

**CITY OF OCONTO**  
**MINUTES OF THE BOARD OF PUBLIC WORKS**  
City Hall Conference Room, 1210 Main St, Oconto, WI 54153  
**Monday, September 18<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, John Wittkopf, Steve Stock, and Jean Young
  - b. **Also present:** City Administrator Brittney Burrue, Deputy Clerk/Treasurer Camille Belleau as recording secretary, and other interested parties.
  - c. **Excused:** Mike Feldt
3. **Approval of Agenda**
  - a. **Motion: Wittkopf / Young**
    - i. *Motion to approve the agenda as presented for the Board of Public Works meeting on September 18, 2023. **Voice Vote:** 4 ayes – **MOTION CARRIED***
4. **Approval of Minutes**
  - a. **Motion: Stock / Wittkopf**
    - i. *Motion to approve the minutes as presented for the Board of Public Works meeting on August 14, 2023. **Voice Vote:** 4 ayes – **MOTION CARRIED***
5. **Public Input**
  - a. Janice Gibeault, 411 Washington St
    - i. Gibeault spoke about bills she received for grass cutting at her properties located at 127 Congress St and 317 Smith Ave. Gibeault said she mows them every two weeks and you can't see one of the properties that was mowed from the street. Gibeault said she had recently mowed the properties and knew the grass was short shortly before the city employees mowed them. At the 127 Congress St address, the city employees drove through tall grass on a neighboring property to get to the cut grass on her property and didn't mow that property. Gibeault also stated the employees ran over her survey markers and damaged them. Wittkopf said he heard of the same issue from a different property owner. Chairman Anderson said he had the same issue with city employees mowing his already mowed lawn. Burrue said her assumption is that a summer kid thought they knew what property they were told to mow and mistakenly mowed her property instead of a neighboring property.
      1. **Motion: Stock / Wittkopf**
        - a. *Motion to reverse the bills sent to Gibeault. **Voice Vote:** 4 ayes – **MOTION CARRIED***
6. **Correspondence:**
  - a. **Process/Procedures for Cleanup and Citations**
    - i. Administrator Burrue is working with Officer Dufek to maintain the process set in place for cleanup and citations. Burrue is working on putting together a spreadsheet to track all the open cases and their status so when the new superintendent of public works starts work they can pick up where Helnore left off. Burrue can give an update at the next meeting once the spreadsheet is put together. Wittkopf asked who is taking care of it in the meantime because he's been approached about a different property in town. Burrue said the property

would be added to the list. Calvert said the police are writing some citations while we wait for a new Superintendent.

- b. Parking lot ordinance
  - i. Chairman Anderson was contacted by the Mayor recently regarding businesses in town needing to have their parking lots paved and asked about the ordinance. The ordinance states businesses can have gravel surface for 2 years and then the parking lots need to be a hard surface. There are many businesses in the city out of compliance with this ordinance. Stock mentioned working with business owners to decide a good process for all involved when it comes time for the new superintendent to start enforcing this ordinance because blacktopping can be a significant cost to the business owners. Wittkopf suggested starting with blacktopping the part closest to the sidewalk to keep the gravel farther away from the road. The committee will revisit after the superintendent has started working for the City.
- c. Other Public Works concerns from the committee
  - i. Stock spoke about 605 Wedgewood. Members of the Sportsman's Club have been finding things such as couches and carcasses of roasted pigs out at the end of the road. There have also been multiple cases of property damage. The Sportsman's Club wants to look into how to get a gate put across the road just past the club so people can no longer go down there and dump garbage. He is going to talk to the other landowners on the road and see if they're willing to sign off on putting up a gate. Stock is also in contact with the fire department about how the rules for a gate across the road for fire code purposes. Wittkopf suggested abandoning the road. Stock said the gate wouldn't be an issue in the spring/summer/fall months but would be open for winter sports. Wittkopf asked if the city gets paid to maintain that road and if that would factor into the decision. Calvert said he could look into if the gate can be a possibility or not.
  - ii. Calvert spoke about the City's access to the river on Turner Ave. The property owner at 101 Turner Ave put rip rap rocks in the City's right of way access to the river, not on their property. Wittkopf asked if the DNR had been involved before this point and no one knew if the DNR had been involved or not.

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

- a. 2024 Budget (to be handed out at meeting)
  - i. The Committee and Administrator Burruehl went through the preliminary 2024 budget line by line. See enclosed budget packets for more details.

**8. Review of Accounts Payable Reports for August 11, 2023 through September 13, 2023 in the amount of \$48,759.16; 2,461.82.**

- a. Wittkopf asked about an invoice paid to Fastenal for bibs and other clothing for the street department. Burruehl explained that she would have to look at the invoice itself for quantities to know how many street employees got new clothing.
- b. Wittkopf asked about an invoice paid to Staidl Oil for diesel and gas. Burruehl explained that invoice is for all departments. Public works buys all the gas and it gets allocated monthly to the other departments as it's used. Anderson asked if the City was sending out for bids on fuel just to make sure we're getting the best price. Burruehl says she believes Wusterbarth did before he resigned and Helmore signed the contract while he was superintendent.

- c. Wittkopf asked about an invoice paid to WM Corporate Services for dumpsters at the recycling center and transfer station. Burrue explained that those are quarterly charges for the dumpsters we keep at the recycling center and transfer station.
- d. Wittkopf asked about an invoice paid to Bay Impressions for recycling sheets folded. Burrue and Belleau explained it was to fold the 2024 garbage and recycling schedules that get mailed out to residents with the last water bill of the year.
- e. Wittkopf asked about an invoice paid to Brown County Port & Resource Recovery Dept for recycled materials. Burrue explained that we pay them to take our recyclables.
- f. Wittkopf asked about an invoice to Sadoff Iron & Metal Company for recycled materials. Burrue explained that Brown County and Sadoff take different types of recycled materials.
- g. Anderson asked about an invoice paid to Monroe Truck Equipment for an equipment repair. Burrue said she would have to look into it and talk about it at the next meeting.
- h. **Motion: Stock / Young**
  - i. *Motion to pay accounts payable as presented. Voice Vote: 4 ayes – MOTION CARRIED*

**9. Revenue & Expenditure Guidelines from 2023.**

- a. Wittkopf asked for clarification on the reports presented and Burrue explained how the reports are set up.

**10. Next Meeting Date & Time**

- a. **Special Meeting** – September 25, 2023 @ 5:30pm
- b. **October Meeting** – October 16, 2023 @ 5:30pm

**11. Adjournment**

- a. **MOTION: Wittkopf / Stock**  
*Motion to adjourn at 6:52 p.m. Voice Vote: 4 ayes – MOTION CARRIED*

Minutes submitted by Deputy Clerk/Treasurer Camille V. Belleau