



Board of Public Works

335 South Broadway

De Pere, WI 54115
<http://www.de-pere.org>

Regular Meeting

Agenda

Monday, November 9, 2015	7:30 PM	De Pere City Hall Council Chambers
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Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Public Works** of the City of De Pere will be held on **November 9, 2015** at **7:30 PM** in the **De Pere City Hall Council Chambers**, 335 S. Broadway Street, De Pere, WI 54115.

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

I. Call to Order

1. Roll Call

II. Public Comment

III. Items

1. Approval of BOPW October 12, 2015 Meeting Minutes.
2. Consider Parking Restrictions on Old Ivy Court. *
3. Consider Driveway Policy.
4. Consider Mailbox Replacement Policy.
5. Consider WISCORS Agreement with WisDOT.*

IV. Future Agenda Items

V. Adjournment

***Items with an asterisk require City Council approval.**

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, Monday November 9, 2015 so that arrangements can be made.

Agenda Sent To:

Mayor

Alderpersons

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Jeffrey G. & Marcia A. Schadrie

Lawrence E. & Faye A. Willems

Michael Vanrooy

James M. Moericke

John P. & Carey L Richards

Brian J. & Jennifer L. Bright

Steve R. & Melissa A Barry

Dale F. Michele A. Rottier

Thomas O. & Heidi M. Rastall, Jr.

Patrick G. & Laurie A.

Vandenlangenberg

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject (s) over which they have decision-making responsibility.

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: November 9, 2015

DEPARTMENT: Public Works

FROM: Pam Denis

SUBJECT: Approval of BOPW October 12, 2015 Meeting Minutes.

ATTACHMENTS:

- BOPW October 12, 2015 DRAFT Meeting Minutes (PDF)



Board of Public Works

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Monday, October 12, 2015

7:30 PM

De Pere City Hall Council Chambers

I. Call to Order

The meeting was called to order at 7:30 PM by Mayor Michael J. Walsh

Attendee Name	Title	Status	Arrived
Kevin Bauer	Aldersperson	Present	
James Boyd	Aldersperson	Present	
Jim Kneiszel	Aldersperson	Present	
Dean Raasch	Aldersperson	Excused	
Michael J. Walsh	Mayor	Present	

Others present were Scott Thoresen, Director of Public Works, Eric Rakers, City Engineer, Larry Delo, City Administrator, and Pam Denis, Recording Secretary.

II. Public Comment

None

III. Items

1. Approval of the Board of Public Works September 8, 2015 Meeting Minutes.

Aldersperson Boyd moved to approve the Board of Public Works September 8, 2015 meeting minutes, Aldersperson Bauer seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Aldersperson
SECONDER:	Kevin Bauer, Aldersperson
AYES:	Kevin Bauer, James Boyd, Jim Kneiszel, Michael J. Walsh
EXCUSED:	Dean Raasch

2. Discussion of City Engineer Non Action Parking & Traffic Items.

Eric Rakers, City Engineer, reviewed the eleven discussion items from the Parking and Traffic Committee.

Item #1. Engineer Rakers shared the re-survey results from Mission Square business owners in regard to changing the number of short and long term parking stalls. Per the results, Eric Rakers stated that the staff recommendation was not to make a change. Mayor Walsh moved at 7:34pm to open the meeting to allow several business owners to speak, Aldersperson Bauer seconded the motion. Upon vote, the motion passed. Tim Majeski, Mission Financial and Insurance, appealed to the Board to increase the number of long term parking stalls, as often his meetings with customers went beyond the two hour limit of the short term parking. Jerry Gillespie, property owner at 416 George St., shared that ticketing of short term parking began last February. He reviewed his meetings with Captain Haagen and subsequent survey that was done among business owners. Jerry Gillespie stated that there are plenty of stalls, just the balance is off between the short and long term. He explained the difficulty employees who used the long term stalls behind the Rathskellar were

having crossing Broadway. He reviewed several suggestions to alleviate his concerns with the balance of stalls. Mayor Walsh moved to return to regular order at 7:46pm, Alderperson Kneisel seconded the motion. Upon vote, the motion passed.

Eric Rakers, City Engineer, stated that the critical issue was customers' ability to park close to whichever business they were interested in. He showed the distance employees at Walmart and Humana have to walk to work. City Engineer Rakers also shared that the survey did not reflect short term parking concerns, but the aerial maps show the short term parking stalls being used. Larry Delo, City Administrator, stated in regard to a suggestion to change some short term parking stalls to 3 hour limits, that enforcement would become difficult if some stalls weren't standard. He also stated that it would be good to know if short term parking stalls were being used by employees. Mayor Walsh moved to open the meeting at 8:02pm, Alderperson Boyd seconded the motion. Upon vote, the motion passed. Jerry Gillespie, property owner at 416 George Street, provided additional alternative suggestions for long term parking, such as across the street on Broadway by the Rathskellar. Tim Majeski, owner of Mission Financial and Insurance, suggested returning to not ticketing short term parkers, as there were enough parking stalls even when long term parkers were using short term stalls. Mayor Walsh stated that spot enforcement would not be fair. Alderperson Kneisel moved to return to regular session at 8:13pm, Alderperson Boyd seconded the motion. Upon vote, the motion passed. Discussion followed that it was in the City's best interest to encourage optimum short term parking in that area, especially with a proposed restaurant. Mayor Walsh stated that this item could be re-discussed with the Parking and Traffic Committee after the parking is evaluated and if it were, it would come back to the Board and the business owners would be notified of the date and time of the meeting.

Item 2: Old Ivy Ct, parking restriction will be brought before the next Board of Public Works meeting after property owners are notified via letter.

Item 3: City Engineer Rakers stated that staff had looked at the restriction request for Cross Creek Circle, but felt that it didn't warrant restriction as it is a circular street with two entrances.

Item 4: City Engineer Rakers explained that staff had monitored parking on Cook Street but did not see a large amount of parking there, they are suggesting no action.

Item 5: City Engineer Rakers stated that before they would amend the parking policy on Highview, staff would need to follow up with the Unified School District of De Pere to understand how the parking sites at the school are being used and why so many students are parking on side streets. Mayor Walsh moved to open the meeting at 8:25pm, Alderperson Kneisel seconded the motion. Upon vote, the motion passed. John Becker spoke to the Board about his request for parking restrictions on Highview. He was concerned about the increase in offsite student parking.

Alderperson Bauer moved to return to regular session at 8:34pm, Alderperson Kneisel seconded the motion. Upon vote, the motion passed. City Administrator, Larry Delo, spoke to the student parking issues stating that exiting the student parking lot at 2:30pm has become very difficult. Discussion followed including a review of the 2014 aerial that showed parking full at the school lot.

Item 6: City Engineer Rakers stated that they will do a pedestrian count at George and Adams Streets to evaluate traffic at that intersection.

Item 7: City Engineer Rakers stated that the police will be doing a review of

crossing guards this year to analyze requests like this one for a crossing guard at George and Webster Streets.

Item 8: City Engineer Rakers said that the City will complete a pedestrian count to determine if a crosswalk at West De Pere High School and VFW Park is warranted. If warranted, the City will need to work with Brown County Highway Department.

Item 9: City Engineer Rakers reported that traffic counts will be done to identify crosswalk needs and placement for the Randall and Ridgeway areas.

Item 10: City Engineer Rakers stated that a traffic count was done on Rockland Road in regard to the Speed Limit Sign request and 90% of the vehicles were going under 35mph, so no action will be taken.

Item 11: City Engineer Rakers stated the in regard to the speed limit sign request for south of Red Maple, that there are plenty of signs up there already, the police department just needs to enforce the limit.

3. Consider City Engineer Recommendations for Parking & Traffic Issues.*

Eric Rakers, City Engineer presented the following six items and the recommendations for each:

1. Update the ordinance to install “No Parking, Stopping, or Standing” on the east side of Ontario Street from Merrill Street to 80 feet north.
2. Update the signing on the south side of Westwood. City Engineer Rakers listed the updates.
3. Paint crosswalks at the intersection of Ninth and Meadowview.
4. Continue the glad program for pedestrian crossing on Broadway near the downtown. If there are no flags in the holders, the signs regarding the flags should be taken down.
5. Install a one way arrow in the median at the daycare driveway on American Boulevard.
6. Remove the Deaf Child signs on St. Bernard.

Mayor Walsh moved to approve the recommendations presented, Alderperson Bauer seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Kevin Bauer, Alderperson
AYES:	Kevin Bauer, James Boyd, Jim Kneiszel, Michael J. Walsh
EXCUSED:	Dean Raasch

4. Update on Commercial Garbage & Recycling Collection

Scott Thoresen, Director of Public Works, presented an update on the status of eliminating the commercial garbage and recycling collections. He stated that after months and a tour of the areas, the following changes:

- Create a Nicolet Square recyclable and garbage collection district. Dumpster for garbage/recycle collection would be used in this area, with a private waste hauler doing the collection. Fees would be reflected as a special charge against the tax roll for benefitting parcels. An informational meeting would be held for the businesses in January 2016, with the request for an ordinance change and final approvals coming to the Board of Public Works in March 2016.
- Implement a three cart rule at the same time as implementing the Nicolet Square collection. The City would continue the collection of commercial, industrial, and

institutional properties but would restrict all properties to a total combination of three (3) garbage/recycle carts.

- The rest of downtown areas would eventually go to a dumpster collection similar to Nicolet Square at a future date to be determined.

Responding to a question, Scott Thoresen said that all properties are required to have a recycle container. Discussion followed.

5. Consider Award of Proposal for West Business Park Design and Consulting Services.*

Eric Rakers, City Engineer, presented the staff recommendation to award the project for the West Business Park design and consulting services to Cedar Corporation in the amount of \$272,480.00 Mayor Walsh moved to approve the award to Cedar Corporation, Alderperson Boyd seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	James Boyd, Alderperson
AYES:	Kevin Bauer, James Boyd, Jim Kneiszel, Michael J. Walsh
EXCUSED:	Dean Raasch

6. Consider Award for Project 15-18 Railroad Spur Maintenance.*

Eric Rakers, City Engineer, presented the staff recommendation to award Project 15-18 Railroad Spur Maintenance to Railworks Track Systems, Inc. In the amount of \$29,950.00. Alderperson Bauer moved to approve the award for Project 15-18 to Railworks Track Systems, Inc., Alderperson Kneiszel seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Bauer, Alderperson
SECONDER:	Jim Kneiszel, Alderperson
AYES:	Kevin Bauer, James Boyd, Jim Kneiszel, Michael J. Walsh
EXCUSED:	Dean Raasch

7. Consider Award for Traffic Signal Inventory.*

City Engineer Rakers presented the staff recommendation to award Elmstar Electric Corporation the inventory and condition assessment of 12 city-owned signalized intersections. Alderperson Bauer moved to award the contract for the inventory and condition assessment of 12 city owned signalized intersection to Elmstar Electric Corporation in the amount of \$6,804.00, Alderperson Kneiszel seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Bauer, Alderperson
SECONDER:	Jim Kneiszel, Alderperson
AYES:	Kevin Bauer, James Boyd, Jim Kneiszel, Michael J. Walsh
EXCUSED:	Dean Raasch

8. Consider 2016 Snow & Ice Removal Rates

Scott Thoresen, Director of Public Works, presented the staff recommendation for the 2016 Snow and Ice Removal Rates. He reminded the Board that the maintenance of

sidewalks is all complaint driven. Discussion followed, including the suggestion to make sure that snow removal information was on the website and in the City Newsletter.

Alderson Boyd moved to approve the 2016 Snow and Ice Removal rates, Alderson Bauer seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Alderson
SECONDER:	Kevin Bauer, Alderson
AYES:	Kevin Bauer, James Boyd, Jim Kneiszel, Michael J. Walsh
EXCUSED:	Dean Raasch

IV. Future Agenda Items

None.

V. Adjournment

Mayor Walsh moved to adjourn, Alderson Bauer seconded the motion. Upon vote, the motion passed and the Board of Public Works meeting was adjourned at 9:00pm.

Respectfully submitted,
Pam Denis

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: November 9, 2015

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Consider Parking Restrictions on Old Ivy Court. *

Staff received a complaint regarding parking on both sides of the street Old Ivy Court from Waterview Road to cul de sac during sporting events at Kiwanis Park. This street is 30 feet wide which is narrow when both sides of the street are parked with vehicles. Additionally, this is a cul de sac so that there is no other outlet. Finally, with the park and sporting activities, there are periods of very high demand for parking and traffic. The police department reviewed the situation and concurred to restrict parking on one side of the street. There are several driveways on the north side, so the recommendation is to restrict parking on the north side. This item was briefly discussed at the October Board of Public Works and is a recommendation from the Parking and Traffic Team. Residents on this block have been notified of the Board meeting.

Staff recommends restricting parking on the north side of Old Ivy Court, from Waterview Road to the cul de sac.

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: November 9, 2015

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider Driveway Policy.

It was requested by BOPW at the September 8, 2015 meeting that staff research options to allow for a second driveway as requested by the property owner at 1964 Lost Dauphin. In addition, staff was requested to research what other municipalities have for regulations for second driveways.

Staff sent out a survey (See attached) to various communities in Brown, Manitowoc, Outagamie, and Winnebago Counties asking the following questions:

- Question #1 - What does your community allow for residential driveways maximum widths?
- Question #2 - How many driveways per residential lot does your community allow?
- Question # 3 - If your community allows for more than one driveway are there any specific requirements to have a second driveway?
- Question #4 - Does your community allow for a detached garage/building on residential lots to be built in the back yard which would result in the need of a second driveway?

The results varied all over the board for each question. Most communities surveyed only allowed for one driveway.

The focus of this discussion is pertaining to how many driveways do the surveyed communities allow? The communities that did allow for more than one driveway had the following requirements:

- Driveways shall not exceed 40% of the total area of residential front yard
- Corner lot allowance
- Two driveways allowed with 12 foot minimum width and 24 foot maximum width
- Exceptions granted under certain conditions

If the BOPW would like to see the driveway ordinance revised to accommodate a second driveway, the following are suggestions based off of what other communities allow:

- A corner residential lot can have two driveway approaches if it meets the following conditions:
 - (a) Secondary driveway approach shall be no greater than twenty-five (25) feet wide at the curb line and fifteen (15) feet wide at the property line.
 - (b) The secondary driveway shall not be built within three (3) feet of the property line.
- A residential lot that fronts only one street can have two driveway approaches if it meets the following requirements:
 - (a) The combined width of the primary driveway approach and secondary driveway approach shall be no greater than 45% of the lot width or forty (40) feet at the property line which ever width is the smallest. The minimum width of a residential driveway approach shall be twelve (12) feet.
 - (b) The minimum separation of the primary driveway and the secondary driveway at the property line shall be ten (10) feet

In addition for discussion, since we would be looking at revising the existing ordinance to accommodate for two driveways, do we want to also look at the following?

- The existing ordinance allows for the maximum driveway width to be 25 feet at the property line, do we want to increase this to 35 feet being that newer homes being built today often have three (3) car garages.

In summary, it is the intent of this discussion to have the BOPW give staff direction on whether changes should be made to the existing driveway ordinances. If the BOPW decides that changes need to be made, then staff will make the necessary revisions and then forward them to the Plan Commission for approval. The reason the ordinance changes need to go to Plan Commission is due to the driveway ordinance is under Chapter 14 of the zoning ordinance. Once Plan Commission approves it then will go to Council for final approval.

ATTACHMENTS:

- Driveway Regulations in Brown, Manitowoc , Outagamie, and Winnebago County_2015 (PDF)

DRIVEWAY REGULATIONS
IN BROWN, MANITOWOC, OUTAGAMIE AND WINNEBAGO COUNTIES

Municipality	Phone Contact	Contact Person	E-Mail	Question #1. What does your community allow for residential driveways maximum widths?	Question #2. How many driveways per residential lot does your community allow?	Question # 3. If your community allows for more than one driveway are there any specific requirements to have a second driveway?	Question #4. Does your community allow for a detached garage/building on residential lots to be built in the back yard which would result in the need of a second driveway?
Brown County							
Allouez	(920) 448-2800 ext. 108	Craig Berndt	craig@villageofallouez.com	No driveway shall exceed 40 ft. in width at the curb line or 30 ft. in width at the outside sidewalk line.	One driveway is standard and appliest o most all lots. Some lots do have two driveway entrances but these are circle driveways.	Lot size and frontage must be adequate to allow two driveways. This is granted on a case by case basis. If two driveways it is usually a circle drive with entrance and exit.	A detached garage is acceptable, and can be in a back yard. However, usually only one driveway is provided. Most lots do not have sufficient width to allow two driveways.
Ashwaubenon	(920) 492-2310	Doug Martin	dmartin@ashwaubenon.com	30 ft in the right-of-way	Currently not based on number of driveways, but rather driveways shall not exceed 40% of the total area of the residential front yard	No specific requirements other than the 40% maximum in the front yard.	Yes, provided they meet the 40% maximum in the front yard and required spacing between driveways
Bellevue	(920) 468-5225	William Balke, PE	billb@villageofbellevue.org	Following requirements: No driveway shall exceed the following width at the curbline: Single driveway - 17 ft. Double driveway - 30 ft. Duplex center- 40 ft. Duplex end garage - 25 feet to 25 ft.	Does not specify.	It cannot be within 5 feet of the property line.	Detached outbuildings are allowed, we always look to combine driveways.
Green Bay	(920) 448-3000	Steven M. Grenier	StevenGr@ci.green-bay.wi.us	Maximum width at the curb shall be no greater than 30 ft & no greater than 25 ft. at the sidewalk. In no case shall the maximum driveway width be greater than 50% of the lot frontage.	A maximum of one 2-way driveway or one 1-way driveway for single family uses shall be permitted from each street ROW to which a lot or parcel has frontage. A maximum of one driveway per dwelling unit is permitted for two-family uses. Only way would permit a second driveway for a residential lot would be: an existing condition predating the promulgation of the ordinance, a circular drive, a corner lot with one driveway coming from each street.	Circular drives: the driveway shall not be located within the side yard setback. The curb cut shall not be greater than 17 ft. in width and shall taper over no more than 5 ft. to a maximum of 12 ft. in width within the front yard setback. The top of th einner arc of the drive shall be located a mimimum of 15 ft. from the ROW or front property line. The interior area between the drive & the street must be appropriately landscaped.	

DRIVEWAY REGULATIONS
IN BROWN, MANITOWOC, OUTAGAMIE AND WINNEBAGO COUNTIES

Municipality	Phone Contact	Contact Person	E-Mail	Question #1. What does your community allow for residential driveways maximum widths?	Question #2. How many driveways per residential lot does your community allow?	Question # 3. If your community allows for more than one driveway are there any specific requirements to have a second driveway?	Question #4. Does your community allow for a detached garage/building on residential lots to be built in the back yard which would result in the need of a second driveway?
Hobart	(920) 869-3807	Jerry Lancelle	jerry@hobart-wi.org				
Howard	(920) 434-4060	Geoff Farr, PE	gfarr@villageofhoward.com	Determined by number of garage doors (1 garage door = 12' or less) One garage door is 16' at P.L(Property line) & 26' at E. O . P. (edge of pavement) 2 garage doors= 28'@PL & 38'@EOP, 3 garage doors= 32' @ PL & 42'@EOP, 4 or more=38'@PL & 48'@EOP, two way driveways maximum width = 50'@PL & EOP, one way driveway= 28'@PL & EOP	Generally 1	Number of driveways shall not exceed the following: Zoned R-1,2,3 or 5 shall have no more than one driveway for each divisible lot permitted by the zoning code, except where a duplex dwelling having individual garage doors that are separated by 9 ft or more shall have no more than 2 driveways on a parcel. Parcels soned Planned Development & R-4 shallhave a maximum of one driveway per percel except where a site specific parking plan has been developed, Parcels zoned A-1, B-1, B-2, B-3, I-1, I- 3, I-4, I-5 & I-6 shall have a maximum of one two-way driveway or two one way driveways fi the driveways are separated by a minimum of 40' or two two way dirveways if the driveways	No
Suamico	(920) 434-8410	Dan Drewery	dand@suamico.org	Maximum width of 24 ft., minimum = 12 ft.	2 driveways are allowed per lot. Minimum width of 12 ft., maximum width of 24 ft. No side yard setbacks for driveways.	There are no specific requirements to have a second driveway.	1 additional garage is allowed, provided it can meet the required setbacks & does not exceed the maximum suare footage. Square footage requirements vary depending on the zoning.
Manitowoc County							
Manitowoc	(920) 686-6550	Randy Junk, Operations Mgr	rjunk@manitowoc.org	Residential driveway width shall be between 10' & 25' measured at the ROW.	No new construction. Existing is grandfathered.	N/A	No unless authorized by council only under special circumstances in which this rarely happens.

DRIVEWAY REGULATIONS
IN BROWN, MANITOWOC, OUTAGAMIE AND WINNEBAGO COUNTIES

Municipality	Phone Contact	Contact Person	E-Mail	Question #1. What does your community allow for residential driveways maximum widths?	Question #2. How many driveways per residential lot does your community allow?	Question # 3. If your community allows for more than one driveway are there any specific requirements to have a second driveway?	Question #4. Does your community allow for a detached garage/building on residential lots to be built in the back yard which would result in the need of a second driveway?
Two Rivers	(920) 793-5540	James McDonald	jmcdonald@two-rivers.org	Residential driveway approaches shall meet the following conditions: (a) the maximum width shall be no greater than 30% of the lot width or 35 ft. whichever width is the smallest. (b) the minimum width shall be 12 ft. (c) the driveway approach width shall be measured at the ROW line.	A corner residential lot may have two driveways if it meets the following conditions: (a) the primary driveway approach shall be no greater than 30% of the lot width or 35 ft. whichever width is the mallest. The minimum width of a residential driveway approach shall be 12 ft. (b) secondary driveway approach shall be no greater 5 than 15 ft. wide. No driveway shall be built within 3 ft. of the property line.	A residential lot that fronts only one street can have 2 driveway approaches if it meets the following requirements: (a) the combined width of the primary driveway approach and secondary driveway approach shall be no greater than 45% of the lot width or 48 ft. whichever width is the smallest. The minimum width of a residentail driveway approach shall be 12 ft. (b) the primary driveway approach or secondary driveway approach shall be no greater than 30% of the lot width or 35 ft. whichever width is the smallest. (c) the minimum separation of the primary driveway & the secondary driveway at the ROW line shall be 10 ft.	
Outagamie County							
Appleton	(920) 832-6474	Paula Vandehey	paula.vandehey@appleton.org	May not exceed 40% of the total width of the side of the property where driveway is located, or a maximum of 40' , whichever is less.	One per lot. A second may be granted under certain conditions. (neighbors don't object, and Engineering Division, Forestry Division & Inspections Division do not object.)	Yes, see attached policy	Detached garages & accessory buildings are allowed per our zoning code requirements. Driveway Policy must be met.
Grand Chute	(920) 832-1581	Thomas Marquardt	publicworks@grandchute.net				
Kaukauna	(920) 766-6305	John W. Sundelius, P.E., M.P.A.	sundelius@kaukauna-wi.org	Control curb cuts and driveway openings mainly through "Work in the Right-of-Way" permits. We try to look at each case on an individual basis.	Do not have any ordinances or SOG in place concerning the number of driveways allowed in residential areas, but it is obviously a good idea.	Have some residential lots with two driveways with the most common being on larger lots with a U shaped drive.	Yes.
Kimberly	(920) 788-7507	Dave VanderVelden, Street Commissioner	dvandervelden@vokimberly.org	New subdivisions 30' , older part of town 24' , duplexes 40'	One, unless duplex then two with a maximum of 20' each	A variance through the Board of Appeals is required	Not without a variance.

**DRIVEWAY REGULATIONS
IN BROWN, MANITOWOC, OUTAGAMIE AND WINNEBAGO COUNTIES**

Municipality	Phone Contact	Contact Person	E-Mail	Question #1. What does your community allow for residential driveways maximum widths?	Question #2. How many driveways per residential lot does your community allow?	Question # 3. If your community allows for more than one driveway are there any specific requirements to have a second driveway?	Question #4. Does your community allow for a detached garage/building on residential lots to be built in the back yard which would result in the need of a second driveway?
Little Chute	(920) 423-3865	Roy VanGheem, P.E.	roy@littlechutepw.org	At least 10 feet wide at the property line but shall not exceed three feet wider than the garage door opening or 35 feet (whichever is less) at the property line, with a maximum additional six feet at the curb opening.	The number of driveways to serve an individual property fronting on a street shall be one, except as listed in Question # 3, or where deemed necessary & feasible by the director of public works for reasonable & adequate service to the property.	Residential properties with a street frontage exceeding 200 lineal feet may apply for a second driveway meeting the following requirements: a) width of driveway shall be at least ten feet and not more than sixteen feet at the property line, b) the driveway must access a structure designed for the storage of motor vehicles with a minimum area of 200 square feet, c) the driveway must meet all other requirements for the Village Code of Ordinances.	
Winnebago County							
Menasha	(920) 720-7101	Jeffrey S. Sturgell, Town Administrator	Randy Gallow rgallow@town-Menasha.com	24' up to 40'	1 normally (2nd driveway is an exception)	2nd driveway is only approved, given special condition to property owners (Issues etc.) No written policy but decided on a case by case basis only.	Buildings are allowed to be built, special conditions are exceptions.
Neenah	(920) 729-5995	Bob Schmeichel - Chairman	tnneenah@tds.net				
Oshkosh	(920) 236-5017	James Rabe	jgabe@ci.oshkosh.wi.us	24', but no wider than garage. 12' max if no garage	One for single family; two for two-family	Must be a two-family dwelling. If the two family dwelling has adjacent garages, they are limited to 24' width at the property line & must be separated by a minimum of 4' of green area extending full length from the property line to the garage/parking space.	No if it's a single family dwelling.

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: November 9, 2015

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider Mailbox Replacement Policy.

It was requested by Alderperson Donovan for the BOPW to review the existing mailbox replacement policy for mailboxes damaged caused by the City's operations such as snowplowing or garbage and recycle collection.

Staff researched and found that the BOPW originally discussed the mailbox policy at the March 16, 1992 BOPW meeting. (See attachment #1) It appears a resolution (See attachment #2) was drafted by staff after this meeting but the policy did not go forward to Council for final approval. The resolution was eventually approved by City Council on March 20, 2002 (See attachment #3) This resolution establishes the official policy that the City will pay an amount not to exceed \$50 for the entire actual costs to replace and/or repair a mail box located within the street right of way if it is damaged by the City's operations. In addition, this resolution does allow a resident to appeal to the BOPW for payment request exceeding \$50 if resident show circumstances which would otherwise result in undue hardship or unreasonable application of this policy.

Once a mailbox has been damaged by City operations, a notice (See attachment #4) is sent out to the property owner that the City damaged their mailbox and instructs them what to do. If a mailbox has been damaged and staff is not aware of it, a property owner can contact the City and staff will investigate to determine if the mailbox has been installed correctly and then inform the residents of what they need to do to be reimbursed for replacing and/or repairing the mailbox. Reimbursement is made upon submission of a written voucher by the owner of the mailbox. Attachment #5 shows the recent summaries of mailboxes that have been hit and the reimbursements made.

In the past several years, City staff has been pro-active with making sure mailboxes are installed properly in order to minimize damaging them. On an annual basis, staff will inventory the mailboxes that do not meet the ordinance requirements (See attachment #6). A notice (See attachment #7) is sent to the property owner advising them their mailbox is in violation of the City's mailbox ordinance.

Staff has researched current day costs (See attachment #8) to install a new mailbox. A new metal mailbox starts at \$15.12 with a post and anchor priced at \$15.57. The total for materials is \$30.69. This does not include labor. In addition, staff has researched the CPI for when the policy

was first discussed in 1992 and officially adopted in 2002 to determine what \$50 is worth in 2015. The following inflation calculation ranges were found:

\$50 in 1992	=	\$84.31 - \$85.47 in 2015
\$50 in 2002	=	\$65.77 - \$66.58 in 2015

Staff's recommendation is to keep the policy as it exists today. Property owners that want reimbursement exceeding \$50 can appeal to the BOPW for additional reimbursement.

ATTACHMENTS:

- Mailbox Policy - Attachment #1 (PDF)
- Mailbox Policy - Attachment #2 (PDF)
- Mailbox Policy - Attachment #3 (PDF)
- Mailbox Policy - Attachment #4 (PDF)
- Mailbox Policy - Attachment #5 (PDF)
- Mailbox Policy - Attachment #6 (PDF)
- Mailbox Policy - Attachment #7 (PDF)
- Mailbox Policy - Attachment #8 (PDF)

Attachment #1

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84, Wisconsin Statutes, notice is hereby given to the public that a regular meeting of the Board of Public Works of the City of De Pere has been rescheduled for Monday, March 16, 1992 at 7:30 P.M. in the Council Chambers of the City Hall.

FINAL AGENDA FOR SAID MEETING:

Roll Call.

Minutes of the February 10, 1992 meeting.

1. Request of Jeanne Jaskolski, 105 N. Sixth Street, for review of water/sewer bill.
2. Request of John Cordry, Organics, Inc., Route 3, 1985 Highway 41, De Pere, for renewal of a permit to collect yard waste within the City.
3. Request of Nicolet Paper Company regarding potential increased waste load capacity.
4. Review of application for local road improvement fund program.
5. Review of bids for Project 92-40, Ninth Street Elevated Tank Repainting.
6. Review of bids for Project 92-01, Sanitary Sewer, Storm Sewer, Watermain and Sanitary Sewer Relay.
7. Discussion of modifications to the garbage collection procedures.
8. Consideration of a policy regarding mailbox damage claims.
9. Request of Wisconsin Public Service for a utility easement on Lot 2, 25CSM78, Matthew Drive.
10. Review of proposals for floating docks for the Fox Point Boat Launching Ramp.
11. Vouchers of the Water Department and Wastewater Treatment Plant.
12. Other such matters as are authorized by law.
13. Announcements.

CARL J. WEBER, P.E.
DIRECTOR OF PUBLIC WORKS

A MARCH 16, 1992 AGENDA WAS SENT TO THE FOLLOWING:

ALDERMEN

Kimball
Van Vonderen
Stenger
Penn

NEWS

De Pere Journal
Green Bay Press Gazette
Green Bay News Chronicle
TV and Radio Stations

CONCERNED PARTIES

Jeanne Jaskolski
John Cordry
Mr. Thomas Piette

BOARD OF PUBLIC WORKS

March 16, 1992
De Pere, Wisconsin

A regular meeting of the Board of Public Works was held at 7:30 p.m. today in the Council Chambers of City Hall.

Members present on roll call: Aldermen; Daanen, Kimball, and Krause. Absent: Mayor Nusbaum and Alderman Vanden Langenberg. Also present: City Administrator J. J. Smits, Wastewater Treatment Plant Engineer/Manager David Benner, Water Department Superintendent Allen Baeten, Street Superintendent John Heesaker, and City Clerk-Treasurer Dave Minten.

In the absence of Mayor Nusbaum, Common Council President Dean Krause, chaired the meeting.

Alderman Vanden Langenberg arrived. 7:32 p.m.

Minutes of the February 10, 1992 meeting, previously forwarded to members of the Board were presented.

Moved by Daanen that the minutes of the February 10, 1992 meeting be approved as presented. Seconded by Kimball. Motion carried.

ITEM #1 THRU #13

Item #1. Request of Jeanne Jaskolski, 105 N. Sixth Street, for review of a water/sewer bill.

A copy of correspondence from Jeanne Jaskolski, dated February 26, 1992, was previously forwarded to members of the Board.

Water Department Superintendent Allen Baeten provided members of the Board with background information, indicating that a toilet in the women's bathroom was leaking thus the unusually high water bill. He also indicated that a sewer adjustment had been made, thus reducing the amount of the bill.

Moved by Kimball to open the meeting to hear from interested parties. Seconded by Vanden Langenberg. Motion carried.

Eric Gundersen, 105 N. Sixth Street, presented a letter from journeyman plumber Janice Campbell, in which she stated it was her opinion that the marked increase was not the result of a toilet leaking.

After a brief discussion, Daanen stated that we should be consistent with previous practices which allow the Water Department to make sewer adjustments, which was done in this case.

Moved by Daanen to return to the regular order of business. Seconded by Kimball. Motion carried.

Moved by Daanen to approve the adjusted bill from the Water Department and forgive the penalty charge and further, provide the customer with a six month period of payment, with a minimum payment of one hundred fifty (\$150.00) dollars per month. Seconded by Krause.

Aldermen Kimball and Vanden Langenberg both stated they supported the motion and agree with Alderman Daanen that we must continue to follow department policy when making adjustments on water bills.

A vote on the motion carried unanimously.

Item #2. Request of John Cordry, Organics, Inc., Route 3, 1985 Highway 41, De Pere, for renewal of a permit to collect yard waste within the City.

A copy of the agreement and a letter from John Cordry, dated February 24, 1992, in which he has requested an exemption from paying the city permit fee for collection of yard waste, was previously forwarded to members of the Board.

Moved by Krause to open the meeting up to hear from interested parties. Seconded by Kimball. Motion carried.

John Cordry, representing Organics, Inc., addressed the Board and explained his reasons for asking for the exemption from the permit fee.

Moved by Kimball to return to the regular order of business. Seconded by Daanen. Motion carried.

Alderman Daanen asked if there was a great deal of administrative costs involved with this agreement? City Administrator Smits indicated that there was not a great deal on an annual basis, but if complaints come from citizens concerning problems with collection of grass and yard waste, the staff would be involved and a great deal of time investigating. He also reminded Board members that there are other permit fees charged for various agreements and those businesses may also request an exemption from the permit fee charge in the future.

Moved by Krause that the permit fee of fifty (\$50.00) dollars remain. The motion failed for lack of a second.

Moved by Daanen that the permit fee be twenty five (\$25.00) dollars . The motion failed for lack of a second.

Alderman Vanden Langenberg moved to renew the agreement and waiver the fifty (\$50.00) dollar permit fee. Seconded by Kimball.

Director of Public Works/City Engineer Carl Weber arrived at the meeting. 8:20 p.m.

Mr. Weber gave members of the Board a brief explanation concerning the background of the agreement with Organics, Inc.

A vote on the motion resulted in, Ayes: Kimball and Vanden Langenberg. Nays: Daanen and Krause.

Moved by Daanen that there be a permit fee of twenty five (\$25.00) dollars. Motion failed for lack of a second.

Moved by Kimball to renew the agreement in regard to collection of grass and yard waste as it is written. Seconded by Daanen. Motion carried.

Item #3. Request of Nicolet Paper Company regarding potential increased waste load capacity.

A copy of correspondence from Thomas E. Piette, Manager of Production Services, Nicolet Paper Company, dated February 20, 1992, was previously forwarded to members of the Board.

Mr. Benner, Wastewater Treatment Plant Engineer/Manager, stated that granting the request would push the treatment capacity to sixty - seventy percent, but in the long run would be beneficial to all customers. He also provided members of the Board with a handout which illustrated the estimated budget revenue comparisons from 1991 - 1992 - 1993.

Moved by Vanden Langenberg to approve the request of Nicolet Paper Company, and direct Mr. Benner and his staff to continue working with Nicolet Paper Company regarding potential increased waste load capacity. Seconded by Kimball. Motion carried.

Item #4. Review of application for Local Road Improvement Fund Program.

Mr. Weber presented information pertaining to a new Local Road Improvement Program for fiscal years 1992 and 1993. He indicated he was seeking Board's approval to submit our asphalt overlay program for the year 1992, and applying for approximately twenty five thousand (\$25,000.00) dollars in funds from the Wisconsin Department of Transportation. He stated the funds would be used to help offset the City's portion of the overlay program, plus it would allow us to repair more streets.

Alderman Kimball asked how the amount of twenty five thousand (\$25,000.00) dollars was arrived at? Mr. Weber indicated that the program is for municipalities under 20,000 population and the formula which has been set up is based on fifty (50%) percent population - fifty (50%) percent local miles, in determining the percentage allowed a municipality from the total funds of one hundred five thousand (\$105,000.00) dollars.

Moved by Daanen to approve the application for a Local Road Improvement Fund Program. Seconded by Kimball. Motion carried.

Item #5. Review of bids for Project 92-40, Ninth Street Elevated Tank Repainting.

Moved by Vanden Langenberg to recommend to the Common Council acceptance of the low bid and award of contract to Mill Coatings, Inc., Suamico, WI, in the amount of \$72,100.00, for Project 92-40. Seconded by Krause. Motion carried.

Item #6. Review of bids for Project 92-01, Sanitary Sewer, Storm Sewer, Watermain and Sanitary Sewer Relay.

Mr. Weber informed members of the Board of the areas to be affected by this project. He also indicated that funds have been applied for to offset some of the improvements to be made on Grant Street to help resolve the flooding problem. As of this date, we have not been informed of final approval of those grant requests. However, information should be available prior to the common council meeting on March 17, 1992.

Moved by Vanden Langenberg to recommend to the Common Council acceptance of the low bid and award of contract to Jossart Construction, in the amount of \$1,479,612.35, for Project 92-01, Sanitary Sewer, Storm Sewer, Watermain and Sanitary Sewer Relay. Seconded by Daanen. Motion carried.

Board of Public Work's is also on record as recommending that Mr. Weber notify the low bidder of the possibilities of a change order concerning Project 92-01.

Item #7. Discussion of modifications to the garbage collection procedures.

Mr. Weber in referring to proposals for curbside collection of recyclable materials which were discussed at the November 19, 1991 meeting, indicated that the Public Work's Department feels that changes should be undertaken well in advance of commencement of the curbside collection program. He stated his department is looking for input in the recommendations especially the one which would require residents to place garbage either in polycarts for semi-automated collection or one way bags, and that all two, three and four family buildings be required to consolidate their garbage or recyclable materials to one location per building.

Alderman Daanen indicated he had no problems with the proposals, however was opposed to residents not being able to use plastic garbage containers for collection of garbage.

Alderman Kimball recommended an extensive publicity campaign prior to starting our recycling program.

Mr. Weber stated that the purchase of a truck and hiring of a driver will be delayed until MRF is in operation and that a letter would be sent to every home in the city explaining the recycling program.

Moved by Krause to table modifications to the garbage collection procedures until the next Board of Public Work's meeting. Seconded by Kimball. Motion carried.

Item #8. Consideration of a policy regarding mailbox damage claims.

Mr. Weber explained to members of the Board the purpose of establishing a set policy. If the Board approved the policy, it would be presented to the Common Council for approval in the form of a Resolution.

Moved by Vanden Langenberg to approve a policy regarding mailbox damage claims. Seconded by Daanen. Motion carried.

Item #9. Request of Wisconsin Public Service for a utility easement on Lot 2, 25CSM78, Matthew Drive.

Moved by Kimball to recommend to the Common Council granting of utility easement to Wisconsin Public Service Corporation for extension of electrical services, Lot 2, 25CSM78, Matthew Drive, West Industrial/Business Park. Seconded by Krause. Motion carried.

Item #10. Review of proposals for floating docks for the Fox Point Boat Launch Ramp.

Mr. Weber explained to members of the Board that the floating docks proposals were bid separately from the rest of the Project.

Moved by Daanen to recommend to the Common Council acceptance of proposal and award of contract to Aqua-Doc in the amount of \$30,795.00, for the installation of launch docks at Fox Point Boat Launch facility. Seconded by Vanden Langenberg. Motion carried.

Item #11. Vouchers of the Water Department and Wastewater Treatment Plant.

The vouchers of the Water Department and Wastewater Treatment Plant were distributed to members of the Board for their review.

Moved by Kimball that the vouchers of the Water Department and Wastewater Treatment Plant be approved for payment. Seconded by Krause. Motion carried.

Item #12. Other such matters as are authorized by law.

A brief discussion concerning the recyclable bins located in the Shopko parking lot resulted in Mr. Weber indicating that he would keep an eye on the area on Monday mornings to be able to document the situation.

On a motion by Daanen, seconded by Kimball, the meeting adjourned. 9:32 p.m.

David G. Minten, Secretary

Attachment #2

RESOLUTION #92 -

RESOLUTION ESTABLISHING CITY LIABILITY FOR
DAMAGE TO MAIL RECEPTACLES PLACED IN THE PUBLIC WAY

WHEREAS, in the interests of promoting effective and efficient postal service, the City has permitted the practice of allowing its citizens to improve a portion of city owned public way in front of private residences by constructing and maintaining mail receptacles (mailboxes) therein without first obtaining occupancy permits; and

WHEREAS, the placement of such improvements in close proximity to the traveled portion of the public way occasionally results in the inadvertent damage to such privately owned property by the City's crews when undertaking snow removal or other public service; and

WHEREAS, the City acknowledges that because the mailboxes are placed in City right of way without express permit, the City may take the position that any damage to such mail receptacles is not the legal responsibility of the City; and

WHEREAS, the City also believes that notions of fairness and equity compel the City to accept reasonable responsibility for damages caused by City crews in providing services; and

WHEREAS, by this resolution the City wishes to set reasonable limits to its responsibilities in regard to damage to mail receptacles placed on public way and to put the citizenry on notice of such limits;

-2-

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Common Council of the City of De Pere, Wisconsin, as follows:

That the Common Council of the City of De Pere hereby establishes as its official policy that it shall pay an amount not to exceed Fifty (\$50.00) Dollars for the entire actual costs to replace and/or repair a mail receptacle located on public way damaged by City crews in the course of providing services upon submission of a written voucher by the owner of such mail receptacle delineating all expenditures made in such repair or replacement, the approximate time and date of the damage, and, where possible, the circumstances of such incident. The Director of Public Works shall be responsible to review such vouchers for accuracy and compliance with the intent of this resolution; upon appeal to the Board of Public Works, a citizen may request, and the Board of Public Works may grant, payment in excess of \$50 for any such repair or replacement upon good cause shown in a circumstance which would otherwise result in undue hardship or unreasonable application of this policy.

Adopted by the Common Council of the City of De Pere, Wisconsin, this _____ day of _____, 1992.

APPROVED:

Nancy J. Nusbaum, Mayor

ATTEST:

David G. Minten, Clerk-Treasurer

Ayes: _____

Nays: _____

Attachment #3

RESOLUTION #02 – 35

RESOLUTION REGARDING DAMAGE
TO MAIL RECEPTACLES PLACED IN THE PUBLIC WAY

WHEREAS, in the interests of promoting effective and efficient postal service, the City has permitted the practice of allowing its citizens to improve a portion of city-owned public way in front of private residences by constructing and maintaining mail receptacles (mailboxes) therein without first obtaining occupancy permits; and

WHEREAS, the placement of such improvements in close proximity to the traveled portion of the public way occasionally results in the inadvertent damage to such privately owned property by city crews when undertaking snow removal or other public services; and

WHEREAS, the City acknowledges that because the mailboxes are placed in city right-of-way without express permit, the City may take the position that any damage to such mail receptacles is not the legal responsibility of the City; and

WHEREAS, the City also believes that notions of fairness and equity compel the City to accept reasonable responsibility for damages caused by City crews in providing services; and

WHEREAS, by this resolution the City wishes to set reasonable limits to its responsibilities in regard to damage to mail receptacles placed on public way and to put the citizenry on notice of such limits;

NOW, THEREFORE, BE IT HEREBY RESOLVED:

That the Common Council of the City of De Pere hereby establishes as its official policy that it shall pay an amount not to exceed Fifty (\$50.00) Dollars for the entire actual costs to replace and/or repair a mail receptacle located on public way damaged by city crews in the course of providing services upon submission of a written voucher by the owner of such mail receptacle delineating all expenditures made in such repair or replacement, the approximate time and date of the damage, and, where possible, the circumstances of such incident. The Director of Public Works shall be responsible to review such vouchers for accuracy and compliance with

the intent of this resolution. Upon appeal to the Board of Public Works, a citizen may request, and the Board of Public Works may grant, payment in excess of \$50 for any such repair or replacement upon good cause shown in a circumstance which would otherwise result in undue hardship or unreasonable application of this policy.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 19th day of March, 2002.

APPROVED: MAR 20 2002

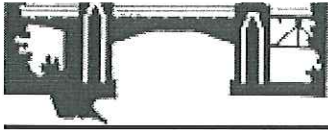

Michael J. Walsh, Mayor

ATTEST: MAR 20 2002


David G. Minten, Clerk-Treasurer

Ayes: 8

Nays: 0



City of De Pere

925 S Sixth St
DePere, WI 54115-1199
920-339-8095
Fax: 920-339-4071

Al Luberda
Street Superintendent
aluberd@mail.de-pere.org
www.de-pere.org

Date

Owner's Address

Parcel Id#:
Address:

Re: Mailbox Regulation Compliance Request

Dear Resident/Property Owner:

The Department of Public Works has been informed that your mailbox was damaged by our heavy equipment while plowing snow. We apologize for any inconvenience this has caused.

Enclosed you will find information on the code and regulations regarding this issue and also information from the City Newsletter on placement of garbage and recycle containers.

For reimbursement, please mail in a copy of your store receipt/s for any parts you purchased. There is a maximum reimbursement of \$50.00. Labor is not reimbursed.

If you have any questions, please feel free to contact me at 920-339-4060 between the hours of 7:30 a.m. to 4:00 p.m. Monday through Friday.

Sincerely,

DEPARTMENT OF PUBLIC WORKS

Al Luberda
Street Superintendent

AL/pjd
Enclosure

**POLICY ESTABLISHING CITY LIABILITY FOR
DAMAGE TO MAIL RECEPTACLES PLACED IN THE PUBLIC WAY**

ADOPTED BY THE DE PERE BOARD OF PUBLIC WORKS ON MARCH 16, 1992

WHEREAS, in the interests of promoting effective and efficient postal service, the City has permitted the practice of allowing its citizens to improve a portion of city owned public way in front of private residences by constructing and maintaining mail receptacles (mailboxes) therein without first obtaining occupancy permits; and

WHEREAS, the placement of such improvements in close proximity to the traveled portion of the public way occasionally results in the inadvertent damage to such privately owned property by the City's crew when undertaking snow removal or other public service; and

WHEREAS, the City acknowledges that because the mailboxes are placed in City right of way without express permit, the City may take the position that any damage to such mail receptacles is not the legal responsibility of the City; and

WHEREAS, the City also believes that notions of fairness and equity compel the City to accept reasonable responsibility for damages caused by City crews in providing services; and

WHEREAS, by this policy the City wishes to set reasonable limits to its responsibilities in regard to damage to mail receptacles placed on public way and to put the citizenry on notice of such limits;

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Public Works of the City of De Pere, Wisconsin, as follows:

That the Board of Public Works of the City of De Pere hereby establishes as its official policy that it shall pay an amount not to exceed Fifty dollars (\$50.00) for the entire actual costs to replace and/or repair a mail receptacle located on public way damaged by City crews in the course of providing services upon submission of a written voucher by the owner of such mail receptacle delineating all expenditures made in such repair or replacement, the approximate time and date of the damage, and, where possible, the circumstances of such incident. The Director of Public Works shall be responsible to review such vouchers for accuracy and compliance with the intent of this policy; upon appeal to the Board of Public Works, a citizen may request, and the Board of Public Works may grant, payment in excess of \$50 for any such repair or replacement upon good cause shown in a circumstance which would otherwise result in undue hardship or unreasonable application of this policy.

CITY OF DE PERE MAILBOX REGULATIONS
IN ACCORDANCE WITH THE DE PERE MUNICIPAL CODE

SECTION 22-20 CURB MAILBOX REGULATIONS.

(1) All mailboxes required to be located adjacent to the curb line of City streets shall be constructed as follows:

- (a) Mailbox posts shall be equivalent in strength to a 1-1/2 inch steel pipe or a 3 inch by 3 inch wood or a 3 inch round post.
- (b) Mailbox posts shall be set back 2 feet from the face of the curb.
- (c) The shelf of the mailbox shall be 38 inches to 42 inches in total height from the curb level.
- (d) The fronts of the mailbox receptacle shall be set back 8 inches to 12 inches from the face of the curb.

(2) The requirement for installation and use of curb-type mailboxes within the City shall be determined by the U.S. Postal Service according to their regulations, rules and procedures. (Code 1974, §7.20)

FIVE YEAR SUMMARY OF MAILBOXES HIT AND REIMBURSMENTS

YEAR	LETTERS SENT	PAYMENT REQUESTS
2014-2015	* 10	* 4
2013-2014	33	14
2012-2013	34	17
2011-2012	11	4
2010-2011	22	15

* year to date

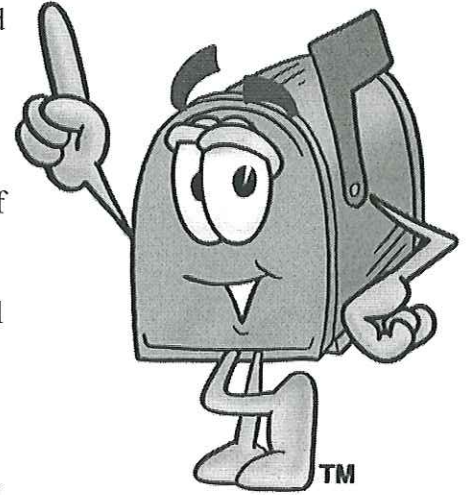
Mailbox Regulations

It is important that your mailbox is constructed according to the regulations stated below. If a mailbox is hit or damaged by a snowplow or garbage truck, and you have not followed these regulations, the owner is responsible for the repair of the damaged mailbox.

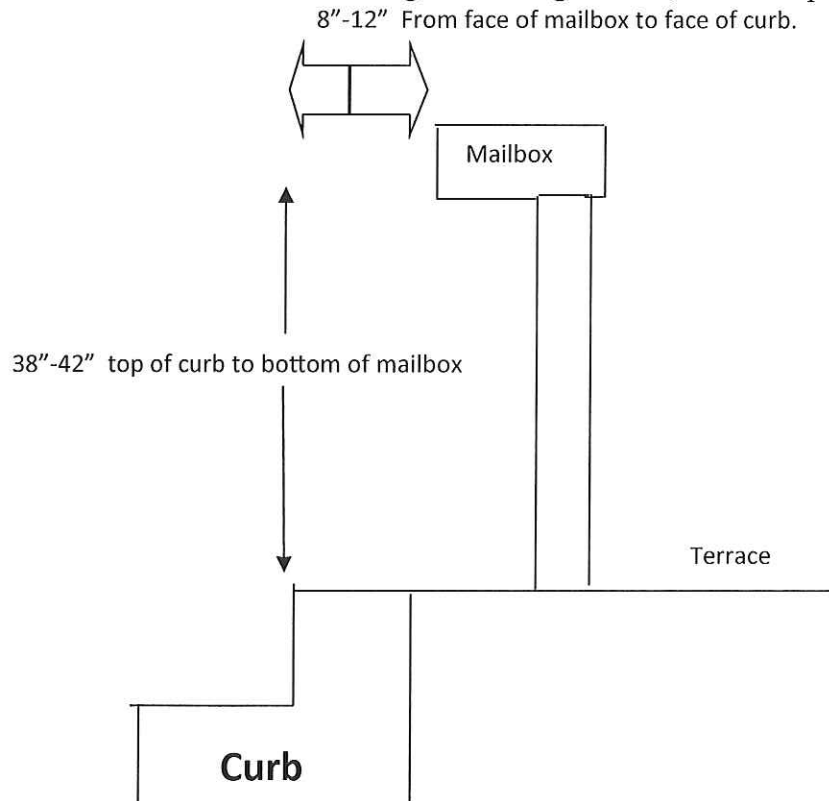
SECTION 22-20 CURB MAILBOX REGULATIONS

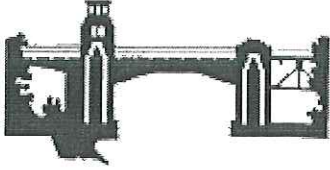
All mailboxes are required to be located adjacent to the curb line of City streets and shall be constructed as follows:

- Mailbox posts shall be equivalent in strength to a 1-1/2 inch steel pipe or 3 inch by 3 inch wood or a 3 inch round post.
- Mailbox posts shall be set back 2 feet from the face of the curb.
- The shelf of the mailbox shall be 38 inches to 42 inches in total height from the curb level.
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The requirement for installation and use of curb-type mailboxes within the City shall be determined by the U.S. Postal Service according to their regulations, rules and procedures.





City of De Pere

925 South Sixth Street
DePere, WI 54115-1199
Phone: 920-339-4060
Fax: 920-339-4071
Cell: 920-639-1003

Scott Thoresen
Public Works Director
sthoresen@mail.de-pere.org
www.de-pere.org

«ownmail1» & «ownmail2»
«ownmail3»
«ownmail4»

Re: «location»
Parcel #: «parcelid»

Dear Property Owner:

It was brought to our attention that your mailbox is in violation of our mailbox ordinance.

I am enclosing the City of De Pere mailbox regulations. It is important that your mailbox is constructed according to these regulations. If a mailbox is hit or damaged by a snowplow, garbage truck, or street sweeper, and you have not followed these regulations, the owner is responsible for the repair of the damaged mailbox.

Once your mailbox is up to code, please call or e-mail me so we may come out and inspect your mailbox and update our files.

If you should have any questions, please do not hesitate giving me a call.

Sincerely,

DEPARTMENT OF PUBLIC WORKS

Scott J. Thoresen, P.E.
Director of Public Works

**POLICY ESTABLISHING CITY LIABILITY FOR
DAMAGE TO MAIL RECEPTACLES PLACED IN THE PUBLIC WAY**

ADOPTED BY THE DE PERE BOARD OF PUBLIC WORKS ON MARCH 16, 1992

WHEREAS, in the interests of promoting effective and efficient postal service, the City has permitted the practice of allowing its citizens to improve a portion of city owned public way in front of private residences by constructing and maintaining mail receptacles (mailboxes) therein without first obtaining occupancy permits; and

WHEREAS, the placement of such improvements in close proximity to the traveled portion of the public way occasionally results in the inadvertent damage to such privately owned property by the City's crew when undertaking snow removal or other public service; and

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(2) The requirement for installation and use of curb-type mailboxes within the City shall be determined by the U.S. Postal Service according to their regulations, rules and procedures. (Code 1974, §7.20)

Attachment #8

Rebate Center | Order Tracker | Weekly Ad | Gift Registry | Welcome, Sign In ▾

MENARDS®
Dedicated to Service & Quality™

Select Your Store

Help Center ▾ | Services ▾ | Credit Center ▾ | Gift Cards ▾

Departments ▾ | Project Center ▾ | Promotions ▾ | Search All ▾ | Enter SKU, Model # or Keyword 🔍 | Cart (0)

Home > Outdoors > Outdoor Decor > Mailboxes, Plaques, Signs & Accessories

Shop By Type ▾

- ☐ Accessories (50)
- ☐ Letters & Numbers (738)
- ☐ Signs (128)
- ☐ Plaques (337)
- ☐ Mail Slot (22)
- ☐ Vertical Wall-Mount Mailbox (46)
- ☐ Horizontal Wall-Mount Mailbox (13)
- ☐ Post-Mount Mailbox (45)
- ☐ Posts & Mounting Brackets (106)
- ☐ Mailbox & Post Combo (37)

Show More

Shop by Brand ▾

- ☐ Gibraltar Industries (58)
- ☐ First Class (3)
- ☐ Post Master (6)
- ☐ 3D Post (1)
- ☐ AF Florence (55)
- ☐ Liberty Hardware (5)
- ☐ Mayne (73)
- ☐ Salisbury Industries (2)
- ☐ Schlage Lock Co. (1)
- ☐ Rubbermaid (11)

Show More

Made in U.S.A. ▾

- ☐ Made in U.S.A. ⓘ (346)
- ☐ Made in U.S.A. with US & Global Parts ⓘ (23)

Price ▾

Min:

Max:

Submit

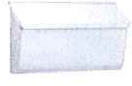
All Products (2006) | My Store

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City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: November 9, 2015

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Consider WISCORS Agreement with WisDOT.*

In 2006 the City of De Pere entered into an agreement with the Wisconsin Department of Transportation (WisDOT) to establish a Wisconsin Continuously Operating Reference Station (WISCORS) on the City's wastewater treatment plant. This program is a system of GPS receivers permanently fixed at sites located in cities, counties, and villages throughout Wisconsin that provide positions for surveying. City staff uses this system for the majority of our survey. Per the attachment, *"This change is being made because WisDOT intends to develop administrative rules to charge appropriate fees for access to WISCORS information as authorized by the Wisconsin Legislature in S. 85.63(2), Wis.Stats. Accordingly, Section 2.1.3 of the agreement was revised to remove the obligation for your organization to provide WISCORS data to the public free of charge."*

Since that time, the treatment plant has been sold to the Green Bay Metropolitan Sewerage District. Even though the City no longer owns the facility where the WISCORS system is located, the City GIS Coordinator does still provide assistance for the WISCORS system. City staff reviewed this with WisDOT staff.

Staff recommends approval of the agreement since we still provide assistance in maintaining WISCORS at the treatment plant. Failure to enter into the agreement may result in the City being charged user fees in the future. Staff will evaluate impacts for fees as changes are made. To date, staff has not received updates on potential fees. WisDOT may choose to discontinue this agreement in the future since the City no longer owns the facility where the WISCORS system is housed.