

**** SPECIAL MEETING ****
Please Note Change in Date, Time and Room

AGENDA
PUBLIC SAFETY & WELFARE COMMITTEE MEETING
Kenosha Municipal Building - Room 202
Monday, April 7, 2014 - 6:45 pm

Chairman:	Rocco J. LaMacchia, Sr	Vice Chairman:	Chris Schwartz
Aldersperson:	Anthony Kennedy	Aldersperson:	Michael J. Orth
Aldersperson:	Kevin E. Mathewson		

Call to Order
Roll Call

1. Ordinance by Aldersperson Bostrom -To repeal and Recreate Subsection 30.10 *(of the Code of General Ordinances)* Regarding Ethics Complaints. *(Referred from Council on 2/19/14) (Deferred from the February 24, 2014 meeting) (Finance-Deferred, Licensing/Permit-Denied 3-0, Public Works: 2-1-1)*
2. 2014 Neighborhood Inspection Program Operating Plan

CITIZEN COMMENTS/ALDERPERSON COMMENTS/OTHER BUSINESS AS AUTHORIZED BY LAW

IF YOU ARE DISABLED AND NEED ASSISTANCE, PLEASE CALL 653-4050 BEFORE THIS MEETING

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY BE PRESENT AT THE MEETING, AND ALTHOUGH THIS MAY CONSTITUTE A QUORUM OF THE COMMON COUNCIL, THE COUNCIL WILL NOT TAKE ANY ACTION AT THIS MEETING.



ENGINEERING DIVISION
SHELLY BILLINGSLEY, P.E.
CITY ENGINEER

PARK DIVISION
JEFF WARNOCK
SUPERINTENDENT

FLEET MAINTENANCE
MAURO LENCI
SUPERINTENDENT

STREET DIVISION
JOHN H. PRIJIC
SUPERINTENDENT

WASTE DIVISION
ROCKY BEDNAR.
SUPERINTENDENT

DEPARTMENT OF PUBLIC WORKS

MICHAEL M. LEMENS, P.E., DIRECTOR
SHELLY BILLINGSLEY, P.E., DEPUTY DIRECTOR

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TELEPHONE (262) 653-4050 · FAX (262) 653-4056
EMAIL PUBLICWORKS@KENOSHA.ORG

March 28, 2014

To: Rocco L. LaMacchia, Sr., Chairman,
Public Safety & Welfare Committee

From: Michael M. Lemens, P.E.
Director of Public Works

Subject: Ordinance by Alderperson Bostrom -To repeal and Recreate Subsection 30.10 (of the Code of General Ordinances) Regarding Ethics Complaints.

BACKGROUND INFORMATION

Staff received this request from the Legal Department for an Ordinance by Alderperson Bostrom which was referred to Public Safety and Welfare at the Common Council meeting on February 19, 2014.

RECOMMENDATION

Staff has no recommendation.

MML/dh

ORDINANCE NO. _____

SPONSOR: ALDERPERSON STEVE G. BOSTROM

TO REPEAL AND RECREATE SUBSECTION 30.10 OF THE CODE OF GENERAL ORDINANCES REGARDING ETHICS COMPLAINTS

The Common Council of the City of Kenosha, Wisconsin, do ordain as follows:

Section One: Subsection 30.10 of the Code of General Ordinances for the

City of Kenosha, Wisconsin, is hereby repealed and recreated as follows:

30.10 COMPLAINTS

A. Filing of Complaints. Any person may file a complaint against any covered person alleging a violation of the Code of Ethics with the Ethics Board. The complaint shall be filed with the City Department of Human Resources. The complaint shall be in writing and shall be verified. A separate written verified complaint shall be required for each named covered person. The complaint shall state with specificity the date of the alleged offense, the provision of the Code of Ethics alleged to have been violated, and the facts and circumstances upon which the allegations are based. Allegations shall be deemed to be made upon personal knowledge unless stated as being made upon information and belief. **Within one working day of the filing of the complaint, the director of the Department of Human Resources or his/her designee shall forward by quickest reasonable means a copy of the complaint to the chair of the Ethics Board. For purposes of this section, "working day" means a day that City administration is open to the public for the conduct of regular business.**

B. Sufficiency of Complaints. Within ~~fifteen ten (15+0)~~ working days of the ~~filing receipt~~ of the verified complaint **with the Department of Human Resources**, the Ethics Board shall forward by regular mail to the accused covered person a copy of the verified complaint and a general statement of the applicable provisions of the Code of Ethics. Within twenty (20) working days after mailing, the Ethics Board shall meet to determine whether based upon the face of the verified complaint sufficient facts are alleged to constitute a violation of the Code of Ethics. If the Ethics Board determines that the verified complaint does not allege facts sufficient to constitute a violation of the Code of Ethics, the Ethics Board shall dismiss the complaint and notify the complainant and the accused covered person. If the Ethics Board determines that the verified complaint was brought for harassment purposes, the Ethics Board shall so state.

If the Ethics Board determines that the verified complaint alleges facts sufficient to constitute a violation of the Code of Ethics, the Ethics Board shall conduct an investigation. The Ethics Board shall authorize any investigation by a motion which shall state the nature and purpose of the investigation and the actions or activities to be investigated. Upon adoption of a motion, the Ethics Board shall notify each accused covered person who is the subject of the investigation. Within ten (10) working days of

the adoption of the motion, the Ethics Board shall forward by regular mail a copy of the motion to each accused covered person identified in the motion together with a notice informing the accused covered person that he or she is the subject of the investigation together with a general statement of the applicable provisions of the Code of Ethics involved in the investigation. Service of the notice is complete upon mailing.

If during the course of an investigation, the Ethics Board finds probable cause to believe that a violation of the Code of Ethics other than one contained in the verified complaint has occurred, the Ethics Board may amend the complaint upon its own motion to include such violations and to conduct an investigation. Within ten (10) working days of the adoption of the motion amending the complaint, the Ethics Board shall forward by regular mail to the accused covered person a copy of the motion, the amended complaint and a general statement of the applicable provisions of the Code of Ethics involved in the amended complaint and investigation. Service is complete upon mailing.

C. Limitations. No action may be taken by the Ethics Board on any complaint which is filed with the Ethics Board later than two (2) years after a violation of the Code of Ethics is alleged to have occurred. Any complaint, investigation or prosecution regarding violations of the Code of Ethics initiated prior to the effective date of this ordinance and any proceedings arising therefrom shall proceed pursuant to the provisions of Chapter XXX in effect prior to the effective date of this Ordinance and shall be unaffected by the adoption of this Ordinance.

Section Two: This Ordinance shall become effective upon passage and publication.

ATTEST: _____ City Clerk

APPROVED: _____ Mayor

Passed:

Published:

Drafted By:
EDWARD R. ANTARAMIAN
City Attorney

Planning & Zoning

Community Development

262.653.4030
262.653.4045 FAX
Room 308



Building Inspections

Property Maintenance

262.653.4263
262.653.4254 FAX
Room 100

DEPARTMENT OF COMMUNITY DEVELOPMENT & INSPECTIONS

Municipal Building · 625 52nd Street · Kenosha, WI 53140
www.kenosha.org

Jeffrey B. Labahn, Director

Richard Schroeder, Deputy Director

TO: Alderperson Rocco LaMacchia, Chairman
Members of the Public Safety and Welfare Committee

FROM: Jeff Labahn, Director 
Department of Community Development and Inspections

SUBJECT: 2014 Neighborhood Inspection Program Operating Plan

DATE: March 25, 2014

Attached please find the proposed Operating Plan for the City's 2014 Neighborhood Inspection Program. The Plan has been developed based on the input of City elected officials, City staff, and community residents. Our goal this year is to inspect approximately 1,250 properties in six (6) specific areas of the City.

Following the Common Council's approval of the Plan, department staff will begin informing the public about this year's program. We will be using a combination of public meetings, cable TV spots, press releases, and direct mailings to inform every property owner in the selected inspection areas about the program. In addition, information will be available on the City's website.

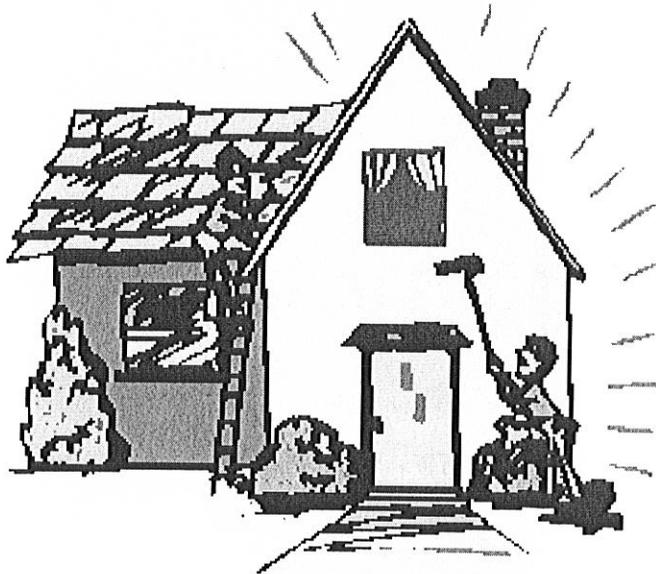
Your support of the 2014 Operating Plan is appreciated.

JBL:saz
Attachments

CITY OF KENOSHA

NEIGHBORHOOD INSPECTION PROGRAM

2014 OPERATING PLAN



DEPARTMENT OF COMMUNITY DEVELOPMENT AND INSPECTIONS

NEIGHBORHOOD INSPECTION PROGRAM

I. PROGRAM DESCRIPTION

Neighborhood Inspection Program is the name given to the City program under which City staff conduct systematic exterior building and site inspections of every property in designated areas of the City.

II. PROGRAM OBJECTIVE

The Neighborhood Inspection Program is a proactive approach to eliminating blighting influences and promoting an overall upgrading of property and neighborhood conditions in various areas of the City. The program inspections are based on the knowledge that systematic inspections are a longer lasting and more effective method of improving the housing stock and stabilizing property values than the traditional complaint-based inspections.

III. OPERATING PLAN

A) Purpose

This operating plan identifies the major program activities, as well as the specific inspection areas and the number of properties to be inspected. Also included is a schedule for implementing the program activities.

B) Schedule

January - February	Evaluate past inspection activities and review suggestions for 2014
February - March	Field survey suggested neighborhoods and/or properties
March	Prepare 2014 <i>Operating Plan</i>
March - April	Present 2014 <i>Operating Plan</i> to the Public Safety and Welfare Committee and the Common Council
April	Notify all affected property owners of the public meetings that will be held to explain the program
April - May	Conduct a minimum of two (2) public meetings to explain the Neighborhood Inspection Program and the City's Property Maintenance standards
April - May	Meet with local landlord organization to apprise them of the neighborhoods involved and the City's maintenance standards
May - October	Conduct the property inspections using a standard inspection checklist (Attachment 1); and, secure property compliance
Sept.-Dec.	Begin assembling requests and information for year 2015 program
July-December	Close out complied cases and extend open cases in accordance with Department policy

C) Inspection Areas

The Department of Community Development and Inspections has identified six (6) areas that would benefit from the systematic inspection services. These areas were selected after surveying all the areas recommended to the Department by area residents, elected officials, and City staff. The 2014 *Neighborhood Inspection Program* maps (Attachment 2) show all the areas included in the 2014 program. The Department is proposing to inspect approximately 1,250 properties this year.

D) Public Information and Education

The Department makes an ongoing effort to educate the public about the Neighborhood Inspection Program and the City's property maintenance standards. The goal is to inform the public and motivate property owners to voluntarily maintain their properties, thereby reducing the need for complaint-based inspections. The Department uses the following mediums to inform the public about the City's code enforcement efforts:

1. Homeowners. The Department publicizes and conducts several public meetings each spring to explain the Neighborhood Inspection Program. Every affected property owner is notified in writing of the meeting and the upcoming inspection activities. During the meetings, staff explains the program, the code enforcement process, and property maintenance requirements. Each attendee is also given a copy of the inspection checklist used by the inspectors.
2. Landlord Groups. The Department also meets every year with local landlord groups to inform them why the inspections are being made, where staff will be making their inspections, and to explain the City's property maintenance standards.
3. Written Materials. The Department has brochures and other written materials that explain property maintenance standards and the code enforcement process. These materials are given to every property owner who receives an *Order to Repair* and are available to anyone who wants information on the City's property maintenance programs.
4. City Web Page. The Department maintains an up-to-date summary of all inspection activities and procedures. Interested citizens can access the City of Kenosha's Home Page on the Internet for information on all City code enforcement activities. The City's website address is www.kenosha.org.

Department of Community Development and Inspections Exterior Inspection Checklist

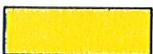
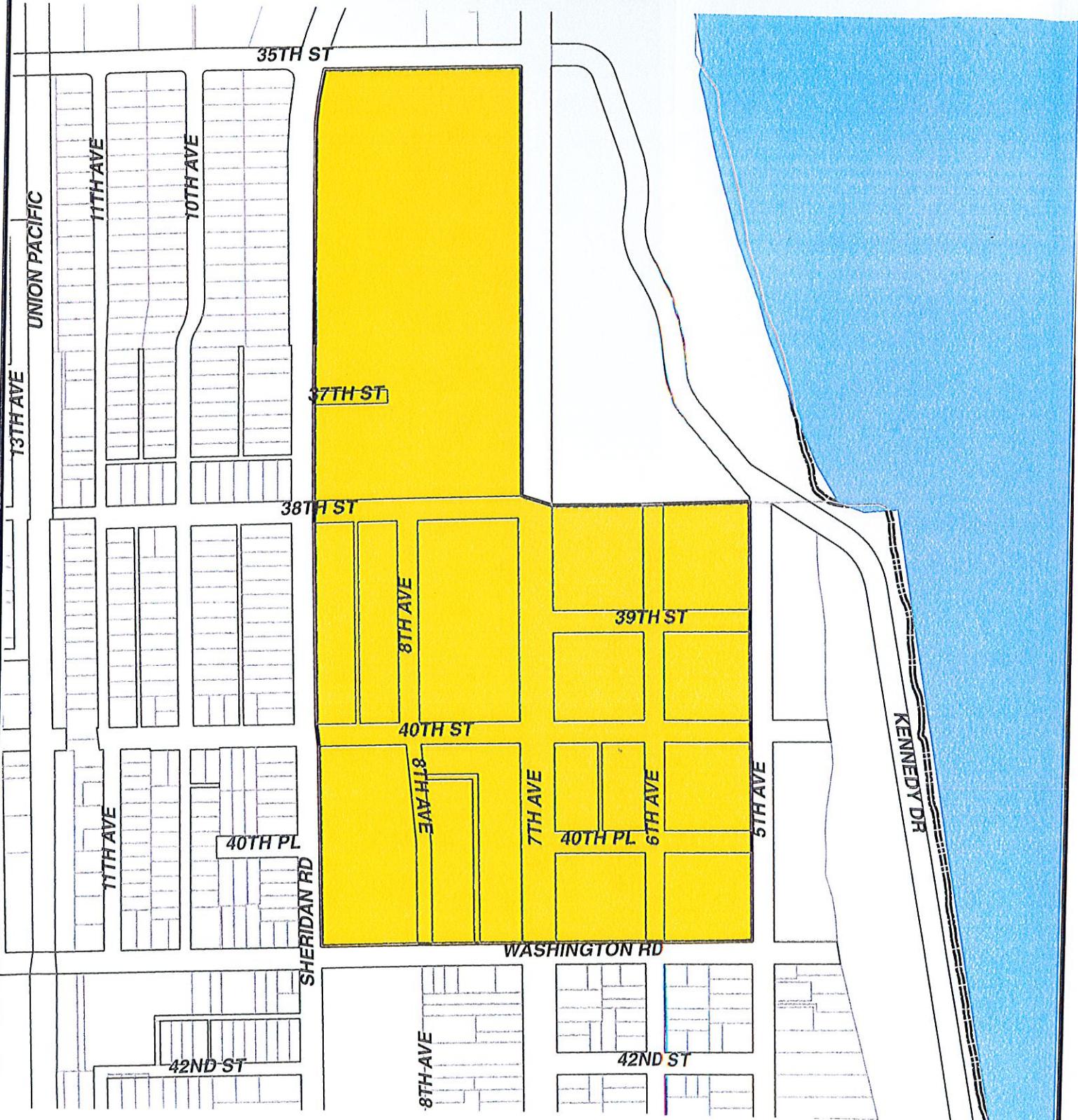
- Exterior walls
 - Paint not chipped and peeling
 - Walls weathertight and in good repair
- Street Numbers (Address)
 - Numbers 2½" high
 - Numbers placed conspicuously at front of building/can be seen from street
- Roof/Chimney
 - Roof shingles in good repair - weathertight, watertight, and rodentproof
 - Chimney mortar in good repair
- Exterior Eaves/Trim
 - Wood not rotted; is weathertight, watertight, and rodentproof
 - Paint not chipped and peeling
- Porches/Decks/Jump Platforms
 - Safe and capable of supporting the load that normal use may cause to be placed thereon
 - In proper repair and condition
- Stairs/Rails
 - Have uniform risers and treads
 - Handrails on all open sides of steps that have more than three (3) risers
 - Guardrails required at decks more than 24" above grade
 - Guardrails and handrails shall be installed in accordance with the *Building Code*
- Doors
 - Weathertight, watertight, rodentproof, and in proper repair
 - Hardware in working condition
- Windows, Storms, and Screens
 - Weathertight
 - No broken glass
 - Screens fit tight and have no tears/rips (Screens required for ventilation to be installed annually before April 15, and storms to be installed before November 15.)
- Exterior Lighting
 - Electrical fixtures in good repair and safe to the public
- Garbage/Trash Containers
 - One- and two-family dwellings - occupants must supply
 - Three- and four-family dwellings - owner must supply
 - More than four units, owner must supply a sufficient number of dumpsters on a hard-paved surface

Exterior Inspection Checklist

Page 2

- Paint
 - All exterior surfaces not inherently resistant to deterioration are painted (scraped and primed where peeling) or otherwise covered with a protective coating
- Gutters/Downspouts
 - Gutters, downspouts, and extensions provided and in good repair
 - Painted if they have chipped and peeling paint or are rusted
- Foundation
 - In good repair
 - Tuckpointed where needed
 - Weathertight, watertight, and rodentproof
 - Level and plumb position
- Exits
 - Three or more units - each unit must have two exits
 - Shall meet building code requirements in effect at the time the dwelling was built
 - All exits accessible
- Garages/Fences/Sheds
 - Garages and sheds in good repair and condition
 - Roofs, walls, doors, and windows watertight and rodentproof
 - No chipped or peeling paint
 - Fence secure and in good condition
- Paved Areas/Parking Areas
 - Safe with no potholes
- Landscaping/Grass/Weeds
 - Landscaping installed and maintained in all yard areas
 - Grass does not exceed eight inches (8")
 - Weeds must be removed
- Yard Areas
 - Free of rubbish, garbage, physical hazards, rodent harborage, animal feces, junk, and debris
- Graffiti
 - Graffiti shall be removed from all real property (any building, structure, shed, fence, deck or other improvements) in a reasonable period of time.

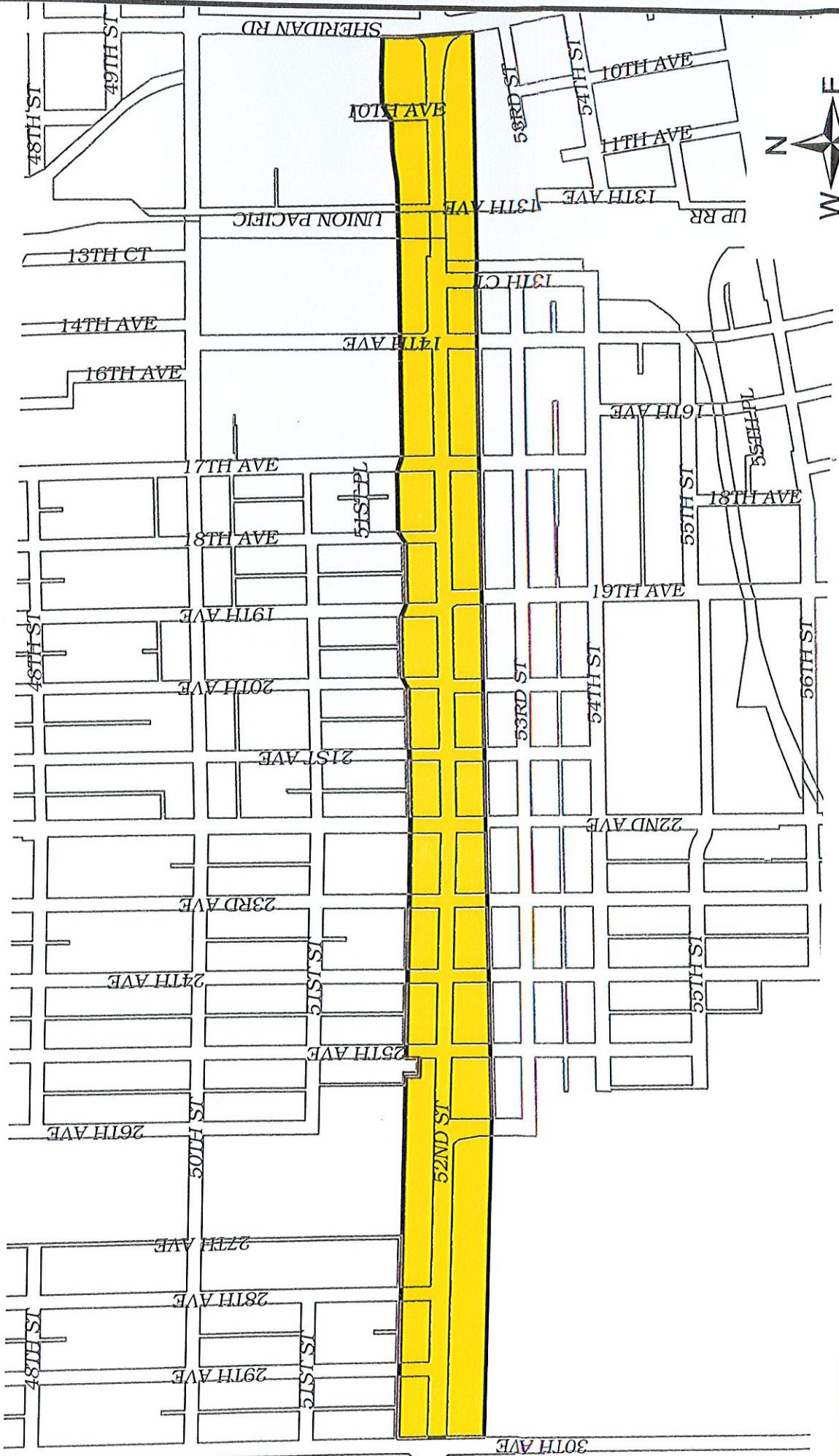
2014 Neighborhood Inspection Program



Inspection Area #1

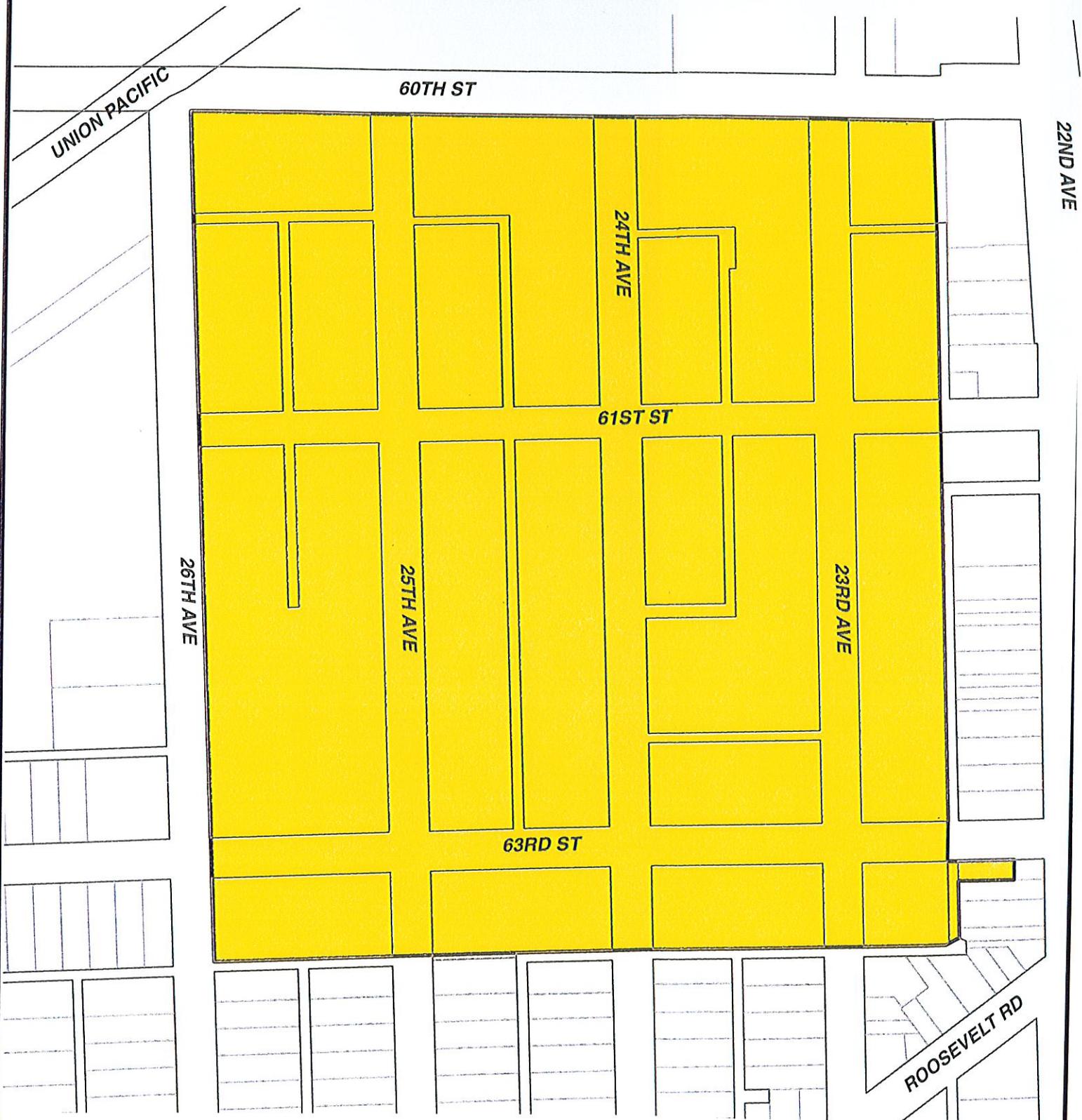


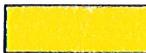
2014 Neighborhood Inspection Program



Inspection Area #2

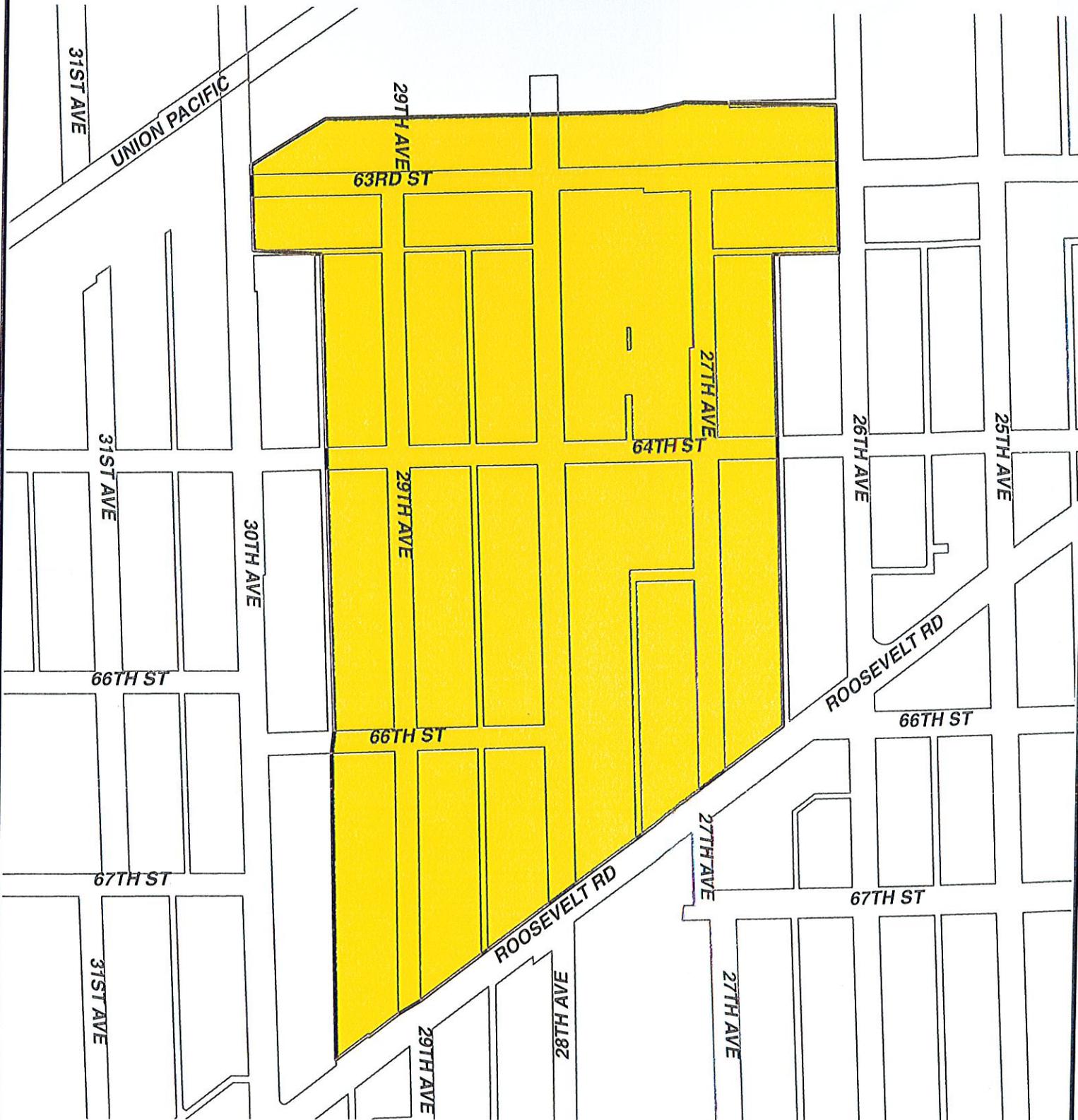
2014 Neighborhood Inspection Program



 Inspection Area #3



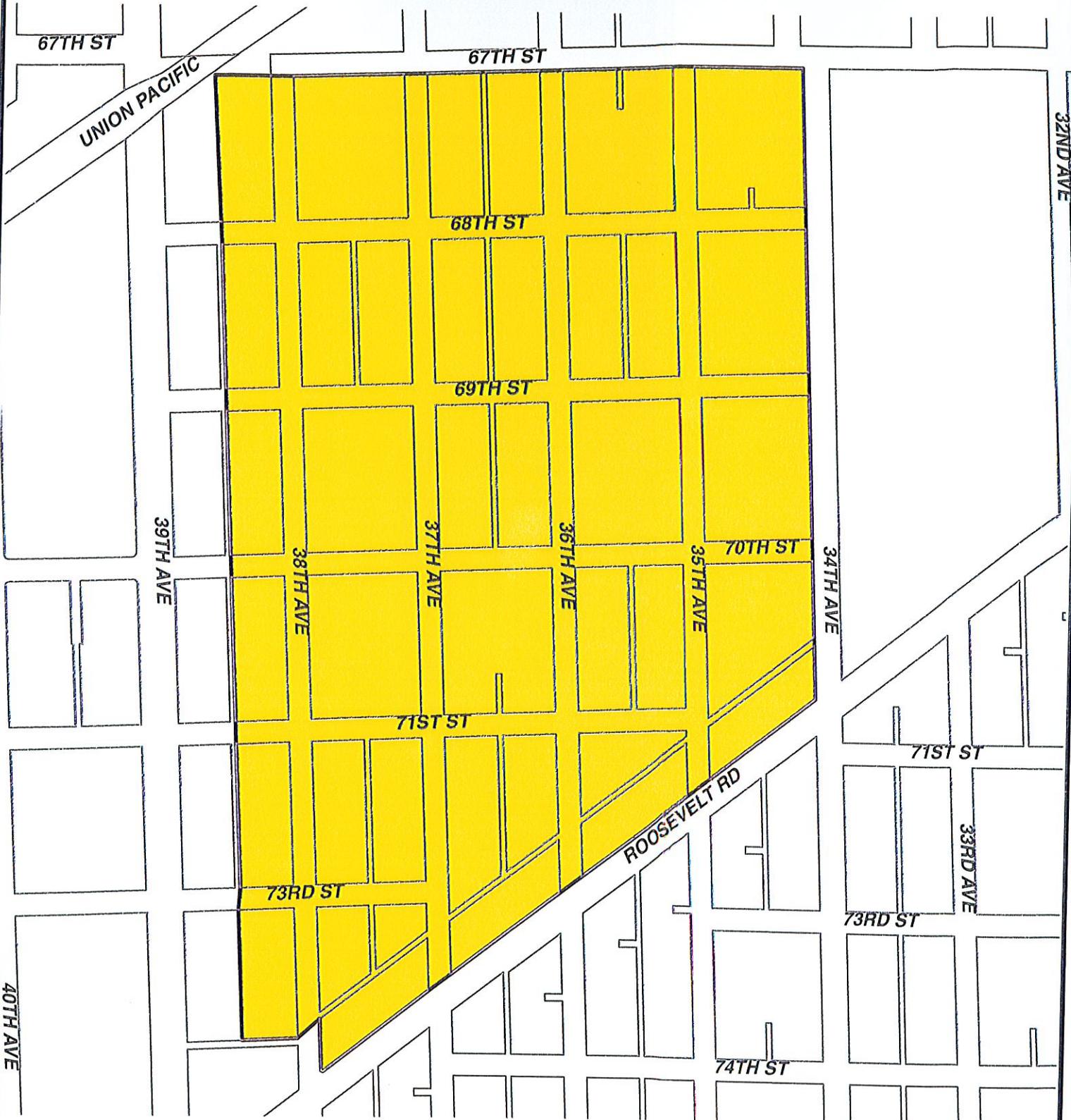
2014 Neighborhood Inspection Program



Inspection Area #4



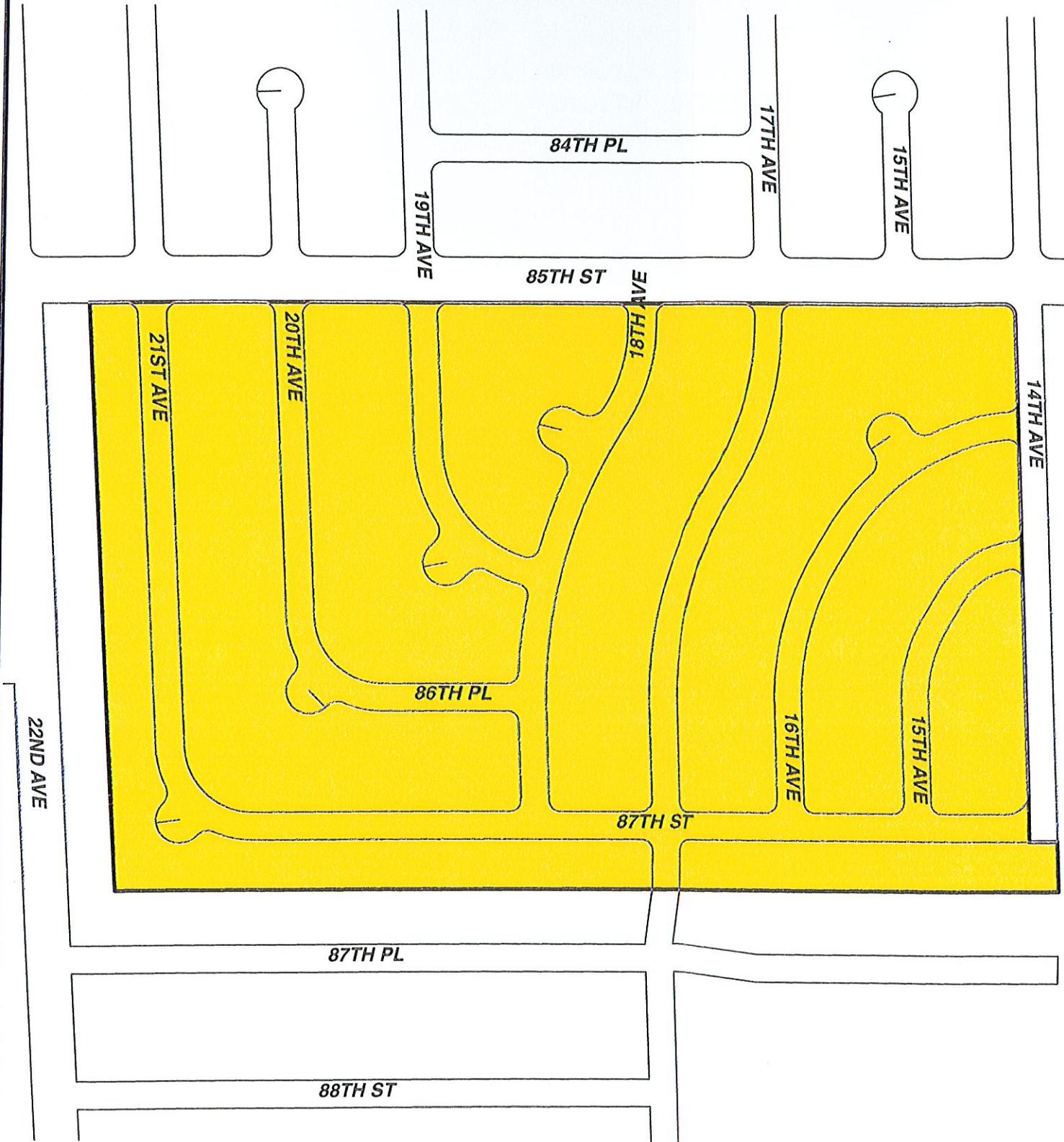
2014 Neighborhood Inspection Program



 Inspection Area #5



2014 Neighborhood Inspection Program



Inspection Area #6

