



## OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Public Works Committee of the City of Stoughton, Wisconsin will hold a regular Public Works Meeting as indicated on the date, time and location given below.

Meeting of the: **Public Works Committee of the City of Stoughton**  
Date /Time: **Thursday, February 18, 2021 at 6:00 pm**  
Location: **This Meeting will be Held Virtual**  
<https://global.gotomeeting.com/join/659497093>  
You can also dial in using your phone  
United States: +1 (408) 650-3123  
Access Code: 659-497-093

Members: Tom Majewski, Sid Boersma, Lisa Reeves, Fred Hundt, Mayor Tim Swadley

### Item # CALL TO ORDER

1. Communications
2. Approve Minutes of the January 21, 2021 Meeting

### Item # OLD BUSINESS

3. Discuss Downtown Planters and Maintenance

### Item # NEW BUSINESS

4. Update on Storm Water Basin Aesthetic Standards
5. Discussion and Possible Approval of the City of Stoughton Mailbox Replacement Policy
6. Future Agenda Items
  - a. Status of Prairie Maintenance Plan
7. Adjourn

### ADJOURNMENT

cc: Council Members, City Leadership Team, City Attorney Matthew P. Dregne, Library Administrative Assistant Sarah Monette, City Clerk Holly Licht, Tim Onsager Stoughton School District, Judi Krebs, [stoughtonreporter@wcinet.com](mailto:stoughtonreporter@wcinet.com), [stoughtoneditor@wcinet.com](mailto:stoughtoneditor@wcinet.com), Stoughton Newspaper/WI State Journal/Capital Times

**NOTE:** AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE CITY COUNCIL

**Public Works Committee**  
**Thursday, January 21, 2021**  
**(Virtual Meeting)**

**Members Present:** Tom Majewski, Sid Boersma, Fred Hundt, Lisa Reeves and Mayor Swadley

**Absent/Excused:** NA

**Staff:** Public Works Director Brett Hebert, Planning Director Rodney Scheel, Susan Eddy and Jennifer Wagner

**Guests:** Jon Callaway

**Call to Order:** *Majewski* called the meeting to order at 6:00 PM

1) **Communications:** *Hebert* reported:

- Announced that we had new employees start recently; Kurt Vinge (streets), Ryan Dalsoren (parks) and Jen Wagner (admin)
- There has been a pretty active weather pattern that is keeping our Public Works Department busy
- Scheel introduced Susan Eddy who is an Engineer Tech with The City

2) **Approve December, 17 2020 Meeting Minutes:** Motion by Majewski seconded by Hundt to approve the minutes. Motion carried 5-0.

**Old Business:**

3) **Discuss Downtown Planters (Potential Locations Maintenance, Cost) – Recommend to Table:** *Hebert* reported that he reached out to the City of Edgerton to find out what they do for planters and found that they contract this out however, we do not have this in the budget for this year. Boersma tabled for next month while Hebert gets additional cost information.

**New Business:**

4) **River Walk Design Presentation:** *Scheel* presented conceptual plans for the Riverwalk project along the north side of the Yahara River east of S. Fourth Street. It is planned to include a 10-foot-wide shared use path, a combination of lighting along with seating and landscaping. We are working to incorporate recycled timber for some benches and utilize solar for the lighting. The project also includes a ped/bike bridge that will cross into Mandt Park. The walking paths will provide more access to the water for residents. The design was presented to the RDA and Parks Committee with a lot of support behind it. The Committee expressed support for the concept.

5) **Discussion and Possible Action – 2021 Sidewalk Projects:** The Public Works Committee has reviewed potential 2021 sidewalk infill projects and has determined the following:

Sidewalks **will be** installed on the north Side of Roby Road between Chapin Lane and Sundt Lane based on the following factors:

- **ADA Accessibility** – Installation of sidewalks in this one block stretch will create a continuous ADA route on the north side of Roby Road in this segment.
- **Available right-of-way** – The overall right-of-way width is 80 feet and adequate to accommodate the sidewalk without private property acquisition.
- **Vehicular and pedestrian traffic volume** - Roby Road is a collector level street that functions as the major east-west transportation corridor between USH 51 and Page Street also frequently used by pedestrians.
- **Connectivity to existing sidewalks** – Two properties in this block already have sidewalks installed. Construction of sidewalks on the remaining four parcels will make a complete route between Chapin Lane and Sundt Lane on the north side of the street.
- **Excessive costs due to physical characteristics such as the need for extensive retaining walls** - No retaining walls are anticipated to be needed to install this segment of sidewalk.
- **Proximity to parks, schools, churches and other highly traveled destinations** – This segment is approximately 1,200 feet from the High School.
- **Environmental impacts such as trees and wetlands** - Trees may be impacted but we may be able to shift the sidewalk within the right-of-way to minimize tree impacts.
- **Length of dead end street or cul-de-sac** – Not applicable

Sidewalks **will not** be installed on the north Side of Roby Road between Sundt Lane and Lincoln Avenue based on the following factors:

- **ADA Accessibility** – The significant grade in this block does not easily accommodate construction of sidewalks at a reasonable grade. It would not be a recommended route for pedestrians who use wheelchairs or with ambulatory impairments.
- **Available right-of-way** – The overall right-of-way width is 80 feet. Additional property acquisition would be necessary if a switchback sidewalk would be desired.
- **Vehicular and pedestrian traffic volume** - Roby Road is a collector level street that functions as the major east-west transportation corridor between USH 51 and Page Street also frequently used by pedestrians.
- **Connectivity to existing sidewalks** – No sidewalks exist on the north side of the block but are continuous on the south side of this block.
- **Excessive costs due to physical characteristics such as the need for extensive retaining walls** - Sidewalk construction cost in this segment would be significant due to the need for retaining walls and grading work.
- **Proximity to parks, schools, churches and other highly traveled destinations** – This segment is approximately 800 feet from the High School.
- **Environmental impacts such as trees and wetlands** - There would be significant impact on trees and landscaping features.
- **Length of dead end street or cul-de-sac** – Not applicable

Sidewalks **will be** installed on the north Side of Roby Road between Johnson Street and Van Buren Street based on the following factors:

- **Previously Approved Project** - Storm sewer was scheduled to be installed to allow sump pump connection along with the infill of sidewalk in the 2020 project. Property owners were sent Preliminary Assessments for this work but the project did not proceed due to a funding shortfall.

- **ADA Accessibility** – Installation of sidewalks in this one block stretch will create a continuous ADA route on the north side of Roby Road in this segment.
- **Available right-of-way** – The overall right-of-way width is 80 feet and adequate to accommodate the sidewalk without private property acquisition.
- **Vehicular and pedestrian traffic volume** - Roby Road is a collector level street that functions as the major east-west transportation corridor between USH 51 and Page Street also frequently used by pedestrians. **Connectivity to existing sidewalks** – One property in this block already have sidewalks installed. Construction of sidewalks on the remaining parcels will make a complete route between Johnson Street and Van Buren Street on the north side of the street.
- **Excessive costs due to physical characteristics such as the need for extensive retaining walls** - No retaining walls are anticipated to be needed to install this segment of sidewalk.
- **Proximity to parks, schools, churches and other highly traveled destinations** – This segment is approximately 600 feet from Martin Luther Christian School.
- **Environmental impacts such as trees and wetlands** - Trees will be impacted by the construction of the storm water piping to accommodate the sump pump discharge and for sidewalk installation.
- **Length of dead end street or cul-de-sac** – Not applicable

Sidewalks **will not be** installed on the east side of Sundt Lane north of Roby Road as part of 2021 Projects because the adjacent roadway (Sundt Lane) is not part of this year’s street project.

**Motion by Boersma, seconded by Reeves to approve the sidewalk infill locations as outlined above for the 2021 construction projects, which address the criteria of the Sidewalk Installation Policy. Motion carried 5-0**

- 6) **Discussion and Approval of the Location for the Utility Pole and Osprey Nest currently at the High School:** *Hebert* stated that the light poles at the High School are being removed due to non-use. During the removal process, it was discovered that there was an osprey nest atop one of the poles. *Guest Speaker Jon Callaway*, who works for ATC, indicated that ATC *will* donate a new pole and bracket for the osprey nest but, needs the City’s approval for a location. Local osprey experts have pointed out that a good location may be near Paradise Pond. The City owns land behind Kensington Square and due to the access, they felt this may be a good location for the pole and nest. The Pole is approximately 70 feet high. Stoughton Utilities has offered to install the pole and nest. The City will need to coordinate with Stoughton Utilities for install.

**Motion by Boersma, seconded by Reeves to approve location of the osprey nest near Paradise Pond contingent upon sending a letter to adjacent property owners notifying them of the plan to install the osprey nest pole. Motion carried 5-0.**

- 7) **Review and Approve the 2021 Cemetery Price Schedule:** *Hebert* presented that the grave digging costs have increased and ask to pass the additional cost onto the customers.

**Motion by Boersma, seconded by Reeves to approve passing increase onto customer. Motion carried 5-0**

11) **Future Agenda Items:** Prairie Maintenance, Downtown Planters, discuss size of equipment that is being used for snow removal on city sidewalks, Update storm water ordinance retention ponds

12) **Adjourn:** Motion to adjourn by Reeves, seconded by Hundt to adjourn the meeting at 7:30 pm. Motion carried 5-0.

Respectfully submitted by Jen Wagner

DRAFT

# Downtown Flower Bed and Hanging Basket Maintenance Plan

There is a need to better maintain the flower beds and plantings at City facilities specifically in the downtown corridor. The Public Works Committee is also looking into bringing back the hanging baskets along Main St Downtown. In order to maintain these items, we need to devote resources to doing so. Staff has looked into the possibility of diverting a Public Works Seasonal position to be dedicated to the maintenance of the flower beds and other municipal plantings in the downtown corridor. Below is an outline of the tasks that this position would be responsible for.

## Downtown Flower Bed and Hanging Basket Maintenance

We will dedicate one seasonal employee to perform the following tasks in the downtown corridor:

- Maintain all downtown City flower beds
  - o Locations:
    - City Hall
    - Police Station
    - Library
    - Senior Center
    - Youth Center
    - Chamber of Commerce
    - Parking Lots
      - Fourth and Main St
      - Library
      - Jefferson
      - South
      - North
- Water and Maintain Hanging Flower Baskets or Ground Planters
- Assist with the care of the Memory Garden on Page St.
- Pick up litter
- Remove Weeds in the ROW Downtown
- Other duties as assigned

We will need to think through the logistics and equipment for use in the downtown area, but we believe dedicating an employee to this corridor is the prudent thing to do in order to ensure that maintenance is getting done at City owned buildings.

## Hanging Baskets

Currently, we have 21 hanging baskets that are 18" in diameter. Unfortunately, there are only 5 brackets that we have found that attach to the light poles. The brackets are designed to hold two baskets per light pole. This means that we currently have enough baskets for ten light poles.

As noted in previous discussions, funding for the downtown planters is not currently in the City budget. Without any additional funding, I suggest that we start small this year and plan to increase the amount of hanging baskets that we deploy downtown in subsequent years as the budget allows. Below are three different plans that lay out three different hanging basket options and associated costs to implement for the initial year and subsequent years going forward.

### 5 Pole Hanging Basket Arrangement

	Quantity	Planting Costs per Basket	Total
Basket Planting	10	\$30	\$300
Hangers	0	\$120	\$0
Basket Liner	10	\$18	\$180
Year 1 Cost			\$480
Subsequent Year Cost			\$300



**10 Pole Hanging Basket Arrangement**

	<b>Quantity</b>	<b>Planting Costs per Basket</b>	<b>Total</b>
<b>Basket Planting</b>	20	\$30	\$600
<b>*Hangers</b>	5	\$120	\$600
<b>Basket Liner</b>	20	\$18	\$360
<b>Year 1 Cost</b>			<b>\$1,560</b>
<b>Subsequent Year Cost</b>			<b>\$600</b>





## 21 Pole Hanging Basket Arrangement

	Quantity	Planting Costs per Basket	Total
Basket Planting	42	\$30	\$1,260
*Basket Purchase	21	\$40	\$840
**Hangers	16	\$120	\$1,920
Basket Liner	42	\$18	\$756
<b>Year 1 Cost</b>			<b>\$4,776</b>
<b>Subsequent Year Cost</b>			<b>\$1,260</b>





CITY OF STOUGHTON  
DEPARTMENT OF  
PLANNING & DEVELOPMENT  
207 S. Forrest Street, Stoughton, WI. 53589

(608) 873-6619      [www.ci.stoughton.wi.us](http://www.ci.stoughton.wi.us)

RODNEY J. SCHEEL  
DIRECTOR

Date:            February 11, 2021

To:              Public Works Committee

From:          Rodney J. Scheel  
                    Director of Planning & Development

Subject:        Stormwater Pond Aesthetics

The Public Works Committee has requested changes to the City regulations regarding the aesthetics of large stormwater basins. We have prepared draft language to begin the discussion. It is modeled off regulations in Kenosha.

If you have any questions, please contact me.

Sec. 66-904. - Range of required improvements.

The following set of improvements shall be constructed within subdivisions or condominium plats within the corporate limits of the city, to the specifications provided:

- (1) *Survey monuments.* The subdivider or condominium developer shall install survey monuments placed in accordance with the requirements of Section 236.15, Wisconsin Statutes, and as the director of planning and development may require.
- (2) *Street grading.* After the installation of temporary block corner monuments the subdivider or condominium developer shall grade all streets proposed to be dedicated in accordance with standard specifications approved by the city. The subdivider or condominium developer shall grade the roadbeds in the street rights-of-way to subgrade.
- (3) *Street surfacing.* After the installation of all utility and stormwater drainage improvements, including necessary lateral connections, the subdivider or condominium developer shall surface all roadways in streets proposed to be dedicated to the widths prescribed by subsection 66-706. The surfacing shall be done in accordance with standard specifications approved by the city.
- (4) *Curb and gutter.* Within one year after the installation of all utility and stormwater drainage improvements including necessary lateral connections, the subdivider or condominium developer shall construct a 30-inch barrier concrete curb and gutter at pavement edges in accordance with standard specifications approved by the city. This requirement may be waived at the discretion of the city in areas designated for permanent rural use as reflected in the city's comprehensive plan. Wherever possible, provisions shall be made at the time of construction for driveway access curb cuts. The breaking or cutting of curbs will only be allowed for driveway aprons.
- (5) *Sidewalks and multiuse paths.* Concrete sidewalks shall be a minimum of five feet in width, and shall be required in accordance with the requirements of section 66-712. The construction of all required sidewalks, walkways, and multiuse paths shall be in accordance with standard specifications approved by the city.

Subdividers shall refer to the official map for site-specific standards related to the requirements of this section.

- (6) *Public sanitary sewerage systems.* The subdivider or condominium developer shall construct sanitary sewers in such a manner as to make adequate sanitary sewerage service available to each lot within the subdivision or condominium plat. The size, type, depth, minimum grade, and installation of all sanitary sewers proposed to be constructed shall be in accordance with standard specifications approved by the utilities director. The subdivider shall assume the cost of installing all wastewater or sanitary sewers 12 inches in diameter or less in size. Proposed sanitary sewer lines shall extend to the boundary lines of the tract being subdivided unless prevented by topography or other physical conditions or unless, upon consultation with the city contract engineer, such extension is not necessary or desirable for the coordination of the layout of the subdivision or condominium plat or for the advantageous development of the adjacent tracts. The minimum depth at the boundary lines shall be as proscribed by the utilities director. The subdivider or condominium developer shall install and complete the installation of sewer laterals to the street lot line prior to any paving, curbing or sidewalk construction. The subdivider or condominium developer shall assume the cost of installing all sanitary sewers
- (7) *Private sewage disposal systems.* If public sewer facilities are not available, the subdivider or condominium developer shall make provision for adequate private sewage disposal systems. If at the time of final platting, sanitary sewer facilities are not available to the subdivision or condominium plat, but will become available within a period of five years from the date of recording, the subdivider or condominium developer shall install or cause to be installed sanitary sewers and sewer laterals to the street lot line in accordance with this section and shall cap all laterals as may be specified by standard specifications approved by the utilities director.

- (8) *Stormwater drainage facilities.* Whenever in the opinion of the director of planning and development upon consultation with the city contract engineer there is within reasonable distance a storm sewer main, the subdivision or planned unit development shall be provided with a complete stormwater management system which shall connect with such main. If the subdivision or planned unit development is traversed by any watercourse or channel, stream or creek, either live or dry, the subdivider shall dedicate a right-of-way for storm drainage purposes conforming substantially with the lines of such natural watercourse or channel, stream or creek or, at the developer's option, subject to the approval of the plan commission and the public works committee, provide adequate storm drains or other means for the handling of storm flow from and through his property and including the conveyance thereof. In general, the entire stormwater management systems and the disposal of stormwater shall be planned and built to meet the approval of the director of planning and development upon consultation with the city contract engineer.

Aesthetics shall be taken into consideration in the design of stormwater detention basins. Curvilinear rather than rectangular shaped basins shall be used wherever possible. Exposed rip-rap shall be kept to a minimum. More extensive areas of rip-rap should be covered with a thin layer of topsoil, turf reinforcement, and sod or be covered by water. Fieldstone shall be used for rip-rap wherever possible to provide a more natural appearance. Structures shall be flush with the ground surface whenever possible. Outlet control structures shall be designed to blend into the side slopes of the basin rather than being exposed in the bottom of the basin. A landscaping plan with a minimum of one tree or substantial bush cluster per detention basin side or per 100 feet of the perimeter, whichever provides more plantings, is required. A minimum of 10 feet of level surface between the top of the detention basin slope and adjacent properties is desired.

The subdivider shall, at its own cost, construct curbs and gutters, catch basins and inlets, storm sewers, road ditches and open channel drainageways as may be required by the city. All such facilities are to be of adequate size and grade to hydraulically accommodate maximum potential volumes of flow; the type of facility required, the design criteria and the sizes and grades to be determined, to present no hazard to life or property; and the size, type and installation of all stormwater drains and wastewater or sanitary sewers proposed to be constructed, shall be in accordance with the stormwater management plan and the plans and standards specifications approved by the director of planning and development upon consultation with the city contract engineer. Curb and gutter installation may be delayed pursuant to subsection (4). Where such installations are delayed, the stormwater to be conveyed by the curb and gutter management system shall be maintained by the city at the expense of the developer.

Subdividers shall refer to the official map for site-specific standards related to the requirements of this section.

- (9) *Public water supply facilities.* The subdivider or condominium developer shall construct water mains in such a manner as to make adequate water service available to each lot within the subdivision or condominium plat. The subdivider shall assume the cost of installing all water mains 12 inches in diameter or less in size. Proposed water supply lines shall extend to the boundary lines of the tract being subdivided unless prevented by topography or other physical conditions or unless, in the opinion of the utilities director, such extension is not necessary or desirable for the coordination of the layout of the subdivision or condominium plat or for the advantageous development of the adjacent tracts. If public water service is not available, the subdivider or condominium developer shall make provision for adequate private water systems as specified by the city, state, county and/or town. The subdivider or condominium developer shall install and complete the installation of all required water laterals to the street lot line prior to any paving, curbing or sidewalk construction.
- (10) *Other utilities.* The subdivider or condominium developer shall cause gas, electrical power, telephone, cable television, and other telecommunications facilities to be installed in such a

manner as to make adequate service available to each lot in the subdivision or condominium plat. No such utility service shall be located on overhead poles. All installations must be underground. Plans indicating the proposed location of all utilities required to serve the plat shall be approved by the city.

- (11) *Street lights.* The subdivider shall fund the installation of street lights along all streets proposed to be dedicated of a design compatible with the neighborhood, the type of development proposed, and city maintenance costs, as approved by the utilities director. Such lights shall be placed at each street intersection and at such interior block spacing as may be required by the utilities director.
- (12) *Street signs.* The city shall install at the intersection of all streets proposed to be dedicated a street name sign of a design specified by the city. The city shall also install regulatory signs along all streets as necessary. The subdivider or condominium developer shall be responsible for reimbursing the city for all costs associated with the purchase and installation of required street name and regulatory signs.
- (13) *Terrace trees.* The developer shall install or pay a fee to fund the installation of terrace trees. The number of required trees shall be determined using the methodology in section 10-2(5) of this Code. If the developer elects to install the required terrace trees, such installation shall be done in accordance with a tree planting plan approved by the public works director or their designee. The tree planting plan shall specify the number, species and location of required trees. If the developer elects to pay a fee to fund the installation of terrace trees, the fee shall be calculated using the methodology in section 10-2(6) of this Code.
- (14) *Driveways.* Where driveways are to be provided, a concrete apron from all property lines to the pavement edge of adjacent streets shall be installed and shall otherwise comply with the applicable requirements of the city's municipal code.

(Ord. No. 0-7-09, 6-23-2009; Ord. No. 0-8-2016, 5-24-2016; Ord. No. 0-5-2018, § 2, 2-13-2018)

**Public Works Committee**  
**Thursday, September 17, 2020**  
**(Virtual Meeting)**

**Members Present:** Tom Majewski, Sid Boersma, Fred Hundt and Mayor Swadley

**Absent/Excused:** Lisa Reeves

**Staff:** Public Works Director Brett Hebert and Vickie Erdahl

**Guests:**

**Call to Order:** *Majewski* called the meeting to order at 6:10 PM

1) **Communications:** *Hebert* reported:

- No large increases were requested in the 2021 Public Works Operating Budget, however, an additional \$3,000 increase was requested for tree planting infill since there is no more funds in the EAB account.
- A staff position for an Equipment Operator was requested for the Parks Department

2) **Approve August 20, 2020 Meeting Minutes:** Motion by Boersma seconded by Hundt to approve the minutes. Motion carried 3-0.

**Old Business:**

3) **Review Rollout of Curbside E-waste Program:**

The Public Works Committee approved the program for e-waste to be part of the bulk pick up for the City and will now be discussed at Council. The electronic pick up can occur twice a year in place of a regular monthly bulk pick up and must be called in to schedule.

The program will begin on January 1, 2021 at a charge of \$6.00/yr. or .50 cents per resident which will be put on the tax roll.

**New Business:**

4) **Review Council Goals Pertaining to Public Works:** Committee reviewed with the goals from the City Council for 2020. Staff will provide responses to various items pertaining to Public Works and Planning. Several items were discussed in greater detail see item #'s 5 & 6.

5) **Approve the Director of Public Works or Their Designee to Apply for the DNR Urban Forestry Projects Grant to Purchase Trees to Distribute to Residents to Replace Ash Trees on Their Property that were removed due to the Emerald Ash Borer:**

*Hundt* addressed the committee regarding the grant in which 40 bare root trees will be purchased and placed in a gravel bed. In the fall of 2021 these trees will be given to city residents who have had to remove ash trees on private property to restore canopy coverage.

The funds will be spent from the Tree Commission Donation Fund. Total Cost of the project of \$4,144.60 with half of that cost being reimbursed back to the city by the DNR upon completion. The city's share of the project is \$2,072.30 with \$1,344.60 of that cost being covered by staff and volunteer time. Therefore, the city portion of the project is \$727.70. This cost will be borne by the Tree Commission Budget, which currently has in excess of \$4,800 in that account.

The grant needs to be submitted by October 1, 2020 to be considered.

**Motion by Hundt and seconded by Boersma to move forward with the process and submit the application for the 2021 Grant to the Department of Natural Resources Grant.**

**Motion carried 4-0 with the Mayor voting yes.**

- 6) **Discuss the creation of a storm water basin design standard:** *Majewski* would like a storm water basin design standard/ordinance developed for the city stating that he would like the shape and esthetics of the basins to be more natural.

*Scheel* stated that the DNR has standards and design criteria in place that could be reviewed. *Hebert* stated that the committee should also consider and discuss the maintenance after installation.

Committee members will research topography and designs for basins and bring the information to a future meeting.

- 7) **Discussion on the Minimum Terrace Widths for New Developments:** *Majewski* would like a review of the right-of-way standards and minimum terrace widths. *Scheel* stated that the standards were updated in 2009 and in newer subdivisions the terrace widths are substantially larger along and remember there is a lot of competition for the right-of-way.

A suggestion made was that when designing a new subdivision, terrace widths be determined by what category the road is (i.e. main or collector street) and a width that can support the urban forest.

- 8) **Discussion Pertaining to the DOT Inspection of the Jefferson St Pedestrian Bridge:** *Hebert* stated that as of September 17, 2020 the bridge had been closed until further notice as the State had deemed the bridge structurally unsafe. The annual inspection report should be received by next week. At that point Strand can develop a design and costs to either remove or repair the bridge. *Hebert* will bring the costs to the committee when available.

The bridge was already in the CIP budget for 2021 to remove or replace. *Mayor Swadley* stated that a federal grant had been applied for, however, we did not receive the grant –

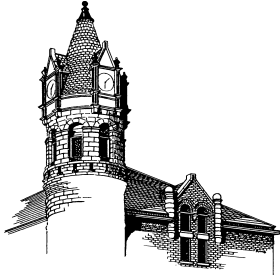
- should we apply again in 2021 and put off making a decision for another year?
- Is the bridge even worth repairing?
- Remove and not replace? *Majewski* stated that the last time this issue was brought up, a lot of people showed up at the public meeting in support of keeping the bridge
- Get data on usage of the bridge and other similar structures
- Look at another type of grant through the DNR

- 9) **Future Agenda Items:** Storm Water Basins, Pedestrian Bridge and Terrace Widths

**10) Adjourn: Motion to adjourn by Majewski, seconded by Hundt to adjourn the meeting at 6:52 pm. Motion carried 3-0. Respectfully submitted by Vickie Erdahl**

DRAFT





CITY OF STOUGHTON  
**PUBLIC WORKS DEPARTMENT**

2439 County Rd A, Stoughton, WI 53589  
(608) 877-8684 Office  
(608) 877-8387 Fax

BRETT HEBERT  
*Director of Public Works*  
BHebert@ci.stoughton.wi.us

Date: February 11, 2021  
To: Stoughton Public Works Committee  
From: Brett Hebert, Director of Public Works  
Subject: Mailbox Replacement Policy

Public Works Committee Members,

The City of Stoughton Public Works Department has many operations that require various types of vehicles and equipment that work along the street curb line. These operations include, but are not limited to, snow and ice removal, street sweeping, brush and leaf pickup, tree trimming and miscellaneous street repair. The Public Works Department takes great care not to damage any property within the city right-of-way; however, mailboxes do occasionally get damaged during the course of this work.

**According to WI State Statute Section 86.04:**

*Mailboxes have been, and are, allowed on right-of-way as a matter of convenience to the landowners or occupants, and not as a matter of right. A mailbox is an encroachment on highway right-of-way and is governed by Section 86.04 of the Wisconsin State Statutes.*

*Mailboxes accidentally damaged in the process of removing snow, mowing the right-of-way, graveling the shoulder, or any other act of maintaining the right-of-way, shall be the landowner's or occupant's obligation to repair or replace.*

The Department has always replaced mailboxes that were struck by and damaged by equipment, but would not repair mail boxes that were in disrepair or that were damaged due to the snow wind roll off the plow hitting the mailbox, which is usually a sign that the mailbox was not securely affixed to the post or the post was in disrepair.

The goal of this memo is to create language for your consideration that will give direction and a formal procedure for staff and the citizens of Stoughton to reference should a mailbox get damaged by City staff or equipment.

## **City of Stoughton Proposed Mailbox Replacement Policy**

The City of Stoughton Public Works Department has many operations that require various types of vehicles and equipment that work along the street curb line. These operations include, but are not limited to, snow and ice removal, street sweeping, brush and leaf pickup, tree trimming and miscellaneous street repair. The Public Works Department takes great care not to damage any property within the city right-of-way; however, mailboxes do occasionally get damaged.

Damage to mailboxes caused by City staff or equipment shall be reported to the Department of Public Works by the owner of the mailbox within 10 days of the occurrence of the damage. The owner must keep the damaged mailbox and make it available for inspection by a City representative. If the owner does not report damage within the 10-day time period or keep the mailbox and make it available for inspection by a City representative, then the claim for damages may be denied by the City without further investigation. If the report is made within that time period and the mailbox is made available for inspection, then the City shall proceed as follows:

- (a) A Public Works Supervisor shall investigate the damage and determine whether the damage was caused by City owned equipment or not.
- (b) If it is determined that the damage was caused by City owned equipment, then the Supervisor shall assess the condition of the mailbox immediately prior to the occurrence of the damage, to the extent reasonably possible. (Meaning: What condition was the mailbox in before the damage)
- (c) If the assessment of the mailbox's condition prior to the occurrence of the damage shows that the mailbox or post was in poor, deteriorated, or rotted condition, or shows other indications that it should have been replaced even if it had not been damaged by a City equipment, then the City may not repair or replace it. Any repair or replacement would be at the sole discretion of the City.
- (d) Any mailbox damaged by the weight of the plow windrow (snow exiting the end of the plow) will not be covered under this policy and no reimbursement will be offered.
- (e) If it is determined that the City did damage the mailbox, the City will use reasonable efforts to restore the mailbox to the condition it was in prior to the occurrence of the damage. If repair of the damaged mailbox is not possible and replacement is required, then the City will install a steel mailbox, meeting US Postal Service requirements, in black, on a 4" by 4" treated wood post set in the ground, at the City's expense.
- (f) The City will not install specialty mailboxes or mailboxes that are a significant betterment over the mailbox damaged by City equipment.
- (g) Only USPS-approved mailboxes will be repaired or replaced. Newspaper boxes or other items mounted on the post with the mailbox will not be repaired or replaced by the City.
- (h) If the owner chooses not to accept repair or replacement of the mailbox by the City, and wishes to install a mailbox of the owner's choice instead, then the City will reimburse the owner for the cost of materials for mailbox repair or replacement, up to a maximum of \$100, The owner shall provide the City with proof of purchase of the materials. Labor will not be reimbursed.
- (i) If weather or ground conditions do not allow a posthole to be dug, then a temporary mailbox will be mounted and a permanent repair or replacement will be done when weather and ground conditions allow.

# USPS Mailbox Installation Guidelines

## Where to Place the Mailbox

Here are some helpful guidelines to follow when placing your mailbox:

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.

## Installing the Mailbox Post

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

- A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24" deep.

