

**BOARD OF PUBLIC WORKS**  
**MONDAY, JULY 17<sup>th</sup>, 2023 @ 5:30 P.M.**  
**CITY HALL COUNCIL CHAMBERS**

1. The July meeting for the Board of Public Works was called to order by Chairman Anderson.
2. **Roll Call:**
  - a. Darrell Anderson, Mike Feldt, Steve Stock, John Wittkopf, Jean Young
  - b. Also Present: Mayor J. Panetti; Superintendent of Public Works, Ben Helnore; Lori Stenstrup and sister Staci Hickey, and the resident of the 616 Washington St. property (Casey Sowle)
3. **Stock motioned for approval of agenda; Wittkopf called second. (5 Ayes)**
4. **Approval of the June 19<sup>th</sup>, 2023 meeting minutes were issued by Wittkopf with a Young second. (5 Ayes)**
5. **Public Input:**
  - a. Stenstrup addressed the issue of the resident of the 616 Washington St. property, the next-door neighbor of her sister. Stenstrup produced Ordinances to support their complaint which has persisted for a 2-year period. Pictures paralleled the included problems: weeds, overgrown flower garden, no landscaping plan, a 1-day goat, and a future Monarch weigh station. Helnore had 5 e-mails that addressed the complaints. The unkempt yard has increased mold. Wood piles have harbored mice and snakes which have invaded adjacent property. Anderson suggests the owner should sell and move to the country. We need to have more enforced Ordinances.
  - b. The Property owner said he is not home for extended periods of time. At the time of Helnore's first visit, the property was in compliance. Helnore, today, visited the property and made suggestions including cleaning up the brush piles and wood stacks, as well as insisting on weeding around the trees, limiting harbor of mice and snakes. The owner said he was a good neighbor..."There are no more goats there now and there won't be ever again." In conclusion with the warning of the Public Works Commission, Anderson says we will keep an eye on the place.
6. **Correspondence:**
  - a. *Process/Procedures for Cleanup and Citations* is being addressed, with Superintendent Helnore investigations of several properties (NOTE included list.). These visitations included the Broadway Air-B&B garbage; 4th St. deck and railing AND hose; Congress St. home with garbage in front and back of the home; Mineau Ave. garbage in backyard; Chicago St. garbage and dog feces all over the yard... and a dumpster present; Washington St. grass, weeds, brush in backyard causing bugs and rodent problems; Lingelbach Ln. home with complaints of garbage stacked causing animals and snakes; McDonald St. garbage and scrap metal; Arbutus Ave. landscaping of new curb line after road construction; Main St. dead pigeons laying within the old laundromat.
  - b. Three new properties were added to Helnore's list: 4th St.; Farnsworth/Baldwin; 4th & Kreuger. These were given by members of the Committee.

- c. *Discussion on 1010 Pecor St.* led to Administrator B. Bickel who left word of the issue: It will be addressed next week.
  - d. *Building inspection updates* include Stock's statement that the City Council needs to budget and hire a Building Inspector who would be on schedule at least 20 hours a week. Our hire, to whom we have given money, is not in action: City Lawyer Calvert needs to address this. As stated by Helnore, it is difficult to apply structural Ordinances. Our last ads brought limited response (WI lacks State License in this profession): stated Mayor Panetti.
  - e. *Other Public Works concerns from the Committee* included Feldt's check into electric garbage trucks AND Grants for them. His findings embody that there is not a lot of history on them, limited maintenance support, and tolerance of 0 degree-and-below weather operation.
7. **Review of Accounts Payable Reports for June 15, 2023 thru July 13, 2023 in the amount of \$39,588.56; & \$1,122.00 were found acceptable by Wittkopf with a second of Stock. (M/C)**
- a. Stock questioned Operational Supplies to which Anderson stated we had a \$1,000 credit; Wittkopf questioned/sought a review of the Utility figure which was internet; Helnore will double check. Stock stated that these bills are not just Public Works and are paid by multiple departments.
  - b. Of concern are the major equipment needs. We have had 1 street machine repair but have 2 more in waiting. Helnore assured that there is a line-item Budget of which Adm. Bickel and he are aware.
8. Revenue & Expenditure Guidelines from 2023 were viewed and seen as acceptable although Feldt questioned the monthly gas bill paid by multiple departments independently: Public Works is over-budget yet. Although our readout does not show this, Stock assured that the Council receives a readout. Feldt finally addressed the liability insurance (which was probably raised) as over budget.
9. **A Committee vote called by Wittkopf at approximately 6:20 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, promotion, or compensation was for the following item: Public Works personnel. Young motioned second. (M/C)**
10. **Thereafter the Committee made a motion to reconvene into Open Session at approximately 6:55 p.m. pursuant to notice duly given and as allowed by Wis. Stat. 19.85(2) for discussion/recommendation from Closed Session. Wittkopf called and Young witnessed second. (M/C)**
11. **Action/Discussion on Matters from Closed Session: Wittkopf motioned to accept the discussion concerning the Public Works personnel in closed session. Feldt issued second. (5 Ayes)**
12. Next Meeting Date and Time: Monday, August 14 @ 5:30 p.m.
13. **Wittkopf summoned adjournment @ 7 p.m. Stock issued the second. (5 Ayes)**

Minutes submitted by Susan K. Seidl