

**CITY OF OCONTO**  
**MINUTES OF THE BOARD OF PUBLIC WORKS**  
City Hall Conference Room, 1210 Main St, Oconto, WI 54153  
**Monday, August 14<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 (arrived at 5:35 p.m.)
  - b. **Also present:** Superintendent Ben Helnore, Deputy Clerk/Treasurer Camille Belleau as recording secretary, and other interested parties.
3. **Approval of Agenda**
  - a. **Motion: Stock / Wittkopf**
    - i. *Motion to approve the agenda as presented for the Board of Public Works meeting on August 14, 2023. Voice Vote: 4 ayes – MOTION CARRIED*
4. **Approval of Minutes**
  - a. **Motion: Feldt / Wittkopf**
    - i. *Motion to approve the minutes as presented for the Board of Public Works meeting on July 17, 2023. Voice Vote: 5 ayes – MOTION CARRIED*
  - b. After Casey Sowle, 616 Washington St spoke under public input about the prior month's minutes, another motion was made.
  - c. **Motion: Feldt / Wittkopf**
    - i. *Motion to amend the minutes as presented for the Board of Public Works meeting on July 17, 2023 to reflect the property was in compliance at the time of Helnore's first visit. Voice Vote: 5 ayes – MOTION CARRIED*
5. **Public Input**
  - a. Casey Sowle, 616 Washington St
    - i. Sowle stated he believes the minutes from the last meeting are incorrect. The minutes stated that Helnore visited the property and made suggestions. Sowle said Helnore told him he was in compliance on the first visit to the property. Sowle stated he received an ordinance violation letter from the city about the wood in his backyard and that it would be cleaned up before the 10 days detailed in the letter. Sowle also spoke on the wildflowers in his yard. He stated he wants the exact ordinance that the flowers are breaking and considers them a done issue until that evidence is brought forward. Sowle handed out pictures of signs in neighbor's windows facing his house. After receiving the pictures, Stock asked if the neighbors had any communication about the situation and Sowle said no communication had occurred. Anderson stated he visited the neighbor's property with Helnore and the street foreman recently. He stated the flowers are not the issue it's the weeds that are getting thick and causing rodents to become an issue for neighbors.
  - b. Superintendent Helnore spoke on various properties he's been addressing. See included packet.
6. **Correspondence:**
  - a. Process/Procedures for Cleanup and Citations
    - i. Covered under Helnore's list in Public Input.
    - ii. Update on 1010 Pecor St. Per an email from Samantha Boucher at OCEDC, things are going as planned. The owner is waiting on plans from his contractor but is still on target to start building the addition in October.

- b. Building inspection updates
  - i. Anderson and Stock both stated they still had no contact with Inspector Leaver. Stock says as a Council this issue needs to be addressed. He continued that the City needs an in house inspector on staff. Anderson said paying both the City and the contracted inspector for job permits is frustrating and that the City doesn't see the total amount that Duff gets paid for his permit fees.
  - ii. **Motion: Wittkopf / Stock**
    - 1. *Recommendation to Council to advertise for a building inspector. Voice Vote: 5 ayes – MOTION CARRIED*
- c. Utility installation permits
  - i. Helnore stated issuing these permits moved to the utility department. Belleau said they just changed how they charged the projects from a flat fee to a per mile charge.
- d. Other Public Works concerns from the committee
  - i. Anderson asked why so many properties in town still have propane tanks instead of being hooked up to natural gas. Helnore said he would investigate and report back at the next meeting.
- 7. Review of Accounts Payable Reports for July 14, 2023 through August 10, 2023 in the amount of \$20,865.43; 2,264.28.
  - a. Feldt questioned an invoice from Badger Labs. Helnore explained that it was for well testing at the transfer station.
  - b. Feldt questioned an invoice from Fastenal to buy rain gear for the street department. Helnore explained the gear was purchased with a safety grant and the money spent will be reimbursed through that grant.
  - c. Anderson questioned an invoice from Digger's Hotline. Helnore explained that's a fee the street department pays to be included in Digger's Hotline services and it is split with the utility.
  - d. Wittkopf questioned an invoice from the Oconto Utility. Belleau and Helnore explained that's the quarterly water bill for the shop and the transfer station payable to the Oconto Utility Commission.
  - e. **Motion: Stock / Young**
    - i. *Motion to pay accounts payable as presented. Voice Vote: 5 ayes – MOTION CARRIED*
- 8. Revenue & Expenditure Guidelines from 2023.
  - a. Helnore mentioned a few of the accounts brought to his attention at the last meeting. He explained the one was over budget because the price of salt increased significantly between budget time and when the salt was purchased.
- 9. **Next Meeting Date & Time** – September 18<sup>th</sup> at 5:30 p.m.
- 10. **Adjournment**
  - a. **MOTION: Wittkopf / Young**  
*Motion to adjourn at 6:21 p.m. Voice Vote: 5 ayes – MOTION CARRIED*

Minutes submitted by Deputy Clerk/Treasurer Camille V. Belleau