

MINUTES OF A MEETING OF THE BOARD OF PUBLIC WORKS OF THE CITY OF CUDAHY,  
WI TO BE HELD AT THE CUDAHY MUNICIPAL BUILDING,  
5050 SOUTH LAKE DRIVE, CUDAHY, WI ON  
**Monday, May 21, 2018 @ 5:30 PM**

**ROLL CALL**

The Meeting was called to order by Chairman Litkowiec at 5:44 p.m. with the following answering “present” to roll call: Mr. Lohr & Ald Hollenbeck. Mr. Clark & Mr. Magestro were absent & excused.

Also Present: DPW Director Mary Jo Lange & DPW Superintendent Scott Rewolinski

The proper open meeting statement was made at this time. In addition Chairman Litkowiec read the following statement to the audience: The Board of Public Works is not an open forum for the public to speak. Speaker must be identified on the agenda related to an agenda item. Public hearings are not held at the Board of Public Works.

Approval of the Minutes: Motion made by Lohr seconded by Hollenbeck to approve the Minutes of the March 26, 2018 meeting. All voted in favor.

**NEW BUSINESS**

- 1. Discussion and adoption of a policy for all unpaid or delinquent DPW fees and sanitary or storm water charges be placed on the tax bill.** Director Lange stated that this item was placed on the agenda after she was informed that some customers try to negotiate payment plans in October so that it doesn't go on their tax bill and delay payment. Some of these customers owe several thousands of dollars. The risk the utilities have is that when they go bankrupt – we can't collect. Lange stated that the staff would like to have a policy statement that prevents customers from extending unpaid storm & sanitary bills into the next year. Lange provided a policy that state that all unpaid or delinquent DPW fees and sanitary or storm water charges be placed on the tax bill at the end of the year. **Motion made by Lohr seconded by Hollenbeck that delinquent DPW fees and sanitary or storm water charges be placed on the tax bill at the end of the year. All voted in favor.**
  
- 2. Discussion and adoption of a tree removal and planting policy within City right of way.** Director Lange explained that because of the issues with the emerald ash borer and the extent of the tree removal throughout the City that the Department is having a lot of issues with residents who want more than the Department can provide due to manpower and budget constraints. Lange provided a tree removal and planting policy for the Board to review and adopt to aid staff with the tree removal and planting going forward. Alderman Hollenbeck suggested that the policy be an ordinance and it be something that “Rules, Laws & Licensing adopt. **Motion made by Hollenbeck, seconded by Lohr to send the policy to Rules, Laws & Licensing as an ordinance. All voted in favor.**
  
- 3. Review, discussion and necessary action regarding the Drop-Off ticket policy.** Lange stated that the problem with mailing out the drop-off tickets to residents is the residents are misplacing, tossing or losing their tickets and want the Department to provide additional tickets. Lange stated that the current policy requires the individual to purchase a rubbish pass (gold pass) for \$100 and a yard waste punch card for \$50. Most people are asking if they can purchase a few punches for a few bags of yard waste. Lange suggested to the Board that the resident could purchase punches for \$4.00 each. **Motion made by Lohr, seconded by Hollenbeck that residents could have the option of purchasing yard waste punches at \$4.00 each and new property owners would get 2 passes and a punch card without charge at request. All voted in favor.**

- 4. Acceptance of the City of Cudahy 2017 Annual Storm Water report.** Director Lange stated that the Department is required to file an Annual Report with the DNR regarding the work it did for Storm Water Management. **Motion made by Hollenbeck seconded by Lohr to accept the 2017 Annual Storm Water report as presented. All voted in favor.**
  
- 5. Acceptance of the City of Cudahy 2017 Annual Recycling Annual report.** Director Lange stated that the Department is required to file an Annual Report with the DNR regarding the work it did under its recycling grant. **Motion made by Lohr seconded by Hollenbeck to accept the 2017 Annual Recycling report as presented. All voted in favor.**
  
6. Project Updates. **No action necessary**

**Motion made by Hollenbeck seconded by Lohr to adjourn the meeting. All voted in favor.**  
Meeting adjourned at 6:17 p.m.