

CITY OF OCONTO
MINUTES OF THE BOARD OF PUBLIC WORKS
City Hall Council Chambers, 1210 Main St, Oconto, WI 54153
Monday, November 20th, 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, Jean Young and Mike Feldt.
 - b. **Also present:** Mayor John Panetti, City Administrator Brittney Burruel, and Deputy Clerk/Treasurer Camille Belleau as recording secretary.
 - c. **Excused:** Steve Stock and John Wittkopf
3. **Approval of Agenda**
 - a. **Motion: Young / Anderson**
 - i. *Motion to approve the agenda as presented for the Board of Public Works meeting on November 20, 2023. **Voice Vote:** 3 ayes – **MOTION CARRIED***
4. **Approval of Minutes**
 - a. **Motion: Young / Anderson**
 - i. *Motion to approve the minutes as presented for the Board of Public Works meeting on October 16, 2023. **Voice Vote:** 3 ayes – **MOTION CARRIED***
5. **Public Input**
 - a. None.
6. **Correspondence:**
 - a. **Process/Procedures for Cleanup and Citations**
 - i. Burruel said a lot of the properties with complaints have been cleaned up. She has been sending letters as new complaints come in and has been working with Officer Dufek to issue citations as needed. She didn't have a chance to touch base with Officer Dufek before the meeting, so she will give a more complete update at the next meeting. The committee brought up a few properties for Administrator Burruel to add to the list.
 - b. **Street department equipment & vehicles**
 - i. Anderson said he visited the street department shop recently and talked to the guys about the equipment and what their concerns are. He said a lot of the equipment is very old and in need of repairs to function effectively. There's also a safety concern with some of the equipment. Burruel said the city is working with their financial advisor to put a capital improvement plan in place to repair current or purchase new equipment.
 - c. **Other Public Works concerns from the committee**
 - i. Panetti read a message from a resident asking if the city is able to become a quiet zone for the railroad. Anderson said he's heard it's as easy as filing a form with the railroad. Panetti questioned the liability risk of signing a quiet zone form if an accident were to occur at an intersection without the arms to block the tracks when a train is coming. Burruel said she would check into it.
 - ii. Burruel said former superintendent Wusterbarth met with her before the meeting and explained that recycling contracts need to be cancelled every year or the recycling companies lock you into 3-5 year contracts and then add a bunch of fees that can end up costing the city a lot of money. Burruel said she'd be looking into that soon to avoid those fees.

7. Review of Accounts Payable Reports for October 11, 2023 through November 15, 2023 in the amount of \$53,833.88; 3,784.64.

a. Feldt asked about payments to WPS. Burruel clarified.

b. Motion: Young / Anderson

i. *Motion to accept accounts payable as presented. Voice Vote: 3 ayes – MOTION CARRIED*

8. Revenue & Expenditure Guidelines from 2023.

a. Feldt asked if the money not being spent in salary to a superintendent this year could be used in 2024 for equipment repairs. Burruel explained the carryover process.

9. Closed session

a. The Committee voted at 6:05 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 for the following items:

i. Superintendent of Public Works.

MOTION: Young / Anderson

Motion to convene into closed session at 6:05 p.m. Voice Vote: 3 ayes – MOTION CARRIED

Roll Call: Mayor Panetti, Administrator Burruel, Darrell Anderson, Mike Feldt, and Jean Young.

10. Open session

The committee voted at 6:18 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.

MOTION: Young / Feldt

Motion to reconvene to open session at 6:18 p.m. Voice Vote: 3 ayes – MOTION CARRIED

11. Next Meeting Date & Time

a. December 18, 2023 @ 5:30pm

12. Adjournment

a. **MOTION: Young / Feldt**

Motion to adjourn at 6:21 p.m. Voice Vote: 3 ayes – MOTION CARRIED

Minutes submitted by Deputy Clerk/Treasurer Camille V. Belleau