



136 North Monroe Street
Waterloo, WI 53594-1198
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

**PUBLIC NOTICE OF A COMMITTEE MEETING
OF THE COMMON COUNCIL OF THE CITY OF WATERLOO**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public & news media, that the following meeting will be held:

COMMITTEE: PUBLIC SAFETY AND HEALTH COMMITTEE
DATE: Thursday, April 7, 2016
TIME: 6:30 p.m.
LOCATION: Municipal Building Police Training Room, 136 N. Monroe Street

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: February 4, 2016 and March 3, 2016 (no quorum)
3. PUBLIC COMMENT
 - a. Dylan Mott request to amend 261-6 of the municipal code
4. COMMUNICATIONS AND ANNOUNCEMENTS
5. NEW BUSINESS
 - a. Midwest Athletes Against Childhood Cancer Inc. (MACC Fund), Trek 100 – Ride for Hope, June 11, 2016 [NOTE Application amended 4/4/2016] ***
 - b. Mold And Other Housing Issues -- Clerk/Treasurer's Request For A Minimum Housing Standard
6. ADJOURNMENT

Mo Hansen

Mo Hansen
Clerk/Treasurer

*** See Council Packet, Also On Tonight's Council Agenda

Committee Members: Reynolds, Griffin and Thomas

Printed, Posted, E-mailed and Distributed: 04/04/2016

PLEASE NOTE: IT IS POSSIBLE THAT MEMBERS OF AND POSSIBLY A QUORUM OF MEMBERS OF OTHER GOVERNMENTAL BODIES OF THE MUNICIPALITY MAY BE IN ATTENDANCE AT THE ABOVE MEETING(S) TO GATHER INFORMATION. NO ACTION WILL BE TAKEN BY ANY GOVERNMENTAL BODY OTHER THAN THAT SPECIFICALLY NOTICED. ALSO, UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR ADDITIONAL INFORMATION OR TO REQUEST SUCH SERVICES PLEASE CONTACT THE CLERK'S OFFICE AT THE ABOVE LOCATION.

PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES
February 4, 2016

1. **Call to Order:**
The Public Safety Committee meeting was called to order by Alderperson Reynolds at 6:30PM
2. **Roll Call:**
Committee members present – Alderperson Reynolds, Griffin, Thomas, and Chief Sorenson.
3. **Approval of Public Safety Committee Minutes of January 1, 2016.** Motion by Alderperson Thomas, second by Griffin, motion carried.
4. **Citizen Input: None**
5. **Unfinished Business: (None)**
6. **New Business:**
 - a. Authorizing Chief Sorenson to hire David Warner as a part-time Police Officer. Motion to approve David Warner for hire as a part-time Waterloo Police Officer by Thomas, second by Griffin, motion carried.
 - b. Recommending Reinstallation of Existing Flashers at intersection of Monroe and Madison St. for 2017 STH 19 road construction. Motion to approve reinstalling Existing flashers by Thomas, second by Griffin, motion carried.
 - c. Resolution #2016-01. Policy on Non-Violent Demonstrations and Excessive Use of Force (referred to Committee by Alderperson Thomas) Recommendation by Thomas to take no action, second by Griffin, motion carried.
7. Future Agenda Items and announcements (None)
8. **Adjourn :** Motion to Adjourn by Griffin, Second by Thomas, motion carried.

Attest: *Chief Tomi P. Sorenson*

Mo Hansen

From: Mo Hansen <cityhall@waterloowi.us>
Sent: Friday, April 01, 2016 2:19 PM
To: 'Randie Lange'
Cc: Lindsay Reynolds
Subject: RE: Citizen complaint of Ordinance 261-6

Randie,
Noted. Thanks.
-Mo

From: Randie Lange [mailto:rrlange@waterloowi.us]
Sent: Friday, April 01, 2016 2:19 PM
To: 'Mo Hansen' <cityhall@waterloowi.us>
Subject: RE: Citizen complaint of Ordinance 261-6

Mo,
His vehicle is not junk, it is not registered. He was informed that his vehicle has to be registered. I further informed him that we would be willing to work with him if he should have any hardships.
Lt. Randie Lange

From: Mo Hansen [mailto:cityhall@waterloowi.us]
Sent: Friday, April 01, 2016 1:41 PM
To: 'Lindsay'
Cc: Randie Lange; dpsorenson@waterloowi.us
Subject: RE: Citizen complaint of Ordinance 261-6

Lindsay,

Spoke with Dylan Mott (608-228-0237) regarding his interest in revising section 261-6(D) of the municipal code. He said he likely will have a work obligation and won't be able to attend, but asked that the item be noted under Citizen Input. He understood the reasoning for the 261-6(D), but did not consider his vehicle junk. I invited him to share more thoughts with the committee via email, written note or by other means.

Mo Hansen
Clerk/Treasurer
City of Waterloo
office: 920.478.3025
CityHall@Waterloowi.us

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From: Lindsay [mailto:kittymania8@gmail.com]
Sent: Friday, April 01, 2016 12:57 PM
To: Mo Hansen <cityhall@waterloowi.us>
Subject: Citizen complaint of Ordinance 261-6

Mo,
This is Dylan's number: 608-228-0237. He specifically disagrees with our ordinance 261-6 (D), he expressed interest in changing it. Go ahead and ask if he is interested in having this put on the official Public Safety agenda or if he wants to come to the meeting and voice his opinion in public comment.
As for the warning he got about his unregistered vehicle, I will let him know he has to work it out with the police department, the only thing the committee can do is address his concern about possibly changing the ordinance.
Thanks.
-Lindsay

Sent from my U.S. Cellular® Smartphone

City of Waterloo, WI
Monday, April 4, 2016

Chapter 261. Nuisances

§ 261-6. Storage of vehicles, recreational equipment and firewood.

- A. Public nuisances declared. The following are hereby declared to be public nuisances wherever they may be found within the City:
- (1) Any motor vehicle, truck body, tractor or trailer as enumerated in Subsections **C** and **D** below and defined in Subsection **B** below.
 - (2) Any junk stored contrary to Subsection **E** below.
 - (3) Any recreational equipment stored contrary to Subsection **F** below.
 - (4) Any firewood used or stored contrary to Subsection **G** below.
- B. Definitions. The words, phrases and terms used in this section shall be interpreted as follows:

DISASSEMBLED, INOPERABLE, JUNKED OR WRECKED MOTOR VEHICLE, TRUCK BODY, TRACTOR OR TRAILER

Motor vehicles, truck bodies, tractors or trailers in such state of physical or mechanical ruin as to be incapable of propulsion or being operated upon the public streets or highways.

IN THE OPEN

Land which may be viewed from public streets or adjoining property.

JUNK

Worn out or discarded material of little or no value, including but not limited to household appliances or parts thereof, machinery and equipment or parts thereof, vehicles or parts thereof, tools, discarded building materials or any other unsightly debris, the accumulation of which has an adverse effect upon the neighborhood or City property values, health, safety or general welfare.

MOTOR VEHICLE

As defined in § 340.01(35), Wis. Stats.

RECREATION EQUIPMENT

Boats, canoes, boat and utility trailers, mobile homes, campers, off-highway vehicles and snowmobiles.

UNLICENSED MOTOR VEHICLE, TRUCK BODY, TRACTOR OR TRAILER

Motor vehicles, truck bodies, tractors or trailers which do not bear lawful current license plates.

- C. Storage of inoperable vehicles.
- (1) Restricted. No person shall accumulate, store or allow any disassembled, inoperable, junked or wrecked motor vehicles, truck bodies, tractors or trailers in the open upon any public or private property in the City for a period exceeding 10 days.
 - (2) Exceptions.

- (a) Any business engaged in automotive sales or repair located in a properly zoned district may retain no more than three disassembled or wrecked vehicles, including vehicles under repair, in the open for a period not to exceed 30 days, after which such vehicles shall be removed.
 - (b) Subsection **C(1)** shall not apply to junkyards licensed under Chapter **230** of this Code.
- D. Storage of unlicensed vehicles.
 - (1) Restricted. No person shall accumulate, store or allow any unlicensed motor vehicle, truck body, tractor or trailer in the open upon any public or private property in the City for a period exceeding 10 days.
 - (2) Exceptions.
 - (a) Subsection **D(1)** shall not apply to any business engaged in the sale, repair or storage of such unlicensed vehicles in a properly zoned district.
 - (b) Garden tractors and mowers may be stored in the rear yard not less than 10 feet from any property line.
- E. Storage of junk prohibited. No person, except a junk dealer licensed under Chapter **230** of this Code, shall accumulate, store or allow any junk outside of any building on any public or private real estate located in the City.
- F. Storage of recreational equipment regulated. No person shall store any recreational equipment on any street right-of-way or within the front setback, including the driveway, for more than 48 hours out of a seventy-two-hour period.
[Amended 9-20-2007 by Ord. No. 2007-18]
- G. Storage of firewood.
 - (1) Regulated. No person shall store firewood on any residential premises except for use on the premises. No firewood pile may be located within the front setback.
 - (2) Exception. Any firewood pile located contrary to the provisions of Subsection **G(1)** above on the effective date of this subsection need not be moved to a place of compliance until June 1, 1988.
- H. Issuance of citation; action to abate. Whenever the Building Inspector or the Police Chief shall find any such vehicle, junk or recreational equipment, as defined in Subsection **B** above, accumulated, stored or remaining in the open upon any property within the City contrary to the provisions of Subsections **C**, **D**, **E** and **F** above, or firewood stored contrary to Subsection **G** above, he shall notify the owner of said property on which such vehicle, junk, recreation equipment or firewood is located of the violation of this section. If such vehicle, junk, recreational equipment or firewood is not removed within 10 days, the Police Chief shall cause a citation to be issued to the property owner or the occupant of the property upon which such vehicle, junk, recreational equipment or firewood is located. In addition, action to abate such nuisance may be commenced, as provided in § **261-7** of this chapter.
- I. Penalty. Any person who shall be adjudicated to have violated any of the provisions of this section shall be subject to a forfeiture as provided in Chapter **1**, § **1-4** of this Code plus the costs of said prosecution and, upon default of payment of such forfeiture and costs, shall be imprisoned in the county jail until such forfeiture and costs are paid, but not to exceed 10 days. Each day that a violation of this section continues shall be deemed a separate offense.

Mo Hansen

From: Colleen O'Neil Moran <ceomoran@maccfund.org>
Sent: Saturday, April 02, 2016 7:53 PM
To: cityhall@waterloowi.us
Subject: Trek 100 start/finish line on McKay St.
Attachments: UNTITLED.pptx

Hi Mo – Trek Bicycles is continuing to grow by leaps and bounds and they will begin construction soon in what is currently their middle parking lot. This will affect the layout and design of the Trek 100. We are hoping to move the start/finish line to McKay Street and are writing to inquire about the possibility of closing McKay St. from Hwy 19 to Knowlton St. for the entire day on Saturday, June 11th.

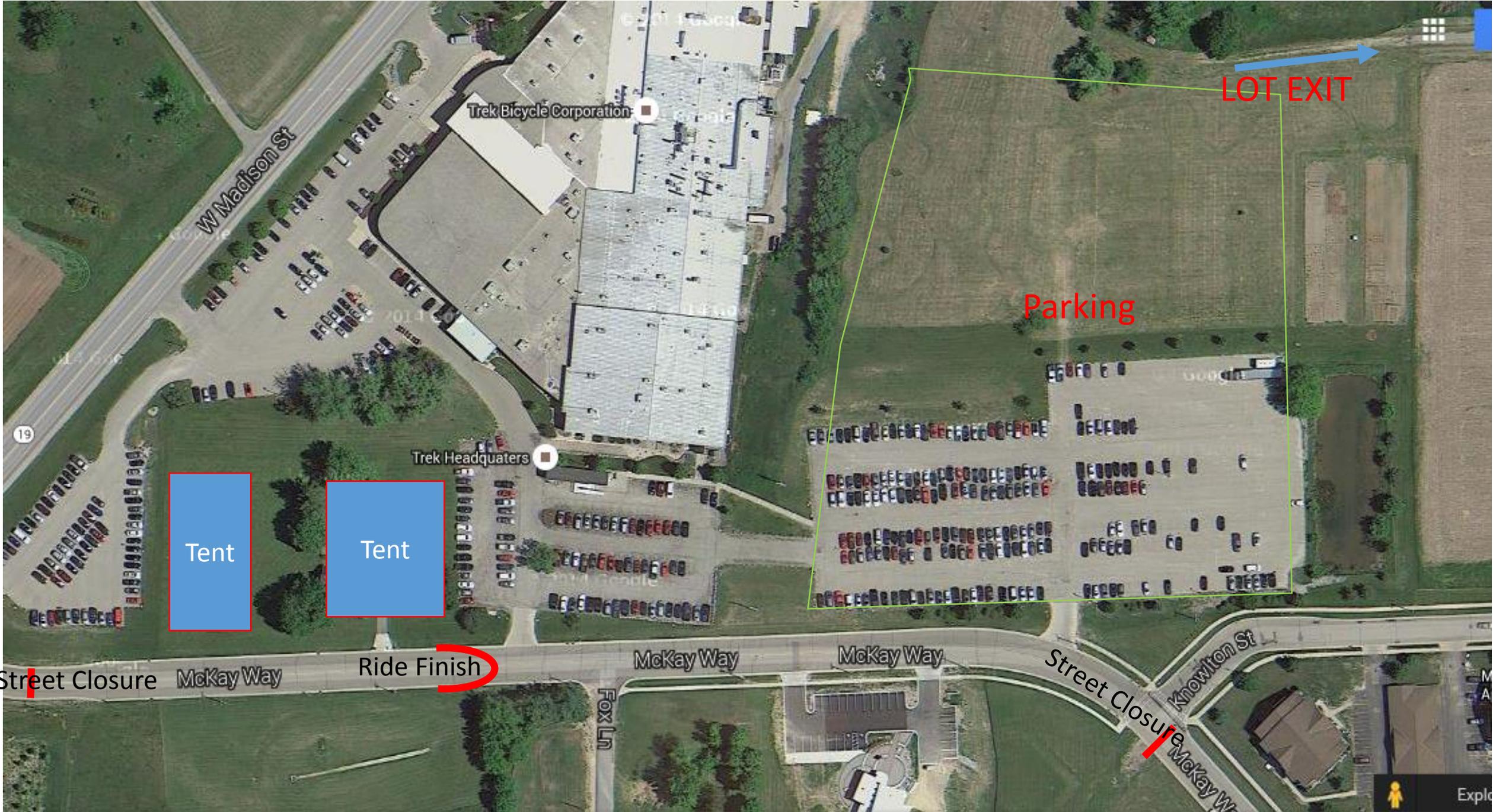
We, of course, are more than happy to accommodate the residents of Fox Lane to make sure they can get in and out of their homes throughout the day.

Looking forward to discussing the many components of the Trek 100 with you! Colleen

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Tent

Tent

Parking

LOT EXIT

Ride Finish

Street Closure

McKay Way

McKay Way

McKay Way

Street Closure

Knowlton St

McKay Way

Explor

Mo Hansen

From: Mo Hansen <cityhall@waterloowi.us>
Sent: Monday, April 04, 2016 9:28 AM
To: 'Chris Butschke'; Randie Lange (rrlange@waterloowi.us); dpsorenson@waterloowi.us
Cc: City of Waterloo, Mayor
Subject: Docs for 4/7/2016 Public Safety & Health Committee meeting
Attachments: MoldEmailThread.pdf; MarshallWICHAPTER 4MinHousingStandard.pdf

Chris, Randie and Denis,

The attached will be included in the Thursday committee packet – not the Council packet. It is (a) feedback received from my communications to the Community Development Authority, Plan Commission and Council members; and (b) the Marshall adopted minimum housing code.

My request is two-fold:

- (1) HEALTH AND SAFETY. Adopt language such that the Building Inspector has the ability to deem the interior a dwelling unit, commercial property or industrial location as unsafe applying uniform and common standards.
- (2) LEGISLATIVE ACTION TO ENHANCE ENFORCEMENT. A clear signal from elected officials would mean we are all on the same page. Blight has been a significant topic from the Economic Development Strategic Planning process and more importantly – from my visits with those consider Waterloo for their home or business. Please who see blight invest their time and money elsewhere. Blight is a choice. Elected Officials have to send a clear signal. Moving forward on enforcement in a uniform manner (staff and elected officials) sends a uniform signal to the community.

Mayor Thompson stated this morning that he has no problem with health and safety matter. His reply is “hell no” to telling people when they have repaint their window sills or similar.

Mo Hansen

Clerk/Treasurer
City of Waterloo
office: 920.478.3025
CityHall@Waterloowi.us

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Mo Hansen

From: Mo Hansen <cityhall@waterloowi.us>
Sent: Thursday, March 24, 2016 11:11 AM
To: 'Michael Hermanson'
Cc: City of Waterloo, Mayor; Bob Thompson Traveling (zip53594Mayor@hotmail.com)
Subject: RE: FW: Waterloo Notice of Complaint / mold at 315 East Madison St & 580 Knowlton St

Michael,
Very helpful. Thank you.
-Mo

From: Michael Hermanson [mailto:michael_hermanson@charter.net]
Sent: Thursday, March 24, 2016 10:34 AM
To: 'Mo Hansen' <cityhall@waterloowi.us>
Subject: RE: FW: Waterloo Notice of Complaint / mold at 315 East Madison St & 580 Knowlton St

Good Morning Mo,

I have worked for a property management company (as an Accountant) and I have seen the battle between Landlord rights and Tenants' rights. They have yet to find a true balance, especially in bigger cities. However, I will be the first one to say that there needs to be oversight with many of the landlords. This ordinance "should" be able to hold them more accountable. I think that if there is an annual inspection available, as well as a probable cause inspection, many potential loopholes would be effectively shut down. The landlords would be advised that there would be an annual (or even a bi-annual) inspection, but they do not know exactly when. That might improve all of the rental situations. Some of the single-family homes that have been turned into multi-family dwellings are in need of greater oversight, in my opinion. When it comes to mold, the idea of "out of sight...out of mind" does not help anyone. If something is found/discovered on an annual or bi-annual basis, the inspector may be able to inspect the effected unit on a regular basis to make sure that the problem is being fixed. And...mold may not be the only issue found.

If the landlords are also aware of the probable cause inspections, that should help. This would arise in a number of ways. If a tenant reported to the city that they suspected that they see mold, then the inspector could investigate anytime between the annual or bi-annual inspections. However, there must also be a mechanism in place to protect the landlord from bad tenants. If the tenant see mold or another issue, they must first notify the landlord or property management company so that they may address the issue. If the landlord does not take the necessary steps to help mitigate the problem in a timely manner, then the tenant can approach the city, for help. There must be some sort of documentation and audit trail to make the process and the ordinance effective. Another way might be from a medical facility. For instance, a local ER or clinic may see an increase of similar symptoms for the same complex. They could report that to the city, without violating HIPAA. A remodeling company works on a unit and observes a violation. They could report it. There are various potential sources of reporting.

Some people may not like this, but it is not about them. It is about the city and its residents. If they want to be landlords, then they must abide by the laws. Just my two cents.

Thanks,
Michael

From: Mo Hansen [mailto:cityhall@waterloowi.us]
Sent: Thursday, March 24, 2016 9:46 AM

To: Waterloo Clerk/Treas Office <cityhall@waterloowi.us>

Subject: FW: FW: Waterloo Notice of Complaint / mold at 315 East Madison St & 580 Knowlton St

FYI Mayor, Council & Community Development Authority:

Mayor Thompson has asked for a draft ordinance revision to be drafted in consultation with the City Attorney to address the March 16 email below. Building Inspector Chris Butschke said Marshall and similar communities have adopted minimum housing standards that allow for the inspectors to address the mold examples below and similar blighting issues. Below is additional from Vierbicher's Gary Becker.

-Mo

From: Gary Becker [<mailto:gbec@vierbicher.com>]

Sent: Friday, March 18, 2016 1:55 PM

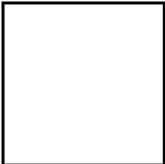
To: Mo Hansen <cityhall@waterloowi.us>

Cc: Genevieve Coady <genevievec@jcedc.net>; Colin Punt <cpun@vierbicher.com>; Chris Butschke <CButschke@safebuilt.com>

Subject: Re: FW: Waterloo Notice of Complaint / mold at 315 East Madison St & 580 Knowlton St

One of the things that helps a municipality enforce property maintenance codes on rental units is a registry. The Legislature almost prohibited municipalities from maintaining a registry of landlords, but Act 176 was signed by the Governor and it still allows a municipality to register landlords and carry out a program of rental inspections. If Waterloo currently does not do this, then an ordinance along those lines may be appropriate.

The CDA is another tool that can be used for this. The CDA, with the Council's approval, has the authority to declare individual parcels or entire areas as blighted. Once that happens a whole slew of carrot/stick tools opens up, including the ability to enter property to investigate conditions. A CDA's role involves both redevelopment and housing. I suggest if any new ordinance is prepared that the CDA have a role in review/enforcement as part of their duties to ensure a decent, safe, sanitary and affordable supply of housing in the community.



Gary W. Becker, CEcD

Vierbicher

999 Fourier Drive, Suite 201

Madison, Wisconsin 53717

Phone: (608) 821-3941

Fax: (608) 826-0530

www.vierbicher.com

On Fri, Mar 18, 2016 at 12:10 PM, Mo Hansen <cityhall@waterloowi.us> wrote:

Mayor Thompson, City Council, Community Development Authority and Economic Development Strategic Planning Committee:

I write asking for an ordinance revision to allow for the inspection of dwelling units to determine if they are safe and habitable. And further I am asking for effective municipal legislation for more tools to fight blight – both exterior and interior. Discussions to date regarding economic development strategies inform us that we have little to no “high end housing.” Could one partial reason for that conclusion be due to the fact that our existing housing stock has deteriorated over time and -- on average -- the maintenance and repair of private property is further spiraling downward towards disrepair and blight?

This request may fit in with the Economic Development Strategic Plan discussion. Alternatively, it may be addressed by one of the City Council standing committees.

Below is an email thread relating to complaints of interior mold at two locations. One property has collapsing second floor ceiling panels with mold. Another had sewage flowing from the second floor to the first floor with mold in building cavities and dwelling space. Neither the municipality nor the Jefferson County Health Department, are empowered to take action to determine if mold situations make the dwelling units inhabitable. Chapter 288 [Property of the municipal code focuses almost exclusively on the exteriors of buildings. No clear legislative authority exist to determine if the quantity of mold -- or interior blight in general -- makes a dwelling unit unsafe. In 2008 when flooding occurred in Waterloo and a federal emergency declaration was made, we assisted FEMA in distributing bleach, latex gloves and instructions. When one or two building maintenance issues result in similar situations for two dwelling units, we say we'll only act if an imminent danger exists.

Mold in dwelling units is only one of many blighting influences Waterloo faces. My comments are summarized by the yellow highlights below. Your comments are appreciated.

Mo Hansen
Clerk/Treasurer
City of Waterloo

From: Mo Hansen [mailto:cityhall@waterloowi.us]
Sent: Friday, March 18, 2016 10:52 AM
To: 'Chris Butschke' <CButschke@safebuilt.com>
Subject: RE: Waterloo Notice of Complaint / mold at 315 East Madison St & 580 Knowlton St

Chris,

The mold situations at 315 East Madison and 580 Knowlton further lead me to conclude that our community is becoming more blighted, not less. Furthermore, our municipal inability to set dwelling unit health and safety standards is one cause for this increased blight.

Can you route my interest in municipal adoption of housing code changes to staff at SAFE BUILT to see if “best practices” effective language exists?

- Setting a community standard for all dwelling units that covers interior safety and health matters.
- A recurring method of ensuring compliance for residential properties.

Mo Hansen
Clerk/Treasurer
City of Waterloo
office: [920.478.3025](tel:920.478.3025)
CityHall@Waterloowi.us

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From: Chris Butschke [<mailto:CButschke@safebuilt.com>]
Sent: Thursday, March 17, 2016 8:07 PM
To: Mo Hansen <cityhall@waterloowi.us>
Subject: Re: Waterloo Notice of Complaint / mold at 580 Knowlton Street

In the past we need a minimum housing code for inspections of rental properties, interior.

The property maintenance ordinance is for the items listed in that section , not interior.

I do not have a certification for mold.

I have never inspected for mold with out the min housing code giving me the authority and then I look for the cause. If leaking pipes then yes with the proper code, but a lot of times mold is caused from the occupants and the performance of the bldg.

If you want run it past the city attorney, but with out adopting a min housing code the property maintenance code will be a stretch.

Let me know,

Thanks,

Chris

Sent from my iPhone

On Mar 17, 2016, at 4:46 PM, Mo Hansen <cityhall@waterloowi.us> wrote:

Chris,

Received a call from the Neighborhood Law Clinic regarding 315 East Madison Street. The renter has identified mold in fallen attic ceiling tiles. Later I talked with renter Candice Brussveen (315 East Madison St; [920-988-3820](tel:920-988-3820)). She reported that you told her the City does not inspect apartment units. Doesn't 288-6 give the municipality authority to determine if a premises is suitable to be occupied as a dwelling unit?

Municipal Code: 288-8 No owner or other person shall occupy or let to, or permit another person to occupy or let to, or permit another person to occupy any dwelling unit, unless it and the premises are clean, sanitary, fit for human occupancy and comply with all the applicable legal requirements of the state and the City.

Please call or email to discuss.

Mo Hansen

Clerk/Treasurer

City of Waterloo

office: [920.478.3025](tel:920.478.3025)

CityHall@Waterloowi.us

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From: Mo Hansen [<mailto:cityhall@waterloowi.us>]

Sent: Monday, February 22, 2016 3:39 PM

To: 'Chris Butschke' <CButschke@safebuilt.com>

Subject: FW: Waterloo Notice of Complaint / mold at 580 Knowlton Street

Chris,

Lora Hansen from LH Management is having difficulties keeping contractors on site due to reported harassment from tenants. She is interested in confirming that the dwelling units at 580 Knowlton are habitable. She said she would call you to schedule an inspection once contractors are completed with repairs.

Mo Hansen
Clerk/Treasurer
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office: [920.478.3025](tel:920.478.3025)
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From: Mo Hansen [<mailto:cityhall@waterloowi.us>]
Sent: Thursday, February 18, 2016 3:03 PM
To: 'Chris Butschke' <CButschke@safebuilt.com>
Subject: FW: Waterloo Notice of Complaint / mold at 580 Knowlton Street

Chris,

Spoke with Lora from LH Management ([920-696-3132](tel:920-696-3132) [office], [262-224-0333](tel:262-224-0333) [cell]). She said my communication was first word they received of mold. She said they would address it. She indicated that plumber had been on site previously to fix a 2nd floor water floor. She said sub flooring in the 2nd floor had been repaired.

She expressed interest in having you inspect the unit in question (confirmed as unit #103, tenant = Kathy Anderson) to confirm that it is habitable.

Mo Hansen
Clerk/Treasurer
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From: Mo Hansen [<mailto:cityhall@waterloowi.us>]
Sent: Thursday, February 18, 2016 2:25 PM
To: 'Chris Butschke' <CButschke@safebuilt.com>
Subject: Waterloo Notice of Complaint / mold at 580 Knowlton Street

Chris,

Please accept this email as notice of a complaint phone complaint by a “Katrina Lutz” at 580 Knowlton Street. The caller reported mold in her 1st floor apartment unit, a hole in the ceiling and a prior instance of a leaking toilet in a 2nd floor dwelling unit above.

The phone number given was not valid. I drove to the site and knocked on doors. Tenants from all first floor units came out into the hallway. No one said they were Katrina Lutz. All stated complaints with the apartment. A Kris reported mold in her apartment, a hole in the ceiling and leaking. Asked twice, she said she was not the person calling. I was not invited in, and did not view the dwelling units. Fran Gartner reported that this building generates lots of calls.

As a courtesy I reached out to the property owner (Waterloo Apt LLC, 715 Morgan Street, Clyman, WI 53016 Phone: [920-696-3089](tel:920-696-3089)). After speaking with a Shelly at this number, I was able to confirm that the building had changed hands within the last six months and that a new management company was responsible for the dwelling units.

New Management Company: Laura Hansen, LH Management, [262-224-0333](tel:262-224-0333) or 920-763-5436 (emergency only). A message was left. I requested a call back from Laura Hansen.

Municipal Code: 288-8 No owner or other person shall occupy or let to, or permit another person to occupy or let to, or permit another person to occupy any dwelling unit, unless it and the premises are clean, sanitary, fit for human occupancy and comply with all the applicable legal requirements of the state and the City.

Given this complaint, can you inspect to confirm that the dwelling unit occupied by Kris (I believe #104) is fit for human occupancy and mold is not making it unfit for human occupancy?

Chapter 288: Property Maintenance

<http://ecode360.com/9839021>

Mo Hansen
Clerk/Treasurer
City of Waterloo
office: [920.478.3025](tel:920.478.3025)
CityHall@Waterloowi.us

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CHAPTER 4

Minimum Housing Code

15-4-1	Title
15-4-2	Intent and Purpose
15-4-3	Rules and Definitions
15-4-4	Minimum Standards for Basic Equipment, Lighting, Ventilation, Heating, and Electrical Service
15-4-5	Safe and Sanitary Maintenance of Property
15-4-6	Quantity, Location and Use of Space in Residential Buildings Fixing the Responsibility of Owners, Operators, and Occupants
15-4-7	Inspection
15-4-8	Designation of Unfit Dwellings and Legal Procedure Therefor
15-4-9	Enforcement,
15-4-10	Service of Notices, and Orders and Hearings

SEC. 15-4-1 TITLE.

This Chapter shall be known as the Village of Marshall Minimum Housing Code.

SEC. 15-4-2 INTENT AND PURPOSE.

- (a) This Chapter is adopted for the purpose of preserving and promoting the public health, safety, comfort, convenience, prosperity, and general welfare of the people of the Village and environs. This includes, among others, physical, aesthetic, and property values.
- (b) It is recognized that there may now be or may, in the future, be residential buildings, structures, yards or vacant areas, and combinations thereof which are so dilapidated, unsafe, dangerous, unhygienic, overcrowded, inadequately maintained or lacking in basic equipment or facilities, light, ventilation, and heating so as to constitute a menace to the health, safety, and general welfare of the people. The establishment and enforcement of minimum housing and property maintenance standards is necessary to preserve and promote the private and public interest.

SEC. 15-4-3 RULES AND DEFINITIONS.

- (a) **Rules.** In the construction of this Chapter, the rules and definitions contained in this Section shall be observed and applied, except when the context clearly indicates otherwise:
 - (1) Words used in the present tense shall include the future.
 - (2) Words used in the singular number shall include the plural number, and the plural the singular.
 - (3) The word "shall" is mandatory and not discretionary.
 - (4) The word "may" is permissive.
 - (5) The phrase "used for" shall include the phrases "arranged for," "designed for," "intended for," "maintained for," and "occupied for."

- (b) Definitions. The following definitions shall be applicable in this Chapter:
- (1) Adequate -- "Adequate" shall mean adequate as determined by the Building Inspector under the regulations of this Chapter or adequate as determined by an authority designated by law or this Code of Ordinances. "Adequately" shall mean the same as adequate.
 - (2) Apartment -- "Apartment" means one (1) or more rooms with provisions for living, cooking, sanitary, and sleeping facilities arranged for use by one (1) family.
 - (3) Approved -- "Approved" shall mean approved by the Building Inspector under the regulations of this Chapter or approved by an authority designated by law, this Chapter or this Code of Ordinances.
 - (4) Attractive Appearance -- "Attractive appearance" shall mean an appearance which is in accordance with generally accepted professional practices for new construction within the Village and which is not likely to adversely affect the values of abutting or neighborhood properties, or of the principal property.
 - (5) Basement -- "Basement" shall mean a portion of a building located partly or wholly underground and having half or more than half of its clear floor-to ceiling height below the average grade of the adjoining ground.
 - (6) Boarding House -- See "Lodging House" and "Lodging Room."
 - (7) Building -- "Building" means a combination of material to form a construction that is safe and stable and adapted to permanent or continuous occupancy for assembly, business, educational, high hazard, industrial, institutional, mercantile, residential, or a storage purpose; the term "building" shall be construed as if followed by the words "or portion thereof." For the purpose of this Chapter, each portion of a building completely separated from other portions by an unpierced fire wall shall be considered as a separate building.
 - (8) Capacity in Persons -- The "capacity in persons" of a building is the maximum number of persons that can occupy such building, as determined by the required floor space per person as established in this Chapter.
 - (9) Compliance Inspection. An inspection performed in conjunction with a lawful order of the Village Board or Building Inspector for the purpose of certifying the fulfillment of an official requirement listed in the order.
 - (10) Dwelling -- "Dwelling" is a place of abode, a residence, or a house for use by one (1) or more persons, excluding hotels or motels.
 - (11) Dwelling Unit -- "Dwelling Unit" means one (1) or more rooms with provisions for living, cooking, sanitary, and sleeping facilities arranged for use by one (1) family.
 - (12) Extermination -- "Extermination" shall mean the control or elimination of infestation by eliminating harboring places and removing or making inaccessible materials that may serve as food, and by poisoning, spraying, trapping, fumigation by a licensed fumigator or any other effective elimination procedure.
 - (13) Family -- A "family" is an individual, or two (2) or more persons related by blood, marriage, or legal adoption, living together as a single housekeeping unit in a dwelling unit, including foster children, and not more than two (2) roomers. For the purpose of this Subsection, "children" means natural children, or a ward as

- determined in a legal guardianship proceeding. Up to two (2) personal attendants who provide services for family members or roomers who, because of advanced age or physical or mental disability, need assistance with activities of daily living, shall be considered part of the "family." Such services may include personal care, housekeeping, meal preparation, laundry or companionship.
- (14) Friable Material. Any material applied on ceilings, walls, structural members, piping, duct work, or any other part of a building which when dry may be crumbled, pulverized, or reduced to powder by hand pressure. The term includes non-friable material after such previously non-friable material becomes damaged to the extent that when dry it may be crumbled, pulverized, or reduced to powder by hand pressure.
- (15) Good Working Condition -- "Good working condition" shall mean capable of performing the work for which it was designed and in the manner intended by this Chapter.
- (16) Habitable Space -- "Habitable space" is one (1) or more rooms in a dwelling used primarily for sleeping, living, or dining purposes.
- (17) Impervious to Water -- "Impervious to water" shall mean constructed of concrete, cement block, terrazzo, brick, tile, or other material approved by the Building Inspector, and having tight-fitting joints.
- (18) Infestation -- "Infestation" means the sustained presence of household pests, vermin, or rodents.
- (19) Living Room -- "Living room" shall mean a room used primarily for living, dining, or cooking purposes.
- (20) Lodging House -- "Lodging house" is a dwelling containing lodging rooms that will accommodate five (5) or more persons not members of a family.
- (21) Lodging Room -- "Lodging room" is a portion of a dwelling used primarily for sleeping and living purposes, excluding cooking facilities.
- (22) Mixed Occupancy -- "Mixed occupancy" shall be occupancy of a building in part for residential use and in part for some other use not accessory thereto.
- (23) Occupant -- "Occupant" means one who occupies or has actual possession of usable space.
- (24) Operator -- "Operator" shall mean any person who has charge or control of a building or part thereof in which dwelling units or lodging rooms are located or let.
- (25) Owner -- The term "Owner" shall mean every person, firm, partnership, or any individual member thereof, corporation, business organization of any kind, the state, the county, the Village, any sewer district, drainage district, and any other public or quasi-public corporation having vested interest in the property under consideration and shall include the representative, officer, agent, or other person having the ownership, control, custody, or management of any building. "Owner" does not include any person whose legal or equitable interest in the building is a security interest derived solely from the extension of credit to permit construction or remodeling of the dwelling or purchase of the dwelling by a third party.
- (26) Person -- A "person" shall mean and include any individual, firm, corporation, association, or partnership.

- (27) Properly -- "Properly" shall mean as deemed proper by the Building Inspector under the regulations of this Chapter or deemed proper by an authority designated by law or this Chapter.
- (28) Provided -- "Provided" shall mean furnished, supplied, paid for or under control of the owner.
- (29) Residential Building -- A "residential building" is a building which is arranged, designed, used, or intended to be used for residential occupancy by one (1) or more families or lodgers, and which includes, but is not limited to, the following types:
- a. Single-family dwellings.
 - b. Two (2) family dwellings.
 - c. Multiple-family dwellings (including apartment hotels).
 - d. Lodging houses.
 - e. Fraternity and sorority houses.
- (For the purpose of this Chapter, any building containing any of the above uses together with other uses shall be considered a residential building.)
- (30) Room. A "room" is a partitioned part of the inside of a building. For the purpose of this definition, partition shall mean something that divides interior space, especially an interior dividing wall. A wall is one of the sides of a room or building connecting floor and ceiling and may also include anything which encloses or separates space. A partition or wall which intrudes into the space by more than one-third (1/3) of the least dimension of an existing room may be regarded as creating an additional separate room. The partitioned space shall be considered as a room if privacy is implied; light and ventilation are affected; or a bedroom through a bedroom, bathroom through a bedroom or bedroom through a bathroom situation is created.
- (31) Rooming House -- See "Lodging House" and "Lodging Room."
- (32) Sleeping Room -- A "sleeping room" shall mean a room used for sleeping purposes.
- (33) Structure - "Structure" is anything constructed or erected, the use of which requires more or less permanent location on the ground, or attached to something having permanent location on the ground.
- (34) Supplied -- "Supplied" shall mean paid for, furnished, or provided by or under control of the owner or operator.

**SEC. 15-4-4 MINIMUM STANDARDS FOR BASIC EQUIPMENT,
LIGHTING, VENTILATION, HEATING AND
ELECTRICAL SERVICE.**

- (a) **Purpose.** The purpose of this Section is to establish minimum standards for basic equipment, lighting, ventilation, and electrical services for all residential buildings and parts thereof and to obtain the public and private benefits accruing from the provision of such services. A suitable environment for safe and healthy living is encouraged by adequate water and sanitary facilities, proper storage, and disposal of garbage, recyclables and other refuse, safe means of egress, provision of light, air, heat, and electrical service.
- (b) **Minimum Standards.** No person shall occupy as owner or let to another for occupancy any space in a residential building for the purpose of living,

sleeping, cooking, or eating therein which does not comply with the following requirements:

- (1) Basic Plumbing- Requirements. Every dwelling unit shall contain a kitchen sink, a flush water closet, a lavatory basin, and a bathtub or shower, all in good working condition and properly connected to hot and cold water lines and to an approved water and sewer system. The flush water closet, lavatory basin, and bathtub or shower shall be contained within a separate room. Water pressure shall be available at all fixtures as specified in Sec. ILHR 82.40, Wis. Adm. Code.
- (2) Water Heating Facilities. Every residential building shall have supplied water heating facilities which are properly installed, are maintained in safe and good working condition, are properly connected with the hot water lines required hereunder and are capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at any required kitchen sink, lavatory basin, bathtub, or shower at a temperature of not less than one hundred ten (110) degrees Fahrenheit.
- (3) Refuse Storage. Each resident in every residential building shall be responsible for supplying such building with garbage, refuse and recyclable materials, storage facilities, the type and location of which is in compliance with Village regulations.
- (4) Egress. Every dwelling unit and lodging room shall have direct access to at least two (2) accessible unobstructed means of egress leading to a safe and open public street, alley, or court connected to a street. Exterior stairways or exit platforms, or a combination thereof, will be permitted as second exits, provided the platform or stairways terminate at a point not more than ten (10) feet above the grade directly below the lowest platform. All stairs shall terminate at grade or a platform. Platforms shall have a minimum area of fourteen (14) square feet with a minimum dimension of three (3) feet. All stairways and platforms shall be protected with handrails and guardrails as specified in Sections ILHR 21.04(2) or ILHR 51.161 and ILHR 51.162, Wis. Adm. Code. Existing variances to the height limitations specified above may be approved by the Board of Appeals, provided the platforms or stairs are maintained in a sound structural condition.
- (5) Plumbing. Each lodging house shall provide at least one (1) flush water closet, lavatory basin, and bathtub or shower, properly connected to an approved water and sewer system and in good working condition for each seven (7) persons or fraction thereof residing therein, including members of the operator's family wherever they share the use of said facilities, except that the required number of bathtubs or showers may be reduced by the Board of Appeals for lodging houses utilizing gang bathrooms containing multiple bathtubs or showers. All such facilities shall be located on the floor occupied by persons sharing such facilities or the floor directly above or below and shall be accessible from a common hall or passageway. Every lavatory basin and bathtub or shower shall be supplied with hot water at all times.
- (6) Windows and Ventilation.
 - a. Every living, sleeping, kitchen or bathroom shall have available natural light and ventilation complying with Sections ILHR 21.05 or ILHR 57.13, Wis. Adm. Code, as

dictated by the occupancy of the building. Existing light and ventilation conditions which do not comply with ILHR Codes may remain in use with the granting of a variance by the Board of Appeals.

- b. Exhaust ventilation shall be installed in all toilet rooms, except those having only one (1) fixture [water closet or one (1) urinal] and in which the window area is greater than four (4) square feet and more than two (2) square feet is openable directly to the exterior of the building. The volume of air exhausted shall not be less than two (2) cubic feet per minute per square foot of floor area.
 - c. All doors and windows required for ventilation shall be protected with insect screen equivalent to not less than sixteen (16) wire mesh installed to prevent the entrance of flies, mosquitoes and other insects, to be annually installed during May before June 1 and maintained until storm windows are installed in autumn.
 - d. All exterior door and windows shall have storm windows or storm doors installed or maintained to prevent excessive drafts and heat loss no earlier than October 15th, but no later than November 15th annually.
 - e. Existing habitable rooms without openable windows shall be provided with a mechanical ventilation system producing one (1) air change per hour. All required exhaust vents shall terminate outside the structure.
- (7) Electrical. Every dwelling unit and all public and common areas in multiple dwellings shall be supplied with electrical service, outlets, and fixtures which shall be properly installed, shall be maintained in good and safe working conditions, and shall be connected to a source of electric power in a manner prescribed by the Wisconsin Electrical Code. The minimum capacity of such electrical services and the minimum number of outlets and fixtures shall be as listed below. (For the purposes of this Section, "electrical service" shall mean: "The conductors and equipment for delivering electrical energy from the supply system to the wiring system of the premises or the unit served.") The electrical service shall be of sufficient size to handle the load connected to it. The branch circuits shall be protected by S-type or equivalent safety type, tamper-proof fuses, not to exceed the ampacity of the smallest wire size in the circuit:
- a. Every dwelling unit or room shall have electric service capable of providing at least three (3) watts per square foot of total floor area [air conditioners, ranges, space heaters and motor driven equipment one-eighth (1/8) hp, or over excluded.]
 - b. Every lavatory, bathroom, kitchen or kitchenette, dining room, laundry room and furnace room shall contain at least one (1) approved ceiling or wall type electric light fixture equipped with sufficient lamps or tubes to provide no less than five (5) foot candles at floor level at the center of the room. Where more than one (1) fixture is used or required, they shall be equally spaced as far as practicable. (A switched outlet may be substituted for the ceiling or wall fixture in the dining room.)

- c. Convenience outlet receptacles shall be provided as follows: (measurements are at room perimeter and include doors and door-alcoves)
 - 1. Living Room: One (1) per seventy-five (75) square feet or major fraction [minimum of two (2).]
 - 2. Dining Room: One (1) per seventy-five (75) square feet or major fraction [minimum of two (2).]
 - 3. Kitchen: One (1) per eight (8) feet or fraction of countertop and preparation area measured at rear (preparation area includes countertops, sinks, range tops, and all other similar areas at counter height.) Island type work areas require one for each eight (8) feet or less of length. Separate outlets shall be provided for refrigerators.
 - 4. Dining Areas in Kitchen: One (1) per seventy-five (75) square feet or major fraction.
 - 5. Bedroom: One (1) per seventy-five (75) square feet or major fraction [minimum of two (2).]
 - 6. Laundry: One (1) when laundry equipment is present.
 - 7. Bathrooms and Lavatories: One (1) [may be part of wall fixture if seventy-two (72.0) inches or less from floor].
 - 8. Other Habitable Rooms: Minimum of two (2).
- d. Fixed appliances exceeding one-eighth ($1/8$) hp, or three hundred (300) watts rating shall not be connected to general purpose branch circuits. Convenience outlets are to be located to prevent use of extension cords (NED 400-8).
- e. All cords and temporary wiring not in compliance with NEC Article 400-A, and all exposed abandoned wiring, shall be removed immediately upon the direction of the Building Inspector or Fire Inspector.
- f. Switches or equivalent devices for turning on one (1) light in each room or passageway shall be located so as to conveniently control the area to be lighted.
- g. Public halls and stairways in multiple dwellings shall be adequately lighted by natural or electric light at all times so as to provide in all parts thereof at least two and one-half ($2-1/2$) foot candles of light at the tread or floor level. Halls and stairways in structures containing not more than three (3) dwelling units may be supplied with conveniently located switches, controlling the lighting system, which may be turned on when needed. Other occupancies require full time or automatic time-switched lighting. When dwelling unit doors open to the outside a minimum of two and one-half ($2-1/2$) foot candles of illumination at the locks are required. Required parking areas for more than three (3) cars shall be lighted to a minimum of one (1) foot candle on all surfaces.
- h. When the service in an existing residential building is changed for any reason, the entire building electrical system shall be brought to the above minimum standards. The minimum replacement electrical service shall be one hundred (100) amps for the first two (2) dwelling units in a

building and fifty (50) amps for each additional unit. Where electric heat and air conditioner over twenty (20) amps are added or in place, additional capacity to cover this demand is required. All electrical work shall be done in accordance with the National Electrical Code.

- (8) Heating.
- a. All habitable rooms shall be provided with a permanently connected heating system complying with the Village ordinances.
 - b. The heating system shall be maintained in a safe and efficient condition by a qualified person and a record kept at the premises showing the date of service and by whom. A minimum temperature of sixty-seven (67) degrees Fahrenheit shall be maintained in all habitable rooms when the outdoor temperature is above zero (0) degrees Fahrenheit, absent the wind-chill factor, and a minimum temperature of sixty (60) degrees Fahrenheit shall be maintained in all habitable rooms when the outdoor temperature is zero (0) degrees Fahrenheit or lower, absent the wind chill factor. The outdoor temperature for the Village shall be the temperature as reported by the National Oceanic and Atmospheric Administration and the reports thereof shall be admissible in evidence and conclusive as to temperature.
 - c. The occupant of a room or an apartment may maintain a lesser temperature than is specified above as long as it does not affect the temperature in other habitable areas of the building.
- (9) Lighting.
- a. Illumination shall be provided at all intersections of passageways, at all exits, and at the head, foot, and landings of every stairway in all buildings accommodating transients, three (3) or more apartments, and lodging houses. The illumination shall be provided during a period one (1) hour before sunset to one (1) hour after sunrise.
 - b. Every residential building that will accommodate transients, three (3) or more families, or twenty (20) persons shall have lights at the emergency exit doors or other places as may be necessary to direct the occupant to the exit doorways. The lights shall be red and accompanied by a sign bearing the word "EXIT; in plain letters five (5) inches high, or a red illuminated translucent exit sign may be used.
- (10) Cooking Areas Restricted. The owner or operator of every residential building shall not provide, use, or permit to be used and the occupant shall not provide, use, or permit to be used, in any room other than a kitchen, any equipment designed or intended to be used for cooking or preparation of meals.
- (11) Emergency Work Information. Every owner of a multi-family dwelling shall make available to the occupants the names of two (2) or more persons that may be called to arrange for emergency work. The names with the telephone numbers shall be posted in a conspicuous place readily accessible to the occupants. The names with the telephone numbers shall be revised periodically to maintain accurate information at all times.

SEC. 15-4-5 SAFE AND SANITARY MAINTENANCE OF PROPERTY.

- (a) **Purpose.** The purpose of this Section is to recognize the private and public benefits resulting from the safe, sanitary, and attractive maintenance of residential buildings, yards, or vacant areas. Attractive and well-maintained property will enhance the neighborhood and Village and provide a suitable environment for increasing physical and monetary values.
- (b) **Maintenance Requirements.** Every owner or operator shall improve and maintain all property under his control to comply with the following minimum requirements:
- (1) **Drainage.** All courts, yards, or other areas on the premises shall be properly graded to divert water away from the building. Adjacent ground surface shall be sloped away from the structure with a grading of at least one-half (1/2) inch per foot for a minimum of five (5) feet where possible or by other means such as eaves troughs and downspout extensions.
 - (2) **Weeds.** All exterior property areas shall be kept free from noxious weeds as required by this Code of Ordinances and the Wisconsin Statutes. Where required weed and grass cutting is not performed by the property owner, the Weed Commissioner shall perform said weed cutting and process the charge therefor as a special charge against the benefited property.
 - (3) **Debris.** All exterior property areas shall be properly maintained in a clean and sanitary condition free from debris, rubbish or garbage, physical hazards, rodent harborage and infestation, and animal feces. All animal feces shall be removed within twenty-four (24) hours.
 - (4) **Fences, Walks, Parking Areas.** Fences, other minor construction, walks, driveways, parking areas, and similar paved areas shall be properly maintained in a safe, sanitary and substantial condition. Approved walks shall provide convenient all-weather access to buildings.
 - (5) **Exterior Surfaces.** Exterior surfaces of buildings and structures not inherently resistant to deterioration shall be treated with a protective coating of paint or other suitable preservative which will provide adequate resistance to weathering and maintain an attractive appearance. Any exterior surface treated with paint or other preservative shall be maintained so as to prevent chipping, cracking, or other deterioration of the exterior surface or the surface treatment and to present an attractive appearance. All paint or other preservative shall be applied in a workmanlike fashion.
 - (6) **Yard Areas.** Yard areas of real estate shall not be permitted to deteriorate or remain in a condition that is not in accord with the following; Yard areas shall be kept in a clean and sanitary condition, free from any accumulation of combustible or non-combustible materials, debris, or refuse. Yards shall not be used to store appliances, furnaces, hot water heaters, water softeners; or building material not used within ten (10) days, or any unsightly bulk items. Landscaping, plantings and other decorative surface treatments, including common species of grass, shall be installed if necessary and maintained to present an attractive appearance

in all court and yard areas. Lawns shall be maintained to a height in compliance with Village ordinances. Plantings shall be maintained as not to present hazards to adjoining properties or to persons or vehicles traveling on public ways and shall be maintained so as to enhance the appearance and value of the property on which located, and thereby the appearance and value of the neighborhood and Village. The Village, after due notice to the property owner, will cause to be cut or trimmed nonconforming areas and place said cost as a special charge due against the property.

(7) General Requirements.

- a. Every interior floor, wall, and ceiling, including door and window assemblies, shall be kept clean and in good repair, and shall be capable of affording privacy. Any hazardous sagging or bulging shall be properly repaired to a level or plumb position. All surfaces shall be free from serious cracking, irregularities, and peeling paint. A waterproof and hard surface shall be provided in spaces subject to moisture. All surface repairs shall be completed to closely match the existing surface color and texture. Floor surfacing shall provide ease of maintenance and durability appropriate for the use of the room.
- b. Every foundation, exterior wall, and floor and roof shall be reasonably weather tight, watertight and rodent proof and shall be kept in proper repair and shall be capable of affording privacy. Any hazardous sagging or bulging shall be properly repaired to a level or plumb position. All chimneys and breaching shall be so constructed and maintained so as to insure that it safely and properly removes the products of combustion from the building.
- c. Every gap allowing the accumulation of dirt or other objectionable matter in bathing, toilet, or food preparation areas shall be tightly sealed with an impervious and cleanable material.

(8) Stairs. Every inside and outside stair, every porch, and every appurtenance thereto shall be so constructed as to be safe to use and capable of supporting the load that normal use may cause to be placed thereon, and shall be kept in proper condition and repair and shall present an attractive appearance. All interior and exterior stairs and steps and every appurtenance thereto shall comply with the requirements specified in Sections ILHR 21.04 or 51.16, 51.161, 51.162 and 51.164, Wis. Adm. Code, as dictated by the type of occupancy in the building.

(9) Plumbing Fixtures. Every plumbing fixture and water and waste pipe shall be properly installed and maintained in good working condition, free from defects, leaks, and obstructions.

(10) Bathrooms. Every water closet compartment floor surface and bathroom floor surface shall be properly constructed and maintained so as to be reasonably impervious to water and so as to permit such floor to be easily kept in a clean and sanitary condition.

- (11) Supplied Facilities.
- a. Every supplied facility, piece of equipment, or utility shall be so constructed, installed, and maintained so that it will function in a proper working condition.
 - b. The owner of any dwelling or apartment in which a cooking stove and/or refrigerator are furnished for the use of the tenants as part of a rental agreement shall keep such cooking stove and/or refrigerator in good mechanical working condition.
 - c. It shall be the responsibility of the tenant to maintain supplied facilities in a clean and sanitary condition when contained within the tenant's dwelling unit.
- (12) Equipment Removal Restricted. No owner, operator, or occupant shall cause any service, facility, equipment, or utility which is required under this Chapter to be removed from or shut off from or discontinued for any occupied dwelling, dwelling unit, or lodging room let or occupied by him, except for such temporary interruption as may be necessary while actual repairs are in process, or during temporary emergencies when discontinuance of service is approved by an authorized inspector.
- (13) Abandoned Fuel Oil Tanks. Abandoned fuel oil tanks shall be removed from the building.
- (14) Removal of Debris.
- a. No person shall dispose of rocks, trees, stumps, waste building material, or other debris from land development, building construction, street grading, or installation of underground utilities upon the surface of any land in the Village, except at approved disposal sites.
 - b. No land owner shall allow an accumulation of rocks, trees, stumps, waste building material or other debris from land development, building construction, street grading, or installation of underground utilities upon the surface of his land or a period of more than ten (10) days.
 - c. All vacant lands within the Village shall be leveled off to permit the mowing of weeds as outlined within this Code. This includes the removal of stones, bottles, wires and other debris that will interfere with mowing operations.
 - d. All lands in the Village shall be kept free of weeds and maintained so there is no detrimental influence to the public health, safety, comfort or general welfare of the immediate neighborhood or community.

**SEC. 15-4-6 QUANTITY, LOCATION, AND USE OF SPACE IN
RESIDENTIAL BUILDINGS.**

- (a) **Purpose.** The purpose of this Section is to establish minimum standards for the quantity, location, and use of space in residential building units so as to preserve and promote the public interest. A suitable environment for safe, healthy, and desirable living can be enhanced by providing adequate space and privacy for occupants of all residential buildings.

- (b) **Size of Dwellings and Rooms.**
- (1) Detached Single-Family Dwellings. Every detached single-family dwelling other than a mobile home shall have at least five hundred (500) square feet of floor area on the first floor level.
 - (2) Size of Rooms.
 - a. Apartments. The floor area of an apartment shall provide not less than one hundred fifty (150) square feet of floor area for the first occupant and at least one hundred (100) additional square feet of floor area for each additional occupant.
 - b. Lodging Rooms. The floor area of a lodging room shall provide not less than seventy (70) square feet of floor area for one (1) occupant and fifty (50) square feet for each additional occupant.
 - (3) Excluded Spaces. The space used as a laundry, workshop, furnace room, bathroom, storage room, closets, and common halls shall not be included as part of the space required in Subsections (b)(1) and (2) above.
 - (4) Hallways. Access to all lodging and sleeping rooms shall be from a common hallway and not through bathrooms or other lodging and sleeping rooms.
 - (5) Cellar Space. No cellar space shall be used as a sleeping room.
 - (6) Basement Use as a Sleeping Area. No basement space shall be used for a sleeping room unless:
 - a. The floor and walls are impervious to leakage of underground and surface runoff water and are insulated against dampness.
 - b. The total window area in each room is equal to at least the minimum window area required in this Chapter. The required minimum window area must be located entirely above the grade of the ground adjoining such window area.
 - c. The total of openable window area in each room is equal to at least the minimum as required under this Chapter, except where there is supplied some other device affording adequate ventilation and approved by the Building Inspector.

**SEC. 15-4-7 FIXING THE RESPONSIBILITY OF OWNERS,
 OPERATORS AND OCCUPANTS.**

- (a) **Purpose.** The purpose of this Section is to fix the responsibility of owners, operators, and occupants of residential buildings.
- (b) **Responsibilities.** The responsibility of owners, operators, and occupants of residential buildings is as follows:
 - (1) Every owner of a residential building containing two (2) or more dwelling units shall be responsible for maintaining in a clean, proper, and sanitary condition the shared or public areas of the residential building and premises thereof.
 - (2) Every occupant of a residential building shall keep in a clean, proper, and sanitary condition that part of the residential building and premises thereof which he occupies and controls, except the operator of every lodging house shall be responsible for the sanitary maintenance of all walls, floors, ceilings, and every other part of the lodging house. Every occupant of a residential building

- shall dispose of all his refuse, recyclables, and garbage as required by this Code of Ordinances.
- (3) Every owner of a residential building shall be responsible for hanging, installation, and maintenance of all screens and double or storm doors and windows, whenever the same are required under provisions of this Code of Ordinances.
 - (4) Every occupant of a dwelling containing a single dwelling unit shall be responsible for the extermination of any insects, rodents, or other pests therein or on the premises and every occupant of a dwelling unit in a residential building shall be responsible for such extermination whenever his dwelling unit is the only one infested. Notwithstanding the foregoing by failure of the owner to maintain a residential building in a reasonable condition, extermination shall be the responsibility of the owner. Whenever infestation exists in two (2) or more of the dwelling units or lodging rooms in any residential building or in the shared or public parts of any residential building, extermination thereof shall be the responsibility of the owner.
 - (5) Every occupant of a dwelling unit shall keep all plumbing fixtures therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care in the proper use and operation thereof.
 - (6) The owner or operator shall not occupy or let to another for occupancy any space in a residential building unless it is clean, sanitary, fit for human occupancy, complies with the requirements of this Chapter and compliance inspections/orders thereunder, and the occupancy is limited to the maximum permitted thereby.
 - (7) Every owner of a lodging house shall make available to the occupants the names of two (2) or more persons that may be called to arrange for emergency work. The names with the telephone numbers shall be posted in a conspicuous place readily accessible to the occupants. The names with the telephone numbers shall be revised periodically to maintain accurate information at all times.
 - (8) The operator of every lodging house shall change supplied linen and towels therein at least once each week and prior to the letting of any room to any occupant. The operator shall be responsible for the maintenance of all supplied bedding in a clean and sanitary condition.

SEC. 15-4-8 INSPECTION.

The Building Inspector is authorized and empowered to inspect all residential buildings within the Village for the purpose of determining whether or not said residential buildings comply with the requirements of this Chapter. If any owner or occupant denies the Building Inspector entry into any residential building or portion thereof, the Building Inspector is authorized to obtain inspection warrants from an appropriate court and then enter and inspect said residential building pursuant to the authority of such warrant. No owner of a residential building may deny the Building Inspector of the right to enter and inspect any portion thereof under the control of a tenant when the tenant has consented to said entry and inspection.

- structure by the failure of such utilities and so as to prevent hazardous and dangerous conditions.
- (3) When any building has been damaged by fire or other cause and when hazardous or dangerous conditions exist and when such building cannot be secured by conventional locking or boarding up of windows and doors, such building shall be fenced off so as to prevent access and entry to the structure and the area immediately surrounding the structure within three (3) days of the damage by fire or other cause.

SEC. 15-4-10 ENFORCEMENT, SERVICE OF NOTICES AND ORDERS AND HEARINGS.

- (a) (1) Whenever the Building Inspector determines that there are reasonable grounds to believe that there has been a violation of any provision of this Chapter or of any rule or regulation adopted pursuant thereto, he shall give notice of such alleged violation to the person or persons responsible therefor as hereinafter provided. Such notice shall:
- a. Be in writing.
 - b. Include a statement of the reasons why it is being issued.
 - c. Allow a reasonable time for the performance of any act it requires.
 - d. Be served upon the owner or his agent, or the occupant, as the case may require, provided that such notice shall be deemed to be properly served upon such owner or agent or upon such occupant, if a copy thereof is served upon him personally; or if a copy thereof is sent by registered mail to his last-known address; or if a copy thereof is posted in a conspicuous place in or about the dwelling or dwelling unit affected by the notice; or if he is served with such notice by any other method authorized or required under the laws of this state.
- (2) The above notice may contain an outline of remedial action which, if taken, will effect compliance with the provisions of this Chapter and with rules and regulations adopted pursuant thereto.
- (b) Whenever there has been notice of a violation issued to the owner, the agent of any owner, or the occupant of property which is in violation of this Chapter, no further notice shall be necessary for any reoccurrence of the violation prior to the commencement of any forfeiture action or prior to seeking an injunction in a court of record.
- (c) Any person affected by any notice which has been issued in connection with the enforcement of any provision of this Chapter or of any rule or regulations adopted pursuant thereto may request and shall be granted a hearing on the matter before the Building Inspector, provided that such person shall file, in the office of the Building Inspector, a written petition requesting such hearing and setting forth a brief statement of the grounds therefor within ten (10) days after the day the notice was served. Upon receipt of such petition, the Building Inspector shall set a time and place for such hearing and shall give the petitioner written notice thereof. At such hearing, the petitioner shall be given an opportunity to be heard and to show why such notice should be modified or withdrawn. The hearing shall be commenced no later than ten (10) days after the day on which the

- petition was filed. Upon application of the petitioner, the Building Inspector may postpone the date of the hearing for a reasonable time beyond such ten (10) day period, if, in his judgment, the petitioner has submitted a good and sufficient reason for such postponement.
- (d) Following such hearing, the Building Inspector shall sustain, modify, or withdraw the notice, depending upon his findings as to whether the provisions of this Chapter and of the rules and regulations adopted pursuant thereto have been complied with. If the Building Inspector sustains or modifies such notice, it shall be deemed to be an order. Any notice served pursuant to this Chapter shall automatically become an order if a written petition for a hearing is not filed in the office of the Building Inspector within ten (10) days after such notice is served. Following a hearing in the case of any notice suspending any permit required for this Chapter or by any rule or regulation adopted pursuant thereto, when such notice has been sustained by the Building Inspector, the permit shall be deemed to have been revoked. Any such permit which has been suspended by a notice shall be deemed to be automatically revoked if a petition for hearing is not filed in the office of the Building Inspector within ten (10) days after such notice is served.
 - (e) The proceedings at such hearing, including the findings and decision of the Building Inspector, shall be summarized, reduced to writing, and entered as a matter of public record. Such record shall also include a copy of every notice or order issued in connection with the matter. Any person aggrieved by the decision of the Building Inspector may seek relief there from in any court of competent jurisdiction, as provided by the laws of this state.
 - (f) Whenever the Building Inspector finds that an emergency exists which requires immediate action to protect the public health, safety, or welfare, he may, without notice or hearing, issue an order reciting the existence of such an emergency and requiring that such action be taken as he deems necessary to meet the emergency. Notwithstanding the other provisions of this Chapter, such order shall be effective immediately. Any person to whom such order is directed shall comply therewith immediately, but upon petition to the Building Inspector shall be afforded a hearing as soon as possible. After such hearing, depending upon his findings as to whether the provisions of this Chapter and of the rules and regulations adopted pursuant thereto have been complied with, the Building Inspector shall continue such order in effect, or modify it, or revoke it.
 - (g) Determinations of the Building Inspector under this Section may be appealed to the Board of Appeals using the procedures prescribed in Title 13, Chapter I of this Code of Ordinances.