

**CITY OF OCONTO**  
**MINUTES OF THE BOARD OF PUBLIC WORKS**  
City Hall Council Chambers, 1210 Main St, Oconto, WI 54153  
**MONDAY, June 19<sup>th</sup>, 2023 @ 5:30 P.M.**

1. **Meeting of the Board of Public Works called to order at 5:30 pm by Chairperson Anderson**
2. **Roll Call –**
  - a. **Members present:** Darrell Anderson, Mike Feldt, John Wittkopf, Steve Stock, and Jean Young.
  - b. **Also present:** Mayor Panetti, Attorney Frank Calvert, City Administrator Brittney Bickel, Superintendent Ben Helnore, and Deputy Clerk/Treasurer Camille Belleau as recording secretary.
3. **Approval of Agenda**
  - a. **Motion: Wittkopf / Young**
    - i. *Motion to approve the agenda as presented for the Board of Public Works meeting on June 19, 2023. Voice Vote: 5 ayes – MOTION CARRIED*
4. **Approval of Minutes**
  - a. **Motion: Feldt / Anderson**
    - i. *Motion to approve the minutes as presented for the Board of Public Works meeting on June 5, 2023. Voice Vote: 5 ayes – MOTION CARRIED*
5. **Public Input**
  - a. Young had the following questions:
    - i. 415 Clark Ave has a handicap ramp that was started, but never finished. Young questioned if it was no longer needed then wouldn't the ramp have to be taken down. Bickel said some must be removed because they aren't to code, but otherwise they can remain up. Bickel said she would look into it.
    - ii. 510 4<sup>th</sup> St has a sump pump hose running from the inside of the house, over the sidewalk, and into the street. It's draining green water into the street. The sidewalk, curb and gutter are slimy from the water.
  - b. Mayor Panetti read an email from Kathleen Barlament, 451 Main St. She complained about multiple properties on Main St and wanted to know who can enforce building codes. She also stated the speeding and street noise by her home is out of control.
  - c. Bickel said the City is working on cracking down on ordinance violations. Stock stated Council should consider budgeting for an in-house building inspector in 2024; whether that be full or part time. Stock stated Duff is very hard to get in contact with. Bickel stated the City wants to advertise for a building inspector again near the end of the year.
6. **Correspondence:**
  - a. **Process/Procedures for Cleanup and Citations**
    - i. Bickel handed out the new process and procedures for ordinance violations. Bickel and Helnore had a meeting with Officer Dufek to set up a process and procedures to address ordinance violations moving forward. Wittkopf had a question about warrant situations and if the procedures provided should say Superintendent of Public Works instead of Building Inspector. Bickel stated that it would have to be the City's contracted Building Inspector in those cases because there would be decisions about building structure and safety that only a building inspector would know, not the Superintendent. Calvert gave the

example that if there's a house fire the Building Inspector would have to evaluate and tag the house accordingly.

- b. Other Public Works concerns from the committee
  - i. Bickel clarified the two invoices questioned at previous meetings. The first was one for rugs at the street shop. They don't use Cintas services like City Hall does. Instead, they just replace rugs as they get old which saves money in the long run. The other was an invoice for repairs for the transfer station. The invoice was dated January and wasn't paid until May. The invoice may have gotten lost in shuffle with the superintendent replacement or could have been mailed later than the invoice date. It is now paid and there won't be any more invoices related to that specific transfer station repair.

**7. Discussion/Recommendation/Action on the Following:**

- a. Approval of invoice from WI Department of Transportation for Arbutus project in the amount of \$83,839.55.
    - i. Feldt asked how the process for road projects through grants works. Bickel explained that once the grant is approved, the State basically takes the project over and sends us a bill when the project is finished. Mayor Panetti asked if we must supply inspector or if the state has their own. Stock said the state has its own who is there frequently to supervise the project.
    - ii. **Motion: Wittkopf / Stock**
      - 1. *Motion to pay invoice as presented. Voice Vote: 5 ayes – MOTION CARRIED*
  - b. Discussion on 1010 Pecor St.
    - i. Bickel had a conversation with Fire Chief Bostedt about the shipping container as storage container rules. He reached out to the District 3 Fire Coordinator and fire code is they have to be 8 feet from other buildings and can't have utilities running to them. Wittkopf questioned if our ordinance could be different from fire code. Bickel stated that it can but might not be necessary. Anderson asked if there were any updates from OCEDC and Bickel stated none since the last meeting.
  - c. Building inspection updates.
    - i. Bickel stated a lot of people are complaining about the cost of the permit and how long it takes the contracted building inspector to get back to people. Stock stated the City gets 10% of the permit fees. Bickel said when the City was looking for an inspector that all inspectors contacted were too busy and the permit revenue percentage was in range with other municipalities.
  - d. Utility installation permits
    - i. Bickel stated these permits are pulled by telecommunications companies when they bore under the street. The City is talking about changing permit fee to have a base charge and a per mile charge to cover the cost of the locate requests on large projects. Unsure if this falls under public works or utility. Beekman and Bickel will give an update at the next meeting.
- 8. Review of Accounts Payable Reports for June 1, 2023 through June 14, 2023 in the amount of \$18,999.31; \$726.79.**
- a. Feldt asked if the City ever shops around for property and liability insurance. Bickel responded the City uses the League of Municipalities who have great rates and other benefits to the City.

- b. Feldt asked if the City gets a discount at any of the frequent places the street department shops. Bickel said the City does not get a discount but tries to get the best price and shop local as much as possible.
- c. Feldt asked what all the charges from Wisconsin Media were. Bickel clarified they were for job postings.
- d. Feldt asked what all the charges from WPS were. Helnore clarified that they are for the streetlights and other city properties. Stock stated they are replacing the streetlights with LEDs as they go out and the LEDs would save the city a lot of money in the long run.
- e. **Motion: Stock / Wittkopf**
  - i. *Motion to pay accounts payable as presented. Voice Vote: 5 ayes – MOTION CARRIED*

9. Revenue & Expenditure Guidelines from 2023.

- a. Feldt asked why certain accounts were referenced in multiple spots on the reports. Bickel clarified the reports to show the recycling revenue, the expense to Waste Management and the expense to Sadoff. Helnore explained Sadoff and Waste Management are both utilized as they take different types of recyclables.
- b. Feldt asked about the difference in actual amount spent on gas/diesel in 2022 and the budgeted amount for 2023. Bickel clarified that in previous years the gas cost hadn't been allocated to the recycling fund as it has been in a deficit. For 2023 there was a recycling charge added to the tax bills to help account for the expenses that should be allocated to the recycling fund but weren't. So, for 2023 the gas/diesel expense is actually being allocated to the recycling fund. Stock stated there are also reimbursements coming in from Police and Utility for the use of gas monthly.

10. Closed session

The Committee voted at 6:17 p.m. to convene into Closed Session pursuant to notice duly given and as allowed by Wis. Stats. 19.85(1)(c) for the consideration of employment and by Wis. Stats. 19.85(1)(e) for competitive or bargaining reasons for the following items:

- a. Hire of chosen candidate for City Mechanic
- b. Refuse and recycling contract proposals

**MOTION: Feldt / Wittkopf**

*Motion to convene into closed session at 6:17 pm. Voice Vote: 5 ayes – MOTION CARRIED*

**Roll Call:** Mayor Panetti, Attorney Frank Calvert, City Administrator Brittney Bickel, Deputy Clerk/Treasurer Camille Belleau, Darrell Anderson, Mike Feldt, John Wittkopf, Steve Stock, and Jean Young.

11. Open session

The Committee voted at 6:58 p.m. to reconvene into Open Session pursuant to notice duly given and as allowed by Wis. Stat. 19.85(2) for discussion/recommendation from Closed Session.

12. Action/Discussion on Matters from Closed Session

a. **MOTION: Wittkopf / Young**

*Motion to recommend chosen candidate for City Mechanic to Council. Voice Vote: 5 ayes – MOTION CARRIED*

b. **MOTION: Stock / Young**

*Motion to recommend the continuation of garbage and recycling pickup by the City and re-address in the future. Voice Vote: 5 ayes – MOTION CARRIED*

**13. Next Meeting Date & Time – July 17<sup>th</sup> at 5:30 p.m.**

**14. Adjournment**

**a. MOTION: Wittkopf / Stock**

*Motion to adjourn at 7:03 p.m. Voice Vote: 5 ayes – MOTION CARRIED*

Minutes submitted by Deputy Clerk/Treasurer Camille V. Belleau