

# Memo

To: Village Board

Fr: Mark S. Roberts, Code & Safety Enforcement Coordinator

Re: Issuing Warning Letters

October 9, 2013

In the process of my duties I mail numerous letters to residents and property owners concerning various ordinance violations. These letters have gone through significant changes over the last two years as we try to get across the seriousness of the violations without being too aggressive in the wording.

Our office has received calls from residents and owners, who feel we are rude when we send a letter, some say we should do personal contact and not send a letter. I do try to make contact with them whenever possible, but I feel a letter must follow just the same for two reasons.

- (1) Keeping track of violations so if a violation continues I have a paper trail if I need to take further action.
- (2) While most people I contact will and do comply, there are a percentage of residents and owners that do not comply and I need the documentation so they cannot deny my speaking with them.

I have attached three example letters of the some of the most common violations that I address on a daily basis.

I have a process I go through with each violation as I show below. Of course each violation varies in how I do it, but the process is basically the same each time.

Once I see an infraction I document the violation by writing down the address and what the violation or violations consist of. Depending on the severity of the violation determines if a photograph is needed. Upon returning to the office I print the pictures, if taken, and look up the owners name through the Brown County Property Search website, this also shows me if the property is a possible rental. I bring up a form letter and fill in the date, owner's name, and the address. I make two copies, keeping one for the files and mailing the other.

At the end of the work day I transfer all ordinance violations to the "Complaint Pad" program, which I send to each of you on Fridays, and a copy to the Street Foreman, Jim

Cegelski. Starting the following Monday, Jim takes the list and locates the violations that he needs to follow up on and checks to see if each resident has complied. Jim writes down the time he checks and if compliance has been met or not. If the resident has not complied, Jim then proceeds with compliance procedures which vary with each violation.

If a yard needs to be mowed he will call a contractor to mow it then bill the owner of the property. If brush or bulk needs to be collected, he has one of his crew handle it then bills the property owner. Each letter I send informs the property owner of any type of financial charge and who will receive it.

Depending on the infraction determines how much time is allow to meet compliance. A grass violation is given five days from the date of the letter and we check the status on the sixth day. Bulk and brush violators have 48 hours from the date of the letter to comply, but we actually give them five days in most cases.



Allouez Village Hall • 1900 Libal Street • Green Bay, WI 54301-2453 • (920) 448-2800 • Fax (920) 448-2850  
www.villageofallouez.com

October 9, 2013

Joe & Joan Resident  
1234 Libal St  
Green Bay, WI 54301

RE: Refuse Carts

Mr. & Mrs. Resident,

It has come to my attention that the property at 1234 Libal St. is in violation of the Village of Allouez ordinance chapter 5-Health.

Currently there is a refuse cart(s) adjacent to the street. We ask that you correct this violation within 24 hours of the date of this letter if you have not already done so.

A section of the ordinance states:

**HEALTH**

**5.01 SOLID WASTE REGULATIONS.**

**D. Preparation of Garbage and Collectible Solid Waste for Collection.**

**(d) Preparation Time.**

All garbage, collectable recyclables, and other collectable solid waste, when placed in front of a property pursuant to this Chapter, shall not be so placed prior to 6:00 p.m. the day before the collection day for the garbage, collectable solid waste, and collectable recyclables. Any garbage cart, solid waste, or other item which is not collected in accordance with applicable provisions of this Chapter **shall be removed from curbside not later than midnight the day of collection.**

Should you have any questions regarding this matter you may call the Village Hall at 920-448-2800 and speak to a receptionist who may be able to assist you. If not, please contact me during my office hours on Wednesday, Thursday or Friday from 7:30 A.M. to 4:00 P.M. at 920-448-2800 extension 121.

Mark S. Roberts  
Code/Safety Enforcement Coordinator



Allouez Village Hall • 1900 Libal Street • Green Bay, WI 54301-2453 • (920) 448-2800 • Fax (920) 448-2850  
www.villageofallouez.com

October 9, 2013

Joe & Joan Resident  
1234 Libal St  
Green Bay, WI 54307

RE: Grass-Weeds

Mr. & Mrs. Resident,

I am sending you this letter because it came to my attention the property at 1234 Libal St St. is in violation of the Village of Allouez ordinance chapter 5 – Health.

Currently the grass/weeds is overgrown and in violation of the ordinance. Please correct this violation within five (5) days from the date of this letter or the Village of Allouez shall cause the work to be done and the cost thereof will be billed to the property owner of record. A citation may also be issued.

**Public works department personnel will check the status on October 14, 2013.**

A section of the ordinance reads:

**5.10 CONTROL OF NOXIOUS WEEDS AND OTHER UNSIGHTLY GROWTH**

**C. Unsightly Growth.**

**(1) To Be Controlled.**

(a) The owner, occupant or person in control of any lot, with the exception of a lot in the wetlands or a lot being used for agricultural purposes, shall not allow, permit or maintain the growth of grass, hay, brambles, brush, reeds, rushes, cattails or any combination thereof, or any unsightly growth, to a height of over seven (7) inches.

(b) The Weed Commissioner shall cut down and remove or cause to be cut down and removed all such growths as described in subparagraph (a) above and shall charge the cost thereof in the manner provided by Section 66.98, Wisconsin Statutes.

(2) Declared a Public Nuisance.

The permitting of such growth as enumerated in paragraph C (1) above, by blighting residential areas, permitting breeding areas for obnoxious insects and concealing vermin and filthy deposits, is declared to be a public nuisance.

Rate fees are as follows:

<b>Minimum Rate: 30 minutes</b>	<b>\$100.00</b>
<b>45 minutes</b>	<b>\$120.00</b>
<b>60 minutes</b>	<b>\$140.00</b>
<b>75 minutes</b>	<b>\$165.00</b>
<b>90 minutes</b>	<b>\$185.00</b>
<b>105 minutes</b>	<b>\$205.00</b>
<b>120 minutes</b>	<b>\$230.00</b>

**Each additional 15 minutes add \$22.00.**

**For repeat offenders: 2<sup>nd</sup> time charge is two times amount listed above.**

**3<sup>rd</sup> time charge is three times amount listed above and citation issued.**

**4<sup>th</sup> time charge is four times amount listed above and citation issued.**

You may read the entire ordinance by visiting the Village of Allouez website at [www.villageofallouez.com](http://www.villageofallouez.com) and selecting "Government" then "Municipal Codes".

Should you have any questions regarding this matter you may call the Village Hall at 920-448-2800 and speak to a receptionist who may be able to assist you. If not, please contact me during my office hours on Wednesday, Thursday or Friday from 7:30 A.M. to 4:00 P.M. at 920-448-2800 extension 121.

Mark S. Roberts  
Code/Safety Enforcement Coordinator



Allouez Village Hall • 1900 Libal Street • Green Bay, WI 54301-2453 • (920) 448-2800 • Fax (920) 448-2850  
www.villageofallouez.com

October 9, 2013

Joe & Joan Resident  
1234 Libal St  
Green Bay, WI 54301

RE: Brush

Mr. & Mrs. Resident,

I am sending you this letter because it came to my attention the property at 1234 Libal St. is in violation of the Village of Allouez ordinance chapter 5 – Health.

There is a pile of Yard Waste/Brush/Solid Waste/Refuse in front of your residence adjacent to the curb. Yard Waste/Brush/Solid Waste/Refuse is not allowed in the front section of the property until the day before scheduled pick-up. The solid waste must be removed from the area within 48 hours of the date of this letter or the Village of Allouez shall cause the work to be done and the cost thereof will be billed to the property owner of record.

Unscheduled brush pick up cost is the same as bulk pick up.

*If you hired a contractor to do the work the contractor is required to remove the brush from your property.*

**The minimum charge for picking up bulk during a non-collection week is \$200.00 and increases by volume by increments of \$50.00.**

**The Public Work Department will check the status of the brush on October 14, 2013.**

*Brush may be taken to the LeBrun Yard Waste Site by the resident.*

Sections of the ordinance read:

Brush: Trimmings from shrubs and trees, tree limbs less than 6 inches in diameter, and stalks from garden plants. Brush does not include stumps, root balls, or logs greater than 6 inches in diameter.

Solid waste: Garbage, recyclables, brush, yard waste, refuse, construction debris, hazardous, and toxic, offensive or noxious wastes as defined herein.

**(7) Brush.**

**Brush will be collected most months during the 2nd full week**, except during spring and fall clean-up. Refer to the Refuse / Brush Collection Schedule for exact collection schedules. Brush and tree limbs removed by a Contractor from private property will not be picked up by the Public Works Department, but must be disposed of by the Contractor.

E. Preparation of Brush, Refuse, and Yard Waste.

(c) Collection Time. All garbage, collectable recyclables, and other collectable solid waste shall be placed for collection as required by this Chapter **by 6:00 a.m. on the designated collection day.**

(d) Preparation Time. All garbage, collectable recyclables, and other **collectable solid waste**, when placed in front of a property pursuant to this Chapter, **shall not be so placed prior to 6:00 p.m. the day before the collection day** for the garbage, collectable solid waste, and collectable recyclables. Any garbage cart, solid waste, or other item which is not collected in accordance with applicable provisions of this Chapter shall be removed from curbside not later than midnight the day of collection.

You may read the entire ordinance by visiting the Village of Allouez website at [www.villageofallouez.com](http://www.villageofallouez.com) and selecting "Government" then "Municipal Codes".

Should you have any questions regarding this matter, you may contact the Village Hall at 920-448-2800 and speak with a receptionist who may be able to assist you. If not, please contact me (920-448-2800 extension 121) during my office hours on Wednesday, Thursday, or Friday from 7:30 am to 4:00 pm.

Mark S. Roberts  
Code/Safety Enforcement Coordinator