

# BOARD OF PUBLIC WORKS

City of Kaukauna  
**Council Chambers**  
Municipal Services Building  
144 W. Second Street, Kaukauna



Monday, January 20, 2025 at 6:00 PM

## AGENDA

### In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
  - [a.](#) Authorization to seek bids for replacement of Truck #14 – 2009 Engineering Dept Pick-up.
  - [b.](#) 2025 Project Overview Map.
  - [c.](#) Mailbox Replacement Policy.
  - d. Public Works Updates.
3. Adjourn.

## NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Board of Public Works meeting scheduled for Monday, January 20, 2025 at 6:00 P.M. to gather information about a subject over which they have decision making responsibility.

**IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.**



## **MEETING ACCESS INFORMATION:**

You can access this meeting by one of three methods: from your telephone, computer, or by an app. Instructions are below.

To access the meeting by telephone:

1. Dial 1-312-626-6799
2. When prompted, enter Meeting ID 234 605 4161 followed by #
3. When prompted, enter Password 54130 followed by #

To access the meeting by computer:

1. Go to <http://www.zoom.us>
2. Click the blue link in the upper right hand side that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow Zoom to access your microphone or camera if you wish to speak during the meeting

To access the meeting by smartphone or tablet:

1. Download the free Zoom app to your device
2. Click the blue button that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

\*Members of the public will be muted unless there is an agenda item that allows for public comment or if a motion is made to open the floor to public comment.\*



# MEMO

## DEPARTMENT OF PUBLIC WORKS

To: Board of Public Works  
From: John Neumeier  
Date: January 20, 2025  
Re: BPW Agenda Item 2a - Authorization to seek bids for replacement of Truck #14

### Background information:

Within the 2025 Capital Improvement Plan the Engineering Department has proposed the replacement of a fleet truck #14. This truck is the older of two trucks in the Engineering Department. It is a 2009 pick-up truck used for inspection, testing, and other transportation. In conjunction with capital planning process, discussion was had with 1000 Islands staff and the current truck #14 would replace their current 2000 pick-up to provide them with an updated work truck.

### Strategic Plan:

NA

### Budget:

This project will be funded by the 2025 Capital Improvement Plan.

### Recommended action:

Authorize the Engineering Department to seek bids for replacement of Truck #14 – Engineering Department Pick-up.



# 2025 PROJECT OVERVIEW

## MAP LEGEND

PAVING	
SANITARY	
STORM	
WATER	
SIDEWALK	
MISC.	

CTH J SEWER  
EXTENSION

INDUSTRIAL PARK  
WATER MAIN  
CONSTRUCTION

STH 55 SEWER &  
WATER MAIN  
EXTENSION

CTH J WORK  
FOR HIGHWAY  
41 PROJECT  
(WisDOT)

SEWER &  
WATER UTILITY  
RELAY

STRASSBURG PARK  
PLAYGROUND

CIPP SANITARY  
IMPROVEMENTS

QUARRY BLASTING AND  
ROAD RE-DITCHING  
(MCC)

UPPER GRIGNON  
PARKING LOT  
RESURFACING

NEW PARKING  
LOT(S) AT LOWER  
GRIGNON

CTH Z  
RECONSTRUCTION  
(OUTAGAMIE  
COUNTY)

1000 ISLANDS  
BOARDWALK TRAIL  
RECONSTRUCTION

ALLEY AND  
PARKING LOT  
RESURFACING

SWITCHBACK  
TRAILS AND  
SEAWALL

HIGH STREET  
RESURFACING

CIPP SANITARY  
IMPROVEMENTS

NEW CONCRETE  
STREET PAVING  
& SIDEWALK  
EXTENSION ON  
STATE STREET

STORM SEWER  
IMPROVEMENTS

NEW CONCRETE  
STREET PAVING





# MEMO

## DEPARTMENT OF PUBLIC WORKS

To: Board of Public Works  
From: Jake Van Gompel, Street Superintendent  
Date: January 20, 2025  
Re: Agenda Item 2c, Mailbox Replacement Policy

### **Background information:**

During collection routes or winter snowplow operations residential mailboxes can become damaged because of proximity to the work area. Currently If city equipment contacts the mailbox and causes damage the city will reimburse for materials in the replacement (no maximum established). No labor costs would be reimbursed, and the city does not provide the reinstallation. Resident/installer is responsible to meet all United States Postal Services installation specifications.

Without a limit on the dollar amount for reimbursement there is potential for the city to reimburse for upgraded/unauthorized materials.

### **Strategic Plan:**

To have a clear reimbursement policy builds into our values of accountability and service to residents.

### **Budget:**

This reimbursement will come from the snow and ice or street maintenance budget depending on the season the damage occurs.

### **Recommended action:**

Approve attached mailbox replacement policy.

## MAILBOX REPLACEMENT POLICY

During collections or winter snowplow operations mailboxes can become damaged because of proximity to the work area. The City will reimburse up to a maximum of \$125.00 for mailbox materials in the event physical contact was made with City equipment and verified by the City.

Property owners should call the Street Department at (920) 766-6337 to report mailbox damage as soon as possible. The City may make a temporary repair or deliver a temporary mailbox so postal services can resume. The Street Superintendent or their designee will investigate any damage and verify if reimbursement is warranted. If damage was caused from snow being pushed to the curb known as “snow load” the City is not responsible for damages unless excessive speed or other operator error caused the damage.

Property owner is responsible for repairing or replacing the mailbox per USPS specifications within 6 months of the reported damage. Once the mailbox is repaired or replaced, if it is determined by the Street Superintendent or their designee that reimbursement is appropriate, the property owner shall provide the original materials receipt to the Street Superintendent. The City will make a copy of the receipt and verify materials used at the location of the damage. After the materials have been installed and verified the City will reimburse by check to the property owner up to \$125.00 for material costs.