



11333 N. Cedarburg Road  
Mequon, WI 53092-1930  
Phone: 262/236-2914  
Fax: 262/242-9655

[www.ci.mequon.wi.us](http://www.ci.mequon.wi.us)

**Office of the City Administrator**

**PUBLIC WELFARE COMMITTEE  
MEETING MINUTES  
October 14, 2014**

**PRESENT:** Aldermen Gierl, Mayr, Pukaite

**ALSO PRESENT:** Acting City Administrator Thyes, Community Development Director Tollefson, Alderman Nerbun, Mayor Abendroth (6:22 pm), Alderman Strzelczyk (6:24 pm), Executive Assistant Prosser

The meeting was called to order by Alderman Mayr at 6:00 PM.

**Approve meeting minutes of September 9, 2014**

**Action:** Motion to approve meeting minutes of September 9, 2014 (Pukaite/Gierl)

**Result:** Motion passed by voice acclamation.

**Discussion of city zoning code enforcement and procedures**

Community Development Director Tollefson was present to discuss the city's current zoning code enforcement procedures with the committee. Ms. Tollefson stated historically the city's policy related to zoning code enforcement has been for staff to work with the property owner to achieve compliance. Ms. Tollefson went on to say, the city's enforcement process has resulted in positive resolution and compliance, but given certain transitions; including new administration, new contracted services and new aldermanic representation, staff would like to take the opportunity to determine if there are any improvements or changes the Committee would like staff to consider.

Alderman Gierl stated he would like to see a specific time limit given to property owners to achieve compliance. Alderman Pukaite voiced concern for residents stretching the time limits and noted a shorter time frame for most enforcement situations should be established, no more than 30 days.

Ms. Tollefson mentioned there are set time frames within the city's code of ordinance depending on the type of violation.

Alderman Pukaite suggested a written policy be established and published as to the time frame related to the types of violation. Alderman Pukaite requested pending violations to be included in the enforcement report provided by the city's enforcement officer.

Ms. Tollefson stated staff would be able to provide the time frame schedule written in the code for the committee's review and discussion. Acting City Administrator, Jesse Thyes, suggested the city attorney review the time frames written in the city's code for potential revisions.

**Item for Discussion: landscape materials**

Community Development Director Tollefson stated staff is looking for further direction as to what information the Committee would like staff to research associated with landscape materials. Ms. Tollefson stated the Community Development department administers the requirements for landscaping on all commercial, institutional and multiple family development sites while the Parks Department administers the landscaping of the parks and municipal sites. Ms. Tollefson noted the city does not have any requirements for landscaping on single-family lots.

Alderman Mayr inquired whether the city has a list of acceptable and unacceptable landscape materials for residential use. Ms. Tollefson stated, currently the city does not have review authority over residential landscape materials.

Staff was asked to research whether there is a list of hazardous landscape material the city prohibits, if so, the Committee asked that the list be made available to residents.

**Item for Discussion: city newsletter policy**

Alderman Mayr stated he has heard from residents that do not have internet access, thus are unable to receive the city's E-News. Alderman Mayr requested a discussion on how to communicate city news to residents without internet.

Alderman Pukaite suggested printing the city's E-News and have copies available at the library. Alderman Gierl suggested using Channel 25 as a source to communicate information.

Acting City Administrator, Jesse Thyges, stated he was invited by the Mequon-Thiensville School District to participate in a discussion about the creation of a community magazine similar to those in Shorewood and Brown Deer. Mr. Thyges went on to say, the initial proposal is to distribute two issues in 2015 to gauge the community's response with the hopes to expand to a quarterly publication. Mr. Thyges noted the cost would be shared among the included stakeholders; Concordia University, MATC, the Chamber of Commerce, the School District, the Village of Thiensville, and the City. Mr. Thyges stated he will report back to the Committee as more information becomes available.

Due to time constraints, the item for discussion; city newsletter, was tabled for further discussion at another Public Welfare Committee meeting.

**Action:** Motion to table the item for further discussion. (Mayr/Pukaite)

**Result:** Motion passed by voice acclamation.

**Adjourn**

**Action:** Motion to adjourn the meeting (Gierl/Pukaite)

**Result:** Motion passed by voice acclamation. Meeting adjourned at 6:33 PM

Respectfully submitted,

Lina Prosser, Executive Assistant

CITY OF MEQUON PUBLIC WELFARE COMMITTEE