue generated and how many square feet, including counter, is provided. The same current services will be provided. The Postal Service will provide post office boxes, accountable paper and will train the contractor. The contractor must be bondable.

The package is sent to Minneapolis, who subsequently selects the bidder after an evaluation process.

13. Concern: Do Postal employees have to be bonded?

Response: No. Postal Service employees are not bonded. Contractors are required to be bonded. Anyone who works for the contractor is normally covered under the contractor's bond.

14. Concern: How long is a contract for a CPO?

Response: It is never ending. However, the contractor can give a 60 day notice to terminate his contract.

15. Concern: One customer stated I have noticed on Highway 155 locked boxes? Where do we get them?

Response: NDCBU, also known as Neighborhood Delivery Collection Box Units are an effective way of securing mail. Customers can purchase a lock for their individual box where mail can be secured.

16. Concern: Could customers at the Star Lake have Post Office boxes?

Response: Customers could have both: Delivery by HCR carrier and a post office box at a CPO.

17. Concern: What would be the address of the Community Post Office?

Response: The address will depend on the administrative office. If HCR delivery along with CPO, the ZIP Code would be that of the administrative office.

18. Concern: What services are available from the HCR carrier?
The availability of postal services, i.e., mailing packages, buying stamps, weighing, mailings, help with insurance and special handling, receiving and mailing packages. Also, it would be inconvenient to have to travel to the nearest post office for postal services.

Response: An HCR carrier is a mini-post office on wheels. Stamps can be purchased from the HCR carrier. As well, HCR carriers can mail packages, etc.

Letter Response: If rural delivery would be established retail services provided at the post office are available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Carriers will accept packages at the mailbox without a customer being present, provided the package is fully prepaid. Special services such as certified, registered, Express Mail, and COD may also be obtained from the carrier by leaving a note in the mailbox, along with appropriate payment. Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. The Stamps my Mail Program provides customers the opportunity in rural areas to purchase postal products such as; stamped envelopes, and stamps in booklets, sheets and coils. Customers may also purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee.

19. Concern: Is there time to establish a post office now?

Response: We could establish a temporary CPO or could have HCR delivery until a decision is made on the post office.

20. Concern: Can a post office be built?

Response: We do not build offices in small locations.

21. Concern: What is the feasibility of renting a spare room, such as what the current postmaster is doing?

Response: It is an option, one of three options. The facility would have to be inspected. It is a possibility.

22. Concern: What is the cost differential for CPO's?

Response: It varies anywhere from \$100 per year to \$10,000. There are variables involved, especially the revenue generated at a CPO.

23. Concern: Would the contractor be considered the postmaster?

Response: The Postmaster would be the administrative Postmaster; such as Sayner.

24. Concern: Once the Postal Service eliminates the Post Office in Star Lake, is it easier to eliminate the CPO?

Response: The exact same procedures are used to suspend CPO service. Information will be provided to the postmaster to support this statement.

Letter Response: Customers were notified that contrary to what was discussed at the community meeting a disadvantage to accepting a CPO is loss of uncontested appeal rights.

25. Concern: Is it reversible (Post Office to CPO)?

Response: No, not that I am aware of.

26. Concern: When would mail go out with a CPO?

Response: The mail could actually go out later depending on the schedule of the carrier.

27. Concern: Customers expressed concern over installing and replacing mailboxes due to vandalism, accidents and snowplows. Also, customers expressed concern about mail theft when away or because boxes would be a distance from their house.

Response: Customers are responsible for mailbox installation and maintenance. Each customer should select the size of mailbox necessary for the amount of mail they receive. Mailboxes must be placed so that they may be served safely and conveniently by the carrier and must be located on the right-hand side of the road in the direction of travel of the carrier. Mailboxes must conform with state laws and highway regulations. Customers should install mailboxes with the bottom of the mailbox at a vertical height of between 3.5 and 4 feet from the road surface. The Postal Service recommends that customers contact the administrative postmaster or carrier before erecting or replacing their mailboxes and supports. Placing the mailbox on a long, swinging, horizontal pipe is one method often used to avoid damage by snowplows.

Verification with the Postal Inspection Service and the Vilas County Sheriff's Department revealed no recent reports of mail theft or vandalism in the area. A customer may place a lock on the mailbox.

The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose. If a CPO is established there will be post office box service available, for a \$2.00 annual fee, which will continue to provide the security and sanctity of mail offered by an independent post office.

28. Concern: A customer expressed concern about packages that are too big for the mailbox.

Response: If a parcel which is too big for the mailbox cannot be delivered by the carrier on the first trip by sounding their horn, a notice is left in the customers box. A second attempt to deliver should be made if the customer desires. Packages too large for a box may be left outside the box only if the customer has filed a written agreement with the administrative official. However, parcels are never left outside boxes during inclement weather.

29. Concern: Customer expressed concern over the forwarding and holding of their mail.

Response: Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Customers should contact the postmaster at the administrative post office for Star Lake. The postmaster will work with the customer to resolve any forwarding or holding mail problems if they occur.

30. Concern: One customer expressed concern over routing questions, fees and postings.

Response: By contacting the Postmaster of the administrative office and fee and routing questions can be resolved or answered. Postings and bulletins, etc. can also be placed at an alternate site in town, like the store, for the public to view.

31. Concern: Taxpayers support of the Postal Service.

Response: The Postal Service is self-sustaining. It uses no tax subsidies for its operations, and relies primarily on the revenue it generates from the sale of its products and services. This self-financed status is one reason that postage rates must be periodically adjusted as costs and other demands on the postal system increase.

32. Concern: Customer would like mailbox in front of their house.

Response: Mailboxes must be placed so that they may be served safely and conveniently by the carrier and must be located on the right-hand side of the road in the direction of travel of the carrier. A customer cannot install a box by their house if the only road

accessible to it is a private driveway. Rural service must not be extended onto private driveways.

33. Concern: Customer felt delivery would be expensive and that driving conditions in winter would be bad and could result in accidents for the carrier. Rural delivery would delay the mail.

Response: Economic savings is only one factor considered. The estimated cost of the CPO is based on price comparisons with other contracts providing similar services. A CPO is often located in an existing business and can operate more cost-effectively. Carrier service is more cost-effective than maintaining a postal facility and postmaster. The Postal Service does estimate an annual savings when providing alternate service.

Inclement weather and poor road conditions might impede delivery; however, the carrier is required to provide a vehicle of adequate size, equipped with necessary equipment (chains or snow tires, warning lights or signs, etc.) to serve the route safely and efficiently and in accordance with federal, state and local motor vehicle laws and regulations.

The carrier's delivery schedule would vary to some degree every day due to inclement weather and road conditions, as well as, heavy mail volume can cause deviations from the normal delivery schedule. If a CPO is established you may, in fact, have more time available during the day to pick up your mail depending on the contract hours agreed to.

34. Concern: Possible delay of mail due by going through another postal location.

Response: Because the mail for Star Lake would still be handled at the same mail processing location a delay is not likely. Only minor distribution changes would be necessary to avoid any delays.

35. Concern: Customer felt it would be cheaper for the Postal Service to discontinue the Star Lake Post Office and establish another type of service and that the Postal Service had already made up their mind prior to the community meeting.

Response: Establishing carrier service or a CPO, in this case, would be more cost-effective than maintaining a postal facility and a postmaster. In addition, it is not the practice of the US Postal Service to make a decision on alternate service prior to a public meeting. The intent of the meeting is to obtain information from the customers in the area, provide information on the various alternate services available, answer complaints and concerns and to get feedback either positive or negative from those attending the meeting on the

issues discussed. At this time a final decision on alternate service has not yet been made.

36. Concern: Customer felt the Postal Service waited too long to schedule a community meeting.

Response: It is the practice of the US Postal Service not to review the possible discontinuance of a post office too far in advance because it is possible, for instance, for a postmaster retiring to change their mind. Also time is needed to explore the possible options available to the community.

37. Concern: Customer wrote that competent people in Star Lake had voiced their intent to take over the Postmaster position.

Response: To fill a Postmaster position current postal employees must first be given the opportunity to apply for the vacant position. The acceptance of public applications would only take place in the event no current postal employees apply for the position.

38. Concern: Customer expressed concern about the elderly and handicapped receiving rural delivery.

Response: If a rural route is established customers are responsible for mailbox installation and maintenance. Mailboxes must be placed so that they may be served safely and conveniently by the carrier and must be located on the right-hand side of the road in the direction of travel of the carrier. Rural service must not be extended onto private driveways; however, special provisions are made for hardship cases or special customer needs. Any request for a change in delivery method must be submitted in writing to the administrative office. Please note that if a CPO is established there will be post office box service available for a \$2.00 annual fee. This would provide you with the same service, security, and sanctity of the mail offered by an independent post office.

39. Concern: Customer wrote that a better alternative to a rural route would be to build a new post office in Star Lake.

Response: The Star Lake area was visited and it was noted that there are no buildings suitable as quarters for relocation of the Star Lake Post Office. New construction is not feasible when regular and effective service can be provided by more cost-effective alternatives, such as a CPO or rural delivery.

Some of the advantages of a community post office are:

1. Provides an opportunity for a local person to contract for the CPO service, adding to the financial base of the community.
2. The hours of a CPO can be established and adjusted to meet the changing needs of the community.
3. The community maintains its name, ZIP Code and identity.
4. Provides the identical postal service as an independent post office, except permit mailings and postage meters.
5. A savings for the Postal Service, which results in savings for customers in terms of stable postage rates.

Some of the advantages of carrier service are:

1. Saves time and energy for those people who drive to the post office to pick up their mail.
2. The carrier provides retail services, eliminating the need to go to the post office.
3. Carrier delivery is beneficial to some senior citizens, handicapped, and working people since no one has to pick up the mail from the post office.
4. Customers have 24-hour access to their mail. The Star Lake Post Office offered access only six hours and 45 minutes per day.
5. A savings to the Postal Service, which results in savings to customers in terms of stable postage rates.

Some of the disadvantages of a community post office are:

1. The loss of an independent post office and postmaster position.
2. The new location may be closer to some customers, but farther for other customers.
3. Loss of uncontested appeal rights.

Some of the disadvantages of carrier service are:

1. Meeting the carrier at the mailbox to transact business. However, it is not necessary to be present to conduct most postal transactions.
2. The loss of retail service at a post office in the community and, to some customers, the loss of a postmaster position.
3. A change in mailing address. However, customers will continue to use Star Lake in their mailing address. The Postal Service will forward mail in accordance with postal regulations.
4. Those customers who wish to rent a post office box at the Community Post Office will experience a post office rental fee of \$2 annually.

Taking all available information into consideration, the Postal Service believes this proposal will continue to provide a maximum degree of effective and regular service to the community of Star Lake.

II. EFFECT ON COMMUNITY

Star Lake is an unincorporated rural community located in Vilas County. Local government is provided by the Town of Plum Lake. The Plum Lake town board administers the community politically. Police protection is provided by the Vilas County Sheriff's Department. Fire protection is provided by the Plum Lake Volunteer Fire Department. The community is comprised of retired people, seasonal residents and those who commute to work at nearby communities.

There are no schools or churches in Star Lake. Residents travel to nearby communities for most supplies and services. There are 17 small businesses located in the Star Lake area, six of which are seasonal. The Star Lake Store sells groceries, gifts, gas and tackle. There is a local editorial service, one inn, two lodges, one lodge with a restaurant, one resort, one resort and motel, one minnow stand, one restaurant, one tackle and book store, two guide services, one repair service, one band, one dog training & supply, and one plumbing business.

The Star Lake Post Office provided such nonpostal services as a public bulletin board, government tax forms, and help to senior citizens. The community post office and the Sayner Post Office, located 6.5 miles away, will continue to provide these nonpostal services. The Star Lake Post Office was not used as a bus stop or an official meeting place. Government forms could also be delivered by the carrier upon request to those Star Lake customers receiving carrier delivery by contacting the Sayner Postmaster.

The following nonpostal concerns were expressed at the community meeting and on the returned questionnaires:

1. Concern: Postmaster would check on customer when sick and help out when needed.

Response: If rural delivery is established a similar alert system could be set up between the carrier, administrative Postmaster and local law enforcement to check on you when the carrier notices you are not picking up your mail.

2. Concern: Will the current boxes at the Star Lake Post Office go to the Community Post Office?

Response: First we have to find out who owns the post office boxes. The Postal Service will provide the contractor with lock boxes. It is a preferred method of securing the mail.

3. Concern: How can the current post office boxes be purchased if they are considered historical.

Response: Suggest a letter to the District Manager, Customer Services, Milwaukee District, be sent with the request.

4. Concern: Loss of use of the bulletin board and a place to hang DNR pictures.

Response: A bulletin board could be established at the CPO location for customer convenience. Also, space may be available at the CPO for displaying pictures.

5. Concern: A customer expressed concern over the loss of a gathering place to meet and get to know their neighbors.

Response: The Star Lake store is a possible site for the community post office. The store is another site in town in which you would still be able to meet your neighbors and cement caring relationships.

There has been minimal growth in Star Lake in recent year. However, HCR service will handle any future growth in the community.

For the customers choosing CPO service the community's identity will be preserved through the retention of the name and ZIP Code. It will continue to be listed in Publication 65, "National Five-Digit ZIP Code and Post Office Directory".

For the customers choosing HCR delivery the community's identity will be preserved by retaining the name of Star Lake as part of the customers new address. It will continue to be listed in Publication 65, "National Five-Digit ZIP Code and Post Office Directory". However, to ensure effective and regular service, the ZIP Code will change to 54560. Note: The customers

selecting HCR service signed a selection form which indicated that they should use Sayner, WI 54560 as the last line in their address.

Based on the information obtained, the Postal Service believes that this proposal will not adversely affect the community.

III. EFFECT ON EMPLOYEES

The postmaster retired on March 31, 1995. There are no other career status employees at the Star Lake Post Office. Therefore, no postal employees will be adversely affected by this proposal. The office was suspended due to the unavailability of another facility to house the post office. The noncareer status postmaster relief clerk was separated from the Postal Service when the office was suspended.

IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of approximately \$11,749.15 with a breakdown as follows:

Postmaster's Salary (EAS-E), Step 1, No COLA	\$21,757.00
Fringe Benefits 33.5%	\$ 7,288.60
Rental Cost	\$ 3,263.55
(15% of salary for quarters & utilities)	
Total Annual Costs	\$32,309.15
Less Estimated Cost of Replacement Service Community Post Office	\$-14,500.00
Additional Highway Contract Deliveries	\$- 6,060.00
Total Annual Savings	<u>\$ 11,749.15</u>

V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

VI. SUMMARY

The Postal Service is proposing to consolidate the Star Lake Post Office and continue to provide service by establishing a community post office (CPO) and extending rural delivery under the administrative responsibility of the Sayner Post Office, located 6.5 miles away. Seven general delivery customers who chose rural delivery will receive delivery and retail services to roadside boxes installed by customers near their homes.

The postmaster retired on March 31, 1995 and operations were suspended due to the termination of the lease. There are no suitable alternate quarters available. The noncareer postmaster relief clerk was separated from the Postal Service. No other employee was adversely affected.

The Star Lake Post Office provided 36 hours of window service per week to 32 general delivery customers. Daily window transaction averaged four. There were no permit mailers or postage meter customers.

A CPO will continue to provide the same services as an independent post office, except for permit mailings and meter settings. There will be a loss of the postmaster position. A local person will have the opportunity to contract for the CPO, adding to the financial base of the community. The CPO box rental fee will be \$2 annually, and free service would be provided through general delivery. The seven customers who chose HCR delivery will also receive the same services as an independent post office, except for permit mailings and meter settings from their carrier. For CPO customers community identity will be preserved through retention of the community name and ZIP Code. CPO customers will experience no change in address. HCR customers will experience a ZIP Code change to 54560. The Postal Service will save an estimated \$11,749.15 annually. The CPO will be administered by the Postal Service to ensure that high standards of service are maintained.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and that this proposal is warranted.

VII. NOTICES

A. Support Materials

Copies of all materials upon which this proposal is based are available for public inspection at the Sayner Post Office during normal office hours.

B. This is a proposal. It is not a final determination to close this post office.

If a final determination is made to close this post office, after public comments on this proposal are received and taken into account, a notice of that final determination will be posted in this post office.

The final determination will contain instructions on how affected customers may appeal that decision to the Postal Rate Commission.

UNITED STATES POSTAL SERVICE
Proposal to Consolidate the Star Lake Post Office and Establish a Community Post Office

Attached is a proposal that we are considering for providing your community with more economical and efficient postal service, while also providing regular and effective service. Please read the proposal carefully and then let us have your comments and suggestions. If you choose, you may use the form below. Your comments will be carefully considered and will be made part of a public record. If you use the form below and need more space, please attach additional sheets of paper.

Return the completed form to Dawn Zur, PO Box 9998, Twin Lakes WI 53181 by September 22, 1995.

In considering this proposal, if you have any questions you want to ask a postal official, you may call Dawn Zur at 414/877-3116.

I. Effect on Your Postal Service

Please describe any favorable or unfavorable effects that you believe the proposal would have on the regularity or effectiveness of your postal service.

II. Effect on Your Community

Please describe any favorable or unfavorable effects that you believe the proposal would have on your community.

III. Other Comments

Please provide any other view or information that you believe the Postal Service should consider in deciding whether to adopt the proposal.

(Signature of Postal Customer)

(Date)

(Mailing Address)

(City)

(State)

(ZIP Code)

ADDRESS MANAGEMENT SYSTEMS
MILWAUKEE DISTRICT OFFICE



July 17, 1995

Charles P. Forbes
13408 Bladon Road
Phoenix MD 21131

Dear Mr. Forbes:

Enclosed is a copy of the proposal to consolidate the Star Lake Post Office and establish a Community Post Office and rural delivery. The proposal will be posted for a 60 day period at the Star Lake Community Post Office. The posting period is scheduled for July 24, 1995 through September 22, 1995. Also enclosed is a comment form for you to express any concerns or comments you may have regarding the proposal. Please send the comment form to the address indicated by September 22, 1995 so your comments can be evaluated along with those of the year-round residents.

This is a proposal only. It is not a final determination to close the Star Lake Post Office. A final decision to formally close the office and retain the community post office will not be made for several months following the posting of this proposal.

Thank you for your concern in this matter.

A handwritten signature in cursive script that reads "Denise DeBeukelar".

Denise DeBeukelar
Manager, Post Office Operations

Enclosures: Proposal
 Comment Form