

MEMO

TO: Public Works Commission
FROM: Kristine Butteris, Director of Parks, Recreation, & Forestry
DATE: December 6, 2023
RE: Public Works Commission Meeting, December 12, 2023

Review and take possible action: Weed Ordinance Appeal for Tristan Higgins

BACKGROUND:

I received an email on September 5th from Matt Willmann of the Street Department asking if the email he forwarded to me about a weed ordinance complaint for 328 N. Warren St. should be directed to the Parks, Recreation and Forestry Department. I forwarded this message on to the administrative assistant asking that a work order be put through to check on the property.

On September 8th, Jeff Doyle, the Weed Commissioner Designee, emailed both myself and the administrative assistant to send a weed ordinance notice.

The Parks, Recreation, and Forestry Department crew was instructed to mow the property on October 5th and invoiced the property owner on October 6th.

Attachments:

Email correspondence