



City of Kenosha  
Department of Neighborhood Services and Inspections  
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**MINUTES  
BOARD OF HOUSING APPEALS  
May 21, 2008**

**MEMBERS PRESENT:** Lawrence Cappozzo, Donna Cook, Terry Daniels-Ebner,  
Mitch Engen, Barbara Mouzes, and Phil Wade

The meeting was called to order at 4:02 p.m. by Chairman Larry Cappozzo; the roll was called.

**ITEM #1 - Approval of Minutes of May 16, 2007**

A motion was made by Larry Cappozzo and seconded by Phil Wade, to approve the minutes of May 16, 2007; the motion carried unanimously.

**ITEM #2 – Update of Board Manuals**

Mitch Engen stated that there were no new updates to their manuals.

**ITEM #3 - Election of Officers**

The floor was opened to nominations for chairman. Donna Cook nominated Larry Cappozzo for chairman; Terry Daniels-Ebner seconded the nomination. There being no further nominations, Larry Cappozzo was unanimously elected as chairman.

The floor was opened to nominations for vice-chairman. Terry Daniels-Ebner nominated Phil Wade; Donna Cook seconded the nomination. There being no further nominations, Phil Wade was unanimously elected as vice chairman.

**ITEM #4 - 2007 Code Compliance Activity and 2008 Operating Plan**

Mr. Engen spoke about the impact that the real estate market and foreclosures has had on the Property Maintenance Division in Neighborhood Services and Inspections (NS&I). He mentioned, as an example, how there have been unshoveled snow issues and an increase in grass/weed complaints at vacant properties. He also spoke about NS&I currently being in an unusual position. Two building inspectors recently retired; and, while NS&I normally has five full time property maintenance inspectors, they currently have one out indefinitely and another has transferred to the Assessor's office. He stated that as a result of these changes, there will be no new targeted inspections this year; that the Property Maintenance Division will be focusing on manufactured home properties and lodging houses. These changes are also reflected in the 2008 Operating Plan.

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Mr. Engen informed the Board that NS&I has added a segment to the City of Kenosha, NS&I's webpage. The website can be accessed and a property searched for any orders that may have been issued on the property.

Information regarding home sales, home prices, assessments changing, foreclosures, and taxes was discussed.

Terry Daniels-Ebner brought up Special Assessments. Mitch explained the Special Assessments procedure, adding that NS&I handles approximately 80% of all Special Assessments. There was additional miscellaneous discussion about this topic.

**ITEM #5 - Public Comments**

There were no public comments.

**ITEM #6 - Any Other Business as Authorized by Law**

Mr. Engen welcomed Barbara Mouzes back to the Board.

Larry Cappozzo made a motion to adjourn the meeting at 4:27 p.m., Phil Wade seconded the motion. The motion carried unanimously.

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Mitchell J. Engen  
Board of Housing Appeals

Minutes prepared by:  
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