

Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

**CITY OF STEVENS POINT
REGULAR COUNCIL MEETING**

**Community Room
933 Michigan Avenue, Stevens Point, WI**

**March 20, 2023
7:00 PM**

OR

Zoom Teleconferencing

Meeting ID: 845 4295 1210 | Passcode: 932380

By Computer: [Zoom Link](#)

By Phone: +1-312-626-6799 (US Chicago)

Agenda

1. Roll Call.
2. Salute to the Flag and Mayor's opening remarks.
3. Persons who wish to address the Mayor and Council on specific agenda items other than a "Public Hearing" must register their request at this time. Those who wish to address the Common Council during a "Public Hearing" are not required to identify themselves until the "Public Hearing" is declared open by the Mayor.
4. Persons who wish to address the Mayor and Council for up to three (3) minutes regarding a non-agenda item.
5. Presentations to the Mayor and Council:
 - Timmy & Danielle from the Boys and Girls Club of Portage County.
 - Madison Matijevich & Don Wigington from Mid-State Independant Living Choices.
 - County Executive John Pavelski - Master Facilities Plan for Portage County

Consideration and Possible Action on the Following:

6. Consent Agenda:
 - Minutes of the Common Council Meeting of February 20, 2023.
 - Actions of the Police and Fire Commission meeting of March 9, 2023:
 3. Confirmation of Bills.
 7. Discussion, with possible action, on approval to start Kylie Bachaus on the same date as William Klismith (May 22, 2023), with the expected retirement of Officer Alan Raasoch on June 29, 2023.
 - Minutes and Actions of the Plan Commission meeting of March 6, 2022:
 2. Report of the February 6, 2023 meeting of the City Plan Commission.
 15. Discussion only on a potential amendment to the Zoning Code's definition of 'family.'
 16. February 2023 Monthly Report.

17. Director's Report.

- Actions of the Board of Water and Sewerage Commissioners meeting of March 13, 2023:
 - 2. Approval of minutes.
 - 3. Approval of department claims.
- Actions of the Airport Commission meeting of March 13, 2023:
 - 2. Approval of minutes.
 - 3. Approval of department claims.
- Minutes and Actions of the Personnel Committee meeting of March 13, 2023:
 - 2. Request for Incentive Payment consistent with Administrative Policy 2.13 "Pay for Performance."
 - 3. Request to hire an LTE in Human Resources.
- Minutes and Actions of the Board of Public Works meeting of March 13, 2023.
- Minutes and Actions of the Public Policy and General Government meeting of March 13, 2023:
 - 2. License List.
 - 3. Request to Hold Event/Street Closing.
- Minutes and Actions of the Finance Committee meeting of March 13, 2023:
 - 2. Approval of funding in the 2025 Capital Budget for a new Pierce Fire Apparatus for the Stevens Point Fire Department.
 - 8. Approval of Claims Paid.
- Statutory Monthly Financial Report by Comptroller/Treasurer.
- Mayoral Appointments:
 - Neil Prendergast to the Transportation Commission to fill the unexpired term of Jessa Michie expiring April 30, 2025.
 - Tom Zenner to the Police and Fire Commission to fill the unexpired term of Brandon Taylor expiring April 30, 2027.
 - Supplemental Election Official List for 2022-2023: see attached.

7. Ordinance Amendment – Fee for Temporary Premises Extension.
8. To award the 2023 Bituminous Patching Project #23-03 to American Asphalt of Wisconsin for an amount not to exceed \$136,062.25.
9. To award the 2023 Curb, Gutter and Sidewalk Repair Project #23-05 to BMD Concrete Innovations for an amount not to exceed \$82,688.11.
10. To award the 2023 Police Department Roofing Project #23-09 to Maurer Roofing Inc. for an amount not to exceed \$37,835.00.
11. Update on rate adjustments to the Water, Wastewater & Stormwater Utilities.
12. To approve the ordinance amendments in Chapter 9, Section 9.05 as they relate to parking.
13. Ordinance Amendment: 4.05(2) Filing of List of Claims, to include the process for approving claims related to the enterprises (Utilities, Transit, Airport).
14. Resolution - A request from Susan Schuller for a conditional use permit to renovate an existing

detached garage into an accessory dwelling unit on an unaddressed parcel off of Fourth Avenue (Parcel ID 281240830400909), consistent with Ch. 23.01(14).

15. Resolution - A request from Dave Wogernese, representing Growth Hotels LLC, for a conditional use permit to construct a hotel on an unaddressed parcel off of John Joanis Drive (Parcel ID 281230802400412), consistent with Ch. 23.02(2)(c)(3)(i).
16. Resolution - A request from Tyler Ignatowski for a conditional use permit to construct multiple duplexes on the property located at 2501 Minnesota Avenue (Parcel ID 281230804100204) and 2833 Patch Street (Parcel ID 281230804100203), consistent with Ch. 23.01(13)(f).
17. Resolution - A request from Butch Weege, representing St. Paul's Lutheran Church, for a conditional use permit to construct an addition onto the parochial school located at 1919 Wyatt Avenue (Parcel ID 281240832404806) and 1901 Wyatt Avenue (Parcel ID 281240832404808) using modified street setback requirements, consistent with Ch. 23.02(1)(e)(3)(a) & Ch. 23.02(1)(d)(4).
18. Ordinance Amendment - A request from the City of Stevens Point to amend Chapter 25, Sign Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Sections 25.03 and 25.06 for the purpose of defining athletic field signage and outlining permitting requirements for such signs.
19. Ordinance Amendment - A request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 23.04(2) for the purpose of athletic field signs not being considered off-premises signs.
20. Ordinance Amendment - A request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 23.01(12) for the purpose of establishing a uniform addressing system for buildings located in the City of Stevens Point.
21. Ordinance Amendment: Repealing Subsections (1) – (5) of Section 30.08 – Building Numbering and Renumbering subsections (6) – (8).
22. Ordinance Amendment - A request from the City of Stevens Point to amend Chapter 25, Sign Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 25.03 for the purpose of exempting identification signs from adhering to wall sign size limitations.
23. Resolution - A request from Matt Schneider, representing Mid-State Technical College, for a sign variance to install two freestanding signs on the property located at 5000 Coye Drive (Parcel ID 281230802200043), consistent with Ch. 25.14.
24. A request from the City of Stevens Point to acquire three unaddressed parcels off of Maria Drive (Parcel ID 281240829240033, 281240829240046 & 281240829240047), consistent with Wis. Stats. 62.23(5).
25. A request from the City of Stevens Point to acquire five unaddressed parcels located off of Brilowski Road and Old Highway 18 (Parcel ID 281240836320102, 020240836-11.01, 020230801-06.01, 020240836-12 & 020230801-05.01), consistent with Wis. Stats. 62.23(5).
26. Approval of establishing a financial assistance program for re-opening permanently filled window openings with a one-time allocation of \$20,000 from TIF #6 to the aforementioned program.

27. Adjournment.

RMC – Revised Municipal Code

Persons who wish to address the Common Council may make a statement as long as it pertains to a **specific** agenda item. Persons who wish to speak on an agenda item will be limited to a five (5) minute presentation. Any person who wishes to address the Common Council on a matter which is not on the agenda will be given a maximum of three (3) minutes and the time strictly enforced under the item, “Persons who wish to address the mayor and council on non-agenda items.” Individuals should not expect to engage in discussion with members of the City Council and City staff.

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during the regular business hours from 7:30 A.M. to 4:00 P.M.

**CITY OF STEVENS POINT
REGULAR COUNCIL MEETING MINUTES**

**Community Room
933 Michigan Avenue, Stevens Point, WI**

**February 20, 2023
7:00 PM**

OR

Zoom Teleconferencing

Agenda

1. Roll Call.

Present: Ald. Christianson, Shorr, Keymer, Zarazua, Johnson (arrived at 7:25 p.m.), Plaisance, Kneebone, Shuda, Dalton, Fishler, Morrow.

Others

Present: Mayor Wiza, Clerk Yenter, Director Kernosky, Assistant Chief Rottier, Mayoral Assistant Kawski, C/T Ladick, Attorney Beveridge, Chief Moody, Director Lemke, Facility Supervisor Hylla.

2. Salute to the Flag and Mayor's opening remarks.

3. Persons who wish to address the Mayor and Council on specific agenda items other than a "Public Hearing" must register their request at this time. Those who wish to address the Common Council during a "Public Hearing" are not required to identify themselves until the "Public Hearing" is declared open by the Mayor.

4. Persons who wish to address the Mayor and Council for up to three (3) minutes regarding a non-agenda item.

Neal Wisinski, 396 Old Wausau Road, spoke about the Student Government Association's involvement with the mayoral election.

Craig Tesch, 1100 Frontenac Avenue, spoke about his political signs being damaged, keeping Church Street four lanes, and not having bike lanes installed.

5. Presentation to the Mayor and Council: Dave Medin, District 4 County Board Supervisor – County Justice Center update.

David Medin, District Four County Board Supervisor, gave an update on the County Justice Center site location.

Consideration and Possible Action on the Following:

6. Consent Agenda:

Minutes of the Common Council Meeting of January 16, 2023.

Actions of the Police and Fire Commission meeting of January 12, 2023:

3. Confirmation of Bills.

4. Discussion, with possible action, to hire William Klismith as a Patrol Officer upon

successful completion of the academy and upon successful completion of the psychological and medical screening. Expected start date of May 22, 2023.

5. Discussion, with possible action, to place Kylie Bachaus on a three-month eligibility list

upon successful graduation of the academy (due to expected officer retirement).

7. Discussion, with possible action, on the promotion of Firefighter/Paramedic Ross Oestreich to the position of Lieutenant.
8. Discussion, with possible action, on the appointment of Firefighter/Paramedic Jason Pettis to the position of Motor Pump Operator.
9. Discussion, with possible action, to approve Probationary Firefighter/Paramedics Bryan

Fisher and Jake Butler to the status of Firefighter/Paramedic with the completion of their probation this past week.

10. Discussion, with possible action, on hiring new Administrative Assistant Karyn Baxter.
11. Discussion, with possible action, on offering conditional offer of employment to Entry Level Firefighter/Paramedic Josh Boldt.

Actions of the Police and Fire Commission meeting of February 7, 2023:

4. Confirmation of Bills.
7. Discussion, with possible action, on the appointment of Firefighter/Paramedic Jeremiah Parker to the position of Motor Pump Operator.

Minutes and Actions of the Plan Commission meeting of February 6, 2023:

2. Report of the December 5, 2022 meeting of the City Plan Commission.
4. A request from David Pedelty, representing CORTA Stevens Point 2, LLC, for a Site Plan Review to construct a drive-thru coffee building on the property located at 5707 US Highway 10 East (Parcel ID 281240836240003), consistent with Ch. 23.02(2)(e)(5).6. Discussion on the City Comprehensive Plan.
7. December 2022 and January 2023 Monthly Reports.
8. Director's Report.

Actions of the Board of Water and Sewerage Commissioners meeting of February 13, 2023:

2. Approval of minutes.
3. Approval of department claims.
4. 2023 Capital Operations & Maintenance Plan.

Actions of the Airport Commission meeting of February 13, 2023:

2. Approval of minutes.
3. Approval of department claims.
4. 2023 Capital Operations and Maintenance Plan.

Actions of the Transportation Commission of February 13, 2023:

2. December 12, 2022 minutes.
3. December 2022 and January 2023 Financial/Claims report.
4. 2023 "Youth Ride Free" Summer program.

Minutes and Actions of the Board of Public Works meeting of February 13, 2023.

Minutes and Actions of the Public Policy and General Government meeting of February 13, 2023:

2. License List.

3. Request to Hold Event/Street Closing.

Minutes and Actions of the Finance Committee meeting of February 13, 2023:

- 2. Approval of a request to allocate an additional \$100,000 in funds from Tax Incremental Financing District (TID) #6 to the Facade Improvement Grant Program.**
- 4. Approval of issuance of a Request for Proposals for the City-wide Wayfinding Signage Program.**
- 5. The contract for the Boys and Girls Club has been removed at the request of the Boys and Girls Club Director and will not be considered in this meeting.**
- 6. Approval of additional funding for the Willett Arena roof project, and award of bid to Commercial Roofing in an amount not to exceed \$1,128,800.00.**
- 7. Funding for a cost-benefit study to analyze the impact of various facility options currently being considered by the County.**
- 8. Approval of Claims Paid.**

Statutory Monthly Financial Report by Comptroller/Treasurer.

Ald. Fishler moved, Ald. Shuda seconded, to pull item #3 from Public Policy and General Government for further discussion.

Call for the vote: Ayes: Christianson, Shorr, Keymer, Zarazua, Johnson, Plaisance, Kneebone, Shuda, Dalton, Fishler, Morrow.
Nays: None. Motion carried.

Ald. Dalton moved, Ald. Keymer seconded, to approve the consent agenda.

Call for the vote: Ayes: Morrow, Fishler, Dalton, Shuda, Kneebone, Plaisance, Johnson, Keymer, Shorr, Christianson.
Abstentions: Zarazua.
Nays: None. Motion carried.

- 7. The Common Council of the City of Stevens Point, WI will conduct a public hearing regarding its Community Development Block Grant – Special Projects (CDBG-SP) project for the acquisition of real property at 1300 Maria Drive, Stevens Point, WI 54481 for the purpose of renovation and redevelopment of a former convent to affordable senior and family housing units.**

The agenda for the public hearing is as follows:

- 1. Update on the status of the Community Development Block Grant (CDBG) project, including
an overview of the project activities completed to date and activities remaining to be completed.**
- 2. Update on the status of any residential and/or business displacement and relocation assistance activities as a result of the CDBG project, if applicable.**
- 3. Review housing needs in the community.**
- 4. Public input and feedback from community residents on the CDBG project activities.**

Director Kernosky presented the Community Development Block Grant Special Projects project for the acquisition of real property at 1300 Maria Drive.

Mayor Wiza declared the public hearing open. As no one wished to speak, the mayor closed the public hearing.

- 8. Ordinance Amendment - A request from the City of Stevens Point to amend Chapter 22, Historic Preservation and Design Review Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 22.05 for the purpose of adopting an ordinance preventing demolition by neglect.**

Ald. Keymer moved, Ald. Johnson seconded, to approve the ordinance amendment.

Call for the vote: Ayes: Christianson, Shorr, Keymer, Zarazua, Johnson, Plaisance, Kneebone, Shuda, Dalton, Fishler, Morrow.
Nays: None. Motion carried.

- 9. Ordinance Amendment - To approve the amendments in Chapter 9, Sections 9.05 and 9.06 as they relate to parking and parking signs.**

Ald. Kneebone moved, Ald. Morrow seconded, to approve the ordinance amendment.

Call for the vote: Ayes: Morrow, Fishler, Dalton, Shuda, Kneebone, Plaisance, Johnson, Zarazua, Keymer, Shorr, Christianson.
Nays: None. Motion carried.

- 10. Ordinance Amendment - To approve the amendments in Chapter 16, Section 16.06 as it relates to snow removal on sidewalks.**

Ald. Dalton moved, Ald. Morrow seconded, to approve the ordinance amendment.

Call for the vote: Ayes: Christianson, Shorr, Keymer, Zarazua, Johnson, Plaisance, Kneebone, Shuda, Dalton, Fishler, Morrow.
Nays: None. Motion carried.

- 11. To award the Ridge Road Resurfacing Project #23-06 to Stuczynski Trucking & Excavating, Inc. for an amount not to exceed \$810,235.85.**

Ald. Morrow moved, Ald. Dalton seconded, to approve.

Call for the vote: Ayes: Morrow, Fishler, Dalton, Shuda, Kneebone, Plaisance, Johnson, Zarazua, Keymer, Shorr, Christianson.
Nays: None. Motion carried.

- 12. Revocable Occupancy License - To approve the license for Sentry Insurance for a high voltage line.**

Ald. Morrow moved, Ald. Fishler seconded, to approve the revocable occupancy license.

Call for the vote: Ayes: Christianson, Shorr, Keymer, Zarazua, Johnson, Plaisance, Kneebone, Shuda, Dalton, Fishler, Morrow.
Nays: None. Motion carried.

- 13. Resolution - A request from Will Seitz, representing Seitz Investment Properties, LLC, for a conditional use permit to renovate an existing commercial building into a single-family**

residence on the property located at 741 Second Street North (Parcel ID 281240820310010), consistent with Ch. 23.02(1)(g)(16)(f).

Ald. Dalton moved, Ald. Johnson seconded, to approve the resolution.

Call for the vote: Ayes: Morrow, Fishler, Dalton, Shuda, Kneebone, Plaisance, Johnson, Zarazua, Keymer, Shorr, Christianson.

Nays: None. Motion carried.

14. Resolution - A request from Angela McEatheron, representing CORTA Stevens Point LLC, for a sign variance to install a wall sign on the property located at 5657 U.S. Highway 10 East (Parcel ID 281240836230006), consistent with Ch. 25.14.

Ald. Kneebone moved, Ald. Plaisance seconded, to approve the resolution.

Call for the vote: Ayes: Christianson, Shorr, Keymer, Zarazua, Johnson, Plaisance, Kneebone, Shuda, Dalton, Fishler, Morrow.

Nays: None. Motion carried.

15. Resolution - A request to authorize City staff to submit an application to apply for an AARP Community Flagship Grant in an amount not to exceed \$50,000.

Ald. Dalton moved, Ald. Christianson seconded, to approve the resolution.

Call for the vote: Ayes: Morrow, Fishler, Dalton, Shuda, Kneebone, Plaisance, Johnson, Zarazua, Keymer, Shorr, Christianson.

Nays: None. Motion carried.

16. Adjourn into closed session pursuant to Wisconsin Statutes 19.85(1)(e) (deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) on the following:

A. Acquisition of Properties in the Town of Hull (PID 020240836-11.01, 020230801-06.01, 020240836-12, 020230801-05.01).

B. Acquisition of Property in the City of Stevens Point (281240836320102).

Ald. Morrow moved, Ald. Shuda seconded, to adjourn into closed session.

Call for the vote: Ayes: Christianson, Shorr, Keymer, Zarazua, Johnson, Plaisance, Kneebone, Shuda, Fishler, Morrow.

Nays: Dalton. Motion carried.

17. Adjournment.

Adjourned at 8:30 p.m.

**CITY OF STEVENS POINT
POLICE AND FIRE COMMISSION MINUTES
MEETING OF MARCH 9, 2023**

- 1. Roll Call:** Commissioners Kirschling, Moore, Mrozek, Ostrowski, Taylor

Also Present: Police Chief Kussow, Fire Chief Moody, Lt. Johnson, Lt. Mueller, Alderperson Kneebone, Brandi Makuski – Point/Plover Metro Wire

2. Approval of Minutes

Commissioner Ostrowski moved, seconded by Commissioner Mrozek, to approve the minutes of the February 7, 2023, meeting as presented.

Ayes, all; nays, none. Motion carried.

3. Confirmation of Bills

Commissioner Ostrowski asked Police Chief Kussow to further explain the purchase of virtual classroom supplies. Chief Kussow explained the department can host classes and training for ARIDE, DNR, State Patrol, etc. Will benefit the city by bringing people here from all around the state.

Commissioner Ostrowski moved, seconded by Commissioner Kirschling, to approve the confirmation of the February 2023 bills.

Ayes, all; nays, none. Motion carried.

4. Fire Chief's Report/EMS Report

Retirement ceremony was held for Motor Pump Operator Art Dahms after 32 years of service. Promotion/graduation ceremony was held for many members of the Department.

The Department did receive the FEMA Grant for \$228,750.00. Zander, Fleisner, Przybylski, and Oestreich were important members of the department to move the project forward. Commissioner Kirschling congratulated Chief Moody on getting the FEMA Grant and recognized that his staff worked hard to get it.

Significant Events

- MPO Arthur Dahms Retirement Ceremony
02/07/2023
- FEMA Grant award for \$228,750.00 for SCBA replacement
02/08/2023
Promotion and Graduation Ceremony Lt. Oestrich, BC Hopfensperger,
MPO Pettis, MPO Parker, Secretary Baxter, FF/PM's Hionis, Mack, Krueger
02/10/2023
- FEMA presentation with Testin, Shrankland, and Baldwin present
02/24/2023
- Badger Heating and Cooling started installation of HVAC at Station 1

Mutual and Automatic Aid Fire Response: (3)

YTD (6)

- 3335 Wilson Ave (Plover) 02/03/2023
- 3241 Coon Ave (Point) 02/19/2023
- 183952 Hwy 153 (Wittenberg) 02/23/2023

Fires

- Structure Fires-2 YTD (4)
- Vehicle Fires-0 YTD (0)
- Brush, Grass, Wildland Fires-0 YTD (0)
- Trash/Dumpster Related Fires-0 YTD (0)
- Cooking Incidents-0 YTD (4)
- Chimney Fire -0 YTD (1)
- Excessive Heat, Scorch, No Fire- 1 YTD (1)
- Electrical Issues-3 YTD (4)

EMS/Rescue

- EMS Assist Calls-44 YTD (113)
- Assist Invalid-0 YTD (0)
- Vehicle Accidents-2 YTD (5)
- EMS Standby-0 YTD (0)
- Assist Other Government Agency-0 YTD (0)
- EMS Call, Other-1 YTD (1)

Alarms

- False Alarms Responses-6 YTD (14)

Hazardous Materials

• Carbon Monoxide Detected-0	YTD (0)
• Natural Gas Detected-1	YTD (2)
• Gasoline and Flammable Leak/Spill-0	YTD (1)
• Hazardous Investigation nothing found-4	YTD (4)
• Oil/Combustible Spill included Vehicle Accidents-0	YTD (0)
• Chemical Spills-1	YTD (5)

Other Incidents

• Animal Rescue-0	YTD (0)
• Burning Regulation Issues-1	YTD (1)
• Citizen Complaints-0	YTD (0)
• Water/Steam Leak-0	YTD (0)
• Smoke Scare, Odor of Smoke, Steam Mistaken for smoke-2	YTD (3)
• Dispatched and Cancelled Enroute-2	YTD (6)
• Nothing Found on Arrival- 0	YTD (0)
• General Service Call-0	YTD (0)
• Bomb Scare-0	YTD (0)

Technical Rescue

• Water/Ice Incidents-0	YTD (2)
• Rope/High Angle Rescue-0	YTD (0)
• Extrication of Victim from Elevator-0	YTD (1)
• Extrication of Victim from a Vehicle-0	YTD (1)
• Extrication of Victim from Building-0	YTD (0)

Monthly Total (70)

Year to Date Total (170)

Total Fire Losses City Property-\$10,000

YTD: \$10,0000

Total City Property Saved-\$2,067,600

YTD: \$2,067,600

Monthly Training:

- Rapid Intervention
- Chimney Fires
- SCBA Confidence and familiarization
- Leadership Leading the Fire Company
- Maps and Streets Familiarization

- EMS Handtevy
- EMS Case Review
- Ropes and Knots
- Confined Space Flint Hills

Public Activities:

- Explorer Post Meeting (SCBA familiarization) 02/15/2023
- Cub Scouts Station Tour 02/28 2023

Heart Month: Keep the Heart Red- there were 6 black blubs placed in the heart this month. Representing the number of cardiac arrests and heart attacks in Portage County during February Heart Month.



We had many exciting activities going on.

- ❖ Keep the Heart Red (tracking Heart Attacks and Sudden Cardiac Arrests in Stevens Point and Portage County)
- ❖ There were different video's that will be release throughout the month.
- ❖ Social Media Posts promoting Heart Healthy Lifestyle
- ❖ And Friday February 3rd SPFD participated in National Wear Red Day

Overdose Risk Assessment: Worked with Portage County Health Department on the Counties Overdose Risk Assessment.

National Registry: About half the Stevens Point Fire Department is in the process of renewing their National Registry. This process should be completed by March 31st.

Commissioner Taylor moved, seconded by Commissioner Kirschling, to accept the Fire Chief's Report and place it on file for February 2023.

Ayes, all; nays, none. Motion carried.

5. Police Chief's Report

Chief Kussow explained the new section on his report "Personnel" – current Officers vs. how many Officers the city has approved the Department to have.

Officer Jadon Solis is now on solo patrol.

The Department is working with the Sheriff's Office and Plover PD for all three agencies to use a new program for assisting with Emergency Detentions, which will free up officers to continue working patrol.

Personnel: 45/49

Note of Interest:

- 2-1-23 Ast. Chief Williams and Lt. Uitenbroek read to a class at McKinley School for Read Across America Day.
- Lt. Johnson worked with several locations this month who have purchased and are installing Knox Boxes, to include Aspirus Hospital on Vern Holmes Dr., Redeemer Lutheran Church, the Boys and Girls Club, Berard Center and Good News Fellowship Church.
- 2-4-23 Several Officers participated in Polar Plunge for Special Olympics raising over \$2000.
- 2-9-23 Several members from SPPD attended SPASH to assist them with participating in the Wisconsin School Breakfast Challenge. The school gets points for doing certain things and inviting certain groups to their events to help support their food program.
- 2-9-23 Chief Kussow, Lt. Moss and Lt. Johnson attended a security meeting at Aspirus Hospital on Vern Holmes Dr. to address several safety concerns to include poor radio connections, lack of security, and active shooter plans.
- 2-20-23 Lt. Johnson gave a Rescue Task Force training to Pacelli High School.
- 2-22-23 Hosted Sheepdog K9 training – 2 day seminar that covers topics including narcotic-contraband detection dog operations and relevant case law related to the Supreme Court, United States of appeals for the Seventy Circuit and the State of Wisconsin.
- 2-24-23 Ofc. Radsek and Lt. Johnson presented to the City Parks Department on homeless population in the City.
- 2-27-23 Ast. Chief Williams attended meeting with Plover PD, Portage County Sheriff's Office and Redi transport regarding pilot program for mental health commitments.
- 2-28-23 received 3 sealed bids for PD roof. All three will be presented to Committees and one will be approved by committees in March.

Calls of Interest:

- **02-25-23** Physical Disturbance, Icon Night Club, Officers investigated a report of drunk male fighting another male due to possible theft of money. Further investigation found not theft, however male was arrested and jailed for State Disorderly Conduct.
- **02-24-23** Physical Domestic Disturbance, 700 blk Illinois Av. Male and female involved in physical disturbance. Upon further investigation a dual arrest was made on the male and female for charges of domestic related battery and domestic disorderly conduct.
- **02-24-23** Physical Domestic Disturbance, 500 blk Forest St, Officers responded to location to investigate a physical disturbance between father and son. Upon further investigation, the father was arrested for domestic battery.
- **02-23-23**, Disabled Vehicle, Green and Simonis, Officer stopped to check on what appeared to be disabled vehicle. Further contact with the vehicle and occupants found drug activity in play. The female occupant was arrested on probation hold as meth and marijuana paraphernalia was located.
- **02-22-23**, Disturbance with possible gun, 3900 blk Robert St. Officers responded to a disturbance between and male and female with mention of gun. Upon arrival and further investigation, no gun located and neither party wanted to cooperate with investigation despite the male having minor injury to hand from punching a hole in the wall.
- **02-22-23**, Assist State Patrol, State Patrol had a vehicle pursuit with known vehicle with out of state plates. SPPD Officers assisted by attempting to locate suspect vehicle which was located in the city of Stevens Point. Another vehicle traveling with the pursuit suspect vehicle drove past the abandon vehicle used in the pursuit with State Patrol. A second High speed pursuit was initiated by Portage Co Sheriff who was initially out with Stevens Point Officers near abandoned vehicle. Portage Co. Sheriff later terminated the pursuit due to speeds. Follow up by SPPD Officers lead to a search warrant for abandoned suspect pursuit vehicle. The search located a firearm.
- **02-22-23**, Welfare Check/ Deceased Subject, 700 blk Johns Dr., Officer attempted contact with male. Housing authority keyed in to apartment under exigent circumstances. Officers located a deceased male along with signs of drug use. Detectives responded and later located a quantity of illegal drugs.
- **02-20-23**, Disturbance, 900 blk Main St., Officers investigated a report of disturbance between two males. During the investigation it was learned one of the male had a warrant. Male was arrested and transported to jail.
- **02-18-23**, Disturbance with Property damage, 700 blk John's Dr. Officer investigated a report of a male who smashed an apartment window and

car windshield with a grill. Subject later located and arrested for Disorderly conduct.

- **02-16-23**, Drunk and disorderly male, 1200 Main (Old Shopko Lot), report of intoxicated male wanting to fight people. Male was arrested for disorderly conduct and resisted. The male had 3 separate knives on his person which he had attempted to access. (Resulted in officer injury)
- **02-16-23**, Disturbance with Firearm, 2300 blk Center, Report of male who returned home intoxicated causing damage to TV, cabinets, and other items. Male then escalated by loading a 30-06 rifle. Family exited the house and a perimeter was established. Upon verification that only the male was inside, the perimeter was terminated, with later follow up investigation.
- **02-10-23**, Domestic disturbance with injury, 800 blk Second St. Female ran into Point After with Bra and sweat pants with fresh injuries and bruises. Further investigation learn male had struck her several times with a wooden object and with fists over an argument about a PlayStation. Male was located at residence and refused to exit. Family member of female made entry and convinced suspect to turn himself in. Male subject arrested substantial battery and Bail Jump.
- **02-10-23**, Disturbance with Knife, 2100 blk Ellis St. Report of a disturbance with a male and female arguing each with knives. Officers observed the reported behavior and entry was made. Contact with the male and female resulted in arrest for both and medical attention due to cuts.
- **02-09-23**, OverDose, South Point, Officer responded to restaurant for report of male OD on drugs. Contact with male probation search of the male located narcotics. Male arrested for possession after medical clearance.
- **02-07-22**, OverDose 300 blk First St N report of a male who overdosed on heroin. Officers arrived and gave two doses of narcan. Due to medical concerns male was not arrested on probation warrant, however was left in the care of medical staff.
- **02-06-22** Child Abuse, Officer investigated report of 3 year old female with bruising to her sternum and stomach area. Further investigation found male boyfriend was upset with 3 year old and struck her for wetting her pants. Male suspect initially fled when confronted by family. Suspect later turned himself in.
- **02-05-23** Disturbance, Officer responded to report of male and female arguing over infidelity on the part of the female half. The male who was also intoxicated was arrested for trespass and bail jumping for no drink.
- **02-05-23** Domestic Disturbance, 400 blk West Karner, Female victim returned home to find broken TV's and other property. The male half sent text death threats to the female victim. Male suspect arrested for Domestic DC.

Monthly Use of Force Reporting (annual total in parenthesis):

Number of Use of Force Incidents: 3 (8)

February Use of Force Summaries

- **2-1-23** – SPPD Detectives executed a narcotics search warrant on a residence in Stevens Point. During the warrant execution, Detectives pointed their service weapons at occupants inside the residence while taking them into custody. All occupants were taken into custody without incident or injury.
- **2-16-23** - SPPD Detectives executed a narcotics search warrant on a residence in Stevens Point. During the warrant execution, Detectives pointed their service weapons at occupants inside the residence while taking them into custody. All occupants were taken into custody without incident or injury.
- **2-16-23** – SPPD Officers were dispatched to a disturbance in a parking lot where an intoxicated subject was trying to fight groups of people. Once Officers arrived, the suspect was approaching and threatening a group of people. To avoid an altercation Officers gave commands to the subject, who ignored them, so Officers immediately each grabbed an arm of the suspect and walked him away from the crowd. As soon as Officers did this, the suspect tensed up and tried reaching for items in their pocket, which was observed to be a knife. The knife was removed and the subject was put on the ground for handcuffing. Once on the ground the suspect attempted to keep their hands tight to their body. Officers had to use a considerable amount of force to get the suspect's hands behind their back, using wrist pressure. Once the suspect was handcuffed, several more knives were located. The suspect was highly intoxicated and continued to be belligerent throughout the contact. One of the Officers injured their thumb during this event and ended up missing time at work.

Mental health related incidents: Officers Responded to the following in February:

- Total welfare checks for 2023 = 128
- 56 welfare checks
- 5 voluntary
- 1 Chapter 51

Training:

- 2-6-23 to 2-8-23 Ast. Chief Williams and Ast. Chief Rottier attended Chiefs conference.
- Ast. Chief Williams completed week #4 of Command College.
- Therapy Dog Willow continued her training and received her A.K.C. STAR Puppy ribbon.

- 2-6-23 to 2-8-23 Lead Ofc. Clark instructor development.
- 2-8-23 to 2-9-23 Sgt. Klein Instructor vehicle contacts.
- 2-10-23 Lt. Brooks and Sgt. Klein for Instructor in High Risk Vehicle Contacts.
- 2-22-23 Ast. Chief Williams, Lt. Uitenbroek and Sgt. Ballew Sheep Dog K-9.
- 2-28-23 Lt. Spath for instructor in High Risk Vehicle Contacts.

Field Training (FTO):

- Officer Solis successfully completed FTO on Feb. 28, 2023- Solo Patrol

Auxiliary Unit:

- Total events: (w/out Aux. Mtgs) = 4
- Total Hours without ride along / = 24
- SPPD Auxiliary training for Feb. included DAAT and O.C. training with Lt. Johnson and Sgt. Roser.

School Resource Officers:

SPASH

- 101 calls for service, including the following:
 - two fights, arrests for substantial battery and disorderly conduct
 - Four "Securely" alerts, including three involving weapons searches. All cleared and deemed not to be a threat after investigation
 - Snapchat threat to the school reported to patrol- investigated by patrol and deemed not credible. Follow up on the school end, student was interviewed along with parents, and suspended.
 - One additional threat complaint involving a text about shooting another student, found to be a joke after investigation.
 - Two students in possession of pepper spray
 - Two sexting complaints, investigation continuing
 - four vandalism complaints
 - Two truancy citations
- Winter formal dance at SPASH
- Quisler and I have been working on the SPASH reunification kit, which is nearly complete.

PJ Jacobs

- Calls for service - 137
- School consequences - 21
- Disorderly conduct citations issued - 6
- Vape citations issued - 4

- Juvenile referrals - 2
- Truancy citations issued - 2
- YES program referrals - 0
- We had one quick \$50 reward issued to a student who came forward to report a student who had a utility knife on his person and who was displaying it to other students and making threats. That student received a juvenile referral and is out of school suspended for 45 days. They'll be working at a neutral site with a tutor during that time.

Ben Franklin

- 87 - Total behavioral incidents
- 39 - School Consequences
- 4 - Citations (2 Truancy, 1 possession of a vape, and 1 DC)
- 2 - Juvenile Referrals (2 for DC)
- 0 - YES Referrals (Youth Enrichment Services) 5 students continuing visits from previous referrals
- 1 - 72 hour hold placed on student by JJ Social Worker
- One student threatened to bring a gun to school to kill another student and received a suspension and future weapons checks for the rest of the school year.

Commissioner Mrozek moved, seconded by Commissioner Taylor, to approve the Police Chief's report and place it on file for February 2023.

Ayes, all; nays, none. Motion carried.

6. Discussion, with possible action, on approval of the 2022 Annual Report for publication on the Department web page for public viewing.

Chief Kussow completed the 2022 Annual Report with the help from several individuals from the Department. Asking for approval to put the report on the city web page for public viewing.

Commissioner Mrozek stated that the report was excellently done. She wanted it to be known that it is not an annual requirement, and she encouraged everyone to read it.

Commissioner Ostrowski moved, seconded by Commissioner Kirschling, to approve the 2022 Annual Report for publication on the Department web page for public viewing.

Ayes, all; nays, none. Motion carried.

7. Discussion, with possible action, on approval to start Kylie Bachaus on the same date as William Klismith (May 22, 2023), with the expected retirement of Officer Alan Raasoch on June 29, 2023.

Original plan and approval was to have Kylie on a three month eligibility list. Request approval to start Kylie on the same day as William Klismith.

Commissioner Taylor moved, seconded by Commissioner Mrozek, on approval to start Kylie Bachaus on May 22, 2023.

8. President's Report

Commissioner Moore gave the floor over to Commissioner Taylor because he is leaving the PFC Commission. Commissioner Taylor explained that he recently moved into the Township of Linwood. He stated that he is sad to leave the Commission but is confident in the remaining Commissioners and the new Chiefs.

Commissioner Moore thanked Commissioner Taylor for his time and commitment.

9. Adjournment

The meeting adjourned at 2:24 p.m.

REPORT OF CITY PLAN COMMISSION

March 6, 2022 – 6:00 PM

In-Person & Zoom Conference Call Meeting

PRESENT: Mayor Wiza, Alderperson Kneebone, Commissioner Arntsen, Commissioner Ilten, Commissioner Rice, and Commissioner Schuler.

ALSO PRESENT: Director Kernosky, Associate Planner/Zoning Administrator Kuhn, Planner Klesmith, Technician Mohr, Alderperson Christianson, Alderperson Shorr, Alderperson Keymer, Alderperson Zarazua, Alderperson Plaisance, Alderperson Fishler, Greg Bruckbauer, Susan Schuller, Bobbi Dainrow, Allison Birr, Carol Molepske, Mary Ann Laszewski, John Gardner, Bill Bushman, Butch Weege, Jim Lundberg, Daniel Dieterics, Sam Lang, Keith Kedrowski, Kris Leonhart, Michael Leischner, Nancy Roppe, Phyllis Carlson, Ray Cal, Trevor Roark, Tyler Ignatowski, Lynn Markham, and unidentified audience members via Virtual Zoom Meeting.

INDEX:

Opening Section:

1. Roll call.

Discussion and possible action on the following:

2. Report of the February 6, 2023 meeting of the City Plan Commission.
3. Public Hearing and action on a request from Susan Schuller for a conditional use permit to renovate an existing detached garage into an accessory dwelling unit on an unaddressed parcel off of Fourth Avenue (Parcel ID 281240830400909), consistent with Ch. 23.01(14).
4. Public Hearing and action on a request from Dave Wogernese, representing Growth Hotels LLC, for a conditional use permit to construct a hotel on an unaddressed parcel off of John Joanis Drive (Parcel ID 281230802400412), consistent with Ch. 23.02(2)(c)(3)(i).
5. Public Hearing and action on a request from Tyler Ignatowski for a conditional use permit to construct multiple duplexes on the property located at 2501 Minnesota Avenue (Parcel ID 281230804100204) and 2833 Patch Street (Parcel ID 281230804100203), consistent with Ch.23.01(13)(f).
6. Public Hearing and action on a request from Butch Weege, representing St. Paul's Lutheran Church, for a conditional use permit to construct an addition onto the parochial school located at 1919 Wyatt Avenue (Parcel ID 281240832404806) and 1901 Wyatt Avenue (Parcel ID 281240832404808) using modified street setback requirements, consistent with Ch. 23.02(1)(e)(3)(a) & Ch. 23.02(1)(d)(4).
7. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 25, Sign Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Sections 25.03 and 25.06 for the purpose of defining athletic field signage and outlining permitting requirements for such signs.
8. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 23.04(2) for the purpose of athletic field signs not being considered off-premises signs.
9. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 23.01(12) for the purpose of establishing a uniform addressing system for buildings located in the City of Stevens Point.
10. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 25, Sign Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 25.03 for the purpose of exempting identification signs from adhering to wall sign size limitations.

11. A request from Matt Schneider, representing Mid-State Technical College, for a sign variance to install two freestanding signs on the property located at 5000 Coye Drive (Parcel ID 281230802200043), consistent with Ch. 25.14.
12. A request from the City of Stevens Point to acquire three unaddressed parcels off of Maria Drive (Parcel ID 281240829240033, 281240829240046 & 281240829240047), consistent with Wis. Stats. 62.23(5).
13. A request from the City of Stevens Point to acquire the property located at 5498 Golla Road (Parcel ID 020240826-13.05) and an unaddressed parcel bounded by Golla Road and Regent Street (Parcel ID 020240826-14.03), consistent with Wis. Stats. 62.23(5).
14. A request from the City of Stevens Point to acquire five unaddressed parcels located off of Brilowski Rod and Old Highway 18 (Parcel ID 281240836320102, 020240836-11.01, 020230801-06.01, 020240836-12 & 020230801-05.01), consistent with Wis. Stats. 62.23(5).
15. Discussion only on a potential amendment to the Zoning Code's definition of 'family.'
16. February 2023 Monthly Report. Copies of the monthly report will be provided during the meeting.
17. Director's Report. *A verbal report will be provided during the meeting.*

Closing Section:

18. Adjourn.
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Opening Section:

1. Roll call.

Present: Wiza, Kneebone, Arntsen, Ilten, Rice, Schuler

Excused: Cooper

Discussion and possible action on the following:

2. Report of the February 6, 2023 meeting of the City Plan Commission.

Motion by Commissioner Ilten to approve the report of the March 6, 2023 Plan Commission meeting with the following changes; seconded by Commissioner Arntsen.

Motion carried 6-0.

3. Public Hearing and action on a request from Susan Schuller for a conditional use permit to renovate an existing detached garage into an accessory dwelling unit on an unaddressed parcel off of Fourth Avenue (Parcel ID 281240830400909), consistent with Ch. 23.01(14).

Associate Planner/Zoning Administrator Kuhn summarized the request for a conditional use permit to renovate an existing 672 square feet detached garage into a 2-bedroom, 1 bathroom accessory dwelling unit off of Fourth Avenue. After review, staff held no further concerns and recommended approval with conditions outlined in the staff report.

Mayor Wiza declared the public hearing open.

Susan Schuller (148 Fourth Ave), applicant and homeowner, reiterated that the requested largely revolved around having additional care options for aging parents. They made themselves available for questioning.

Nancy Roppe (925 Smith St) provided prepared testimony against the request, noting ADU's were largely promoting incremental change in increased rental occupancy so people wouldn't notice the further relaxation of occupancy laws.

Aldersperson Zarazua (District Four), district representative for applicant, spoke in favor of the request, noting the applicant was utilizing a legal and available pathway under the ordinance.

Trevor Roark (601 Washington Ave) mirrored Aldersperson Zarazua's sentiments, noting the City needed to get creative with housing.

Carol Molepske (2125 Clark St) stated that while they were historically against ADU/ACUs, the current request was a perfect situation and didn't seem like it would affect neighbors, she was supportive.

Mayor Wiza declared the public hearing closed.

Commissioners made the following comments:

- Requested confirmation that the CUP would stay with the property, to which that was confirmed accurate.
- Requested clarification on whether the ADU path was being pursued instead of a standalone Single-Family Home to due size restrictions, to which staff confirmed accurate as the minimum residence would need to be 900 square feet.
- Inquiry as to whether it was the City's first restrictive agreement of this nature, to which staff confirmed accurate. Once drafted, a copy would be made available to commissioners for their information.
- Clarification that the improvements would need to meet current building code requirements, to which staff confirmed accurate, and that the Building Inspection staff would be heavily involved in the process.
- Requested clarification that it wasn't the commission's purview to judge motive, but rather view the request against the standards of review, to which staff confirmed accurate.

Motion by Commissioner Arntsen to approve the request from Susan Schuller for a conditional use permit to renovate an existing detached garage into an accessory dwelling unit on an unaddressed parcel off of Fourth Avenue (Parcel ID 281240830400909), consistent with Ch. 23.01(14) with the following:

1. **The subject parcel shall be combined with the property located at 148 Fourth Avenue (Parcel ID 281240830400910).**
2. **Separate utility connections shall be installed to accommodate the accessory dwelling unit.**
3. **A restrictive agreement between the property owner and the City, as required in Ch. 23.01(14)(g), shall be recorded with the Portage County Register of Deeds Office prior to occupancy of the accessory dwelling unit being granted.**
4. **Staff shall have the ability to approve minor amendments to the proposed plan.**

seconded by Commissioner Schuler

Motion carried 6-0.

4. Public Hearing and action on a request from Dave Wogernese, representing Growth Hotels LLC, for a conditional use permit to construct a hotel on an unaddressed parcel off of John Joanis Drive (Parcel ID 281230802400412), consistent with Ch. 23.02(2)(c)(3)(i).

Associate Planner/Zoning Administrator Kuhn summarized the request for a conditional use permit to construct an approximately 15,540 square feet, 4-story hotel on an unaddressed parcel off John Joanis Drive. There were also plans to split the parcel into two parcels in the future. After review, staff held no further concerns and recommended approval with conditions outlined in the staff report. It was noted that the City was working jointly with Portage County on the request.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Commissioners made the following comments:

- Inquiry referring to Condition #1 on the meaning of 'NOI', to which it was confirmed as 'Notice of Intent' requirements.
- Comment that having a hotel within the Portage County Business Park had been a longtime desire.
- Inquiry on the proposed lot split. While staff was not able to discuss what the proposed split parcel would be or look like, it was detailed that the original intent since the creation of the park was to have a planned shared driveway to service the property and that to the south.

Motion by Alderperson Kneebone to approve the request from Dave Wogernese, representing Growth Hotels LLC, for a conditional use permit to construct a hotel on an unaddressed parcel off of John Joanis Drive (Parcel ID 281230802400412), consistent with Ch. 23.02(2)(c)(3)(i) with the following:

1. The applicant shall meet DNR NOI requirements.
2. A sprinkler plan shall be submitted, subject to the review and approval of the City Fire Marshal.
3. An additional fire hydrant shall be installed on the property, subject to the review and approval of the City Fire Marshal.
4. The applicant shall increase the thickness of proposed parking lot surfacing to be suitable for fire truck apparatus.
5. The proposed development shall adhere to applicable provisions of the Portage County Business Park's Deed Restrictions and Protective Covenants.
6. Additional details as to the size of sewer and water mains shall be submitted to Public Utilities staff for review and approval.
7. A certified survey map shall be produced for the proposed lot split, subject to the review and approval of City staff.
8. The applicant shall provide additional details as to the floor area of conference rooms, banquet halls and restaurant space within the hotel. If additional parking stalls are required to comply with parking ratio requirements, these additional parking stalls shall adhere to applicable provisions of the City's Zoning Code.
9. A sign package shall be submitted for proposed freestanding and wall signage, subject to the review and approval of the Zoning Administrator.
10. Internal sidewalks shall be installed on the subject property to connect the parking lot with sidewalk infrastructure within the Carrie Frost Drive Right-of-Way.
11. Installation of eight (8) level 2 electric vehicle charging stations shall be installed consistent with the development agreement.
12. Bicycle parking shall be provided, subject to the review and approval of the Zoning Administrator.
13. Staff shall have the ability to approve minor amendments to the site plan.

seconded by Commissioner Ilten

Motion carried 6-0.

5. Public Hearing and action on a request from Tyler Ignatowski for a conditional use permit to construct multiple duplexes on the property located at 2501 Minnesota Avenue (Parcel ID 281230804100204) and 2833 Patch Street (Parcel ID 281230804100203), consistent with Ch.23.01(13)(f).

Associate Planner/Zoning Administrator Kuhn summarized the request for a conditional use permit to construct nine duplexes on the property located at 2501 Minnesota Avenue. After review, staff held no further concerns and recommended approval with conditions outlined in the staff report.

Mayor Wiza declared the public hearing open.

Mary Ann Laszewski (1209 Wisconsin St) provided prepared testimony for concerns with the building orientation facing Patch Street, noting the need to protect curb appeal and have storage guidelines, as well as clarification if there were ordinances to dictate the orientation of the building. The current orientation could pose potential hazards for pedestrians and residents.

Mayor Wiza declared the public hearing closed.

Staff noted that while there were existing regulations to dictate which face fronted the street, a later agenda item would help bridge those concerns. Additionally, screening requirements would help in providing a buffer and separation between the properties and right-of-way. For the façade curb appeal, the applicant had already updated the plans to meet façade stone requirements.

Commissioners made the following comments:

- Inquiry on why the turnaround on the site plan was proposed to be gravel instead of the same surface treatment as the rest of the development. Staff explained that gravel was permitted by right and came with additional requirements to prevent gravel spread. The area would also be utilized as a turnaround and for trash pickup.
- Concern presented for again supporting multiple buildings onto one parcel, noting that there had been previous discussions on similar developments in the past, and frequently within the last year. The type of dense development controlled by one landlord made it effectively impossible for single family homeowners or individuals to purchase a duplex and build equity. There was a back-and-forth discussion with staff about exploring opportunities to require separate parcels for each building, with staff explaining that the applicant was maximizing a practical application of the zoning code.
- Inquiry on lot line issues for the patios noted on the site plans, to which staff explained that patios could be within the required setback so long as it fell below 2 feet in height. The patios proposed would be at grade.

Tyler Ignatowski, applicant, explained that they could have pursued developing a multi-family building in the same location, but felt the duplexes made more sense for the lot, to which it was further clarified by staff that the ability existed to split individual parcels.

Motion by Alderperson Kneebone to approve the request from Tyler Ignatowski for a conditional use permit to construct multiple duplexes on the property located at 2501 Minnesota Avenue (Parcel ID 281230804100204) and 2833 Patch Street (Parcel ID 281230804100203), consistent with Ch.23.01(13)(f) with the following:

1. Garbage collection shall be handled commercially.
2. The proposed trash enclosure shall have appropriate screening to screen its view from surrounding properties, subject to the review and approval of the Zoning Administrator.
3. A grading plan shall be provided and approved by Public Utilities Department staff.
4. The applicant shall meet DNR NOI requirements.
5. Separate water and sewer service shall be installed for each unit.
6. A utility easement and shared access agreement shall be recorded prior to the issuance of occupancy.
7. The two subject parcels shall be combined prior to the start of construction.

8. The proposed gravel turnaround shall be set back at least five feet from the south lot line.
9. Appropriate edging shall be installed along the southern extent of this gravel turnaround, subject to the review and approval of the Zoning Administrator.
10. A landscaping plan shall be submitted, subject to the review and approval of the Zoning Administrator.
11. A sidewalk shall be installed along the north lot line of the combined parcels, subject to the review and approval of the Zoning Administrator.
12. The proposed stone façade on the front elevation on each duplex shall also be located on all elevations that abut a public right-of-way.
13. Staff shall have the ability to review and approve minor amendments to the proposed plan.

seconded by Commissioner Schuler

Motion carried 5-1, with Commissioner Rice voting in the negative.

6. Public Hearing and action on a request from Butch Weege, representing St. Paul's Lutheran Church, for a conditional use permit to construct an addition onto the parochial school located at 1919 Wyatt Avenue (Parcel ID 281240832404806) and 1901 Wyatt Avenue (Parcel ID 281240832404808) using modified street setback requirements, consistent with Ch. 23.02(1)(e)(3)(a) & Ch. 23.02(1)(d)(4).

Associate Planner/Zoning Administrator Kuhn summarized the request for a conditional use permit to construct a 2,722 square feet addition onto the parochial school located at 1919 Wyatt Avenue using modified street setback requirements, for the intended to provide two additional classrooms. After review, staff held no further concerns and recommended approval with conditions outlined in the staff report.

Mayor Wiza declared the public hearing open.

Butch Weege (1901 Wyatt Ave) explained that St. Paul's Lutheran Church had been actively involved with City staff in evaluating their options and needs. Due to a shortage of classrooms, the project had been prioritized. They were available for questions.

Mayor Wiza declared the public hearing closed.

Commissioners made the following comments:

- Inquiry as to whether there would be issues in reopening the old driveway access, to which staff explained that it would not, as the concrete apron in the right-of-way would remain, but staff would be involved at that time if it occurred.

Motion by Alderperson Kneebone the request from Butch Weege, representing St. Paul's Lutheran Church, for a conditional use permit to construct an addition onto the parochial school located at 1919 Wyatt Avenue (Parcel ID 281240832404806) and 1901 Wyatt Avenue (Parcel ID 281240832404808) using modified street setback requirements, consistent with Ch. 23.02(1)(e)(3)(a) & Ch. 23.02(1)(d)(4) with the following:

1. The width of the eave along the west elevation of the building addition must not exceed two feet.
2. The two subject parcels must be combined prior to the start of construction.
3. The applicant shall permanently close the existing access point into the property off of Wyatt Avenue, subject to the review and approval of the Zoning Administrator.
4. Staff shall have the ability to approve minor amendments to the approved site plan.

seconded by Commissioner Arntsen

Motion carried 5-0, with Commissioner Ilten recusing himself due to being a member of St. Paul's Lutheran Church.

11. A request from Matt Schneider, representing Mid-State Technical College, for a sign variance to install two freestanding signs on the property located at 5000 Coye Drive (Parcel ID 281230802200043), consistent with Ch. 25.14.

Agenda Item 11 was moved to this point in the meeting, there was no opposition in doing so.

Associate Planner/Zoning Administrator Kuhn summarized the request for a sign variance to install two freestanding signs on the property located at 5000 Coye Drive to serve the manufacturing, engineering, technology and apprenticeship center that will be operated by Mid-State Technical College. After review, staff held no further concerns and recommended approval with conditions outlined in the staff report.

Mayor Wiza asked for comments from the audience, to which there were none.

Motion by Commissioner Ilten to approve the request from Matt Schneider, representing Mid-State Technical College, for a sign variance to install two freestanding signs on the property located at 5000 Coye Drive (Parcel ID 281230802200043), consistent with Ch. 25.14 with the following:

1. **The monument sign at the southwest corner of the subject property shall be set back a minimum of five feet from all lot lines and be located outside of the required vision triangle as outlined in Ch. 23.01(16)(b)(3).**
2. **A building permit shall be obtained prior to the start of construction.**
3. **Staff shall have the ability to approve minor amendments to the project plan.**

seconded by Commissioner Schuler

Motion carried 6-0.

7. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 25, Sign Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Sections 25.03 and 25.06 for the purpose of defining athletic field signage and outlining permitting requirements for such signs.

Associate Planner/Zoning Administrator Kuhn summarized the request to amend Chapter 25, Sign Ordinance for the purpose of defining athletic field signage and outlining permitting requirements for such signs, as well as for the purpose of athletic field signs not being considered off-premises signs under Agenda Item 8. After review, staff held no further concerns and recommended approval with conditions outlined in the staff report.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Commissioners made the following comments:

- Inquiry as to how a sponsored scoreboard would tie into the sign code, to which staff explained.
- Inquiry as to whether signage along fencing would fall under the proposed revisions, to which staff confirmed accurate.
- There was a back-and-forth discussion on the verbiage of the ordinance, asking that the following line be stricken as it seemed unnecessary:

Sec. 25.03 Definitions

~~ATHLETIC FIELD SIGN: A wall sign or banner that is designed for view from spectator areas and are displayed on walls, fences or other structures located within an athletic field that is owned by a school or government entity. Advertising associated with these signs is to be incidental to the sign and not a primary function thereof. Athletic field signage shall be exempt from meeting wall sign size restrictions as outlined within Section 25.04 of this Ordinance.~~

○

Motion by Commissioner Ilten to approve the request from the City of Stevens Point to amend Chapter 25, Sign Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Sections 25.03 and 25.06 for the purpose of defining athletic field signage and outlining permitting requirements for such signs with the following:

1. Striking the following sentence from the proposed revisions:

Sec. 25.03 Definitions

~~ATHLETIC FIELD SIGN: A wall sign or banner that is designed for view from spectator areas and are displayed on walls, fences or other structures located within an athletic field that is owned by a school or government entity. Advertising associated with these signs is to be incidental to the sign and not a primary function thereof. Athletic field signage shall be exempt from meeting wall sign size restrictions as outlined within Section 25.04 of this Ordinance.~~

seconded by Commissioner Rice

Motion carried 6-0.

8. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 23.04(2) for the purpose of athletic field signs not being considered off-premises signs.

Associate Planner/Zoning Administrator Kuhn had nothing further, noting the item had been summarized and discussed under Agenda Item 7.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Motion by Commissioner Rice to approve the request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 23.04(2) for the purpose of athletic field signs not being considered off-premises signs; seconded by Commissioner Ilten.

Motion carried 6-0.

9. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 23.01(12) for the purpose of establishing a uniform addressing system for buildings located in the City of Stevens Point.

Associate Planner/Zoning Administrator Kuhn summarized the request to amend Chapter 23, Zoning Ordinance for the purpose of establishing a uniform addressing system for buildings located in the City of Stevens Point. After review, staff held no further concerns and recommended approval with conditions outlined in the staff report.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Commissioners made the following comments:

- Noted that the proposed revisions on page 91 of the staff packet seemed to be missing verbiage for even and odd numbers, to which staff noted as an oversight. The verbiage would be added.
- There was a back-and-forth discussion on how the City addressed and utilized directional addressing, such as West Clark Street, or Second Street North.

Motion by Commissioner Rice to approve the request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 23.01(12) for the purpose of establishing a uniform addressing system for buildings located in the City of Stevens Point with the following:

1. Transferring Section 30.08(1)-(5) from the Building Code to the Zoning Code.
2. Stating the addresses for new and existing buildings shall be assigned by the Zoning Administrator.
3. If additional address identification is required for fire, police or EMS purposes, the City's Fire Marshal is given the ability to require a freestanding address sign be installed on the property. Any requirement for a freestanding address sign would need to meet applicable provisions of the City's Sign Code (e.g., height, setbacks, etc.).
4. Language on enforcement actions should an unassigned address be used by a property owner.

seconded by Commissioner Ilten

Motion carried 6-0.

10. Public hearing and action on a request from the City of Stevens Point to amend Chapter 25, Sign Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 25.03 for the purpose of exempting identification signs from adhering to wall sign size limitations.

Associate Planner/Zoning Administrator Kuhn summarized the request to amend Chapter 25, Sign Ordinance for the purpose of exempting identification signs from adhering to wall sign size limitations. After review, staff held no further concerns and recommended approval with conditions outlined in the staff report.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Commissioners made the following comments:

- Inquiry as to whether there were size limitations, to which staff stated not technically. A back-and-forth discussion followed on the importance of calling out a specific size limitation, noting that a business with their site address in their name could utilize a loophole to have excessive signage.

Motion by Commissioner Arntsen to amend the conditions of approval with the following:

1. Identification signs shall not exceed 15 square feet in size.

seconded by Commissioner Schuler

Motion carried 6-0.

Motion by Commissioner Arntsen to amend the conditions of approval with the following:

1. The size restriction shall be limited to addressing only.

seconded by Commissioner Ilten.

Motion carried 6-0.

Motion by Commissioner Arntsen to approve the request from the City of Stevens Point to amend Chapter 25, Sign Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 25.03 for the purpose of exempting identification signs from adhering to wall sign size limitations with the following:

- 1. Identification signs relating to addressing shall not exceed 15 square feet in size.**

Seconded by Commissioner Ilten.

Motion carried 6-0.

12. A request from the City of Stevens Point to acquire three unaddressed parcels off of Maria Drive (Parcel ID 281240829240033, 281240829240046 & 281240829240047), consistent with Wis. Stats. 62.23(5).

Mayor Wiza briefly noted that any purchase, transfer, of selling of property required Plan Commission and Common Council approval.

Director Kernosky summarized the request to acquire three unaddressed parcels off of Maria Drive, reiterating that the cost was not relevant to Plan Commission discussion, but the purpose was in line with the continued redevelopment of the remaining Convent parcel off Maria Drive. After review, staff held no further concerns and recommended approval as stated.

Mayor Wiza asked for comments from the audience.

Mary Ann Laszewski (1209 Wisconsin St) inquired on what Cottage Court houses meant in the site plan and how that would be controlled. Noted that including alleyways were not always a great selling feature, as well as neighborhood input being import for buy-in and smart redevelopment of the parcel.

Staff further explained that they would encompass smaller homes and be managed through a community land trust, of which they could have specific requirements to lease land to specific demographics of age and income. Lastly, they confirmed neighborhood engagement sessions would occur when the development would occur.

Commissioners made the following comments:

- Inquiry as to what would occur if the Plan Commission voted to reject the request, to which staff noted that Plan Commission was solely advisory and the Common Council could still technically approve it, they reiterated that it was in the City's best interest to own the properties to better control the development, adding that the Sisters of Saint Joseph could turn around and sell it to others.
- Comment that the City's purchase of the stated properties was consistent with the City's Comprehensive Plan.
- Inquiry as to whether the City would be subject to all rules and processes as any other private developer, to which staff confirmed accurate.

Motion by Alderperson Kneebone to approve the request from the City of Stevens Point to acquire three unaddressed parcels off of Maria Drive (Parcel ID 281240829240033, 281240829240046 & 281240829240047), consistent with Wis. Stats. 62.23(5) with the following; seconded by Commissioner Arntsen.

Motion carried 6-0.

13. A request from the City of Stevens Point to acquire the property located at 5498 Golla Road (Parcel ID 020240826-13.05) and an unaddressed parcel bounded by Golla Road and Regent Street (Parcel ID 020240826-14.03), consistent with Wis. Stats. 62.23(5).

Director Kernosky summarized the request to acquire the property located at 5498 Golla Road and an unaddressed parcel bounded by Golla Road and Regent Street, explaining that the properties had been before the commission under Anderson Development. The developer had recently expressed concerns about

continuing the project and approached the City to see if they were interested in the property. Staff reiterated that acquiring the property would give the City more control over future development in the area, and further growth eastward. After review, staff held no further concerns and recommended approval as stated.

Mayor Wiza asked for comments from the audience, to which there were none.

Commissioners made the following comments:

- Inquiry as to whether the property was within the wellhead, to which staff confirmed yes to Wellhead Protection B.
- Inquiry as to whether talks with the Town of Hull regarding a boundary agreement were still ongoing, to which staff confirmed accurate.
- Comment that while they would normally oppose acquisition as it interfered with the free market, they would support it to protect the wellhead in the area.

Motion by Commissioner Ilten to approve the request from the City of Stevens Point to acquire the property located at 5498 Golla Road (Parcel ID 020240826-13.05) and an unaddressed parcel bounded by Golla Road and Regent Street (Parcel ID 020240826-14.03), consistent with Wis. Stats. 62.23(5); seconded by Alderperson Kneebone.

Motion carried 6-0.

14. A request from the City of Stevens Point to acquire five unaddressed parcels located off of Brilowski Road and Old Highway 18 (Parcel ID 281240836320102, 020240836-11.01, 020230801-06.01, 020240836-12 & 020230801-05.01), consistent with Wis. Stats. 62.23(5).

Director Kernosky summarized the request to acquire five unaddressed parcels located off of Brilowski Road and Old Highway 18, reiterating that the cost was not relevant to Plan Commission discussion. However, he further noted that they could serve as a potential future location for a new fire station and a Public Works facility, again adding that a potential future use was not under the purview of the commission at the current time. They were simply looking at acquiring or not acquiring the property. After review, staff held no further concerns and recommended approval as stated.

Mayor Wiza asked for comments from the audience.

Carol Molepske (2125 Clark St) noted that it was not common sense for the Plan commission to vote on acquiring property without knowing the intent or use, or cost.

Bill Bushman (5516 Elmwood Ave) asked that any future intended or perceived direction for area development be shared publicly, and surrounding owners be notified so they weren't blindsided.

Commissioners made the following comments:

- Comment that acquisition and potential future annexation would further create more islands within the Town of Hull's boundary.
- Several commissioners felt that the far east side location was a perfect location for a fire station, to which staff reiterated to the commission that a potential future use for the area was not up for discussion.
- There was a back-and-forth discussion on the benefits and detriments of acquiring property in terms of having control over development versus the long-term financial implications.

Motion by Alderperson Kneebone to approve the request from the City of Stevens Point to acquire five unaddressed parcels located off of Brilowski Road and Old Highway 18 (Parcel ID 281240836320102, 020240836-11.01, 020230801-06.01, 020240836-12 & 020230801-05.01), consistent with Wis. Stats. 62.23(5); seconded by Mayor Wiza

Motion carried 5-1, with Commissioner Ilten voting in the negative.

15. Discussion only on a potential amendment to the Zoning Code's definition of 'family.'

Mayor Wiza stated that no action would be taken, and the item was for discussion only.

Director Kernosky provided a summary of previous meetings and discussion. With the feedback from the public and commission previously collected, staff had drafted and were proposing several options for the commission to consider. He highlighted a "3/2" option which would keep current nonowner-occupied rentals unchanged but incentivize owner-occupied dwellings in allowing 3-unrelated. The second option would be a "3 across option", which would allow 3-unrelated across the board, non-owner occupied or owner-occupied. At this point staff wanted direction from the commission on which option they would want to pursue so an official public hearing could be scheduled.

Mayor Wiza asked for comments from the audience.

John Gardner (2101 Birchwood Ave) provided testimony explaining that the original definition of family was implemented to address the fast conversion of homes into student housing, and how the student population can impact local statistics. Also, he outlined recent sale data that showed there was still a push to have rentals under the existing limitations, and that increasing occupancy limit would further drive that push, as well as other potential negative effects on the increased cost of housing. Lastly, he asked that commission consider whether potential changes would help owner-occupied housing, or incentive more rentals. He supported the occupancy increase for owner-occupied homes.

Mayor Wiza and John Gardner had a back-and-forth discussion on the potential benefits or negatives on the cost of rentals, which Mr. Gardner noting that the City could look into municipalities where there was no definition of family, and see how they compared in costs, and whether they increased or decreased.

Mary Ann Laszewski (1209 Wisconsin St) provided prepared testimony against increases in occupancy. She noted how policy changes would not affect the homeless population coming out of winter, which was an initial driver for the changes requested late last year, and that other communities had recently backed away from making similar occupancy changes in fear of the housing impact.

Carol Molepske (2125 Clark St) resident within the inner-city, provided testimony in opposition of any occupancy increases for rental properties. She supported the owner-occupied increase incentive and agreed with Mr. Gardner's recommendation that any official action should wait until after the next election, as any new Alderpersons would not have a say on the City's future direction.

Sam Long (1934 Water St), candidate for District 9, stated it would be appreciated to have an opportunity to vote on the item if there was potential for turnover, as it would drive the next 10-15 years in the City. They noted enforcement as a large issue and asked if the City had investigated the potential liabilities of altering the definition. Mayor Wiza noted that the homeowner would receive citations in potential enforcement issues but did not foresee any large issues in terms of legal repercussions.

Nancy Roppe (Web) thanked previous public testimony, and mirrored sentiments in opposition. She noted concerns for further deterioration of neighborhoods and stated a lack in enforcement for current standards, adding that any increase in occupancy would further incentivize rental properties.

Ray Cal (1233 Maria Dr) stated that the Supreme Court did rule that municipalities enforcing occupancy standards was legal. He asked that the commission consider whether changes would benefit owner-occupied homes and referred to his submitted written testimony. *See attachments at the end of this document.*

Commissioners made the following comments:

- Inquiry on how a 3-2 option would be regulated through enforcement, to which staff explained Code Enforcement Department procedure.
- Consensus that changes to the household entity definition were going in the right direction.

- Questioned how owner-occupied homes would really be incentivized, changes in occupancy or not, as there would always be landlords or homeowners that didn't adhere to either standard, noting code enforcement could be better addressed.
- There was a back-and-forth discussion on how the Community Development Department oversaw enforcement, reiterating that the department's first goal was voluntary compliance through working together with owners, rather than immediately fining. Staff further noted that while neighborhood complaints were the most common flag for violations, there were other methods to confirm occupancy.
- Questioned whether either option based on ownership should be considered, and asked why occupancy standards based off zoning was not being looked out. Staff explained that they had explored zoning-specific standards internally, but ran into several issues surrounding discrimination between zoning districts, and how easily the public could decipher occupancy requirements.
- Comment that most concerns surrounding the public testimony seemed to stem from a quality over quantity issue with renters. These mostly revolved around the upkeep of property, people leaving garbage on their lawn, parking concern, etc. They further questioned if further neighborhood enforcement of existing maintenance codes could be more effective, while also allowing the increase in occupancy.
- There was a back-and-forth discussion on setting a date for the public hearing. It was determined that it should be held in May, as to allow prospective Alderperson candidates to be involved.
- There appeared to be no flavor towards a "3 across option". There was a leaning towards the "3/2" as it incentivized homeowners and could act as a good middle ground for now.

No action was taken.

16. February 2023 Monthly Report. Copies of the monthly report will be provided during the meeting.

Director Kernosky noted that the monthly reports were available within the agenda packets, and staff was available for questions, to which there were none.

17. Director's Report. *A verbal report will be provided during the meeting.*

Director Kernosky provided brief verbal updates, if available, on:

- Developmental Updates
- Special Project Updates
- Public Policy Updates
- Economic Development Updates

Closing Section:

18. Adjourn.

Meeting adjourned at 9:24 PM.

A recording of this meeting can be viewed/heard at: <https://stevenspoint.com/365/AgendasMinutesVideos>

Attachments relating to agenda item 3: ADU

Nancy Roppe to [Everyone](#)

NR

Application say college student rental. I object to the accusation that I impugned anyone's integrity.

RAYMOND CAL

1233 Maria Drive ▪ Stevens Point, WI 54481-1140

715-321-0329 raymond.cal@hotmail.com

February 26, 2023

Stevens Point Plan Commission
Mayor Mike Wiza, Chair

RE: Recommendations of the Affordable Housing Taskforce

TO WHOM IT CONCERNS:

1. As written **the recommendation to increase the allowed density of unrelated people in a single household will result in more absentee landlord owned rental houses.** It creates incentives for landlords to buy even more houses in our city and convert them to rental properties. This should not be a goal for the city as about 50% of our households are already rentals. Neighborhood improvement efforts generally view creating more owner-occupied homes as a positive for our community.
2. **Home ownership is one of the most consequential means for people to accumulate wealth and an effective tool for intergenerational transfer of wealth.** The city should be incentivizing owner occupied home ownership, not encouraging more absentee landlord home ownership. Page 19 of the Taskforce Report suggests we should “prioritize homeownership rather than rental property construction.” Increasing density for absentee landlord rentals works against this goal.
3. **Increasing density in households should be allowed only where the property is owner-occupied.** Increasing density for owner occupied homes should make it easier for people to buy and own a home because it provides a source of rental income that can help make ownership more affordable (cost of mortgage, utilities, taxes, home improvements, etc.)
4. **Owner-occupied homes are more likely to be well maintained compared to absentee landlord rental houses.** Anyone who knows students from UWSP who have experienced the Stevens Point rental market recognizes that we continue to have a problem with substandard conditions for houses. My own experience with nieces/nephews at UWSP is housing that is often poorly insulated, blankets over windows to keep the cold out, garages converted to bedrooms with no insulation (because the landlord doesn't pay the utility bill), poor plumbing and laundry facilities, poor upkeep and unresponsiveness to tenant concerns.
5. **The Stevens Point Housing Authority should be creating more low-income housing units.** The Housing Authority does a good job maintaining its existing units, by as Ryan Kernosky has shared, the Housing Authority has not added a single additional unit in more than 40 years. There is much competition for HUD dollars but surely Stevens Point should be able to find a way to take advantage of the programs that other cities have been successful in receiving.
6. **The undeveloped land at the former convent of the Sisters of St. Joseph of the Third Order of St. Francis is one of several properties in Stevens Point which should be prioritized for affordable**

Classification: Personal

housing. This is where the city has an opportunity to build “Missing Middle Housing” discussed in the Housing Taskforce Report. Other potential properties would be the site of the demolished Edgewater Manor, the Belke Lumber site, the former Shopko site and the former Cooper Motors site.

7. **The Taskforce Report is incorrect in suggesting that problems with housing quality is more a perception than a reality** (page 15 of the report). The report cites Assessor’s report ratings, but we should not be using assessor’s reports to judge housing quality. Please recognize the limitations of the assessor’s inspections. In most cases the assessor never enters a property so they are unable to thoroughly inspect the property. Landlords generally do not want a city inspector snooping around their properties looking for problems. An assessor has no idea of what tenants are paying for their utility bills or the condition of the interiors. An owner-occupied home may have incentives to report problems to the assessor in the hope of keeping their valuation (and thus their taxes) lower. Perhaps this explains why so many poor or very poor houses were reported as owner occupied?
8. **Guard Stevens Point from an undesirable model of absentee landlords.** There are certainly responsible landlords in our community and they should be appreciated. However, there is another model of landlord which we should not be encouraging. Viewing themselves as entrepreneurs they buy up properties with a singular focus on maximizing their cashflow. They charge as much for rent as possible and spend as little on upkeep as necessary to build up cash for the downpayment on the next property to add to their real estate holdings. Allowing them to now rent homes to even more tenants will result in more owner-occupied homes being converted to poorly maintained rentals.
9. **The Taskforce is incorrect to suggest that limits on density are either overtly or subvertly motivated by discrimination, racial or otherwise.** The Kordus memo (page 1) suggests this is the case. I and others are genuinely interested in improving the quality of our neighborhoods and are welcoming to people of all race, ethnic background and gender identity. Please do not use the race card where it does not apply,
10. **Be alert to the unintended consequences of pursuing a solution that has been presented as low cost/no cost.** Increasing density for absentee landlord rentals will change our neighborhoods, and not in a good way! Has landlord/realtor/developer composition on the Housing Taskforce shaped recommended solutions that benefit landlords and developers without recognizing the negative impact of the recommendations? I count 2 realtors/landlords on the committee, a developer and a rental property manager. Who represents the folks who have chosen to live and invest in Stevens Point and have a desire to maintain and improve our neighborhoods?

Sincerely,

Raymond Cal

Community Development Report, February 2023

Construction Report					Violation Report				
New Construction	# of Permits	Location	Declared Valuation	Fees	New Code Cases				
Single Family	-	-	-	-	Abandoned Vehicle on Property	-	2		
Two Family	-	-	-	-	Bulk Waste at Curb Early	-	0		
Multi-Family	-	-	-	-	Commercial Building Violation	-	0		
Commercial/Industrial	-	-	-	-	Construction Work Without Permits	-	2		
					Debris on Property	-	10		
					Exterior Violations on House	-	0		
					Illegal Pets or Livestock	-	0		
					Infestation	-	0		
					Interior Housing Violations	-	1		
					Potholes	-	0 +		
					Property Encumbrance	-	0		
					Public Works Violation	-	1 +		
					Snow & Ice Removal - Sidewalk	-	27		
					Tall Grass or Noxious Weeds	-	0		
					Trash Containers Improperly Stored	-	8		
					Vacant Building/Home	-	0		
					Vehicle Parked on Grass	-	3		
					Vision Obstruction in Roadway or Intersection	-	0		
					Zoning Violations	-	2		
					Total Violations / Total Service Fees Billed	56	\$400		
					Voluntary Compliance Rate for Tagged/Verbal	11/13	85%		

+ Referred to another department

**City of Stevens Point
Board of Water and Sewerage Commissioners
March 13, 2023 - 12:00 PM**

**Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: | 820 26885705

By Computer: <https://us02web.zoom.us/j/82026885705>

By Phone: (303) 715-8592

MINUTES

I. Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Carl Rasmussen, Mae Nachman, Anna Haines and Ray Schmidt

ALSO PRESENT: Joel Lemke, Mary Klesmith, Chris Lefebvre, Eric Southworth, Jason Draheim and Jaime Zdroik

2. Approval of Minutes

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the February 13, 2023 meeting minutes of the Board of Water & Sewerage Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the department claims for the month of February as audited and read.

Ayes all. Nays none. Motion carried.

4. Update on rate adjustments - Joel Lemke

The memo from January's meeting was included in this month's packet with corrected/updated rate percentages. The SRC (simplified rate case) through the Public Service Commission of Wisconsin (PSC) allowed for a 4.5% rate increase last year. This year the increase is 8.0% because the PSC is recognizing inflationary rates.

In January, the Commission approved filing for a simplified rate case with the understanding that the PSC was allowing a 4.5% increase. The Commission approved a 4.5% rate increase for Water and Sewer and an 11% increase for Storm back in January. Now the department is requesting the Commission approve filing the SRC with the new allowed rate increase of 8% instead of 4.5%, which is no longer available.

Joel explained this would be the last simplified rate case that can be filed with the PSC. Next time, we will have to file a full rate case. He explained that even though the SRC

rate is 8% and that increase is larger than originally anticipated, it will help keep rate increases lower in the future.

If approved, the rates would go into effect either May or June of 2023.

Paul requested to see rate comparisons of other utilities at next month's meeting.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve filing a simplified rate increase with the PSC and implement an 8% increase for Water and Wastewater Utilities and 11% for the Stormwater Utility.

Ayes all. Nays none. Motion carried.

5. Water Supply and Distribution Reports - Eric Southworth

Eric stated the new GIS Technician starts this week. The Water Street water tower and the Well 11 clear well are both scheduled to be inspected at the end of the month. This is required by the DNR to be done every 5 years.

Joel added that awhile back we got into a scope of services with the City for broader East Park Commerce Center planning and we are in the middle of discussing and designing the second pressure zone for the City. As we go east, the land goes up and our pressure drops. They want to be able to meet the needs of any big developer that might want to come into the City.

6. Sewage Treatment Operations Report - Chris Lefebvre

Chris stated the WWTP met all permit requirements for the month of February. We produced 50% of our own heat utilized onsite. Chris stated we were nominated for the ACEC Award for 2023 for best of state for our dryer/garage project. There is an awards banquet at the end of April where the winner will be announced.

7. Construction and Maintenance Report - Craig Czaikowski

The Commission reviewed the report included in the packet.

8. Directors Report - Joel Lemke

Joel stated there was some questioning about payment of claims. The payment of claims detail might need to be included for Council approval in the future.

9. Adjournment.

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:20PM

REPORT TO THE MARCH 13, 2023
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

WATER DEPARTMENT

FINANCES:

Bank balance as of February 1, 2023

\$ 7,561,112.32

Bank deposits recorded in February 2023

\$ 187,525.38

\$ 7,748,637.70

CHECKS ISSUED FEBRUARY 2023:

57527 Mae Nachman	Salary	57.37
57530 Advance Auto Parts	Tools	16.99
57531 Aramark	Rug Service	40.83
57532 AT&T	Long Distance Carry Fee/Cancellation	39.05
	Conf#RR5J0130	
57534 Bauernfeind Business Technologies	Printer Maint Contract	134.67
57536 Beaver Of WI Inc	Couplers	27.00
57538 City Of Stevens Point	Insurance, fuel and employee deductions	32,635.74
57539 Dolce Digital Imaging	Printing of meter test cards	355.00
57540 Ferguson Waterworks #1476	Hydrant Chains	1,289.30
57543 INFOSEND INC	Billing & delinquent notice printing	2,737.45
57544 Kramar	Annual Back Flow Preventer Inspections	450.00
57545 Martelle Water Treatment	Chemicals	10,575.91
57546 Municipal Environmental Group-Water Division	Annual Membership	2,000.00
57551 Roberts Irrigation Company Inc	Hoses	471.97
57553 Teamsters Union Local 662	Union Dues	1,502.00
57554 USA Blue Book	Lab supplies	1,783.30
57555 Water Well Solutions Wisconsin LLC	Motor 1 Well 11 Repairs	7,367.25
57556 Baker Tilly Virchow Krause LLP	Audit Charges	1,218.45
57557 Diane Caporale	Refund Check 029514-000, 3101 Island View Ct	63.94
57558 City Of Stevens Point	Adobe Licenses	719.60
57559 Ferguson Waterworks #1476	Inventory	13,939.20
57560 Franks Hardware Co Inc	Supplies	571.95
57562 H&S Protection Systems Inc	Annual Alarm Monitoring Cypress Garage	366.34
57564 Hawkins Inc	Chemicals	6,851.66
57565 Heartland Business Systems, LLC	Replacement desktop computers	2,291.24
57569 Olsen Safety Equipment Corp	Safety Harnesses	961.53
57570 Mastercard	Office supplies	646.62
57571 Rogan's Shoes	22-23 Boot Allowance - Tony	182.75
57573 Wi State Laboratory of Hygiene	Fluoride Testing	28.00
57574 BNKJ Development LLC	Refund of payment to accts: 038363-000, 024214-000, & 024206-000	111.17
57575 Community Foundation of Central WI	Employee Contribution	10.00
57576 United Way Of Portage County	United Way	36.00
57577 AnSer	After hours emergency answering service	130.00
57578 Aramark	Rug Service	40.83
57580 City Of Stevens Point	Workers Comp Premium	1,250.07
57582 Department of Natural Resources	Operator Certification Renewal - Roger Kieliszewski	45.00
57583 Donna's Cleaning Service	Cleaning Service - Water Office & Utility Garage	300.00
57584 Fastenal Company	Safety glasses	142.33
57585 Ferguson Waterworks #1476	Inventory	3,547.50
57590 Heartland Business Systems, LLC	Domain Consolidation	43.28
57591 Chet or Sarah Klave	Refund Check 029718-000, 4324 Heffron St.	66.63
57593 NAPA	12V Plug	4.99
57595 Northern Lake Services Inc	Required DNR Testing	49.26
57596 Ruekert Mielke Inc	Professional Services - Water Model Update	1,024.00
57598 Springbrook Holding Company LLC	Civic Pay Transaction Fee	407.33
57599 Strand Associates Inc	Professional Services 2023 Street Improvements, Professional Services Well 12	26,825.93
57601 Ferguson Waterworks #1476	Inventory, Meter Gaskets	1,829.60
57603 INFOSEND INC	Statement & Notice-Printing & Postage	6,026.83
57604 Public Serv Commission Of Wi	Rate Study Charges	272.68

57605 Mastercard	Well 11-Wellfield Chlorine Storage Fee, Hydrant Flags, AWWA Return of Survey, Conference Expenses, IT Pipes Web	1,408.22	
57607 Community Foundation of Central WI	Employee Contribution	10.00	
57608 United Way Of Portage County	United Way	36.00	
57610 American Welding & Gas Inc	Welding Helmet	70.29	
57612 Aramark	Rug Service	40.83	
57613 Central States H & W Fund	Health Insurance Premium	24,436.21	
57614 Dakota Electric Services Inc	Troubleshoot power failure & wire pumps	1,312.13	
57615 Department of Natural Resources	Operator Certification Renewal - Eric Southworth	70.00	
57617 Ferguson Waterworks #1476	Radio Upgrades, Meter Couplings, Meter Gaskets	5,803.80	
57618 First Supply LLC -Plover	Inventory, Inventory-Pipe	800.98	
57620 Heartland Business Systems, LLC	Monthly ESRM Billing, Domain Consolidation, Monthly Microsoft License, Monthly Managed Services	647.23	
57622 Idexx Laboratories Inc	Lab supplies	1,402.88	
57626 Sara Olson	Refund Check 031444-000, 449A Fourth Ave	43.20	
57627 Petty Cash	Mileage & Postage	234.78	
57632 USA Blue Book	Couplings/fittings, Fittings, Gauges/Valves, Air Release Valve	724.11	
57633 Worzellas Point Supply	Hand soap for shop	37.60	
WPS	Utility Charges	23,618.40	
Payroll	Payroll	37,319.46	
IRS PR Tax	Payroll Taxes - Federal	30,704.63	
DOR PR Tax	Payroll Taxes - State	6,256.41	
Verizon Cell & iPad Charges	Phone & iPad Charges	609.35	
DOR Garnishment	Garnishment	9.32	
HRA Admin Fees	Renewal & Admin Fees	30.00	
TOTAL EXPENSES LISTED		\$ 267,114.37	\$ 267,114.37
BALANCE ON HAND FEBRUARY 28, 2023			
	Balance on Hand		\$ 7,481,523.33
	Plus uncleared checks		\$ 46,716.03
	Less checks previously written clearing this month		\$ (29,483.17)
	Ending Cash Balance matching Bank Statements		\$ 7,498,756.19
	Less Restricted Funds		\$ (1,054,248.18)
	Cash on Hand		\$ 6,444,508.01

REPORT TO THE MARCH 13, 2023
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS
SEWAGE DEPARTMENT

FINANCES:

Bank Balance as of February 1, 2023
Bank Deposits recorded in February 2023

\$	8,775,064.74
\$	482,300.52
\$	9,257,365.26

CHECKS ISSUED IN FEBRUARY 2023:

57531	Aramark	Rug Service	248.68
57533	Badger Laboratories, Inc.	Sample Testing	174.00
57535	BDP Industries	BFP Belts	3,470.87
57537	CDW Government	Troubleshoot dial tone issue	587.50
57538	City Of Stevens Point	Insurance, fuel and employee deductions	38,026.83
57541	Generations Concrete Inc.	Ground thawing for sewer repairs	1,082.38
57542	Hach Company	Lab supplies	116.18
57548	NCL of Wisconsin Inc	Lab supplies	723.93
57549	Olsen Safety Equipment Corp	Gloves-PPE	54.17
57551	Roberts Irrigation Company Inc	Hoses	471.97
57552	Stevens Point Public Utilities	Qtrly Water Charges	1,754.07
57556	Baker Tilly Virchow Krause LLP	Audit Charges	1,179.35
57557	Diane Caporale	Refund Check 029514-000, 3101 Island View Ct.	97.77
57558	City Of Stevens Point	Adobe Licenses	719.60
57561	Tyler Gilliam	2022-23 Boot Allowance	223.66
57562	H&S Protection Systems Inc	Annual Alarm Monitoring Cypress Garage	183.18
57563	Hach Company	Lab supplies	548.45
57567	NAPA	Oil Filters	38.98
57568	NCL of Wisconsin Inc	Lab supplies	105.44
57572	USA Blue Book	Polymer Feed Pump	1,287.60
57574	BNKJ Development LLC	Refund of payments to accts: 038363-000, 024214-000, & 024206-000	143.27
57578	Aramark	Rug Service	177.53
57579	Badger Laboratories, Inc.	Field Sampling	274.00
57580	City Of Stevens Point	Workers Comp Premium	793.11
57581	Cooper Oil Company Inc	Gear Box Lubricant	101.65
57582	Department of Natural Resources	DNR Certification Testing - Tyler Gilliam, Ryan Skrzeczkowski, Benjamin Edwards	275.00
57583	Donna's Cleaning Service	Cleaning Service - Utility Garage	25.00
57586	Grainger	Circulating Pump Couplers	165.66
57587	Hach Company	Lab supplies	130.98
57588	Harter's Fox Valley Disposal	Dumpster Service	574.65
57589	Hawkins Inc	Chemical - Azone	641.90
57590	Heartland Business Systems, LLC	Domain Consolidation	43.28
57591	Chet or Sarah Klave	Refund Check 029718-000, 4324 Heffron St.	89.73
57592	Justin or Tahnee Mueske	Refund Check 037191-000, 321 Sunset Ave	98.51
57594	NCL of Wisconsin Inc	Lab supplies	462.44
57597	SJE	Troubleshoot flow meter @ Feltz Ave lift station	1,150.86
57598	Springbrook Holding Company LLC	Civic Pay Transaction Fee	407.34
57599	Strand Associates Inc	Professional Services 2023 Street Improvements	6,211.67
57600	UW Stevens Point	Intern wages	6,131.45
57602	Grainger	Digester Heating Pump Couplings	82.83
57605	Mastercard	BFP Hydraulic Filters, Chlorine Storage Treatment Plant, AWWA Return of Survey, Supplies, Conference Expenses	837.28
57610	American Welding & Gas Inc	Welding Helmet	70.29
57611	Aquachem of America Inc.	Chemicals	17,940.00
57612	Aramark	Rug Service	106.38
57613	Central States H & W Fund	Health Insurance Premium	16,598.51
57616	Energenecs Inc	Troubleshoot & repair biogas flare	1,371.67
57620	Heartland Business Systems, LLC	Monthly ESRM Billing, Monthly Microsoft License, Domain Consolidation, Monthly Managed Services	647.22
57623	Motors And Controls of Wisconsin	Exhaust fan	592.06

57624	NAPA	Mower maintenance	37.98		
57625	NCL of Wisconsin Inc	Lab supplies	105.44		
57626	Sara Olson	Refund Check 031444-000, 449A Fourth Ave	36.41		
57629	Service Motor Company	Mower maintenance	271.84		
57630	Stevens Point Airport	Airport's portion of credit card rebate	31.77		
57631	Transit Department	Transit's portion of credit card rebate	104.02		
57632	USA Blue Book	Tubing	121.51		
	UPS Shipping	UPS Shipping Charges	\$ 11.12		
	HRA	Admin Fees	30.00		
	Verizon Charges	Verizon Charges	301.82		
	WPS Utility Charges	Gas & Electric	30,389.87		
	Sewer Payroll	Payroll	49,039.48		
	Payroll Taxes	Payroll Taxes	3,296.39		
	TOTAL OF EXPENSES LISTED		\$ 191,016.53	\$	191,016.53
	BALANCE ON HAND FEBRUARY 28, 2023			\$	9,066,348.73
		Balance on Hand		\$	9,066,348.73
		Plus uncleared checks		\$	45,576.76
		Less checks previously written clearing this month		\$	(18,369.22)
		Ending Cash Balance matching Bank Statements		\$	9,093,556.27
				Less Restricted Balance	\$ (5,506,858.48)
				TOTAL	\$ 3,586,697.79

***Additional restricted cash of \$250,000.00 is invested in CDs.

REPORT TO THE MARCH 2023
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

STORM WATER DEPARTMENT

FINANCES:

Bank balance as of February 1, 2023

\$ 4,924,802.23

Bank deposits recorded in February 2023

\$ 109,398.80

\$ 5,034,201.03

CHECKS ISSUED FEBRUARY 2023:

57538	City Of Stevens Point	Insurance, fuel and employee deductions	2,357.36
57547	NAPA	Vehicle Maintenance Supplies	32.71
57550	Jason Pliska	Uniform Reimbursement	168.01
57551	Roberts Irrigation Company Inc	Hoses	471.97
57556	Baker Tilly Virchow Krause LLP	Audit Charges	1,177.70
57557	Diane Caporale	Refund Check 029514-000, 3101 Island View Ct.	19.31
57558	City Of Stevens Point	Adobe Licenses	719.60
57560	Franks Hardware Co Inc	Supplies	333.91
57562	H&S Protection Systems Inc	Annual Alarm Monitoring Cypress Garage	183.18
57566	John Fabick Tractor Co	Parts for backhoe	106.84
57567	NAPA	Filter & oil	134.53
57574	BNKJ Development LLC	Refund of payment of accts: 038363-000, 024214-000, & 024206-000	29.81
57580	City Of Stevens Point	Workers Comp Premium	533.18
57583	Donna's Cleaning Service	Cleaning Service - Utility Garage	25.00
57590	Heartland Business Systems, LLC	Domain Consolidation	43.28
57591	Chet or Sarah Klave	Refund Check 029718-000, 4324 Heffron St.	21.52
57598	Springbrook Holding Company LLC	Civic Pay Transaction Fee	407.33
57599	Strand Associates Inc	Professional Services 2023 Street Improvements	6,211.66
57605	Mastercard	AWWA Return of Survey	-74.75
57609	Advance Auto Parts	Primer	13.99
57610	American Welding & Gas Inc	Welding Helmet	70.28
57613	Central States H & W Fund	Health Insurance Premium	12,294.88
57619	Colten Gaylord	Uniform Reimbursement	128.32
57620	Heartland Business Systems, LLC	Monthly Microsoft License, Domain Consolidation, Monthly ESRM Billing, Monthly Managed Services	647.22
57621	Jeff Hoffman	Uniform reimbursement	125.19
57626	Sara Olson	Refund Check 031444-000, 449A Fourth Ave	14.90
57628	Roberts Irrigation Company Inc	Hose fitting	26.64
	Vac Truck Purchase	Vac Truck Purchase	114,000.00
	Verizon	Ipad & cell phone charges	439.40
	Payroll	Payroll	16,166.31
	IRS	Payroll Taxes	2,033.28
	WPS	Monthly Utility Charges	924.01
TOTAL OF EXPENSES LISTED			\$ 159,786.57
BALANCE ON HAND FEBRUARY 28, 2023			\$ 159,786.57
			\$ 4,874,414.46

Balance on Hand	\$ 4,874,414.46
Plus checks written after the end of this month	
Plus uncleared checks	\$ 13,265.98
Less checks previously written clearing this month	\$ (15,045.09)
Ending Cash Balance matching Bank Statements	\$ 4,872,635.35

REPORT TO THE MARCH 2023
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

FIBER (COMMUNITY AREA NETWORK)

FINANCES:

Bank balance as of February 1, 2023

\$	402,673.55
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Bank deposits recorded in February 2023

\$	3.21
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\$	402,676.76
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CHECKS ISSUED FEBRUARY 2023:

TOTAL OF EXPENSES LISTED

\$	-	\$	-
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BALANCE ON HAND FEBRUARY 28, 2023

\$	402,676.76
----	------------

Balance on Hand

\$	402,676.76
----	------------

Plus checks written after the end of this month

Plus uncleared checks

Less checks previously written clearing this month

Ending Cash Balance matching Bank Statements

\$	402,676.76
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**City of Stevens Point
Airport Commission
March 13, 2023 - 12:20 PM**

**Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: | 820 26885705

By Computer: <https://us02web.zoom.us/j/82026885705>

By Phone: (303) 715-8592

MINUTES

I. Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Carl Rasmussen, Mae Nachman, Anna Haines and Ray Schmidt

ALSO PRESENT: Joel Lemke, Mary Klesmith, Chris Lefebvre, Eric Southworth, Jason Draheim and Jaime Zdroik

2. Approval of Minutes

Motion made by Ray Schmidt, seconded by Anna Haines to approve the February 13, 2023 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the department claims for the month of February as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Jason stated on the operations side it was a fairly standard month with snow approval a key aspect. Jason also stated there have been delays with the runway project. Some of the components will be arriving. Jason and Joel have spoken with the Bureau of Aeronautics discussing ways to recoup the revenue loss experienced due to the delays.

The Commissioners questioned hangar space. Jason stated hangar space is limited. Maybe in the future an RFP will be going out regarding the development of additional hangar space. There is more room for expansion.

5. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:29PM

REPORT TO THE MARCH 13, 2023
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of February 1, 2023

\$	235,569.21
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Bank deposits recorded in February 2023

\$	16,717.73
\$	252,286.94

CHECKS ISSUED IN FEBRUARY 2023

2656	Stevens Point Public Utilities	Work done for Airport	1,733.70		
2657	City of Stevens Point	Insurance premiums & fuel	9,461.27		
2658	AT&T	Phone Charges	2.90		
2659	Baker Tilly Virchow Krause LLP	Audit Charges	341.94		
2660	City of Stevens Point	Adobe License	215.88		
2661	Stevens Point Public Utilities	IPad Charges	10.12		
2662	Mastercard	Ceiling fans	182.46		
2663	City of Stevens Point	Workers Comp Premium	296.28		
2664	Donna's Cleaning Service	Cleaning Service	175.00		
2665	Heartland Business Systems, LLC	Domain Consolidation	16.92		
2666	Stevens Point Public Utilities	Work completed for Airport	1,087.84		
2667	Mastercard	Supplies, cable & rug service	841.83		
2668	Heartland Business Systems, LLC	Monthly Managed Services, Domain Consolidation, Monthly ESRM Billing, Monthly ESRM Billing	226.82		
EFT	Payroll	2/2/2023	3,942.60		
EFT	Payroll	2/16/2023	3,933.78		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	4,091.69		
	WI Dept of Revenue	Sales Tax			
	WI Dept of Revenue	Fuel Tax	64.74		
	IRS	Payroll Taxes	2,560.31		
	WI Dept of Revenue	Payroll Taxes	428.44		
TOTAL EXPENSES LISTED			\$ 29,685.90	\$	29,685.90
BALANCE ON HAND FEBRUARY 28, 2023				\$	222,601.04
			Balance on Hand	\$	222,601.04
			Plus checks written after end of month		
			Plus uncleared checks	\$	1,068.65
			Less checks previously written clearing this month	\$	(442.86)
Ending Cash Balance matching Bank Statements				\$	223,226.83

PERSONNEL COMMITTEE

March 13, 2023 - 6:10 PM

**Community Room
933 Michigan Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: 824 9130 6090 | Passcode: 009185

By Computer: [Zoom Link](#)

By Phone: +1-312-626-6799 (US Chicago)

MINUTES

Discussion and Possible Action on:

1. Roll Call.

Present: Ald. Zarazua, Ald. Dalton, Ald. Shuda, Ald. Shorr, and Ald. Christianson.

Others Present: Mayor Mike Wiza, Ald. Kneebone, Ald. Morrow, Ald. Plaisance, Ald. Keymer, Ald. Fishler, City Clerk Yenter, Fire Chief Moody, Police Chief Kussow, Director Beduhn, Director Lemke, and Director Kremer.

2. Request for Incentive Payment consistent with Administrative Policy 2.13 "Pay for Performance."

Ald Christianson moved, Ald Shuda seconded, to approve the request for incentive payment.

Call for vote: ayes, all; nays, none; motion carried.

3. Request to hire an LTE in Human Resources.

Ald. Shorr moved, Ald. Dalton seconded, to approve the request to hire a LTE in Human Resources.

Call for vote: ayes, all; nays, none; motion carried.

4. Adjournment.

Adjourned at 6:09pm.

CITY OF STEVENS POINT

BOARD OF PUBLIC WORKS MEETING

March 13, 2023 - 6:00 PM

Community Room
933 Michigan Avenue, Stevens Point, WI

MINUTES

Roll Call

PRESENT Chairperson Mayor Wiza, Fred Hopfensperger, Ald. Mary Kneebone, Ald. Shaun Morrow, Ald. David Plaisance, Ald. Ginger Keymer and Ald. Dean Shuda.

OTHERS PRESENT **Directors:** Scott Beduhn, Joel Lemke and Dan Kremer.
Alderspersons: Keely Fishler, Mykeerah Zarazua, Marc Christianson and Polly Dalton.
City Staff Members: City Clerk Kari Yenter, Fire Chief Jb Moody, Police Chief Robert Kussow, Associate Planner/Zoning Administrator Adam Kuhn, Neighborhood Planner/Economic Development Specialist Chris Klesmith.
Others Present: Sal Cuomo and Shari Allen - 5657 LaSalle Avenue, Judy Yenter - 5657 Jefferson Street, Larry Pauls - 5643 Jefferson Street, Bill Bushman - 5516 Elmwood Avenue, Sherri Holland - 5633 Jefferson Street, Kim LaBelle - 5625 Jefferson Street, William Richard - 1857 Schiller Drive, and Dean and Gretchen Steinmetz - 1833 Halstad Drive.

Informational

1. **Director's Report**
 - a. **Ridge Road Resurfacing Project**

There were no questions or need for a motion on this item.

Discussion and Possible Action

2. **To award the 2023 Bituminous Patching Project #23-03 to American Asphalt of Wisconsin for an amount not to exceed \$136,062.25.**

Ald. Morrow **moved**, Fred Hopfensperger **seconded**, to award the 2023 Bituminous Patching Project #23-03 to American Asphalt of Wisconsin for an amount not to exceed \$136,062.25.

Call for the Vote: Ayes: **All**.
Nays: **None**. Motion **Carried**.

3. To award the 2023 Curb, Gutter and Sidewalk Repair Project #23-05 to BMD Concrete Innovations for an amount not to exceed \$82,688.11.

Ald. Keymer **moved**, Ald. Shuda **seconded**, to award the 2023 Curb, Gutter and Sidewalk Repair Project #23-05 to BMD Concrete Innovations for an amount not to exceed \$82,688.11.

Call for the Vote: Ayes: **All**.
Nays: **None**. Motion **Carried**.

4. To award the 2023 Police Department Roofing Project #23-09 to Maurer Roofing Inc. for an amount not to exceed \$37,835.00.

Ald. Morrow **moved**, Ald. Plaisance **seconded**, to award the 2023 Police Department Roofing Project #23-09 to Maurer Roofing Inc. for an amount not the exceed \$37,835.00.

Call for the Vote: Ayes: **All**.
Nays: **None**. Motion **Carried**.

5. To approve the ordinance amendments in Chapter 9, Section 9.05 as it relates to parking.

Ald. Keymer **moved**, Fred Hopfensperger **seconded**, to approve the ordinance amendments in Chapter 9, Section 9.05 as they relate to parking.

Call for the Vote: Ayes: **All**.
Nays: **None**. Motion **Carried**.

Adjourn

Adjourned at 6:04 p.m.

**CITY OF STEVENS POINT
PUBLIC POLICY AND GENERAL GOVERNMENT COMMITTEE MINUTES
March 13, 2023 - 6:10 PM**

**Community Room
933 Michigan Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: | Passcode:

By Computer: [Zoom Link](#)

By Phone: +1-312-626-6799 (US Chicago)

Discussion and Possible Action on:

1. Roll Call.

Present: Ald. Fishler, Keymer, Christianson, Zarazua, Kneebone.

Others

Present: Mayor Wiza, Clerk Yenter, C/T Ladick, Director Kremer, Chief Kussow, Chief Moody, Ald. Johnson, Ald. Shuda, Ald. Morrow, Ald. Plaisance, Ald. Shorr, Deputy C/T Freeberg, Director Beduhn, Ald. Dalton, Attorney Beveridge, Zoning Administrator Kuhn.

2. License List:

- A. “Class A” Liquor License: Honey Bee Good Meadery LLC at 2041 Madison Street, Stevens Point for license period beginning March 21, 2023.**
- B. Temporary Class “B” Beer/”Class B” Wine License: Boys & Girls Club of Portage County, 941 Michigan Avenue, Stevens Point for Portage County Taste of Wine & Cheese on April 21, 2023 at 4501 Hwy 66, Stevens Point, WI 54482.**

Ald. Keymer moved, Ald. Zarazua seconded, to approve the license list.

No concerns from law enforcement.

Call for the vote: ayes, all; nays, none; motion carried.

3. Request to Hold Event/Street Closing:

A. Trivia Parade on April 14, 2023 (Recurring Event).

Ald. Christianson moved, Ald. Keymer seconded, to approve the event.

No concerns from law enforcement.

Call for the vote: ayes, all; nays, none; motion carried.

B. Stevens Point Pride on June 10, 2023 (Recurring Event).

Ald. Kneebone moved, Ald. Zarazua seconded, to approve the event.

No concerns from law enforcement.

Call for the vote: ayes, all; nays, none; motion carried.

C. Stevens Point Juneteenth on June 17, 2023 (Recurring Event).

Ald. Zarazua moved, Ald. Keymer seconded, to approve the event.

No concerns from law enforcement.

Call for the vote: ayes, all; nays, none; motion carried.

D. Ki Mobility Company Picnic on August 19, 2023 (Recurring Event).

Ald. Zarazua moved, Ald. Christianson seconded, to approve the event.

No concerns from law enforcement.

Call for the vote: ayes, all; nays, none; motion carried.

E. Riverfront Jazz Festival on September 2 & 3, 2023 (Recurring Event).

Ald. Keymer moved, Ald. Zarazua seconded, to approve the event.

No concerns from law enforcement.

Call for the vote: ayes, all; nays, none; motion carried.

F. *Easter Egg Hunt on April 8, 2023**

Ald. Christianson moved, Ald. Keymer seconded, to approve the event.

Bill Bushmann questioned if parking was being taken into consideration.

No concerns from law enforcement.

Call for the vote: ayes, all; nays, none; motion carried.

4. Ordinance - Term limits for Mayor and Alderpersons.

Ald. Dalton gave a brief overview of the ordinance.

Ald. Keymer moved, Ald. Christianson seconded, to postpone this item until April's Public Policy and General Government meeting.

Ald. Fishler read a letter from Michael Richards, 1620 Clark Street, who expressed concerns about the timing of the proposal and wrote in favor of postponement.

Ald. Fishler read a letter from Andrew Halverson, who wrote opposing the proposed ordinance.

Bill Bushman spoke about the need for further public discussion on the topic.

Craig Tesch, 1100 Frontenac Avenue, spoke about his concerns about elected officials being able to come back after taking a term break.

Call for the vote: ayes, all; nays, none; motion carried.

5. Ordinance Amendment: Repealing Subsections (1) – (5) of Section 30.08 – Building Numbering and Renumbering subsections (6) – (8).

Zoning Administrator Kuhn gave a brief overview of the ordinance amendment.

Ald. Keymer moved, Ald. Kneebone seconded, to approve the ordinance amendment.

Call for the vote: ayes, all; nays, none; motion carried.

6. Discussion Only on Extension of Licensed Premise Policy Exception for the USGA Men's Senior Open.

Mayor Wiza gave a brief overview of the item.

The committee shared feedback and questions regarding the item.

Ald. Shuda spoke in favor of the item and recommended it for approval.

7. Adjournment.

Adjourned at 6:49 p.m.

CITY OF STEVENS POINT

FINANCE COMMITTEE AGENDA

March 13, 2023 - 6:50 PM

**Community Room
933 Michigan Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: 824 9130 6090 | Passcode: 009185

By Computer:

<https://us02web.zoom.us/j/82491306090?pwd=NXBQY29OdzB1NHhoZXFObUdCcGc5dz09>

By Phone: +1-312-626-6799 (US Chicago)

MINUTES

I. Non-Action Items:

1. Roll Call.

PRESENT Ald.Morrow, Johnson, Dalton, Shorr, and Plaisance

OTHERS PRESENT Mayor Wiza; Attorney Beveridge; C/T Ladick; Clerk Yenter; Deputy C/T Freeberg; Ald. Kneebone, Zarazua, Fishler, Keymer, Shuda, and Christianson; Directors Lemke, Kremer, Beduhn; Fire Chief Moody; Police Chief Kussow; Asst. Police Chief Williams; Planners Kuhn and Klesmith; Bill Bushman; Sal Cuomo; Shari Allen; Gretchen Steinmetz; Dean Steinmetz; Larry Pauls; Judy Yenter; Shannon Cebula; Sharon Holland; Kim LaBelle; John Pavelski

II. Discussion and Possible Action on:

2. Approval of funding in the 2025 Capital Budget for a new Pierce Fire Apparatus for the Stevens Point Fire Department.

Ald. Dalton **moved**, Ald. Shorr seconded, to approve the funding in the 2025 Capital Budget for a new Pierce Fire Apparatus for the Stevens Point Fire Department.

Call for the vote: ayes, all; nays, none; motion carried.

3. Approval of amendment to Ordinance 4.05(2) Filing of List of Claims to

include the process for approving claims related to the enterprises (Utilities, Transit, Airport).

Ald. Dalton **moved**, Ald. Morrow seconded, to approve an amendment to Ordinance 4.05(2) filing of list of claims to include the process of approving claims related to the enterprises (Utilities, Transit, and Airport).

Call for the vote: ayes, all; nays, none; motion carried.

4. Approval of establishing a financial assistance program for re-opening permanently filled window openings with a one-time allocation of \$20,000 from TIF #6 to the aforementioned program.

Ald. Shorr **moved**, Ald. Dalton seconded, to approve establishing a financial assistance program for re-opening permanently filled window openings with a one-time allocation of \$20,000 from TIF #6 to the aforementioned program.

Call for the vote: ayes, all; nays, none; motion carried.

5. Approval of the acquisition of three unaddressed parcels off of Maria Drive (Parcel ID 281240829240033, 281240829240046 & 281240829240047).

Ald. Dalton **moved**, Ald. Morrow seconded, to approve the acquisition of three unaddressed parcels off Maria Drive (Parcel ID 281240829240033, 281240829240046, and 281240829240047).

Call for the vote: ayes, all; nays, none; motion carried.

6. Approval of the acquisition of the property located at 5498 Golla Road (Parcel ID 020240826-13.05) and an unaddressed parcel bounded by Golla Road and Regent Street (Parcel ID 020240826-14.03).

Ald. Morrow **moved**, Ald. Shorr seconded, to approval of the acquisition of the property located at 5498 Golla Road (Parcel ID 020240826-13.05) and an unaddressed parcel bounded by Golla Road and Regent Street (Parcel ID 020240826-14.03).

Bill Bushman questioned if Mr. Anderson ever received an appraisal that we have access to, and if not, would there be enough time to get one.

Ald. Morrow withdrew his motion and Ald. Shorr withdrew his second.

Ald. Dalton **moved**, Ald. Plaisance seconded, to postpone until the April Committee meeting.

Call for the vote: ayes, all; nays, none; motion carried.

7. Approval of the acquisition of five unaddressed parcels located off of Brilowski Road and Old Highway 18 (Parcel ID 281240836320102, 020240836-11.01, 020230801-06.01, 020240836-12 & 020230801-05.01).

Ald. Dalton **moved**, Ald. Shorr seconded, to approve the acquisition of five

unaddressed parcels located off of Brilowski Road and Old Highway 18 (Parcel ID 281240836320102, 020240836-11.01, 020230801-06.01, 020240836-12, & 020230801-05.01).

Bill Bushman stated he is in favor of purchasing this land, but with residential restrictions. He He wants to see it stay as residential as he believes that blends the best for that area. He stated that we will lose tax revenue if that area develops into anything other than residential.

Dean Stimentz stated they had just found out about this on the 10th. He stated the traffic in that area is an issue and he is concerned that this will affect the values of the properties in that area. He is asking this be postponed until there is a plan as to what will happen to the land.

Sharon Holland, 5633 Jefferson St, is not opposed, but would like to know the plans and is disappointed that it was not brought up sooner. She would like to see this postponed until more information is available.

Call for the vote: ayes, Ald. Morrow, Dalton, and Shorr; nays, Ald. Johnson and Plaisance; motion carried.

8. Approval of Claims Paid.

Ald. Dalton **moved**, Ald. Morrow seconded, to approve the claims paid in the amount of \$13,067,080.09.

Call for the vote: ayes, all; nays, none; motion carried.

III. Closing Items:

9. Adjournment

Adjournment at 7:54 p.m.

COMPTROLLER-TREASURER REPORT
for the period ending January 31, 2023

	Bal January 1, 2023	Receipts	Disbursements	Bal January 31, 2023
GENERAL OPERATING CASH	\$5,764,796.67	\$22,824,092.98	\$24,244,201.95	\$4,344,687.70
UTILITIES & TRANSPORTATION (Cash and Investments)	\$21,648,979.27	\$2,811,790.65	\$1,062,661.99	\$23,398,107.93

INVESTMENTS	Bal January 1, 2023	TRANSFER IN	TRANSFER OUT	Bal January 31, 2023
GENERAL	\$37,890,347.42	\$5,000,000.00	\$1,000,000.00	\$41,890,347.42
SPECIAL REVENUE	\$817,756.02	\$0.00	\$0.00	\$817,756.02
DEBT SERVICE	\$227,817.27	\$0.00	\$0.00	\$227,817.27
CAPITAL PROJECTS	\$12,189,423.99	\$0.00	\$0.00	\$12,189,423.99
INTERNAL SERVICE	\$2,064,540.32	\$0.00	\$0.00	\$2,064,540.32
TRUST	\$4,018,991.87	\$0.00	\$0.00	\$4,018,991.87
TOTALS	<u>\$57,208,876.89</u>	<u>\$5,000,000.00</u>	<u>\$1,000,000.00</u>	<u>\$61,208,876.89</u>

EXPENDITURES:	BUDGET	YTD	%
GENERAL GOVT	\$4,182,374.00	\$429,792.18	10.28%
POLICE	\$6,221,666.00	\$522,726.70	8.40%
FIRE	\$5,695,911.00	\$532,508.40	9.35%
PUBLIC WORKS	\$6,327,205.00	\$288,631.55	4.56%
PARK & REC	\$2,257,650.00	\$105,944.07	4.69%
CAPITAL PROJECTS	\$9,388,250.00	\$1,080,410.52	11.51%
DEBT SERVICE	\$8,927,825.00	\$6,840,648.33	76.62%
YTD TARGET	8.33%		

REVENUES:	BUDGET	YTD	%
GENERAL	\$27,066,706.00	\$12,986,922.33	47.98%

Application Form

Name: Neil Prendergast

Address: 1924 Plover Street, Stevens Point, 54481

Phone:

Email:

Indicate which board(s), commission(s), and/or committee(s) you are interested in serving on.

Transportation

Please write a brief description of your background and why you are interested in serving (attach extra sheets if necessary):

I have been a resident of Stevens Point for the last
years. Although I have attended numerous city meetings
and advocated for alternative transportation, I have not
yet served on a City committee. I would enjoy the
opportunity to give back to my community.

Please return the completed application and a copy of your resume to:

City of Stevens Point City Clerk's Office

1515 Strong's Avenue, Stevens Point WI, 54481

City of Stevens Point
Attn: City Clerk's Office
1515 Strong's Ave.
Stevens Point, WI 54481

Stevens Point

Boards, Commissions, &
Committees Application



Interested in Local Government?

Are you interested in local government or do you want to contribute to your community? Consider serving on a city board, commission, or committee. As a representative serving on one of the City's boards, commissions or committees, you will focus on community needs requiring your dedication, vision, experience, and enthusiasm. Ultimately, the City of Stevens Point's Common Council has the legal responsibility to carry out decisions that affect the welfare of the entire community; however, the boards, commissions and committees play a significant role in the process of deciding what goes in front of the Common Council. So if you are interested in local government and want to serve your community, the City of Stevens Point's boards, commissions and committees may be a good fit for you.

What are the eligibility requirements?

Applicants must be eligible voters and *reside within the Stevens Point city limits*. Please review all details of specific vacancies, as some may have different requirements or require specific representation.

How do I know if I was or was not appointed to a board, commission, or committee?

If appointed to one of the boards, commissions, or committees, you will be notified. The City Clerk's Office will contact you to come in and sign an oath of office.

How do I apply?

Please complete the application form on the reverse side and return to the City Clerk's Office at 1515 Strongs Avenue, Stevens Point, WI 54481. You may also complete the application online at stevenspoint.com. Typically, appointments are made during April or May of each year; however, vacancies vary. Please check out our list of current vacancies

located on stevenspoint.com or by contacting the City Clerk's Office at: (715)346-1569

What boards, commissions, and committees can I be appointed to?

Board of Appeals:

- Hears and makes decisions on appeals where it is alleged that there is an error in any requirement, decision, or determination made.
- Authorizes variances and disability variances.
- Citizen Positions: 5 (3 year term)
- Alternative Positions: 2 (3 year term)

Redevelopment Authority:

- Prepares redevelopment and urban renewal plans.
- Carries out redevelopment and urban renewal projects within the corporate limits of the city.
- Develops and implements redevelopment plans.
- Administers economic development and housing loans.
- Adopts rules for the transaction of its business and keeps a record of its resolutions, transactions, findings, and determinations.
- Establishes rehabilitation and design standards.
- Assembles and disposes of land, including the taking of real estate through eminent domain.
- Demolishes and/or rehabilitates substandard structures.
- Participates in real estate development and commercial revitalization.
- Citizen Positions: 4-6 (position availability varies) (5 year term)

Historical Preservation/Design Review Commission:

- Designates historic structures, historic sites, and the designation of historic districts within

the city limits, subject to approval by the common council.

- Regulates construction, reconstruction, alteration, and demolition within designated districts.
- Cooperates with the State of Wisconsin historic preservation officer and the state historic preservation review board in attempting to include properties designated as landmarks or landmark sites, or historic districts, in the National Register of Historic Places and the State Register of Historic Places.
- Solicits and receives funds for historic preservation in the city.
- Citizen Positions: 5 (3 year term)
- Alternates: 2 (3 year term)

Housing Authority:

- Carries out duties designed by the Community Development Authority.
- Citizen Positions: 3-5 (position availability varies) (5 year term)

Board of Park Commissioners:

- Develops policies concerning the operation of the parks and recreation facilities, subject to approval by the common council.
- Acquires and/or maintains parks and green spaces, conservation areas, park buildings, the community pool, KB Willett ice rink, City cemeteries, boat ramps, and other parks, recreation and forestry facilities and public property.
- Aids in long-range planning, strategic planning, and setting service standards for the Parks, Recreation and Forestry Department.
- Citizen Positions: 8 (3 year term)

Plan Commission:

- Advises the city council on comprehensive planning and land use issues.
- Prepares and administers a comprehensive plan while providing leadership and insight

into opportunities and challenges that confront the community.

- Makes reports and recommendations relating to the plan and development of the city to public officials and agencies, public utility companies, civic, educational, professional, and other organizations and citizens.
- Recommends, to the mayor or council, programs for public improvements and the financing thereof.
- Has such powers as may be necessary to enable it to perform its functions and promote municipal planning.
- Reviews requests for annexation, certified surveys, conditional uses, public right-of-way vacations, and rezoning.
- Performs planned unit development reviews, site, building, and landscape reviews, subdivision plat reviews, and map reviews.
- Citizen Positions: 5 (3 year term)

Board of Review:

- Has broad powers with respect to assessments within their jurisdictions.
- Acts upon any and all protests filed by taxpayers or taxing districts.
- Reviews and equalizes assessments established by the assessor.
- Adds to the assessment rolls any property omitted by the assessor for the current year.
- Has the power to add to the assessment rolls for taxation property which the board believes has been erroneously exempted from taxation.
- Has the power to subpoena witnesses and administer oaths.
- Citizen Positions: 5 (5 year term)
- Alternate Positions: 2 (3 year term)

Transportation Commission:

- Reviews and advises the Mayor and Common Council and adopts rules for the control and operation of the specific utility.
- Citizen Positions: 5 (3 year term)

Board of Water & Sewage Commissioners:

- Makes recommendations to the Common Council and adopts rules for the control and operation of the specific utility.
- Citizen Positions: 5 (5 year term)

Bicycle - Pedestrian Street Safety Commission:

- Advises the Common Council on updates, maintenance, and implementation of the Portage County Countywide Bicycle & Pedestrian Plan and the Transportation Element of the Comprehensive Plan.
- Promotes the integration of bicycling and walking in the City of Stevens Point's planning.
- Makes recommendations concerning the capital and operating budget to identify pedestrian and bicycle needs, services, programs, or facilities.
- With prior authorization from the City, develops and distributes informational, educational, and promotional materials for bicyclists, pedestrians, and motorists.
- Citizen Positions: 5 (3 year term)
- Alternate Positions: 1 (3 year term)

Police and Fire Commission:

- Organizes and supervises the police and fire departments and prescribes rules and regulations for their control and management.
- Citizen Positions: 5 (5 year term)

Weed Commissioner:

- Investigates the presence of noxious weeds in the city.
- Destroys, or has destroyed, noxious weeds in the most economical manner.
- Investigates the presence of noxious weeds. the complete killing of weeds or the killing of weed plants above the surface of the ground.
- Plans and organizes an effective roadside management program.
- Monitors weed conditions within the county to effectuate the weed control and eradication

policies and programs of the County and the State.

- Is a certified pesticide applicator, and maintains knowledge of proper chemicals and methods of application and enforce noxious weed laws.
- Coordinates the activities of part-time help in carrying out the County's weed control and eradication programs; including assigning work, training, motivation, and checking results.
- Operates, maintains, and repairs spraying equipment and trucks.
- Investigates and handles complaints within an area of responsibility according to established regulations and in a manner consistent with County regulations and policies.
- Maintains proper records of chemical applications, equipment, and materials.
- Prepares reports, and performs various other related duties in the area of responsibility.

Tourism Commission:

- Administers the room tax fund in accordance with state law.
- Reviews grants requests for room tax funds that promote tourism in the City.

Deer Management Committee:

- Oversees the Urban Wildlife Abatement programs for the City of Stevens Point.
- Focuses primarily on whitetail deer and geese within the city.

Administrative Appeals Board:

- Hears and rules on appeals from initial administrative determinations or decisions of City officers, employees, agents, agencies, committees, boards, and commissions. This primarily includes property maintenance violations.

Neil Prendergast

Associate Professor
History Department
University of Wisconsin-Stevens Point

468 Collins Classroom Center
U. of Wisconsin-Stevens Point
Stevens Point, WI

Education

University of Arizona PhD, History, 2011

Major field: United States Cultural and Environmental History
Minor field: Global Change

Miami University M.A., History, 2005
B.A., Economics, *cum laude* and *Distinguished Student Achievement*, 2002

Publications

"Food and Environment," in *Routledge History of American Foodways*, ed. Michael Wise and Jennifer Jensen Wallach (New York: Routledge, 2016), 261-275.

"Raising the Thanksgiving Turkey: Agroecology, Gender, and the Knowledge of Nature," *Environmental History* 16 (October 2011): 651-77.

"Tracking the Kaibab Deer into Western History," *The Western Historical Quarterly* 39 (Winter 2008): 413-38.

Teaching

Awards

Excellence in Teaching, University of Wisconsin-Stevens Point, 2015

Contributions to the College

Coordinator, Environmental Studies Minor, College of Letters and Sciences, 2020-
Coordinator, Environmental Justice Certificate, College of Letters and Sciences, 2020-

Classes Taught

FYS 101 Hurricane Katrina
HIST 177 United States History since 1877
HIST 277 Designing the American Dream
HIST 279 Environmental Justice
HIST 280 United States Environmental History

HIST 282 Food in Modern America
HIST 300 Historical Research Methods
HIST 380 United States Environmental Politics since 1900
HIST 389 Food and Environment
HIST 395 Special Topics: Food and History
HIST 395 Special Topics: Species in the American Landscape
HIST 395 Special Topics: The 1970s
HIST 397 Historic Preservation
HIST 490 Wisconsin Places
HIST 490 American Places

Fellowships and Service

Institute for Research in the Humanities Fellowship, *University of Wisconsin-Madison*, 2018
Member, *Wisconsin State Historic Preservation Review Board*, 2012-present (chair 2018-2020)
University Affairs Committee, *UWSP*, 2015-2016, 2020-2021
General Education Committee, *UWSP*, 2021-2023
Community Sustainability, *Faculty Work Group*, 2018-2022
Library Foundation Board, *Portage County*, 2015-2020
Chair, Curriculum Planning Committee, *History Department*, 2019-2023

Presentations and Outreach

I have given numerous presentations, including at the following institutions:

Wisconsin Historical Society
Penn State University
Western History Association
Organization of American Historians
Macalester College
Agricultural History Society Annual Meeting
UWSP – College of Letters and Sciences
American Society for Environmental History
History of Science Society Annual Meeting,
University of Toledo
Stevens Point Progress Club
UWSP Community Lecture Series
LIFE Program

Application Form

Name: Thomas J. Zenger
Address: 3100 McFarron St. Stevens Point
Phone: [REDACTED]
Email: [REDACTED]

Indicate which board(s), commission(s), and/or committee(s) you are interested in serving on.

Police and Fire Commission

Please write a brief description of your background and why you are interested in serving (attach extra sheets if necessary):

See Attached

Please return the completed application and a copy of your resume to:

City of Stevens Point City Clerk's Office

1515 Strong's Avenue, Stevens Point WI, 54481

City of Stevens Point
Attn: City Clerk's Office
1515 Strong's Ave.
Stevens Point, WI 54481

RECEIVED

FEB 15 2023

CITY CLERK'S
OFFICE

Stevens Point

Boards, Commissions, &
Committees Application



NAME: Thomas J. Zenner

ADDRESS: 3100 Heffron St
Stevens Point, WI 54481

PHONE: [REDACTED]

EMAIL: [REDACTED]

RE: Police and Fire Commission

I wish to express my interest in serving on the Police and Fire Commission, pending future vacancy. I have approximately 35 years experience in Public Safety, specifically law enforcement. That experience spans each level of government but predominantly at the local level.

I was employed for nearly 28 years with the City of Stevens Point as a police officer. In May 2022, I retired as Chief of Police. During my time at the Department, I served in a management role for over a decade. This experience provides not only an extensive knowledge base of the operations of the Police Department but also the budgetary obligations of both public safety entities.

Lastly, I have been a resident of the City of Stevens Point for 29 years and my wife has lived here for well over 40. My oldest daughter graduated from the University of Stevens Point and is employed within the City while my youngest daughter is currently enrolled at the Stevens Point Area High School. These connections have assisted in creating a very broad and diverse group of relationships within the community. With these connections, coupled with my past experience within the Police Department, I believe I have a firm understanding of the expectations our community has for our public safety professionals.

Thank you for your consideration,
Tom Zenner

Supplemental Poll Workers for 2022-2023

Presented for approval by the Common Council – March 20, 2023

Last Name	First Name	Party
Donohoo	Christopher	Un
Verbeten	Cole	Un

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE OF THE CITY OF
STEVENS POINT, WISCONSIN**

The Common Council of the City of Stevens Point do ordain as follows:

SECTION I: That the following shall be created and added to Section 12.00 of the Revised Municipal Code, License and Permit Fees, under the section for Liquor and Malt Beverage:

q. Temporary Premises Extension25.00

SECTION II: This ordinance shall take effect upon passage and publication, as provided by law.

APPROVED: _____
Mike Wiza, Mayor

ATTEST: _____
Kari Yenter, City Clerk

Dated: March 16, 2023
Approved: March 20, 2023
Published: March 24, 2023

2023 Bituminous Patching Project #23-03
City of Stevens Point
02/22/2023 09:00 AM CST

					American Asphalt of WI	
Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension
1	204.0100	Removing Pavement	S.Y.	50	\$67.50	\$3,375.00
2	305.0120	Base Aggrergate Dense (1-1/4 Inch)	TON	20	\$30.50	\$610.00
3	390.0203	Base Patching Asphaltic (>10 sq. yds.)	S.Y.	1,500	\$59.72	\$89,580.00
4	390.0203	Base Patching Asphaltic (< or = 10 sq. yds.)	S.Y.	250	\$71.00	\$17,750.00
5	690.0150	Sawcutting Asphalt	L.F.	2,000	\$3.50	\$7,000.00
			Base Bid Total:			\$118,315.00
			Base Bid with Contingency:			\$136,062.25

2023 Curb, Gutter, & Sidewalk Repair Project (#8381796)
City of Stevens Point Project #23-05
02/22/2023 10:00 AM CST

					BMD Concrete Innovations		Wroblewski Concrete Construction. LLC		Fahrner Asphalt Sealers, LLC		Potrykus Construction		Sommers Construction Co., Inc.		Pember Companies, Inc.	
Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	204.0100	Removing Pavement	S.Y.	20	\$30.00	\$600.00	\$17.00	\$340.00	\$20.72	\$414.40	\$50.00	\$1,000.00	\$35.00	\$700.00	\$56.00	\$1,120.00
2	204.0150	Removing Curb & Gutter	L.F.	170	\$5.00	\$850.00	\$7.00	\$1,190.00	\$10.00	\$1,700.00	\$12.50	\$2,125.00	\$15.00	\$2,550.00	\$12.00	\$2,040.00
3	204.0155	Removing Concrete Sidewalk	S.Y.	746	\$18.45	\$13,763.70	\$19.80	\$14,770.80	\$30.50	\$22,753.00	\$50.00	\$37,300.00	\$27.00	\$20,142.00	\$50.00	\$37,300.00
4	390.0203	Base Patching Asphaltic	S.Y.	30	\$80.00	\$2,400.00	\$100.00	\$3,000.00	\$105.00	\$3,150.00	\$200.00	\$6,000.00	\$185.00	\$5,550.00	\$230.00	\$6,900.00
5	416.0160	Concrete Driveway (6-inch)	S.Y.	20	\$52.00	\$1,040.00	\$65.00	\$1,300.00	\$75.00	\$1,500.00	\$90.00	\$1,800.00	\$162.00	\$3,240.00	\$105.00	\$2,100.00
6	601.0324	Concrete Curb & Gutter (24-inch)	L.F.	70	\$37.00	\$2,590.00	\$39.00	\$2,730.00	\$52.00	\$3,640.00	\$55.00	\$3,850.00	\$75.00	\$5,250.00	\$55.00	\$3,850.00
7	601.0411	Concrete Curb & Gutter (30-inch) Type D	L.F.	50	\$38.00	\$1,900.00	\$40.00	\$2,000.00	\$54.00	\$2,700.00	\$55.00	\$2,750.00	\$79.00	\$3,950.00	\$63.00	\$3,150.00
8	602.0405	Concrete Sidewalk (4-inch)	S.F.	5,700	\$5.65	\$32,205.00	\$7.00	\$39,900.00	\$8.00	\$45,600.00	\$9.50	\$54,150.00	\$16.00	\$91,200.00	\$16.75	\$95,475.00
9	602.0415	Concrete Sidewalk (6-inch)	S.F.	1,015	\$6.10	\$6,191.50	\$8.25	\$8,373.75	\$9.25	\$9,388.75	\$10.50	\$10,657.50	\$18.00	\$18,270.00	\$19.25	\$19,538.75
10	602.0515	Curb Ramp Detectable Warning Field (Natural Patina)	S.F.	20	\$50.00	\$1,000.00	\$45.00	\$900.00	\$45.00	\$900.00	\$55.00	\$1,100.00	\$50.00	\$1,000.00	\$89.00	\$1,780.00
11	625.0100	Topsoil	S.Y.	250	\$25.17	\$6,292.50	\$12.00	\$3,000.00	\$22.00	\$5,500.00	\$15.00	\$3,750.00	\$19.00	\$4,750.00	\$44.25	\$11,062.50
12	627.0200	Mulching	S.Y.	250	\$4.00	\$1,000.00	\$3.00	\$750.00	\$4.50	\$1,125.00	\$3.00	\$750.00	\$8.00	\$2,000.00	\$3.00	\$750.00
13	629.0205	Fertilizer Type A	S.Y.	250	\$0.86	\$215.00	\$2.00	\$500.00	\$2.20	\$550.00	\$1.50	\$375.00	\$5.00	\$1,250.00	\$0.60	\$150.00
14	630.0140	Seed Mixture No. 40	S.Y.	250	\$0.94	\$235.00	\$4.00	\$1,000.00	\$6.50	\$1,625.00	\$5.00	\$1,250.00	\$5.00	\$1,250.00	\$3.00	\$750.00
15	690.0150	Sawcutting Asphalt	L.F.	200	\$8.10	\$1,620.00	\$4.00	\$800.00	\$3.50	\$700.00	\$6.00	\$1,200.00	\$7.00	\$1,400.00	\$4.40	\$880.00
Base Bid Total:						\$71,902.70		\$80,554.55		\$101,246.15		\$128,057.50		\$162,502.00		\$186,846.25
Base Bid with Contingency:						\$82,688.11		\$92,637.73		\$116,433.07		\$147,266.13		\$186,877.30		\$214,873.19

2023 POLICE DEPARTMENT ROOFING PROJECT #23-09

OWNER: CITY OF STEVENS POINT

Bid Opening February 28, 2023 at 11:00 a.m.

Contractor	Base Bid 1 - Roof Section 1			Total with Contingency
	A	B	Total Base Bid 1	
Mauer Roofing	\$ 23,446.00	\$ 9,454.00	\$ 32,900.00	\$ 37,835.00
Michels Roofing	\$ 18,680.00	\$ 17,240.00	\$ 35,920.00	\$ 41,308.00
Pioneer Roofing	\$ 151,563.00	\$ 118,277.00	\$ 269,840.00	\$ 310,316.00



March 10, 2023

TO: Water and Sewerage Commission
RE: Utility Rate Adjustments

Commissioners,

As you are aware, we are currently in a high inflation environment, and we have seen all of our costs increase in amounts very commensurate with inflation, occasionally more. Additionally, we have discussed in prior years that more frequent increases of smaller amounts is the approach we should take when adjusting our rates

The simplified rate case (SRC) approach for the water utility through the Public Service Commission of Wisconsin (PSC) is currently providing an increase of 4.58.0% which yields approximately 4.99.0% in rate of return. I am proposing that we use SRC again this year to accommodate the needed rate increase for the water utility. Additionally, I am proposing the same increase of 4.58.0% for the wastewater utility.

The Stormwater utility, because of its smaller rate base and the recent large projects needs a larger adjustment to accommodate those projects and to account for the last debt issuance. Over the next two years we will need to account for an increase of approximately 22% to maintain the needed revenue in that utility. This year we are proposing half of that amount, 11%.

We often use a single-family household that uses 2,500 cubic feet of water in a quarter to show the impact of a rate change scenario. The implementation of the suggested rates above is as follows for all three utilities:

Current Rates - \$236.49

Proposed Rates - ~~\$248.34~~255.97

Increase - ~~\$11.85~~19.48

The Department respectfully requests permission to submit a SRC to the PSC and implement those rates upon approval for the water utility. Additionally, we seek permission to increase rates for sewer by 4.58.0% and storm by 11% as described above at the same time as PSC approval is gained for water rates.

Thank you for your consideration.

Sincerely,

Joel Lemke
Director of Public Utilities

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE OF THE
CITY OF STEVENS POINT, WISCONSIN**

The Common Council of the City of Stevens Point do ordain as follows:

SECTION I: That subsection 336 of Section 9.05(g) of the Revised Municipal Code, **No Parking** is hereby **created** to read as follows:

9.05(g) 336. On the south side of E.M. Copps Drive from a point 625 feet east of Week Street to a point 1,275 feet east of Week Street.

SECTION II: That subsection 15 of Section 9.05(f) of the Revised Municipal Code, **15 Minute Parking** is hereby **created** to read as follows:

9.05(f) 15. On the west side of Strongs Avenue from a point 49 feet south of Clark Street to a point 73 feet south of Clark Street.

SECTION III: These ordinance changes shall take effect upon passage and publication:

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: February 28, 2023
Approved: March 20, 2023
Published: March 24, 2023

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



Corey D. Ladick
Comptroller-Treasurer

Phone: 715-346-1574
Fax: 715-346-1683

March 8, 2023

To: Finance Committee, Common Council

Subject: Amendment to Ordinance 4.05(2)-Filing of Claims

The City has various enterprises which are overseen by their respective commissions. These include the Transit Commission, Airport Commission, and Board of Water and Sewerage Commissioners. These commissions approve their own claims. Recently, a member of the Transit Commission inquired on their authority to do so. The current ordinance reads as follows:

"4.05(2) Filing of List of Claims. The comptroller-treasurer shall file with the finance committee monthly a list of the claims approved showing the date paid, name of claimant, purpose, and amount."

As you can see, the current ordinance does not address the process of approving claims for the enterprises. In order to formalize what is already taking place, the attached ordinance amendment is proposed. In addition, this would add the step of attaching the claims for the enterprises to the minutes for each commission in the Council packet, so that the City Council is able to review the claims as well.

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE OF THE CITY OF
STEVENS POINT, WISCONSIN**

The Common Council of the City of Stevens Point do ordain as follows:

SECTION I: That Subsection 4.05(2) of the Revised Municipal Code of the City of Stevens Point is hereby **amended** to read as follows:

- 4.05(2) Filing of List of Claims. The comptroller-treasurer shall file with the finance committee monthly a list of the claims approved showing the date paid, name of claimant, purpose, and amount. **For claims associated with the enterprises, the list of claims shall be presented to the appropriate commission at its regular meeting for action thereupon, and subsequently provided to the Common Council at its next regular meeting along with the minutes of each commission.**

APPROVED: _____
Mike Wiza, Mayor

ATTEST: _____
Kari Yenter, City Clerk

Dated: March 6, 2023
Approved: March 20, 2023
Published: March 24, 2023

RESOLUTION

[CONDITIONAL USE PERMIT – UNADDRESSED PARCEL OFF OF FOURTH AVENUE – RENOVATE EXISTING DETACHED GARAGE INTO AN ACCESSORY DWELLING UNIT]

BE IT RESOLVED by the Common Council of the City of Stevens Point, Portage County, Wisconsin, that based upon the application and after reviewing the Plan Commission record and hearing the testimony of interested parties, the Common Council determines that all conditions required have been met, an unaddressed parcel off of Fourth Avenue (**Parcel ID 281240830400909**) and described as LOT 3 BLK 2 VETTERS ADD BNG PRT SW SE S30 T24 R8 800750, City of Stevens Point, Portage County, Wisconsin, is hereby granted a conditional use permit to renovate an existing detached garage into an accessory dwelling unit, subject to the following conditions:

1. The subject parcel shall be combined with the property located at 148 Fourth Avenue (Parcel ID 281240830400910).
2. Separate utility connections shall be installed to accommodate the accessory dwelling unit.
3. A restrictive agreement between the property owner and the City, as required in Ch. 23.01(14)(g), shall be recorded with the Portage County Register of Deeds Office prior to occupancy of the accessory dwelling unit being granted.
4. Staff shall have the ability to approve minor amendments to the proposed plan.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: March 6, 2023
Adopted: March 20, 2023

Drafted by: Adam Kuhn
Return to: City Clerk

RESOLUTION

[CONDITIONAL USE PERMIT – UNADDRESSED PARCEL OFF OF JOHN JOANIS DRIVE – CONSTRUCT A HOTEL]

BE IT RESOLVED by the Common Council of the City of Stevens Point, Portage County, Wisconsin, that based upon the application and after reviewing the Plan Commission record and hearing the testimony of interested parties, the Common Council determines that all conditions required have been met, an unaddressed parcel off of John Joanis Drive (**Parcel ID 281230802400412**) and described as PRT L3 CSM #8822- 36-52 LYG N CSM 48/87 BNG PRT SESE;SUBJ RC 695/7& 673508;SUBJ TRL ESMT-757328; ING/EGR ESMT-888903 S2 T23 R8 4.89A M/L 888902, City of Stevens Point, Portage County, Wisconsin, is hereby granted a conditional use permit to construct a hotel, subject to the following conditions:

1. The applicant shall meet DNR NOI requirements.
2. A sprinkler plan shall be submitted, subject to the review and approval of the City Fire Marshal.
3. An additional fire hydrant shall be installed on the property, subject to the review and approval of the City Fire Marshal.
4. The applicant shall increase the thickness of proposed parking lot surfacing to be suitable for fire truck apparatus.
5. The proposed development shall adhere to applicable provisions of the Portage County Business Park's Deed Restrictions and Protective Covenants.
6. Additional details as to the size of sewer and water mains shall be submitted to Public Utilities staff for review and approval.
7. A certified survey map shall be produced for the proposed lot split, subject to the review and approval of City staff.
8. The applicant shall provide additional details as to the floor area of conference rooms, banquet halls and restaurant space within the hotel. If additional parking stalls are required to comply with parking ratio requirements, these additional parking stalls shall adhere to applicable provisions of the City's Zoning Code.
9. A sign package shall be submitted for proposed freestanding and wall signage, subject to the review and approval of the Zoning Administrator.
10. Internal sidewalks shall be installed on the subject property to connect the parking lot with sidewalk infrastructure within the Carrie Frost Drive Right-of-Way.

11. Installation of eight (8) level 2 electric vehicle charging stations shall be installed consistent with the development agreement.
12. Bicycle parking shall be provided, subject to the review and approval of the Zoning Administrator.
13. Staff shall have the ability to approve minor amendments to the site plan.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: March 6, 2023
Adopted: March 20, 2023

Drafted by: Adam Kuhn
Return to: City Clerk

RESOLUTION

[CONDITIONAL USE PERMIT – 2501 MINNESOTA AVENUE AND 2833 PATCH STREET– CONSTRUCT DUPLEXES]

BE IT RESOLVED by the Common Council of the City of Stevens Point, Portage County, Wisconsin, that based upon the application and after reviewing the Plan Commission record and hearing the testimony of interested parties, the Common Council determines that all conditions required have been met, the property located at 2501 Minnesota Avenue (**Parcel ID 281230804100204**) and 2833 Patch Street (**Parcel ID 281230804100203**). The property located at 2501 Minnesota Avenue is described as OL 5 ASSESSOR PLAT #1 EX PRCL DES 418/666 .36A 894774, City of Stevens Point, Portage County, Wisconsin. The property located at 2833 Patch Street is described as OL 3&4 & W50' OL 2 & N176' E314' OL6 EX PRT DES FOR PATCH ST ASSESSORS PLAT #1 1.91A 894774, City of Stevens Point, Portage County, Wisconsin. This request is hereby granted a conditional use permit to construct multiple duplexes on one lot, subject to the following conditions:

1. Garbage collection shall be handled commercially.
2. The proposed trash enclosure shall have appropriate screening to screen its view from surrounding properties, subject to the review and approval of the Zoning Administrator.
3. A grading plan shall be provided and approved by Public Utilities Department staff.
4. The applicant shall meet DNR NOI requirements.
5. Separate water and sewer service shall be installed for each unit.
6. A utility easement and shared access agreement shall be recorded prior to the issuance of occupancy.
7. The two subject parcels shall be combined prior to the start of construction.
8. The proposed gravel turnaround shall be set back at least five feet from the south lot line.
9. Appropriate edging shall be installed along the southern extent of this gravel turnaround, subject to the review and approval of the Zoning Administrator.
10. A landscaping plan shall be submitted, subject to the review and approval of the Zoning Administrator.
11. A sidewalk shall be installed along the north lot line of the combined parcels,

- subject to the review and approval of the Zoning Administrator.
12. The proposed stone façade on the front elevation on each duplex shall also be located on all elevations that abut a public right-of-way.
 13. Staff shall have the ability to review and approve minor amendments to the proposed plan.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: March 6, 2023
Adopted: March 20, 2023

Drafted by: Adam Kuhn
Return to: City Clerk

RESOLUTION

[CONDITIONAL USE PERMIT – 1901 & 1919 WYATT AVENUE – CONSTRUCT A SCHOOL ADDITION]

BE IT RESOLVED by the Common Council of the City of Stevens Point, Portage County, Wisconsin, that based upon the application and after reviewing the Plan Commission record and hearing the testimony of interested parties, the Common Council determines that all conditions required have been met, the property located at 1901 Wyatt Avenue (**Parcel ID 281240832404808**) and 1919 Wyatt Avenue (**Parcel ID 281240832404806**). The property located at 1901 Wyatt Avenue is described as N 65' LOT 8 BLK 5 SMITH ADD S32 T24 R8 571287, City of Stevens Point, Portage County, Wisconsin. The property located at 1919 Wyatt Avenue is described as LOTS 5-7,9-12 S67' LOT 8 BLK 5 SMITH'S ADD S32 T24 R8 195/536 210/374 307/274, City of Stevens Point, Portage County, Wisconsin. This request is hereby granted a conditional use permit to construct a school addition, subject to the following conditions:

1. The width of the eave along the west elevation of the building addition must not exceed two feet.
2. The two subject parcels must be combined prior to the start of construction.
3. The applicant shall permanently close the existing access point into the property off of Wyatt Avenue, subject to the review and approval of the Zoning Administrator.
4. Staff shall have the ability to approve minor amendments to the approved site plan.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: March 6, 2023
Adopted: March 20, 2023

Drafted by: Adam Kuhn
Return to: City Clerk

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE
OF THE CITY OF STEVENS POINT, WISCONSIN**

[Chapter 25 of the Revised Municipal Code – Uniform Sign Ordinance – Athletic Field Signage]

The Common Council of the City of Stevens Point, Portage County, Wisconsin, do ordain as follows:

SECTION I: That Section 25.03 of the Uniform Sign Ordinance of the Revised Municipal Code of the City of Stevens Point shall be amended as follows:

Sec. 25.03 Definitions

ATHLETIC FIELD SIGN: A wall sign or banner that is designed for view from spectator areas and are displayed on walls, fences or other structures located within an public or private athletic field. Advertising associated with these signs is to be incidental to the sign. Athletic field signage shall be exempt from meeting wall sign size restrictions as outlined within Section 25.04 of this Ordinance.

OFF-PREMISE SIGN: A sign structure advertising an establishment, merchandise, service or entertainment which is not sold, produced, manufactured or furnished at the property on which the said sign is located. The sign shall not exceed the lesser of 100 square feet in size, or the maximum amount of available allowable signage for the property in which the sign is installed. The sign shall be within ¼ mile (1,320 feet) of the establishment, merchandise, service, or entertainment for which they are advertising. **Athletic field signs shall not be considered off-premises signs.**

SECTION II: That Section 25.03 of the Uniform Sign Ordinance of the Revised Municipal Code of the City of Stevens Point shall be amended as follows:

Sec. 25.06 Signs Not Requiring Permits

The following types of signs are exempt from permit requirements, but must be in conformance with all other requirements of this Ordinance:

- 1. Constructions signs
- 2. Directional/Informational signs
- 3. Holiday decorations or non-commercial special events
- 4. Incidental signs
- 5. Nameplates
- 6. Public signs or notices, or any sign relating to an emergency
- 7. Political signs
- 8. Real estate signs
- 9. Temporary signs that are used for business openings, grand openings or special commercial events
- 10. Window signs
- 11. Athletic field signs**

SECTION III: That this ordinance shall take effect upon passage and publication.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: March 6, 2023
Adopted: March 20, 2023

Drafted By: Adam Kuhn
Return To: City Clerk

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE
OF THE CITY OF STEVENS POINT, WISCONSIN**

[Chapter 23 of the Revised Municipal Code – Zoning Code – Athletic Field Signage]

The Common Council of the City of Stevens Point, Portage County, Wisconsin, do ordain as follows:

SECTION I: That Section 23.04(2) of the Zoning Code of the Revised Municipal Code of the City of Stevens Point shall be amended as follows:

Sec. 23.04 Definitions and Rules

2) Definitions.

OFF-PREMISE SIGN/BILLBOARD - A sign structure advertising an establishment, merchandise, service or entertainment which is not sold, produced, manufactured or furnished at the property on which the said sign is located. The sign shall not exceed the lesser of 100 square feet in size, or the maximum amount of available allowable signage for the property in which the sign is installed. The sign shall be within ¼ mile (1,320 feet) of the establishment, merchandise, service, or entertainment for which they are advertising. **Athletic field signs shall not be considered off-premises signs.**

SECTION II: That this ordinance shall take effect upon passage and publication.

Approved: _____
Mike Wiza, Mayor

Attest:

Kari Yenter, City Clerk

Dated: March 6, 2023
Adopted: March 20, 2023

Drafted By: Adam Kuhn
Return To: City Clerk

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE
OF THE CITY OF STEVENS POINT, WISCONSIN**

[Chapter 23 of the Revised Municipal Code – Zoning Code – Uniform Addressing System]

The Common Council of the City of Stevens Point, Portage County, Wisconsin, do ordain as follows:

SECTION I: That Section 23.01 (12) of the Zoning Code of the Revised Municipal Code of the City of Stevens Point shall be amended as follows:

Sec. 23.01 General Provisions

12) Building and Site Numbering

- a) **Uniform numbering system.** There is established a uniform system of numbering houses and buildings fronting on all streets, avenues, and public ways in the City of Stevens Point, and all houses and buildings shall be numbered in accordance with the provisions of this Section.
- b) **'North' and 'South' street numbering.** A line running east and west and along the south line of Maria Drive and any extension thereof shall constitute the base line for numbering along all streets running north and south; the baseline for numbering along streets lying east of the Wisconsin River and running east and west shall be a line running north and south parallel to and 6,300 feet west of Division Street and the base line for numbering along all streets being west of the Wisconsin River and running easterly and westerly shall be the Wisconsin River. The numbering of houses and buildings shall begin as follows:
 - 1) The numbering of houses and buildings north of Maria Drive shall begin with "100 [street name] north."
 - 2) The numbering of houses and buildings south of Maria Drive shall begin with "100 [street name]."

- 3) The numbering of houses and buildings east of the base line for streets being east of the Wisconsin River shall begin with "100 [street name]."
 - 4) The numbering of houses and buildings west of the Wisconsin River shall begin with "100 West [street name]."
 - 5) All houses and buildings on diagonal streets shall be numbered the same as north and south streets if the diagonal runs more from the north to the south, and the same on east and west streets if the diagonal runs more from the east to the west.
- c) Origin and blocks. The numbering of each street shall begin at the base line. The numbers in each succeeding block shall increase from the baseline in units of 100, namely, the first block shall be "100" to "199", the second block shall be "200" to "299", the third block shall be "300" to "399", etc. Where blocks of different lengths occur on opposite sides of a street, the numbers of both sides shall be assigned on the basis of the shorter block, unless the Zoning Administrator shall otherwise determine.
 - d) Even and odd numbers. All houses and buildings on the north and west sides of all streets shall be numbered with even last digit numbers, each commencing with the "100" assigned to the block, and ending with the last digits as assigned by the Zoning Administrator.
 - e) Streets not meeting the base line. All streets not extending through to the base line shall be assigned to the same relative numbers as if the said street had extended to the said base line.
 - f) Address identification. New and existing buildings shall be provided with approved addresses identification as assigned by the Zoning Administrator. The placement of address identification signage on buildings shall adhere to Section 505 of the 2015 International Fire Code and Chapter 30, Building Code of the Revised Municipal Code of the City of Stevens Point.

Where required by the City Fire Marshal, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Such sign shall adhere to applicable provisions of Chapter 25, Sign Ordinance of the Revised Municipal Code of the City of Stevens Point. Address identification shall be maintained.

- g) Enforcement. If the owner, occupant, or agent of any house or building assigns an address to said house or building without it being assigned by the Zoning Administrator, the Zoning

Administrator shall serve notice to the property owner requiring him or her to cease using the unassigned address within ten days after the serving of said notice. If the property owner neglects to do so, they shall be deemed to have violated this ordinance.

SECTION II: That this ordinance shall take effect upon passage and publication.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: March 6, 2023
Adopted: March 20, 2023

Drafted By: Adam Kuhn
Return To: City Clerk



MEMORANDUM

To: Public Policy & General Government Committee

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: March 13, 2023

RE: Amendments to the Building Code Pertaining to Addressing

Background: In the City, like other jurisdictions, an addressing system is established to allow for a uniform system in identifying the location of sites, buildings and tenant spaces. Addressing is a concept that is universally used by folks on a day-to-day basis, but there generally is not much thought as to why a building is assigned the address it has. Having a uniform addressing system allows for the save navigation of guests to a person's home, consumers to a given commercial establishment, and police, fire and EMS officials to a given site in the event of an emergency.

Currently, the City's Building Code has language pertaining to a uniform addressing system that is located within the City's Building Code. Upon internal conversations with the City's Fire Marshal, Building Inspection Superintendent and myself, we believe that transferring the City's addressing ordinance to the Zoning Code is appropriate.

On March 6, 2023, the City's Plan Commission recommended approval to transfer Sections 30.08(1) – (5) from the Building Code to the Zoning Code. The request before you all this evening is to review the deletion of the aforementioned sections from the Building Code to ensure that there is not duplicate code provisions within both ordinances. Please note that should this Committee recommend approval of this request, it is contingent upon the Common Council approving the resolution transferring Sections 30.08(1) – (5) from the Building Code to the Zoning Code.

If you have any questions, please do not hesitate to contact me.

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**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE
OF THE CITY OF STEVENS POINT, WISCONSIN**

**[Chapter 30 of the Revised Municipal Code – Building Code – Uniform Addressing
System]**

The Common Council of the City of Stevens Point, Portage County, Wisconsin, do ordain as follows:

SECTION I: That Sections 30.08(1) – (5) of the Building Code of the Revised Municipal Code of the City of Stevens Point shall be repealed as follows:

Sec. 30.08 Building Numbering

- ~~1) Uniform numbering system. There is established a uniform system of numbering houses and buildings fronting on all streets, avenues, and public ways in the City of Stevens Point, and all houses and buildings shall be numbered in accordance with the provisions of this Section.~~
- ~~2) 'North' and 'South' street numbering. A line running east and west and along the south line of Maria Drive and any extension thereof shall constitute the base line for numbering along all streets running north and south; the baseline for numbering along streets lying east of the Wisconsin River and running east and west shall be a line running north and south parallel to and 6,300 feet west of Division Street and the base line for numbering along all streets being west of the Wisconsin River and running easterly and westerly shall be the Wisconsin River. The numbering of houses and buildings shall begin as follows:
 - ~~a) The numbering of houses and buildings north of Maria Drive shall begin with "100 north".~~
 - ~~b) The numbering of houses and buildings south of Maria Drive shall begin with "100".~~
 - ~~c) The numbering of houses and buildings east of the base line for streets being east of the Wisconsin River shall begin with "100".~~~~

- ~~d) The numbering of houses and buildings west of the Wisconsin River shall begin with "100 West".~~
- ~~e) All houses and buildings on diagonal streets shall be numbered the same as north and south streets if the diagonal runs more from the north to the south, and the same on east and west streets if the diagonal runs more from the east to the west.~~
- ~~3) Origin and blocks. The numbering of each street shall begin at the base line. The numbers in each succeeding block shall increase from the baseline in units of 100, namely, the first block shall be "100" to "199", the second block shall be "200" to "299", the third block shall be "300" to "399", etc. Where blocks of different lengths occur on opposite sides of a street, the numbers of both sides shall be assigned on the basis of the shorter block, unless the Building Inspector shall otherwise determine.~~
- ~~4) Even and odd numbers. All houses and buildings on the north and west sides of all streets shall be numbered with even last digit numbers, each commencing with the "100" assigned to the block, and ending with the last digits as assigned by the Building Inspector.~~
- ~~5) Streets not meeting the base line. All streets not extending through to the base line shall be assigned to the same relative numbers as if the said street had extended to the said base line.~~

SECTION II: That Section 30.08(6) shall be referenced as Section 30.08(1), Section 30.08(7) shall be referenced as 30.08(2), and Section 30.08(8) shall be referenced as Section 30.08(3).

SECTION III: That this ordinance shall take effect upon passage and publication.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: March 13, 2023
Adopted:

Drafted By: Adam Kuhn
Return To: City Clerk

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE
OF THE CITY OF STEVENS POINT, WISCONSIN**

[Chapter 25 of the Revised Municipal Code – Uniform Sign Ordinance – Uniform Addressing System]

The Common Council of the City of Stevens Point, Portage County, Wisconsin, do ordain as follows:

SECTION I: That Section 25.03 of the Uniform Sign Ordinance of the Revised Municipal Code of the City of Stevens Point shall be amended as follows:

Sec. 25.03 Definitions

IDENTIFICATION SIGN: A sign whose copy is limited to the name and address of a building, institution or person and/or to the activity or occupation being identified. **Identification signs shall be exempt from meeting the wall sign size restrictions as outlined within Section 25.04 of this Ordinance.**

SECTION II: That this ordinance shall take effect upon passage and publication.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: March 6, 2023
Adopted: March 20, 2023

Drafted By: Adam Kuhn
Return To: City Clerk

RESOLUTION

[SIGN VARIANCE – 5000 COYE DRIVE – INSTALL TWO FREESTANDING SIGNS]

BE IT RESOLVED by the Common Council of the City of Stevens Point, Portage County, Wisconsin, that based upon the application and after reviewing the Plan Commission record and hearing the testimony of interested parties, the Common Council determines that all conditions required have been met, the property located at 5000 Coye Drive (**Parcel ID 281230802200043**) and described as LOT 2 CSM#011622 DOC 885654 BNG PRT NWNW S2 T23 R8 & DRVWY AGMT-894538;SUBJ DRNG ESMT-895274 8.705A 821377;833629;833630;836215;886050;891137, City of Stevens Point, Portage County, Wisconsin, is hereby granted a sign variance to install two freestanding signs, subject to the following conditions:

1. The monument sign at the southwest corner of the subject property shall be set back a minimum of five feet from all lot lines and be located outside of the required vision triangle as outlined in Ch. 23.01(16)(b)(3).
2. A building permit shall be obtained prior to the start of construction.
3. Staff shall have the ability to approve minor amendments to the project plan.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: March 6, 2023
Adopted: March 20, 2023

Drafted by: Adam Kuhn
Return to: City Clerk



MEMORANDUM

To: City Plan Commission

From: Ryan Kernosky, Director of Community Development 

Date: March 6, 2023

RE: **Acquisition of Property – Maria Drive (281240829240046, 281240829240047, 281240829240033)**

Summary: City staff has been working with the Sisters of Saint Joseph, Third Order of Saint Francis ("Sisters") on development of the remaining Convent parcel. From those conversations, the Sisters have offered to sell the remaining three parcels (total acreage of 27.378) to the City for \$230,000. The City's Finance Committee has reviewed this request in Closed Session and has given the initial approval to acquire the properties. Consistent with WI Stats. [62.23\(5\)](#), the matter before the Plan Commission is to review the acquisition of property only.

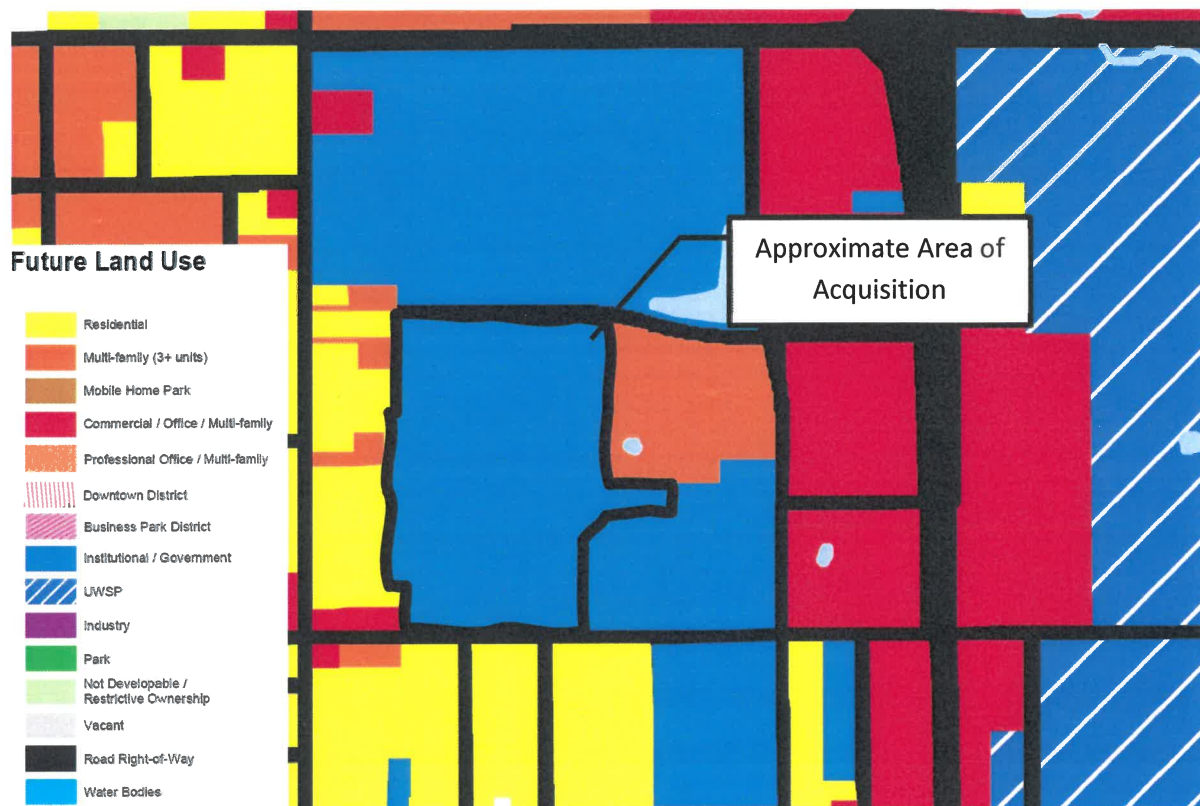
Staff Recommendation: Staff recommends APPROVAL as presented.

Additional Background: Of the 27.378 acres remaining, about 13 acres along Maria Drive is developable, while the remaining acreage north of Union Street is wetland and considered undevelopable. The Sisters have a desire to develop the remaining parcel into owner-occupied housing that includes a mix of incomes and people. This could include extensions of Meadow Street, Third Street, and Academy Avenue to allow for more development, mixed with some mid-density housing as conceptually designed within this memorandum. The undevelopable acreage could become a limited development park utilized for boardwalks, interpretive signage, nature, and bird watching. UW-Stevens Point's astronomy program has expressed interest in utilizing the park space for an outdoor classroom for night-sky viewing, and the Green Circle Trail has expressed interest in additional connections as part of this project.

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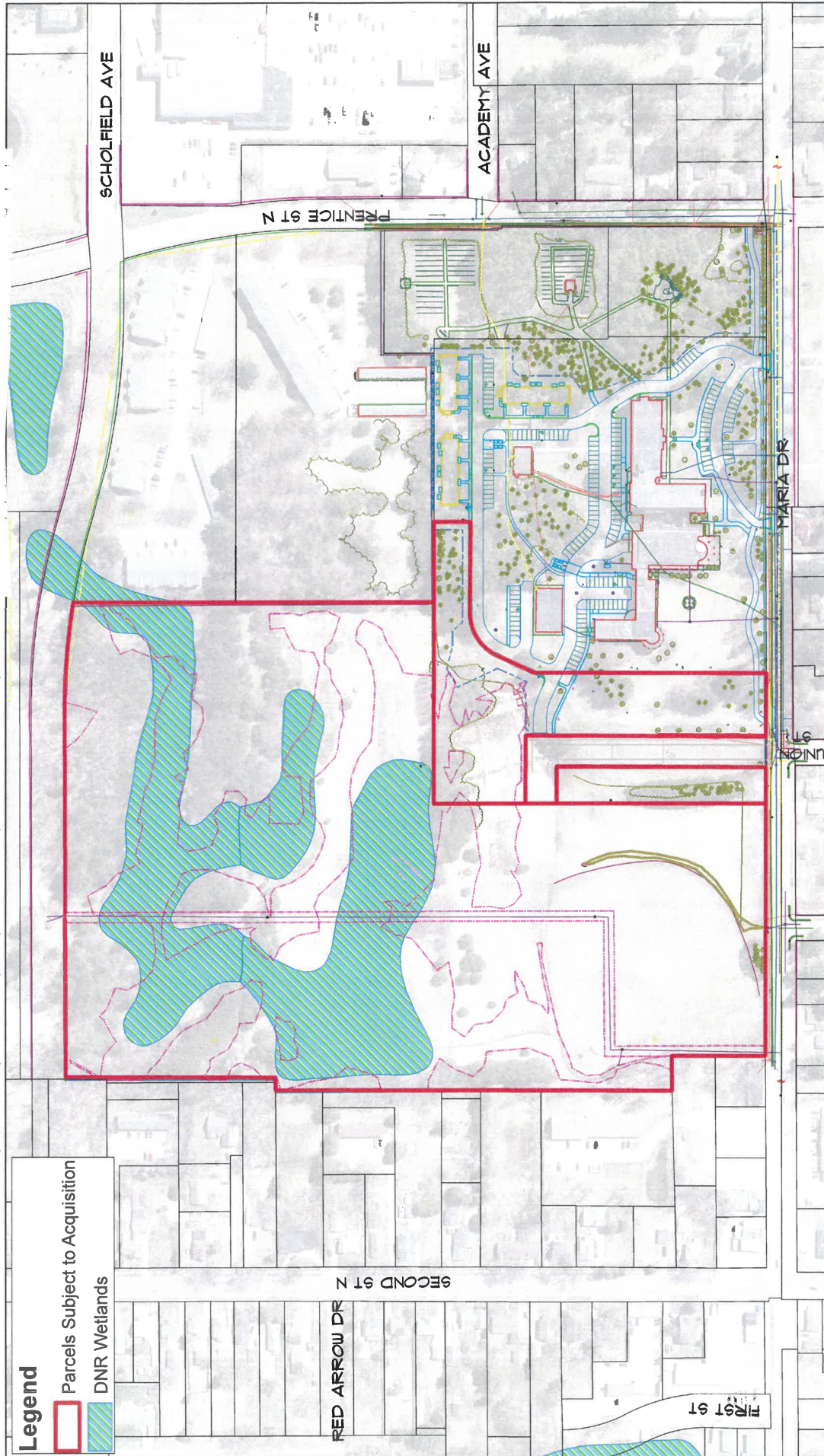
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Comprehensive Plan Designation: From the City's 2005 Comprehensive Plan, the subject parcels were identified for "Institutional/Government" land use designation. The surrounding FLU designations are Residential, Institutional/Government, and Multi-Family. As the City develops this parcel, neighborhood input will be critical to garnering buy-in and smart redevelopment of the parcel. This will include a FLU map amendment to "Park" and "Residential".

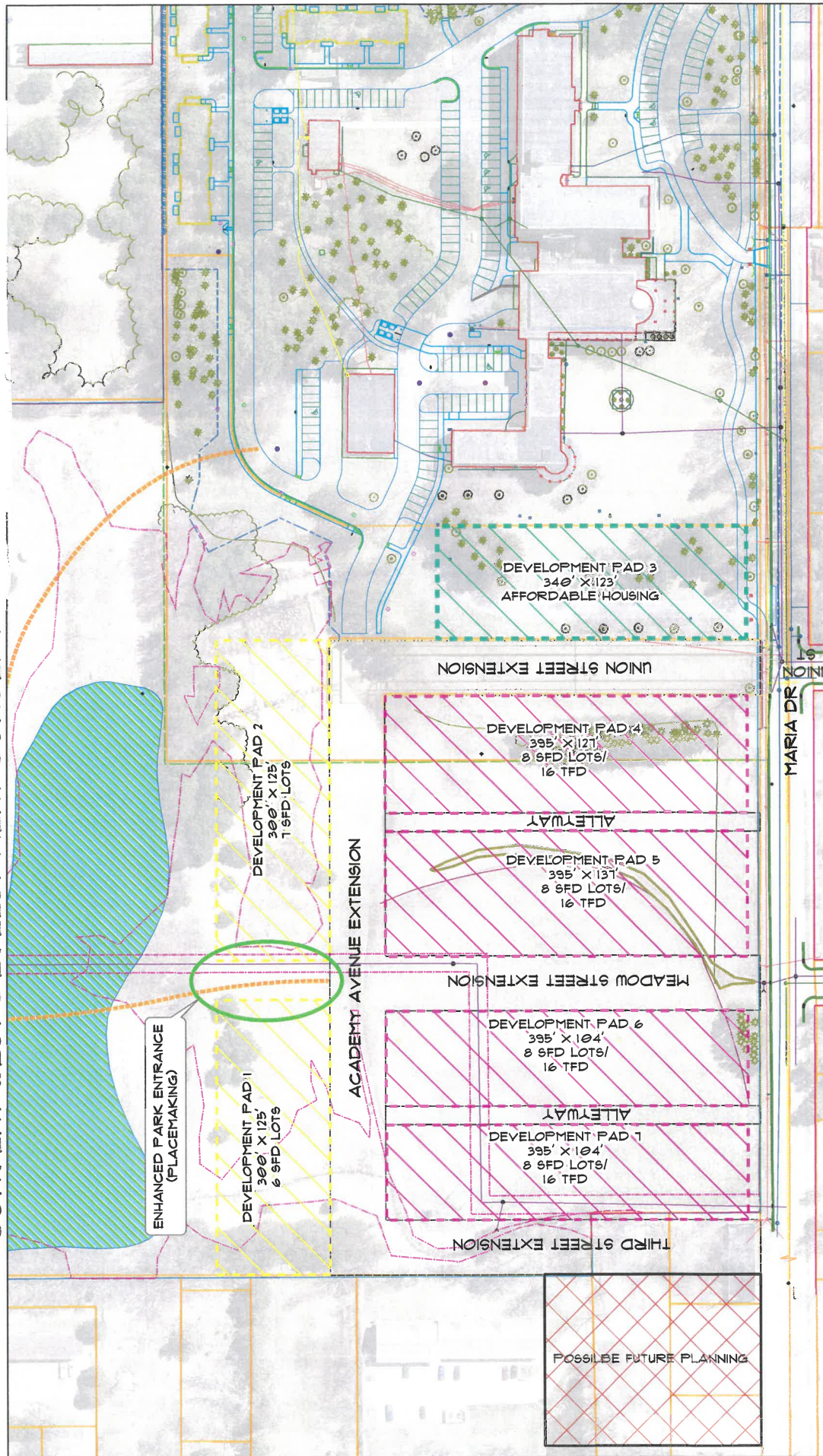


Conceptually, City staff would like to see a mix of buildings, including single-family, townhome, duplex, and cottage court homes as part of this development plan. You can find more information on each of these at <https://missingmiddlehousing.com/types>.

CONVENT WEST DEVELOPMENT CONCEPT -



CONVENT WEST DEVELOPMENT CONCEPT -



1 inch = 100 feet



MEMORANDUM

To: City Plan Commission

From: Ryan Kernosky, Director of Community Development 

Date: March 6, 2023

RE: **Acquisition of Property – Old Highway 18 & Brilowski Road (020240836-11.01, 020230801-06.01, 020240836-12, 020230801-05.01, 281240836320102)**

Summary: Community Development, Public Works staff, and our consultant, Barrientos, has been reviewing possible locations for a new public works facility (currently located in Bukolt Park). Additionally, Community Development and the Fire Department have been looking at possible locations for a new fire station on the City's east side as we continue to have outward expansion and the need to provide adequate response times to the City's east side. As part of all these discussions, the planning groups have identified the site at the corner of Old Highway 18 and Brilowski Road (39.8 acres) as a suitable location for a new public works facility and fire station. A negotiated price of \$1,015,000 was agreed upon by the City and the sellers. These properties are identified in pink in the map below.

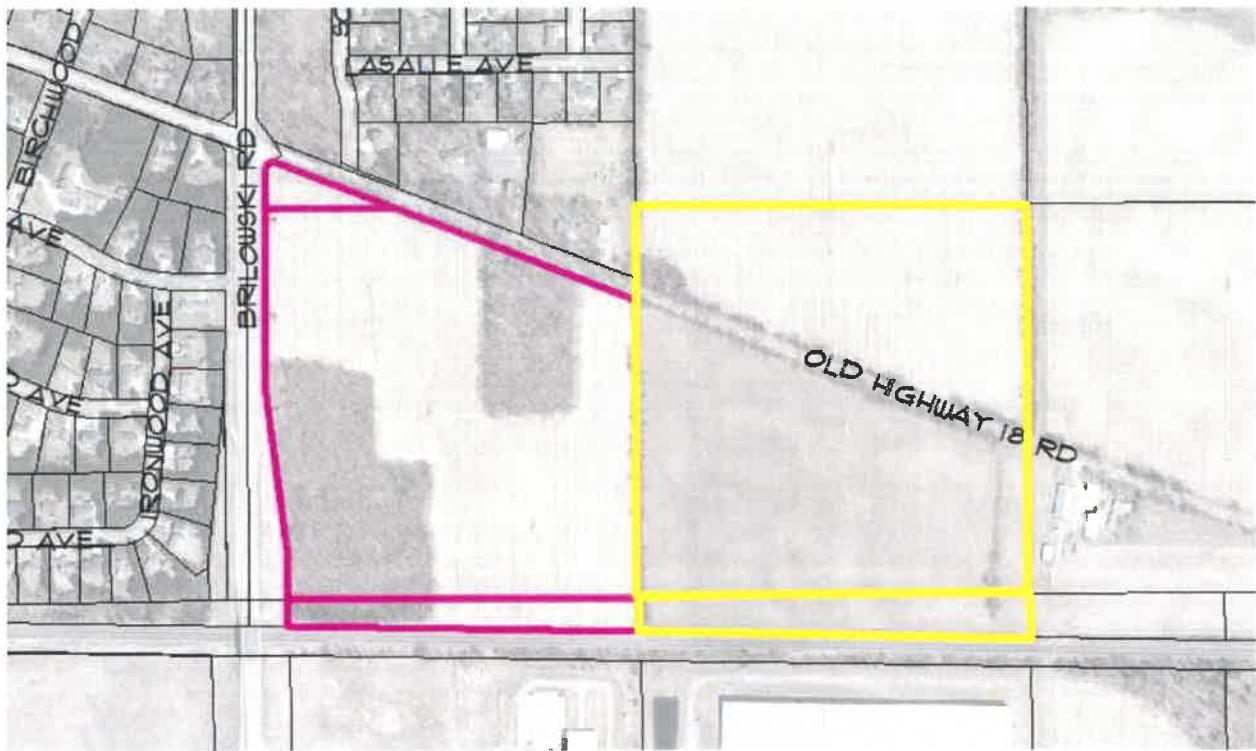
Additionally, the broker represents the adjacent property (~44 acres in size). City staff has negotiated a purchase price of \$704,000 for this property, outlined in yellow on the map below.

The City's Finance Committee has reviewed the request in Closed Session and has given the initial approval to acquire the properties. Consistent with WI Stats. [62.23\(5\)](#), the matter before the Plan Commission is to review the acquisition of property only.

Staff Recommendation: Staff recommends APPROVAL as presented.

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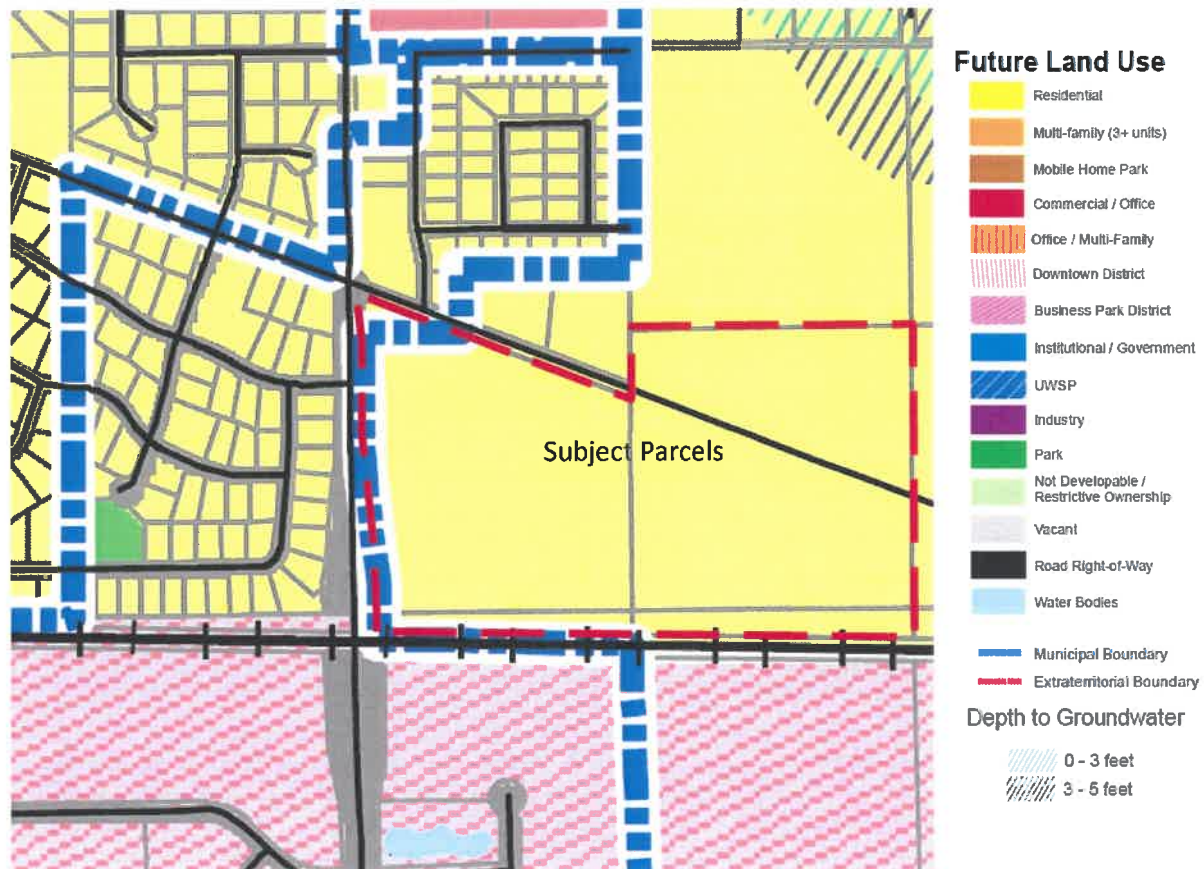
Additional Background: The City has been looking at this site for development since 2014 when a development that included multi-family housing was proposed. That project did not come to fruition. At the time, City staff saw the value in create a master development plan for this area and the developable properties further east. A map is included in this memorandum outlining that master development plan.

Community Development and the Fire Department have been working together over the last several months to identify gap areas within the existing response areas. Early on, it became evident that the response times east of Interstate 39 were inadequate to industry standards. As the City continues to have residential and commercial growth only east of Interstate 39, we began looking at potential locations for an east-side fire station. Given the planned residential development directly east of these parcels, continued commercial and manufacturing development in East Park Commerce Center and Portage County Business Park, coupled with easy access to Brilowski Road, US-10, and CTH-HH, this location was the preferred location for City staff for Fire Station #4. A map outlining response times for the proposed Fire Station is included in this memorandum.

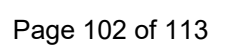
Public Works Department and Barrientos have been looking for appropriate location and acreage for a new public works facility. This included reviewing 8 possible locations with between 20 and 25 acres of land located within or just outside of the City. After much review, Public Works, Barrientos, and Community Development staff have identified the subject parcel as the most advantageous. As some may recall, in July 2021, Barrientos identified a parcel off of East Maria Drive (east of Green Avenue) as the recommended site. Upon further review that site was deemed undevelopable for a public works facility because the parcel is subject to Federal Aviation Administration development standards due to the proximity of runway 3 at the Stevens Point Municipal Airport.

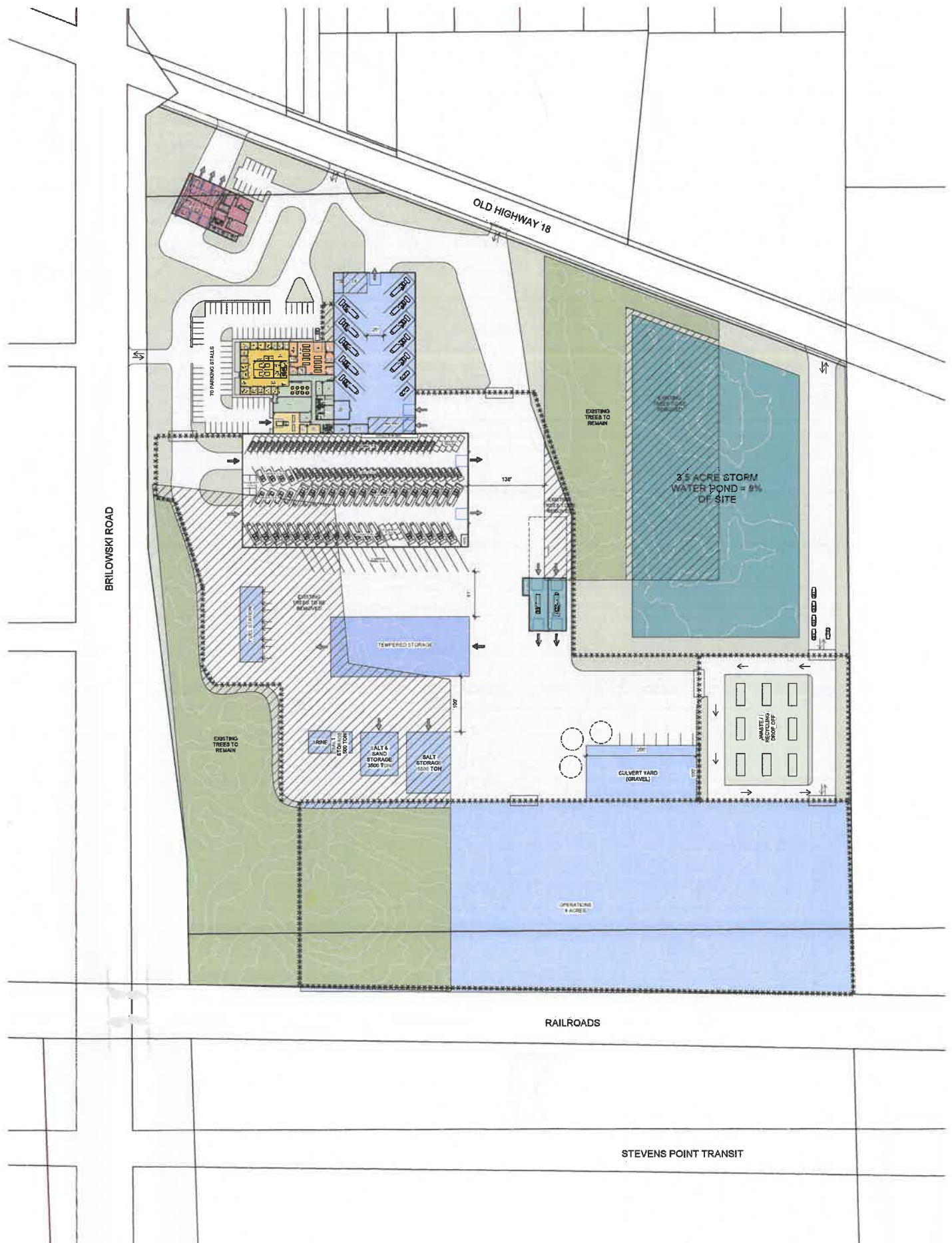
Comprehensive Plan Designation: From the City's 2005 Comprehensive Plan, the subject parcels are identified for "Residential" land use designation. The surrounding land use designations are Residential and Business Park District. An amendment to the City's Comprehensive Plan would be required as part of the development from Residential to

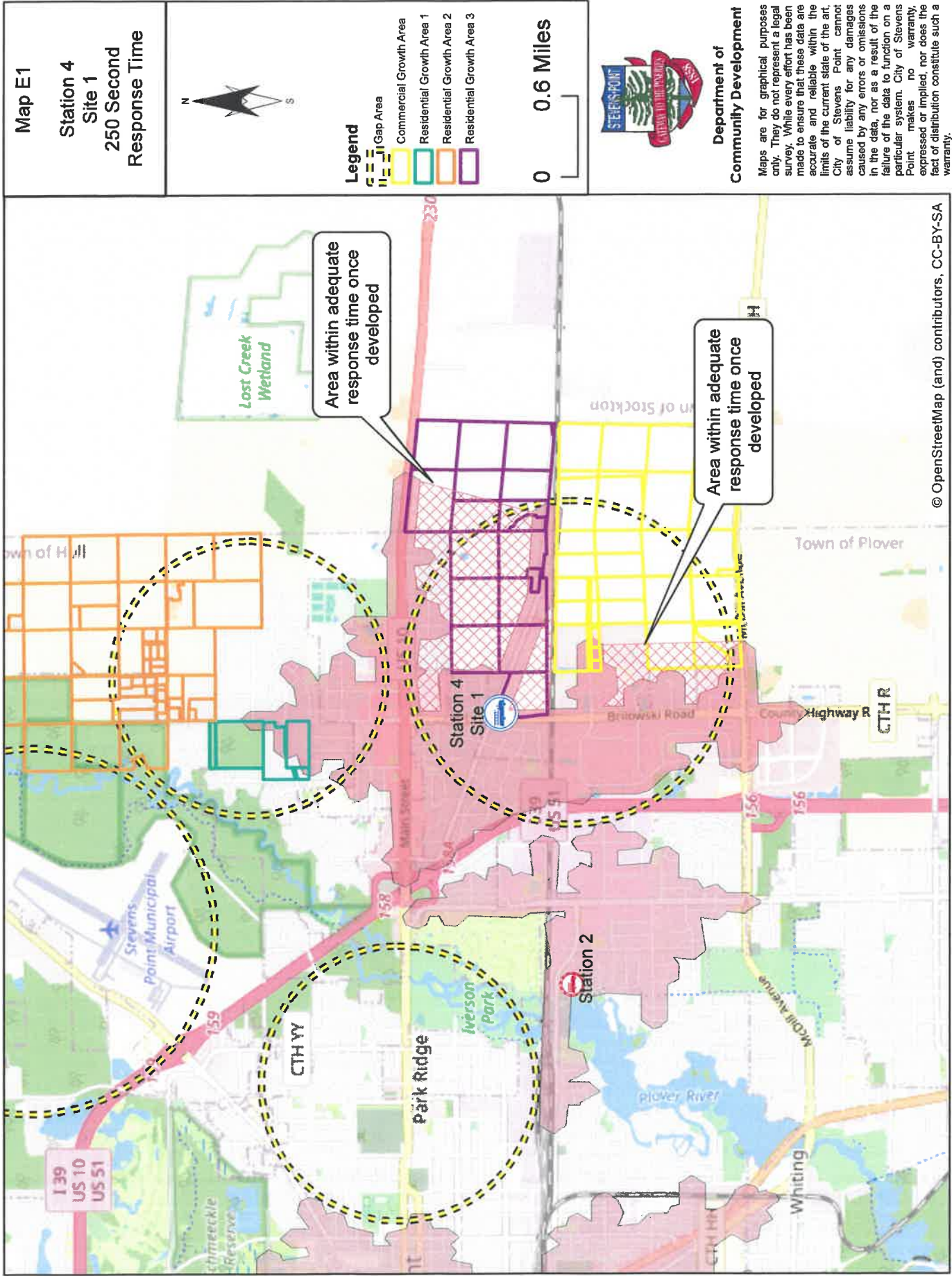
Institutional/Government for the parcel closest to Brilowski Road. That request would come at a later date when the City is ready to develop the property.

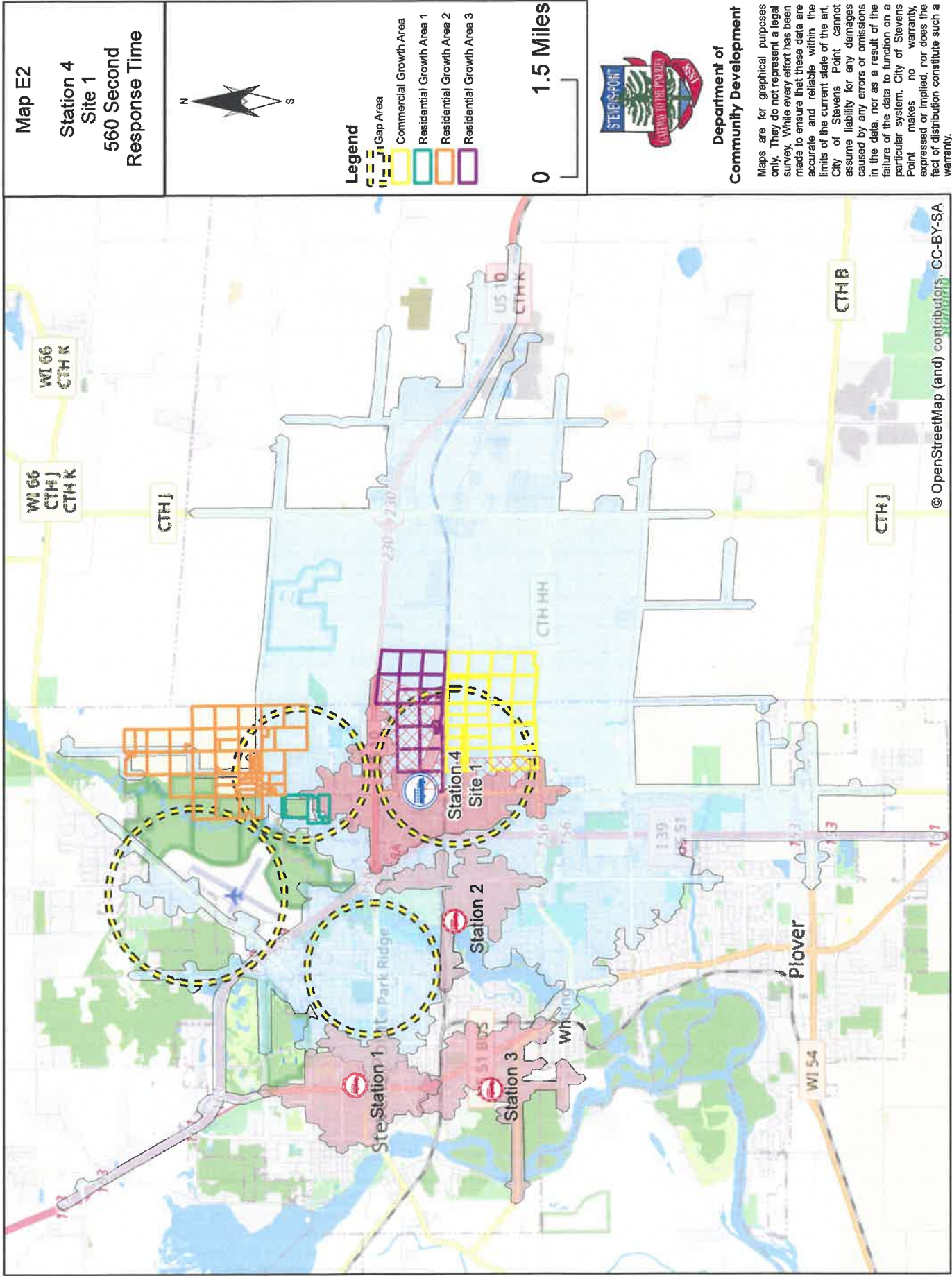


The parcels furthest east would remain as part of the City's land stock and could be marketed for residential development consistent with the master planning efforts already done.











MEMORANDUM

To: Finance Committee

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: March 13, 2023

RE: Adopting a Financial Assistance Program for Opening Filled Windows

Background: Since 2012, the City has been administering a façade improvement grant program to stimulate improvements to the exterior of downtown commercial and mixed-use buildings. While the Façade Improvement Grant Program has been a resounding success in terms of increasing the number of historically appropriate improvements, it is not proactive in correcting existing deficiencies to historic buildings.

Should one conduct an audit of buildings within the City's Historic Districts, there are several types of improvements that exist that are not historically relevant to the district and to the architectural style of the building itself. Some examples include semicircular awnings that wrap around a building, inappropriate infill construction and the prevalence of stucco-like building materials installed over brick.

One example of non-historically significant work that was commonplace in the past was permanently filling existing window openings. If one would walk within the Downtown, there are countless examples of windows that, at some point in the past, were filled with brick. Not only does this type of work go against key requirements of the Historic Preservation / Design Review Commission's Design Guidelines (Sec 3.4), but it presents a significant aesthetic and functional change to important architectural features on the historic building.

Over the last few weeks, several members of the Historic Preservation / Design Review Commission approached me privately asking if financial assistance could be provided to reintroduce a window opening that once existed. As the Finance Committee may know, window replacements by itself would not be an eligible project to receive

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façade improvement grant dollars – windows may only be funded if it is coupled as part of a larger storefront improvement project. Therefore, some members of the Historic Preservation / Design Review Commission expressed interest in exploring a new financial assistance program geared specifically towards the re-opening of window openings that were permanently filled in years ago.

Financial Implications: Conversations took place with Comptroller/Treasurer Ladick pertaining to how a hypothetical program would be financed. It was determined that the most appropriate means of financing would be through increment generated from Tax Incremental Financing District No. 6 ("TID #6"). Like the Façade Improvement Grant Program, dollars used to support the program comes from TID #6.

Given that this would be a new financial assistance program, it was agreed that a hypothetical program would be financed through a one-time fund transfer of \$20,000 from TID #6 to this proposed program. Any unused funds at the end of each fiscal year would be carried over into the following fiscal year.

Program Specifications: Within this agenda packet includes proposed specifications for the program. A summary of program specifications are as follows:

- Purpose: Reintroduce window openings that were previously filled in.
- Eligible properties: Owners and/or tenants of buildings located within TID #6. Tenant applications would need written approval from the property owner prior to being awarded grant dollars.
- Ineligible properties: Government entities, non-profit and religious organizations and properties with delinquent payments to the City.
- Eligible activities: Reintroduce window openings that were previously filled in by removing existing façade material and installing a new window.
- Reimbursement: Grant assistance shall be limited to no more than 40% of the total cost of eligible improvements.

February 21st HPDRC Review: On February 21, 2023, the Historic Preservation / Design Review Commission reviewed this grant program and recommended approval.

If you have any questions, please do not hesitate to contact me.

City of Stevens Point



Grant Program – Reintroducing Filled Window Openings

Historic Preservation / Design Review Commission



Grant Program – Reintroducing Filled Window Openings

The City of Stevens Point Historical Preservation / Design Review Commission (HP/DRC) is responsible for administering the following grant program, intended to reintroduce window openings that were previously filled in with brick or another form of façade material.

Purpose

An example of non-historically significant work that was commonplace in the past was permanently filling existing window openings. Reintroducing these window openings improves the aesthetic and functional cohesion of improvement architectural features on a historic building.

Eligible Properties

Owners and/or tenants of existing buildings within the Downtown Design Review District and the Tax Increment Financing District No. 6 are eligible for this grant program. Properties with historical significance within the City, but outside the Downtown Design Review District may be allowed on a case-by-case basis by the Historical Preservation / Design Review Commission (HP/DRC). Tenant applications are required to submit written evidence of building owner approval with the application.

Ineligible Properties

- Any property owned by a unit of government (federal, state, county, local, etc.);
- Property owned by religious groups or by a nonprofit organizations on which real estate taxes are not being paid;
- Properties that have any delinquent payments due to the City, such as: bills, charges, or taxes.

Eligible Activities

- Reintroduce window openings that were previously filled in by removing existing façade material and installing a new window.
- Restoration work to the apron, sill, brick arch, head casing and side jambs of a permanently filled window opening.
- Any supplemental exterior improvements that are necessary to open filled windows, including, but not limited to the relocation of mechanical equipment and the relocation of electrical and fiberoptic infrastructure. Requested supplemental exterior improvements shall be approved by the Historic Preservation / Design Review Commission.

Ineligible Activities

- Any project work conducted within the interior of the building.
- Removal of architecturally significant features.
- Purchase of property.
- Inventory or operating capital.
- Any activity completed prior to receiving final approval of grant funds.

Historic Buildings

All structural and decorative elements should be repaired or replaced to match or be compatible with the original materials and design of the building to the greatest extent possible. Buildings that are an integral element of a historic streetscape should reflect and complement the character of the surrounding area to the greatest extent possible.

“Buy Local”

Whenever possible, applicants are strongly encouraged to use local contractors to complete all tasks associated with their renovation. This will not only help garner support to continue this program, but more importantly help boost our local economy.

Energy Efficiency

Whenever possible, applicants are strongly encouraged to utilize energy efficient windows to better the thermal efficiency and weather tightness of the improvement.

Award Reimbursement

Reimbursement shall be limited to no more than 40% of the total cost of eligible improvements. All necessary government approvals, building permits, and taxes are not eligible for reimbursement. Projects approved for matching grant assistance by the Historic Preservation / Design Review Commission will be required to submit a written request to release the funds upon completion of the entire project. Copies of all invoices and receipts related to the façade improvements must accompany the request for release of funding. Invoices and receipts shall clearly explain the related work

The Historic Preservation / Design Review Commission reserves the right to refuse reimbursement in whole or part for work that:

- Does not conform to the Commission’s Design Guidelines.
- Do not conform to the proposal submitted with your application and authorized by the HP/DRC.
- Are not completed within 1 year from the date the project was approved for funding, unless otherwise approved by the HP/DRC.

How to Apply

To be considered for matching grant assistance, please complete the attached grant application and deliver to the Community Development Department at 1515 Strongs Avenue, Stevens Point, WI 54481. Only applications that contain all required information will be considered for funding.

All complete applications for matching grant assistance will be reviewed by the Historic Preservation / Design Review Commission (HP/DRC) to determine the project’s compliance with the specific standards contained within this Program Description as well as with other components of the Downtown Design Guidelines.

The HP/DRC will begin their review of all requests as they are received, and determine which project or projects best meet the Program's objectives. The HP/DRC may then interview the applicant(s) to determine which project(s) will receive matching grant funds to support their proposed project. Following their review, the HP/DRC will notify the applicant(s) of their decision to approve or deny the request.

If your request for financial assistance is approved, you will receive a written notice of the HP/DRC's decision detailing the amount of funding approved, any terms and/or conditions of the approval, as well as how the funds will be released. You will be asked to sign and return a copy of the document accepting all terms and/or conditions of the approval, which will then serve as the contract between the two parties.

Ranking Order of Applicants

Generally, projects having the greatest aesthetic impact will be given first priority. Priority will also be given to the following:

1. Reintroducing filled window openings that are visible from a public street.
2. Buildings where the project will stop a serious deterioration of the brick work surrounding the window opening.
3. Buildings where historic or architecturally significant features contributing to the building's character are repaired or restored as part of this window project.

Application Deadline

Applications will be accepted on a rolling basis until all funds have been exhausted. Only applications that contain all required information will be considered for funding.

Contact

Adam Kuhn, AICP
Associate Planner / Zoning Administrator
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
Ph: (715) 346-1567
Fax: (715) 346-1498
Email: akuhn@stevenspoint.com
Website: stevenspoint.com

Department of Community Development
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481



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Reintroducing Filled Window Openings Grant Program

ADMINISTRATIVE SUMMARY (Staff Use Only)

Date Submitted		Date Reviewed		Approved	Yes ☐ (\$ _____) No ☐
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APPLICANT/OWNER INFORMATION

APPLICANT INFORMATION		Owner Information (Same as Applicant? ☐)	
Applicant Name		Contact Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Cell		Cell	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Scope of Work to be Undertaken (attach contractor estimates, if available)	
Describe the Positive Impact Your Project will Bring to Stevens Point	
Total Cost of Project Improvements	Amount of Matching Grant Assistance Requested
\$	\$
Estimated Start Date	Estimated Completion Date
Number of Commercial Tenant Spaces Within the Building	Number of Residential Tenant Spaces Within the Building

EXHIBITS (The following materials must accompany your application in order to be considered for matching grant assistance funding)

Complete detailed list of project revenues and expenses.	☐	Additional Exhibits If Any (List):
Two bids from qualified contractors detailing the cost of the work to be done.	☐	
Drawings detailing all of the work to be completed as part of the project.	☐	
A description/sample of project materials and colors.	☐	
Proof of insurance.	☐	
Must be current on all real estate and personal property taxes.	☐	
No outstanding amounts owed to the City of Stevens Point.	☐	

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner (If not the Applicant)	Date