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

August 21, 2023
7:00 PM

OR

Zoom Teleconferencing

Meeting ID: 861 5431 5352 | Passcode: 495083
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.

Consideration and Possible Action on the Following:

5. Consent Agenda:

- Minutes of the Common Council Meeting of July 17, 2023.
- Actions of the Park Commission meeting of August 2, 2023:
  2. Approval of June 7, 2023 meeting minutes.
  5. Approval of Parks, Recreation, and Forestry proposed policy #1.05 regarding alcohol requests in Goerke Park.
  6. Director's Report.
- Minutes and Actions of the Plan Commission meeting of August 7, 2023:
  2. Report of the July 6, 2023 meeting of the City Plan Commission.
  5. A request from Priority Engineering LLC, representing CORTA Stevens Point 2 LLC, for a Site Plan Review to construct a car wash on an unaddressed parcel off of U.S. Highway 10 East (Parcel ID 281240836240004), consistent with Ch. 23.02(2)(e)(5).
  7. Director's Report.
- Actions of the Board of Water and Sewerage Commissioners meeting of August 14, 2023:
  2. Approval of minutes.
  3. Approval of department claims.

- Actions of the Airport Commission meeting of August 14, 2023:
  2. Approval of minutes.
  3. Approval of department claims.

- Minutes and Actions of the Personnel Committee meeting of August 14, 2023:
  2. Requests for known 2024 out of state travel.
  3. Joel Lemke, Director of Public Utilities, request to promote interim Construction and Maintenance Superintendent.

- Minutes and Actions of the Board of Public Works meeting of August 14, 2023.

- Minutes and Actions of the Public Policy and General Government meeting of August 14, 2023:
  2. License List.
  3. Request to Hold Event/Street Closing.

- Minutes and Actions of the Finance Committee meeting of August 14, 2023:
  4. Approval of increasing the fee for bulk item pick up.
  5. Approval of funding for a solar power system at Seramur (Emerson) Park.
  6. Approval of Claims Paid.

- Statutory Monthly Financial Report by Comptroller/Treasurer.

6. Resolution - A request from Nathan Lucht for a conditional use permit to construct a detached garage using setback requirements of the “R-TND” Traditional Neighborhood Overlay District for the property located at 1919 Division Street (Parcel ID 281240832404708), consistent with Ch. 23.02(1)(h)(3).

7. Resolution - A request from Priority Engineering LLC, representing CORTA Stevens Point 2 LLC, for a conditional use permit to construct a car wash on an unaddressed parcel off of U.S. Highway 10 East (Parcel ID 281240836240004), consistent with Ch. 23.02(2)(e)(3)(e).

8. Resolution - A request from Kelsy Hayes, representing Ross Dress for Less, for a sign variance to install one wall sign exceeding maximum size restrictions on the property located at 5601 U.S. Highway 10 East (Parcel ID 281240836230019), consistent with Ch. 25.14.

9. Ordinance Amendment - To approve the amendments in Chapter 9, Section 9.06 as it relates to traffic signs.

10. To award the 2023 Bituminous Rehabilitation Project #23-11 to American Asphalt of Wisconsin for an amount not to exceed $500,936.55.

11. Contract Renewal for City Property Tax Assessment Services.

12. Establishing guidelines for the 2024 operating budget.

13. Naming of parcel #'s 281240825440001 (10 acres) and 281240825440002 (20 acres) "Hall Nature Preserve" in honor of Sue and Kent Hall and their major contributions to the City of Stevens Point and Stevens Point Park system, in accordance with the City's Naming Rights Policy Item 6(D).

14. Renaming Emerson Park parcel #281240832103401 (2.10 acres) to "Seramur Park" in honor of the John C. Seramur Family and their substantial Emerson Park Project donation in accordance with the City's Naming Rights Policy Item 6(C)(1) and Item 6(D).

15. Discussion and possible action on future use of Parcel ID 281240832202961.
16. Recognition and Parting Comments from Alderperson Zarazua.
17. Enter into closed session pursuant to Wisconsin Statutes19.85(1)(e) and 19.85 (1) (g) for deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session, AND for Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, relating to the following:

    A. Discussion and possible action on acquisition of property in TIF 10.

18. 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.

Community Room
933 Michigan Avenue, Stevens Point, WI

July 17, 2023
7:00 PM

OR

Zoom Teleconferencing

1. Roll Call.

Present: Ald. Christianson, Shorr, Keymer, Zarazua, Birr, Plaisance, Kneebone, Shuda, Lang, Fishler, Morrow.

Others
Present: Mayor Wiza, Clerk Yenter, Chief Moody, Director Kernosky, C/T Ladick, Chief Kussow, Director Kremer, Director Beduhn, Director Lemke, Brandy - Metro Wire.

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.

Bob Gifford, representing County Board District 10, spoke about the housing system and the need for adequate affordable housing. Mr. Gifford requested that the Council make a demand on the State Legislature to pass enabling legislation and make appropriations for public housing.

Rich Kleinman, 2101 Minnesota Avenue, spoke about the Green Tier Legacy Community initiative and questioned the tools not being used to measure the carbon footprint in the city.

Christina Lorge, 2025 Main Street, spoke about the housing assessments and the rise of housing costs.

Mason Roseno, 2733 Clark Street, spoke about the issues and confusion regarding outstanding permits that his property has.

Consideration and Possible Action on the Following:

5. Consent Agenda:

Minutes of the Common Council Meeting of June 19, 2023 and the Special Common Council Meeting of July 10, 2023.

Minutes and Actions of the Special Police and Fire Commission meeting of June 20, 2023:
1. Revisions to Policies and Procedures for the Police and Fire Commission.

Minutes and Actions of the Police and Fire Commission meeting of July 11, 2023:
4. Confirmation of Bills.
7. Discussion, with possible action, on filling new Deputy Fire Marshal/Emergency Management Coordinator position with Justin Malin.
8. Discussion, with possible action, on moving forward with the employment of entry level Firefighter/Paramedic Jared Higgins.
10. Revisions to Policies and Procedures for the Police and Fire Commission.

Minutes and Actions of the Plan Commission meeting of July 6, 2023:
2. Report of the June 5, 2023 meeting of the City Plan Commission.
7. Discussion only: Home occupation ordinance.
8. April and May 2023 Monthly Reports.
9. Director's Report.

Actions of the Board of Water and Sewerage Commissioners meeting of July 10, 2023:
2. Approval of minutes.
3. Approval of department claims.
4. 2022 Audit Presentation by Baker Tilly.
5. Addition of Inspection Tech Position.
8. Compliance Maintenance Annual Report.
9. Expenditures related to grit washer repairs.
10. Expenditures related to check valve repairs.

Actions of the Airport Commission meeting of July 10, 2023:
2. Approval of minutes.
3. Approval of department claims.
4. 2022 Audit Presentation of Baker Tilly.

Minutes and Actions of the Personnel Committee meeting of July 10, 2023:
2. Scott Beduhn, Director of Public Works, request to create an Engineering Tech position.
3. Joel Lemke, Director of Public Utilities, requests to hire an additional Inspection Technician position.

Minutes and Actions of the Board of Public Works meeting of July 10, 2023.

Minutes and Actions of the Public Policy and General Government meeting of July 10, 2023:
2. License List.
3. Hearing on appeal for rejected operator license for James Conrady.
4. Request to Hold Event/Street Closing.

Minutes and Actions of the Finance Committee meeting of July 10, 2023:
7. Approval of Claims Paid.

Statutory Monthly Financial Report by Comptroller/Treasurer.

Mayoral Appointments:
-Plan Commission: Mike Beacom, filling the unexpired term of Mark Ilten, expiring April 30, 2025.
-Historic Preservation and Design Review (Alternate #2): Hana Cutler, filling the unexpired term of Jordan Hornung, expiring April 30, 2024.

Ald. Christianson moved, Ald. Morrow seconded, to approve the consent agenda.

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

6. Public Hearing on installation of storm sewer laterals for properties fronting Washington Avenue, Portage Street, Third Street, Meadow Street, and Smith Street.

Director Lemke gave an overview of the project details.

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

7. Final Resolution - Installation of storm sewer laterals for properties fronting Washington Avenue, Portage Street, Third Street, Meadow Street, and Smith Street.

Ald. Shorr moved, Ald. Morrow seconded, to approve the resolution.

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

8. Consideration of possible design changes to the Approved Alternative Business 51 Planning Study.

Trevor Roark, 601 Washington Avenue, spoke about the current approved design and spoke against changing the design. He also spoke about funding grants that wouldn't be attainable with new designs.

Keith Biesack, 301 Fourth Avenue, spoke about the safety of the new designs and questioned why the approved design has not moved forward.

Ald. Christianson moved, Ald. Plaisance seconded, to look further into the roundabout at Fourth Avenue.

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

9. Resolution - A request from Emily Xiong, representing Norman Barber Revocable Trust, for a conditional use permit to operate a one-unit residence on the property located at 2400 Church Street (Parcel ID 281240832402902), consistent with Ch. 23.02(2)(a)(3)(d).

Ald. Morrow moved, Ald. Keymer seconded, to approve the resolution.

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

10. Resolution - A request from Kelsy Hayes, representing Ross Dress for Less, for a sign variance to install one wall sign exceeding maximum size restrictions on the property located at 5601 U.S. Highway 10 East (Parcel ID 281240836230019), consistent with Ch. 25.14.

Katie Kopas spoke about neighboring businesses that have signs that exceed the current size restrictions.

Fabiola, representing Ross Drees for Less, spoke about their excitement at coming to Stevens Point and spoke about the standard size of their signs across the United States.

Kelsy Hayes, with Creative Sign Company, spoke about the other properties in the vicinity that have larger signs and the setbacks of the property from Highway 10.

Ald. Keymer moved, Ald. Zarazua seconded, to send the item back to Plan Commission contingent on a Special Council meeting held immediately after.

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

11. Community Development Department Annual Report for 2022.

Ald. Fishler moved, Ald. Kneebone seconded, to accept the report and place it on file.

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

12. Approval of Updated Resolution Designating Public Depository and Authorizing Withdrawal of City Moneys.

Ald. Shorr moved, Ald. Christianson seconded, to approve.

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

13. Disallowance of Claim-Mitchell Martin-Injury due to fall from a swing.

Ald. Shorr moved, Ald. Morrow seconded, to deny the claim.

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

14. Disallowance of Claim-Brian Schweitzer-Vehicle damage due to parking block.

Ald. Shorr moved, Ald. Lang seconded, to deny the claim.

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

Nays: None. Motion carried.

15. Adjournment.

Adjourned at 8:46 p.m.

REGULAR MEETING MINUTES
Board of Park Commissioners
August 2, 2023 - 6:30 PM

Community Room
933 Michigan Avenue, Stevens Point, WI

OR

Zoom Teleconferencing

Meeting ID: 873 1764 6696 | Passcode: 868471
By Computer: Join
By Phone: +1-312-626-6799 (US Chicago)

I. Discussion and Possible Action on:

1. Roll Call.

Present: Freckmann, Disher, Glodosky, Alder Keymer, Okonek, Przybylski, Alder Shorr, Sorenson, Carrie Winn, and Alder Zarazua
Excused: McDonald
Also Present: Mary Kneebone, Meleesa Johnson, Heidi Disher, Jen Burton

2. Approval of June 7, 2023 meeting minutes

Motion to approve by Disher, second by Zarazua; passed 10-0.

3. Naming of parcel #'s 281240825440001 (10 acres) and 281240825440002 (20 acres) "Hall Nature Preserve" in honor of Sue and Kent Hall and their major contributions to the City of Stevens Point and Stevens Point Park system in accordance with the City's Naming Rights Policy Item 6(D).

Motion by Bob Feckman as Kent Hall's fellow founding member of the UWSP biology department, to approve the naming of the "Hall Nature Preserve", seconded by Glodosky; passed 10-0.

4. Renaming Emerson Park parcel #281240832103401 (2.10 acres) to "Seramur Park" in honor of the John C. Seramur Family and their substantial Emerson Park Project donation in accordance with the City's Naming Rights Policy Item 6(C)(1) and Item 6(D).

Motion to approve the renaming of Emerson Park to Seramur Park in honor of the John C. Seramur family by Disher, second by Przybylski; passed 10-0.

5. Approval of Parks, Recreation and Forestry proposed policy #1.05 regarding alcohol requests in Goerke Park.

Motion to approve proposed policy #1.05 regarding alcohol requests in Goerke Park as presented by Glodosky, second by Przybylski; passed 10-0.

6. Director's Report

1. 39th Riverfront Rendezvous
2. KB Willett and Community Stadium Project update
3. Bandshell project completed

7. Adjournment.

Motion to adjourn by Alder Zarazua, second by Alder Shorr; meeting adjourned at 7:05 pm.

REPORT OF CITY PLAN COMMISSION

August 7, 2023 – 6:00 PM
In-Person & Zoom Conference Call Meeting

PRESENT: Alderperson Kneebone, Commissioner Beacom, Commissioner Cooper, Commissioner Rice, and Commissioner Schuler.

ALSO PRESENT: Associate Planner/Zoning Administrator Kuhn, Technician Mohr, Alderperson Keymer, Alderperson Shuda, Alderperson Lang, Katie Kopas, Cory Presnick, Tony Mertes, Alan Kirchhoff, Bon Fitzgerald, Nathan Lucht, 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 July 6, 2023 meeting of the City Plan Commission.
3. Public Hearing and action on a request from Nathan Lucht for a conditional use permit to construct a detached garage using setback requirements of the "R-TND" Traditional Neighborhood Overlay District for the property located at 1919 Division Street (Parcel ID 281240832404708), consistent with Ch. 23.02(1)(h)(3).
4. Public Hearing and action on a request from Priority Engineering LLC, representing CORTA Stevens Point 2 LLC, for a conditional use permit to construct a car wash on an unaddressed parcel off of U.S. Highway 10 East (Parcel ID 281240836240004), consistent with Ch.23.02(2)(e)(3)(e).
5. A request from Priority Engineering LLC, representing CORTA Stevens Point 2 LLC, for a Site Plan Review to construct a car wash on an unaddressed parcel off of U.S. Highway 10 East (Parcel ID 281240836240004), consistent with Ch. 23.02(2)(e)(5).
6. A request from Kelsy Hayes, representing Ross Dress for Less, for a sign variance to install one wall sign exceeding maximum size restrictions on the property located at 5601 U.S. Highway 10 East (Parcel ID 281240836230019), consistent with Ch. 25.14.
7. Director's Report. A verbal report will be provided during the meeting.

Closing Section:

8. Adjourn.

Opening Section:

1. Roll call.

   Present: Kneebone, Beacom, Cooper, Rice, Schuler
   Excused: Wiza, Arntsen

   Director Kernosky introduced new Commissioner Mike Beacom and opened the floor for Temporary Chairperson nominations.

   Motion by Alderperson Kneebone to nominate Commissioner Cooper as Temporary Chairperson; seconded by Commissioner Schuler.

   Motion carried 5-0.

Discussion and possible action on the following:

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

   Motion by Alderperson Kneebone to approve the report of the July 6, 2023 meeting of the City Plan Commission; seconded by Commissioner Rice.

   Motion carried 5-0.

3. Public Hearing and action on a request from Nathan Lucht for a conditional use permit to construct a detached garage using setback requirements of the "R-TND" Traditional Neighborhood Overlay District for the property located at 1919 Division Street (Parcel ID 281240832404708), consistent with Ch. 23.02(1)(h)(3).

   Associate Planner/Zoning Administrator Kuhn summarized the request for a conditional use permit to construct a 480 sq.ft. detached garage using the Traditional Neighborhood Overlay District. Staff had no further concerns and recommended approval with conditions outlined in the staff report.

   Temporary Chairperson Cooper declared the public hearing open.

   Temporary Chairperson Cooper declared the public hearing closed.

   Commissioners had the following comments:

   - Inquiry as to the setbacks of the historic garage on site.
   - Inquiry as to whether there were fence line concerns with the abutting properties, to which staff indicated that the proximity of the fence line was not a concern.
   - The proposed would enhance the property, especially in an area that usually could not accommodate a 2-car garage.

   Nathan Lucht, applicant, provided the following comments:

   - The previous building had not been a garage, but a garden shed, and had since been removed. The area was now plot of dirt.
   - Has had previous concerns with both abutting property owners about request.
   - Existing fence line would be a little over 2FT from the proposed garage.

   Motion by Alderperson Kneebone to approve the request from Nathan Lucht for a conditional use permit to construct a detached garage using setback requirements of the "R-TND" Traditional Neighborhood Overlay District for the property located at 1919 Division Street (Parcel ID 281240832404708), consistent with Ch. 23.02(1)(h)(3) with the following:

   1. **A building permit shall be obtained prior to the start of construction.**
   2. **Staff shall have the ability to approve minor amendments to the proposed project plan.**

   seconded by Commissioner Beacom

   Motion carried 5-0.

4. Public Hearing and action on a request from Priority Engineering LLC, representing CORTA Stevens Point 2 LLC, for a conditional use permit to construct a car wash on an unaddressed parcel off of U.S. Highway 10 East (Parcel ID 281240836240004), consistent with Ch.23.02(2)(e)(3)(e).

   Associate Planner/Zoning Administrator Kuhn summarized the request for a conditional use permit to construct a 4,355 sq.ft. car wash facility. Additionally, the following agenda item would include a required site plan review due to the proposed project's proximity to U.S. Highway 10 East. After review, staff had no further concerns and recommended approval with conditions outlined in the staff report.

   Commissioners had the following comments:

   - Comment that the proposed would mark the third car wash coming before the commission recently. There was a follow-up inquiry on whether City utility staff had concerns on it affecting service, to

which staff confirmed that utilities had reviewed the project, adding that the water would be recycled into the sanitary system.

- Inquiry on whether there were concerns for long term planning as it related to developments that could not be repurposed if the business were to go under, as retail buildings could be remodeled, but car washes could not. Staff generally agreed that they hadn't seen many car washes be redeveloped, however the land was usually more desirable. The scenario would likely include the razing and/or removal of the car wash for new redevelopment.

Temporary Chairperson Cooper declared the public hearing open.

Tony Mertes (5757 Clark St), immediate property owner to the East, noted concerns for noise and privacy, and that a 5-foot wooded buffer would not be sufficient. He asked that this be considered more.

Temporary Chairperson Cooper declared the public hearing closed.

Discussion ensued on the potential of adding additional screening between the residential properties.

Motion by Alderperson Kneebone to amend the request from Priority Engineering LLC, representing CORTA Stevens Point 2 LLC, for a conditional use permit to construct a car wash on an unaddressed parcel off of U.S. Highway 10 East (Parcel ID 281240836240004), consistent with Ch.23.02(2)(e)(3)(e) with the following:

1. **Eight-foot-tall privacy fencing shall be installed five feet to the west of the east lot line.**

seconded by Commissioner Beacom

Motion carried 5-0.

Motion by Commissioner Cooper to approve the request from Priority Engineering LLC, representing CORTA Stevens Point 2 LLC, for a conditional use permit to construct a car wash on an unaddressed parcel off of U.S. Highway 10 East (Parcel ID 281240836240004), consistent with Ch.23.02(2)(e)(3)(e) with the following:

1. **The car wash shall not be in operation during the hours of 9:00pm to 6:00am daily.**
2. **Eight-foot-tall privacy fencing shall be installed five feet to the west of the east lot line.**
3. **Staff shall have the ability to approve minor amendments to the approved site plan.**

seconded by Commissioner Schuler

Motion carried 5-0.

5. A request from Priority Engineering LLC, representing CORTA Stevens Point 2 LLC, for a Site Plan Review to construct a car wash on an unaddressed parcel off of U.S. Highway 10 East (Parcel ID 281240836240004), consistent with Ch. 23.02(2)(e)(5).

Associate Planner/Zoning Administrator Kuhn reiterated that the current item was related to the previous request, which itself required a site plan review due to the proposed project's proximity to U.S. Highway 10 East. Staff provided additional site details and had no further concerns. They recommended approval with conditions outlined in the staff report.

Commissioners had the following comments:

- Inquiry on the site standard for non-operating hours as it related to overnight lighting.

Bon Fitzgerald, representing the applicant, stated that site lighting would be shut at the end-of-day operation.

Temporary Chairperson Cooper asked for comments from the audience, to which there were none.

Motion by Commissioner Schuler to approve the request from Priority Engineering LLC, representing CORTA Stevens Point 2 LLC, for a Site Plan Review to construct a car wash on an unaddressed parcel off of U.S. Highway 10 East (Parcel ID 281240836240004), consistent with Ch. 23.02(2)(e)(5), with the following:

1. **An erosion control permit shall be obtained prior to the start of any land disturbance.**

2. **Silt fencing shall be installed along the north lot lines during the duration of construction.**
3. **An exterior knox box shall be installed by the main entry door, subject to the review and approval of the City Fire Marshal.**
4. **A sign package shall be subject to the Zoning Administrator for review and approval.**
5. **A minimum 16-foot parking lot aisle width shall be provided between the pay stations and the off-street parking area.**
6. **Additional landscaping shall be provided around the vacuum equipment enclosures, subject to the review and approval of the Zoning Administrator**
7. **The applicant shall provide updated architectural plans to the Zoning Administrator for review and approval. The update plan shall provide additional façade materials and architectural elements for the north facing wall of the building.**
8. **A turnaround shall be constructed at the end of the proposed private driveway, subject to the review and approval of the City Fire Marshal.**
9. **The existing wood area along the east lot line, located between the proposed infiltration basin and the east lot line, shall not be clearcut.**
10. **A building permit shall be obtained prior to the start of construction.**
11. **Staff shall have the ability to approve minor amendments to the approved plan.**

seconded by Commissioner Rice

Motion carried 5-0.

6. A request from Kelsy Hayes, representing Ross Dress for Less, for a sign variance to install one wall sign exceeding maximum size restrictions on the property located at 5601 U.S. Highway 10 East (Parcel ID 281240836230019), consistent with Ch. 25.14.

   Associate Planner/Zoning Administrator Kuhn provided a history of the sign variance request that had been previously kicked back to staff after the last Plan Commission meeting. Since then, staff had come to a compromise with the applicant. That updated request was before the commission, with no further concerns from staff. Approval was recommended as outlined in the staff report.

   Commissioners had the following comments:

   - Inquiry on whether the proposed ratio would become the new standard going forward, and how taking action on the item would affect the remaining tenants, to which staff explained that staff had put forth a proposal they felt was a reasonable compromise for the current tenant and request.

   Temporary Chairperson Cooper asked for comments from the audience.

   Katie Kopas, also representing the applicant, inquired on whether there would be a special Common Council meeting to review their request.

   Director Kernosky indicated while that had been discussions on the possibility of a special meeting, the request would officially be heard at the regular Common Council meeting.

   Motion by Alderperson Kneebone to approve the request from Kelsy Hayes, representing Ross Dress for Less, for a sign variance to install one wall sign exceeding maximum size restrictions on the property located at 5601 U.S. Highway 10 East (Parcel ID 281240836230019), consistent with Ch. 25.14; seconded by Commissioner Rice.

   Motion carried 5-0.

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

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

a. Developmental Updates
b. Special Project Updates
c. Public Policy Updates
d. Economic Development Updates

Closing Section:

8. Adjourn.

Meeting adjourned at 6:34 PM.

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

City of Stevens Point
Board of Water and Sewerage Commissioners
August 14, 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 and Ray Schmidt

EXCUSED ABSENCE: Anna Haines & Mae Nachman

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

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve the July 10, 2023 meeting minutes of the Board of Water & Sewerage Commission with one correction, adding Jodi Dobson of Baker Tilly as present at the meeting as well.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the department claims for the month of July as audited and read.

Ayes all. Nays none. Motion carried.

4. Water Supply and Distribution Reports - *Eric Southworth*

Eric stated the Water Street tower was inspected on July 19. This is inspected every five years. We are waiting to receive the report back and then that will be submitted to the D.N.R. There will be some repairs needed. Eric will provide an update to the Commission in September if we receive the report back this month.

Eric provided the Commission with an update on the projects. All of the pipe work is complete for the utilities on the Bush St. and Indiana Ave. project. They are currently working on concrete for curb/gutter/driveways. Swales have not been installed yet on Channel Dr., Belke St., Soo Marie Ave. and Frontenac Ave. The big reconstruction project on Algoma St., Texas Ave. and Minnesota Ave. should be completed in approximately 4 weeks. Final paving should be completed in October.

5. Sewage Treatment Operations Report - *Chris Lefebvre*

Chris stated the WWTP met all D.N.R. permit limits for the month of July. The D.N.R. inspected the WWTP at the end of June. The D.N.R. found one item during the inspection and that was to update the CMOM Program. The CMOM is the document that explains the maintenance of our sanitary sewer collection system. They are in the process of updating it. Once it is updated, Chris will respond back to the D.N.R. and share that response with the Commission at next months month's meeting.

6. Construction and Maintenance Report - *Shane Kohnen*

Joel explained that in Shane's absence Eric's report in Item 4 covered this item as well.

7. Directors Report - *Joel Lemke*

Joel wanted to clarify when he spoke about working with UWSP in regards to the Brilowski Property. This consisted of classroom-type work for Forest Management and Recreational Management off of the property on the north end of Brilowski, not the property that the City just acquired.

Joel also stated they are working on land acquisition for Well 12.

8. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:14PM

REPORT TO THE AUGUST 14, 2023
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

WATER DEPARTMENT

FINANCES:

Bank balance as of July 1, 2023	$ 6,997,905.60
Bank deposits recorded in July 2023	$ 801,440.01
	$ 7,799,345.61

CHECKS ISSUED JULY 2023:

58007	Mae Nachman	Salary	57.37
58008	Community Foundation of Central WI	Employee Contribution	10.00
58009	United Way Of Portage County	United Way	36.00
58011	American Asphalt Of WI	Hot mix for patching, patching material for hot mix	362.39
58012	Aramark	Rug service	45.90
58013	Cooper Oil Company Inc	Fuel additive	77.07
58014	County Materials Corp	Speedcrete, Inventory	3,542.27
58016	Ferguson Waterworks #1476	Inventory	2,895.00
58019	Heartland Business Systems, LLC	IT Work Station Set Up	28.75
58020	Multi Media Channels, LLC	Subscription renewal	104.00
58022	Robert Rosenfield	Well 12 - Hawk Breeding Study	4,500.00
58023	Security Fence & Supply Co Inc	Gate for cemetery to allow access for large vehicles	291.66
58025	Water & Environmental Analysis Lab	Testing of monitoring well samples	2,580.00
58027	City Of Stevens Point	Concrete Repairs	1,231.00
58028	Franks Hardware Co Inc	Supplies	124.25
58029	Metron-Farnier LLC	20 - 3/4" meters	7,365.25
58031	Rogan's Shoes	22-23 Boot Allowance - L. Wright	157.25
58032	WI State Laboratory of Hygiene	Fluoride samples	28.00
58033	CDW Government	Troubleshoot Phone Issues	58.75
58034	City Of Stevens Point	PILOT Payment	863,432.00
58037	Heartland Business Systems, LLC	Managed Services	207.37
58038	Mastercard	Supplies - toner	907.42
58039	Springbrook Holding Company LLC	Civic Pay Transaction Fee	397.34
58040	Strand Associates Inc	Professional Services - Well 12	735.51
58043	Community Foundation of Central WI	Employee Contribution	10.00
58044	United Way Of Portage County	United Way	36.00
58045	American Asphalt Of WI	Hot mix	497.43
58046	AnSer	After hours call service	522.94
58047	Aramark	Rug service	45.90
58048	City Of Stevens Point	Retirement, fuel, employee benefits, workers comp premiums	30,716.29
58049	Clark Dietz	Professional Services - 2024 Street Improvements	4,099.32
58051	Diggers Hotline Inc	Pre-payment diggers tickets	3,005.86
58052	Donna's Cleaning Service	Utility Garage Cleaning Service, Office Cleaning Service	300.00
58054	Ferguson Waterworks #1476	Inventory	42,990.30
58056	Hawkins Inc	Chemicals	4,223.84
58057	Idexx Laboratories Inc	Lab supplies	990.73
58060	Petty Cash	Mileage, postage, employee anniversary	186.30
58061	Ruekert Mielke Inc	Professional Services Water System Model Update	256.00
58062	SEH INC	Reviewing AT&T Project	660.39
58063	Springbrook Holding Company LLC	Employee Self-Service Implementation	222.35
58064	Strand Associates Inc	Professional Services - 2023 & 2024 Street Improvements	19,443.33
58065	Teamsters Union Local 662	Union dues	1,638.00
58067	Mastercard	Conference & Meeting Expenses, First Aid Supplies, Amazon Web Service	1,895.10
58068	Aspirus Medical Group, Inc.	Pre-employment Testing	183.50
58069	Candlewood Prop Management	Refund Check 039622-000, 921 Main St.	7.56
58070	Susan De Lisle	Refund Check 037552-000, 3932 Doolittle Dr. #7	45.36
58071	Matthew Dondlinger	Refund Check 038530-000, 2033A Michigan Ave.	48.26
58072	Ferguson Waterworks #1476	Meter Replacement Heads	1,275.00
58073	Timothy Rutzen	Refund Check 039429-000, 2433 Ellis St.	36.68
58075	Baker Tilly Virchow Krause LLP	2022 Audit Expense	167.64
58076	Batteries Plus LLC	Batteries	28.84

58077	Central States H & W Fund	Health Insurance Premiums	46,377.82	
58078	CORE & MAIN LP	Inventory	14,082.00	
58080	Dakota Electric Services Inc	Troubleshoot Tower Air Mixer	94.50	
58081	Dolce Digital Imaging	CCR Postcards	679.80	
58082	Ferguson Waterworks #1476	Inventory	34.99	
58084	Heartland Business Systems, LLC	Veeam Annual Maintenance, IT-Ticket Resolution	261.25	
58085	INFOSEND INC	Printing of monthly statements & notices	2,957.04	
58087	muGrid Analytics LLC	Qtrly Solar Monitoring	300.00	
58089	Rasmussen Plumbing & Heating	Clear plugged fixtures	405.06	
58090	Reinders Inc	Landscaping for Spruce St. Project	550.20	
58092	Springbrook Holding Company LLC	Annual Software Maintenance Charges	20,095.40	
58093	Star Business Machines	Replacement Copier, Qtrly Copier Maintenance Fee	2,718.69	
	WPS	Utility Charges	30,518.60	
	Payroll	Payroll	46,117.27	
	IRS PR Tax	Payroll Taxes - Federal	38,339.45	
	DOR PR Tax	Payroll Taxes - State	7,604.21	
	Verizon Cell & iPad Charges	Phone & iPad Charges	565.30	
	DOR Garnishment	Garnishment	9.32	
	HRA Admin Fees	Renewal & Admin Fees	30.00	
	TOTAL EXPENSES LISTED		$ 1,214,448.37	$ 1,214,448.37
	BALANCE ON HAND JULY 31, 2023			

Balance on Hand	$ 6,584,897.24
Plus uncleared checks	$ 69,469.00
Less checks previously written clearing this month	$ (81,852.65)
Ending Cash Balance matching Bank Statements	$ 6,572,513.59
Less Restricted Funds	$ (1,129,207.27)
Cash on Hand	$ 5,443,306.32

REPORT TO THE AUGUST 14, 2023
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS
SEWAGE DEPARTMENT

FINANCES:

Bank Balance as of July 1, 2023					$ 8,424,530.68
Bank Deposits recorded in July 2023					$ 788,761.50
					$ 9,213,292.18

CHECKS ISSUED IN JULY 2023:

58010	Stevens Point Airport	Airports portion of credit card rebate	97.91	
58011	American Asphalt Of WI	Hot mix for patching	96.29	
58012	Aramark	Rug service	210.34	
58013	Cooper Oil Company Inc	Fuel additive	77.07	
58014	County Materials Corp	Speedcrete	142.26	
58017	Grainger	Parts	161.98	
58018	Hach Company	Lab supplies	621.24	
58019	Heartland Business Systems, LLC	IT Work Station Set Up	28.75	
58023	Security Fence & Supply Co Inc	Gate for cemetery to allow access for large vehicles	291.67	
58024	Transit Department	Transits portion of credit card rebate	83.41	
58028	Franks Hardware Co Inc	Supplies	204.06	
58033	CDW Government	Troubleshoot Phone Issues	58.75	
58036	Grainger	Replacement flush valve	135.35	
58037	Heartland Business Systems, LLC	Managed Services	207.37	
58039	Springbrook Holding Company LLC	Civic Pay Transaction Fee	397.33	
58041	Waste Mangmt of WI-MN	Sludge hauling	8,386.91	
58047	Aramark	Rug service	210.34	
58048	City Of Stevens Point	Retirement, fuel, employee benefits	8,312.47	
58049	Clark Dietz	Professional Services - 2024 Street Improvements	1,024.84	
58050	Cooper Oil Company Inc	Fuel for lawn equipment	8.29	
58051	Diggers Hotline Inc	Pre-payment diggers tickets	751.47	
58052	Donna's Cleaning Service	Utility Garage Cleaning Service	25.00	
58055	Harter's Fox Valley Disposal	Dumpster Service	550.52	
58058	Lube-Tech & Partners LLC	Lubricant	230.85	
58059	NCL of Wisconsin Inc	Lab supplies	84.14	
58063	Springbrook Holding Company LLC	Employee Self-Service Implementation	111.18	
58064	Strand Associates Inc	Professional Services - 2023 & 2024 Street Improvements	4,860.83	
58067	Mastercard	CSWEA Membership Fee, WEF Membership, Menards-Supplies	806.90	
58069	Candlewood Prop Mgmt	Refund Check 039622-000, 921 Main St.	10.13	
58070	Susan De Lisle	Refund Check 037552-000, 3932 Doolittle Dr. #7	57.64	
58071	Matthew Dondlinger	Refund Check 038530-000, 2033A Michigan Ave.	40.67	
58073	Timothy Rutzen	Refund Check 039429-000, 2433 Ellis St.	37.38	
58074	American Asphalt Of WI	Hot mix	550.50	
58075	Baker Tilly Virchow Krause LLP	2022 Audit Expense	162.26	
58076	Batteries Plus LLC	UPS Batteries	553.00	
58077	Central States H & W Fund	Health Insurance Premiums	13,944.18	
58083	Hawkins Inc	Azone-Chemical	701.89	
58084	Heartland Business Systems, LLC	IT- Ticket Resolution, Veeam Annual Maintenance	261.25	
58086	Ingersoll Rand Co	Elements, oils & parts	4,389.77	
58088	NCL of Wisconsin Inc	Lab supplies	1,102.56	
58091	Service Motor Company	Oil & filters	75.78	
58092	Springbrook Holding Company LLC	Annual Software Maintenance Charges	8,476.04	
58093	Star Business Machines	Replacement copier	2,266.00	
58094	Stevens Point Public Utilities	Qtrly Water Charges	750.02	
58095	USA Blue Book	Jar caps & flag	143.37	
58096	Waste Mangmt of WI-MN	Sludge hauling	10,667.04	
	HRA	HRA Admin Fee	30.00	
	Verizon Charges	Verizon Charges	242.42	
	WPS Utility Charges	Gas & Electric	34,298.57	
	Sewer Payroll	Payroll	47,730.04	
	Payroll Taxes	Payroll Taxes	3,417.73	
	TOTAL OF EXPENSES LISTED		$ 158,085.76	$ 158,085.76
	BALANCE ON HAND JULY 31, 2023			$ 9,055,206.42

Balance on Hand	$ 9,055,206.42
Plus uncleared checks	$ 33,808.48
Less checks previously written clearing this month	$ (59,487.02)
Ending Cash Balance matching Bank Statements	$ 9,029,527.88

Less Restricted Balance	$	(5,544,911.28)
TOTAL	$	3,484,616.60

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

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

STORM WATER DEPARTMENT

FINANCES:

Bank balance as of July 1, 2023		$ 4,350,590.40
Bank deposits recorded in July 2023		$ 272,247.72
		$ 4,622,838.12

CHECKS ISSUED JULY 2023:

58006	Sommer Wright	Payroll	605.17	
58011	American Asphalt Of WI	Patching material hot mix	656.61	
58013	Cooper Oil Company Inc	Fuel additive	77.06	
58014	County Materials Corp	Speedcrete	142.27	
58015	Department of Natural Resources	DNR Exam Fee	25.00	
58019	Heartland Business Systems, LLC	IT Work Station Set Up	28.75	
58021	NAPA	Latex gloves	21.99	
58023	Security Fence & Supply Co Inc	Gate for cemetery to allow access for large vehicles	291.67	
58024	Transit Department	Grounds keeping work	358.56	
58027	City Of Stevens Point	Concrete Repairs	1,000.00	
58028	Franks Hardware Co Inc	Supplies	61.35	
58030	Multi Media Channels, LLC	Treatment notice for drainage ditch	34.65	
58033	CDW Government	Troubleshoot Phone Issues	58.75	
58035	Fastenal Company	Supplies	1,102.70	
58037	Heartland Business Systems, LLC	Managed Services	207.37	
58039	Springbrook Holding Company LLC	Civic Pay Transaction Fee	397.33	
58042	Sommer Wright	Payroll	324.62	
58045	American Asphalt Of WI	Hot mix	55.27	
58048	City Of Stevens Point	Retirement, fuel, employee benefits, workers comp premium	5,592.44	
58049	Clark Dietz	Professional Services - 2024 Street Improvements	1,024.84	
58051	Diggers Hotline Inc	Pre-payment diggers tickets	751.47	
58052	Donna's Cleaning Service	Utility Garage Cleaning Service	25.00	
58053	Fastenal Company	Washers	153.08	
58063	Springbrook Holding Company LLC	Employee Self-Service Implementation	44.47	
58064	Strand Associates Inc	Professional Services - 2023 & 2024 Street Improvements	4,860.84	
58066	Transit Department	Grounds keeping work	239.04	
58067	Mastercard	Seminar & PPE, Amazon Web Service	158.44	
58071	Matthew Dondlinger	Refund Check 038530-000, 2033A Michigan Ave.	16.64	
58073	Timothy Rutzen	Refund Check 039429-000, 2433 Ellis St.	14.43	
58074	American Asphalt Of WI	Hot mix	547.75	
58075	Baker Tilly Virchow Krause LLP	2022 Audit Expense	162.02	
58077	Central States H & W Fund	Health Insurance Premiums	4,752.00	
58079	Cummins Sales & Service	Michigan Avenue Generator Maintenance	421.79	
58084	Heartland Business Systems, LLC	IT- Ticket Resolution, Veeam Annual Maintenance	261.24	
58092	Springbrook Holding Company LLC	Annual Software Maintenance Charges	8,268.30	
58093	Star Business Machines	Replacement copier	2,266.00	
	Verizon	Ipad & cell phone charges	458.03	
	Payroll	Payroll	23,167.66	
	IRS	Payroll Taxes	1,804.16	
	WPS	Monthly Utility Charges	19.12	
	TOTAL OF EXPENSES LISTED		$ 59,852.71	$ 59,852.71
	BALANCE ON HAND JULY 31, 2023			$ 4,562,985.41

Balance on Hand	$ 4,562,985.41
Plus checks written after the end of this month	
Plus uncleared checks	$ 7,720.47
Less checks previously written clearing this month	$ (10,130.48)
Ending Cash Balance matching Bank Statements	$ 4,560,575.40

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

FIBER (COMMUNITY AREA NETWORK)

FINANCES:

Bank balance as of July 1, 2023					$ 386,275.72
Bank deposits recorded in July 2023					$ 49,037.50
					$ 435,313.22

CHECKS ISSUED JULY 2023:

58026	WiscNet	Dark Fiber Service	7,150.00	
58027	City of Stevens Point	Concrete Repairs	400.00	
	TOTAL OF EXPENSES LISTED		$ 7,550.00	$ 7,550.00
	BALANCE ON HAND JULY 31, 2023			$ 427,763.22

Balance on Hand		$ 427,763.22
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		$ 427,763.22

City of Stevens Point
Airport Commission
August 14, 2023 - 12:14 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 and Ray Schmidt

EXCUSED ABSENCE: Anna Haines & Mae Nachman

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

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve the July 10, 2023 meeting minutes of the Airport Commission with one correction, adding Jodi Dobson of Baker Tilly as present at the meeting as well.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve the claims for the month of July as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - *Jason Draheim*

The Commission reviewed the report included in the packet. Nothing was discussed.

5. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:17PM

REPORT TO THE AUGUST 14, 2023
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of July 1, 2023				$	106,839.88
Bank deposits recorded in July 2023				$	208,562.18
				$	315,402.06

CHECKS ISSUED IN JULY 2023

2729	City of Stevens Point	Insurance, fuel and retirement	5,964.60	
2730	Stevens Point Public Utilities	IPad Charges	10.11	
2731	Summit Companies	Annual Inspection Fire Extinguishers	748.50	
2732	Titan Aviation Fuels	Fuel purchase	4,315.38	
2733	Heartland Business Systems, LLC	Managed Services	81.16	
2734	City of Stevens Point	Workers Comp Insurance Premiums	312.96	
2735	Donna's Cleaning Service	Cleaning Service	175.00	
2736	Rasmussen Plumbing & Heating	Water Heater Repairs	213.75	
2737	Springbrook Holding Company LLC	Employee Self Service Implementation	22.24	
2738	Titan Aviation Fuels	Fuel purchase	13,421.24	
2739	Mastercard	Cable, rug service & supplies	523.43	
2740	Baker Tilly Virchow Krause LLP	2022 Audit Expense	47.04	
2741	Heartland Business Systems, LLC	Veem Annual Maintenance	94.73	
2742	Springbrook Holding Company LLC	Annual Software Maintenance Charges	5,433.90	
2743	Stevens Point Public Utilities	Airport's portion of IT invoices billed to the utilities	341.44	
2744	Titan Aviation Fuels	Fuel purchase	20,947.91	
EFT	Payroll	7/6/2023	4,227.83	
EFT	Payroll	7/20/2023	4,299.89	
	Delta Dental	Dental Insurance Premiums	71.38	
	Wisconsin Public Service	Utility Charges	1,751.27	
	WI Dept of Revenue	Fuel Tax	470.46	
	IRS	Payroll Taxes	2,799.09	
	WI Dept of Revenue	Payroll Taxes	479.86	
	TOTAL EXPENSES LISTED		$ 66,753.17	$ 66,753.17
	BALANCE ON HAND JULY 31, 2023			$ 248,648.89

Balance on Hand		$ 248,648.89
Plus checks written after end of month		
Plus uncleared checks		$ 21,696.41
Less checks previously written clearing this month		$ (13,978.35)
Ending Cash Balance matching Bank Statements		$ 256,366.95

PERSONNEL COMMITTEE
August 14, 2023 - 6:15 PM

Community Room
933 Michigan Avenue, Stevens Point, WI

OR

Zoom Teleconferencing

Meeting ID: 891 6610 4665 | Passcode: 858097
By
Computer: https://us02web.zoom.us/j/89166104665?pwd=RVdWcFM3YlorT1B6T0dMYUFxaDAzUT09
By Phone: +1-312-626-6799 (US Chicago)

MINUTES

I. Discussion and Possible Action on:

1. Roll Call.

PRESENT	Ald. Zarazua, Lang, Plaisance, Birr
EXCUSED	Ald. Shorr
OTHERS PRESENT	Mayor Wiza, Clerk Yenter; Alderpersons; Kneebone, Morrow, Shuda, Keymer, Christianson; Chief Kussow; Chief Moody; Directors: Kernosky, Beduhn, Kremer; HR Manager Frasch; Deputy C/T Freeberg, C/T Ladick.

2. Requests for known 2024 out of state travel.

Ald. Lang **moved**, Ald. Plaisance seconded, to the requests for known 2024 out of state travel.

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

3. Joel Lemke, Director of Public Utilities, requests to promote interim Construction and Maintenance Superintendent.

Ald. Birr **moved**, Ald. Lang seconded, to the Joel Lemke, Director of Public Utilities, requests to promote interim Construction and Maintenance Superintendent.

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

4. Adjournment.

Adjourned at 6:29 pm.

CITY OF STEVENS POINT

BOARD OF PUBLIC WORKS MEETING
August 14, 2023 - 6:05 PM
Community Room
933 Michigan Avenue, Stevens Point, WI

MINUTES

Roll Call

PRESENT Chairperson Mayor Wiza, Vice-Chairperson Ald. Ginger Keymer, Chris Tiffany, Ald. Keely Fishler, Ald. Mary Kneebone, Ald. Shaun Morrow, and Ald. Dean Shuda.

OTHERS PRESENT
Director: Scott Beduhn.
City Staff: City Clerk Kari Yenter, HR Manager Sandy Frasch, C/T Treasurer Corey Ladick, Fire Chief Jb Moody, and Deputy C/T & Finance Manager Carrie Freeberg.
Alderpersons: Marc Christianson, Mykeerah Zarazua, Allison Birr, Sam Lang, and David Plaisance.
Others Present: Ruth Pfiffner - 708 Ridge Road and Bill Bushman - 5516 Elmwood Avenue.

Informational

1. **Director's Report**
   a. Ridge Road Project
   b. 2023 bituminous Rehabilitation Project
   c. Division Street Concrete Joint Repairs

Ald. Fishler **moved**, Ald. Morrow **seconded**, to approve the Director's File and place it on file.

Director Beduhn touched up on the highlighted items in his report.

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

Ruth Pfiffner - 708 Ridge Road expressed her concerns about how terrible the first part of the Ridge Road Project turned out last year versus the Ridge Road Project this year.

Discussion and Possible Action

2. To approve the Ordinance Amendments in Chapter 9, Section 9.06 as it relates to traffic signs.

Ald. Fishler **moved**, Ald. Shuda **seconded** to approve the Ordinance Amendments in Chapter 9, Section 9.06 as it relates to traffic signs.

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

3. To award the 2023 Bituminous Rehabilitation Project #23-11. The recommended award will be presented at the meeting as the bid opening is Monday, August 14th at 1:00 p.m.

Ald. Morrow **moved**, Chris Tiffany **seconded**, to award the2023 Bituminous Rehabilitation Project #23-11 to American Asphalt of Wisconsin for an amount not to exceed $500,936.55.

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

Adjourn

Adjourned at **6:21 p.m**.

CITY OF STEVENS POINT
PUBLIC POLICY AND GENERAL GOVERNMENT COMMITTEE MINUTES
August 14, 2023 - 6:00 PM

Community Room
933 Michigan Avenue, Stevens Point, WI

OR

Zoom Teleconferencing

Meeting ID: 891 6610 4665 | Passcode: 858097
By Computer: Zoom Link
By Phone: +1-312-626-6799 (US Chicago)

Discussion and Possible Action on:

1. Roll Call.

Present: Ald. Fishler, Keymer, Plaisance, Kneebone, Lang.

Others
Present: Clerk Yenter, Mayor Wiza, C/T Ladick, Director Kernosky, H/R Manager Frasch, Director Kremer, Chief Kussow, Director Beduhn, Chief Moody, Administrative Assistant Church, Ald. Christianson, Ald. Zarazua, Ald. Birr, Ald.Shuda.

2. License List:

A. "Class B" Beer & Liquor License: Caravan Wine Shop at 1221 Second Street, Stevens Point for license period beginning August 22, 2023.

Ald. Kneebone moved, Ald. Keymer seconded, to approve.

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

B. Temporary Extension of Licensed Premise: Partner's Pub & Grill, 2600 Stanley Street, Stevens Point, request for temporary extension of licensed premise for a special event on October 21, 2023 to include a tent and fenced areas of their parking and rear lots.

Ald. Plaisance moved, Ald. Lang seconded, to approve.

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

3. Request to Hold Event/Street Closing:

A. Art in the Park on September 16, 2023 (Recurring Event).

B. Pacelli Homecoming Parade on October 5, 2023 (Recurring Event).

C. Festival Foods Turkey Trot on November 23, 2023 (Recurring Event).

D. Downtown Christmas on December 9, 2023 (Recurring Event).

Ald. Plaisance moved, Ald. Lang seconded, to approve.

No concerns from law enforcement.

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

4. Adjournment.

Adjourned at 6:04 p.m.

CITY OF STEVENS POINT

FINANCE COMMITTEE AGENDA
August 14, 2023 - 6:30 PM

Community Room
933 Michigan Avenue, Stevens Point, WI

OR

Zoom Teleconferencing

Meeting ID: 891 6610 4665 | Passcode: 858097
By Computer: Zoom Link
By Phone: +1-312-626-6799 (US Chicago)

MINUTES

I. Non-Action Items:

1. Roll Call.

PRESENT	Ald. Christianson, Zarazua, Morrow, Shuda
EXCUSED	Ald. Shorr
OTHERS PRESENT	Mayor Wiza; C/T Ladick; Clerk Yenter; Ald. Kneebone, Fishler, Keymer, Plaisiance, Lang, Birr; Police Chief Kussow; Fire Chief Moody; Director Kernosky, Kremer, Beduhn; Deputy C/T Freeberg; Personnel Manager Frasch; Bill Bushman; Meleesa Johnson

2. Informational Presentation on Fund Balance

C/T Ladick gave a presentation on Fund Balance.

II. Discussion and Possible Action on:

3. Establishing guidelines for the 2024 operating budget.

Ald. Morrow **moved**, Ald. Zarazua seconded, to approve prioritizing employee compensation as the primary use for any budgetary flexibility in the 2024 operating budget.

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

Ald. Shuda **moved**, Ald. Zarazua seconded, to roll over the property tax levy limit

adjustment for operations to the 2025 budget.

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

Ald. Morrow **moved**, Ald. Shuda seconded, to avoid an increase in the total tax levy for the 2024 budget.

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

4. Approval of increasing the fee for bulk item pick up.

Ald. Morrow **moved**, Ald. Zarazua seconded, to approve increasing the fee to $20 for the bulk items that are picked up.

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

5. Approval of funding for a solar power system at Seramur (Emerson) Park.

Ald. Zarazua **moved**, Ald. Shuda seconded, to approve the funding for a solar power system at Seramur (Emerson) Park.

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

6. Approval of Claims Paid.

Ald. Zarazua **moved**, Ald. Morrow seconded, to approve the claims paid in the amount of $9,201,841.88.

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

7. Adjourn into closed session (approximately 7:00 P.M.) 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. Negotiating a development agreement in Tax Incremental Financing (TIF) District Number 9.

B. Negotiating the purchase of property in Tax Incremental Financing (TIF) District Number 10.

C. Negotiating the purchase of parcel ID 020240836-09.

Ald. Morrow **moved**, Ald. Shuda seconded, to adjourn into closed session at 7:25 p.m.

Roll Call: Ayes: Ald. Christianson, Morrow, Zarazua, Shuda Nays: None Motion carried.

8. Reconvene for Possible Action on the above-referenced closed session items.

III. Closing Items:

9. Adjournment

Adjournment in closed session at 8:09 p.m.

COMPTROLLER-TREASURER REPORT
for the period ending June 30, 2023

	Bal June 1, 2023	Receipts	Disbursements	Bal June 30, 2023
GENERAL OPERATING CASH	$1,621,719.76	$2,956,982.89	$3,283,141.19	$1,295,561.46
UTILITIES & TRANSPORTATION (Cash and Investments)	$21,095,211.58	$1,534,147.70	$908,042.08	$21,721,317.20

INVESTMENTS	Bal June 1, 2023	TRANSFER IN	TRANSFER OUT	Bal June 30, 2023
GENERAL	$33,159,689.73	$0.00	$1,000,000.00	$32,159,689.73
SPECIAL REVENUE	$753,577.86	$0.00	$0.00	$753,577.86
DEBT SERVICE	$22,653.68	$0.00	$0.00	$22,653.68
CAPITAL PROJECTS	$8,475,443.47	$0.00	$1,000,000.00	$7,475,443.47
INTERNAL SERVICE	$2,080,425.33	$0.00	$0.00	$2,080,425.33
TRUST	$4,018,991.87	$0.00	$0.00	$4,018,991.87
TOTALS	$48,510,781.94	$0.00	$2,000,000.00	$46,510,781.94

EXPENDITURES:	BUDGET	YTD	%
GENERAL GOVT	$4,182,374	$2,247,872	53.75%
POLICE	$6,221,666	$3,019,465	48.53%
FIRE	$5,695,911	$2,854,493	50.11%
PUBLIC WORKS	$6,327,205	$2,791,914	44.13%
PARK & REC	$2,257,650	$960,025	42.52%
CAPITAL PROJECTS	$9,388,250	$7,059,906	75.20%
DEBT SERVICE	$8,927,825	$7,545,761	84.52%
YTD TARGET	50.00%		

REVENUES:	BUDGET	YTD	%
GENERAL	$27,066,706	$16,757,642	61.91%

RESOLUTION

[CONDITIONAL USE PERMIT – 1919 DIVISION STREET – CONSTRUCT A DETACHED GARAGE USING TRADITIONAL NEIGHBORHOOD SETBACKS]

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 1919 Division Street **(Parcel ID 281240832404708)** and described as N 28' LOTS 9,10,11 & S 22' LOTS 7 & 8 ALSO A 16' ESMT IN SW/C LOT 6 DES 240/350 BLK 4 SMITH ADD BNG PRT NE SE S32 T24 R8 884358, City of Stevens Point, Portage County, Wisconsin, is hereby granted a conditional use permit to construct a detached garage using setback requirements of the "R-TND" Traditional Neighborhood Overlay District, subject to the following conditions:

1. A building permit shall be obtained prior to the start of construction.
2. Staff shall have the ability to approve minor amendments to the proposed project plan.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: August 7, 2023
Adopted: August 21, 2023

Drafted by: Adam Kuhn
Return to: City Clerk

RESOLUTION

[CONDITIONAL USE PERMIT – UNADDRESSED PARCEL OFF OF UNITED STATES HIGHWAY 10 EAST – OPERATE A CAR WASH]

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 an unaddressed parcel off of United States Highway 10 East **(Parcel ID 281240836240004)** and described as LOT 2 CSM#011705 DOC-892548 BNG PRT SENW S36 T24 R8 1.268A 892534, City of Stevens Point, Portage County, Wisconsin, is hereby granted a conditional use permit to operate a car wash facility on the subject property, subject to the following conditions:

1. The car wash shall not be in operation during the hours of 9:00pm to 6:00am daily.
2. Eight-foot-tall privacy fencing shall be installed five feet to the west of the east lot line.
3. Staff shall have the ability to approve minor amendments to the approved site plan.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: August 7, 2023
Adopted: August 21, 2023

Drafted by: Adam Kuhn
Return to: City Clerk

TOWN OF HULL
4550 Wojcik Memorial Dr.
Stevens Point, WI 54482
715-344-8280
townofhull@tn.hull.wi.gov
www.townofhull.us

Portage County, WI

8/16/23

Mayor Michael Wiza
Alderpersons – City of Stevens Point
Ryan Kernosky – Community Development Director

This communication serves to highlight the concerns and suggestions that the Town of Hull has regarding the proposed construction of a carwash on Highway 10 East (Parcel ID 281240836240004). We want to thank Ryan Kernosky and Adam Kuhn for meeting with Town of Hull citizens who reside in the Woodland Acres subdivision, along with members of the Town leadership on 8/14/23.

There were two major concerns. One is the proposed fencing as it relates to hiding from view, a thirty foot building that is approximately sixty seven feet from the edge of subdivision. The other major concern is the lack of a defined sound level standard that is acceptable for residential living in that subdivision. Since that meeting, emails and phone calls from citizens have continued, identifying other concerns that may need to be addressed.

It is the Town of Hull's view, that a carwash of this size and noise level should not even be considered next to a residential area. There are many less intrusive choices for this parcel that would better blend with the City's residential neighbors. We respectfully ask you to consider rejecting this concept, and search for better choices.

If the City does not agree with this recommendation, we ask you not to affirm this development until standards for acceptable sound levels, as it relates to residential subdivisions, are established with the proper research and data. The Town offers its assistance in helping establish this standard. Establishing a standard for the fence issue should also be decided before approving the projects. As mentioned previously, concerns and questions continue to come in. Is it possible for the City not to take action, slow down the process, allow all remaining concerns to surface and for standards or conditions to be defined in a collaborative fashion with the Town of Hull?

The Town of Hull citizens along with Town leadership, look forward to working with the City of Stevens Point in resolving the issues at hand. Please reject this project or at least postpone the vote until all issues are recognized and resolved.

Respectfully,

Dave Wilz

Dave Wilz
Town of Hull - Chairperson

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

Department of Community Development
Adam Kuhn
Associate Planner
Zoning Administrator
Ph: (715) 346-1567
Fax: (715) 346-1498

MEMORANDUM

To: Common Council

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: August 21, 2023

RE: Noise Concerns – Proposed Champion Xpress Car Wash

Background: On August 7th, the City's Plan Commission recommended approval of the conditional use permit and site plan review requests to construct a Champion Xpress car wash on an unaddressed parcel off of U.S. Highway 10 East. Following the Plan Commission's recommendation, neighboring Town of Hull residents expressed concerns regarding this development, ranging from the proposed use, utility connections and noise.

On August 14th, the Town of Hull hosted an informational meeting where City staff was able to better understand these concerns and take appropriate action. One such action was for the developer to produce a noise map highlighting decibel readings at the entrance to the wash bay, the exit from the wash bay, and noise intensity at the east lot line of the subject property. As shown within the attached, a noise intensity of 63 decibels is anticipated at the east lot line of the subject property. Please note that this decibel reading does not take into account the privacy fencing that will be added near the east lot line.

As Council members are aware, one of the City's standards for reviewing a conditional use permit request relates to anticipated noise intensity. Said standard is below.

Ch. 23.01(19) Conditional Use Standards

13) Principal: The privacy of the neighboring development and the proposed development shall be maintained as much as practical. Guidelines:

Open Records Rider: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.

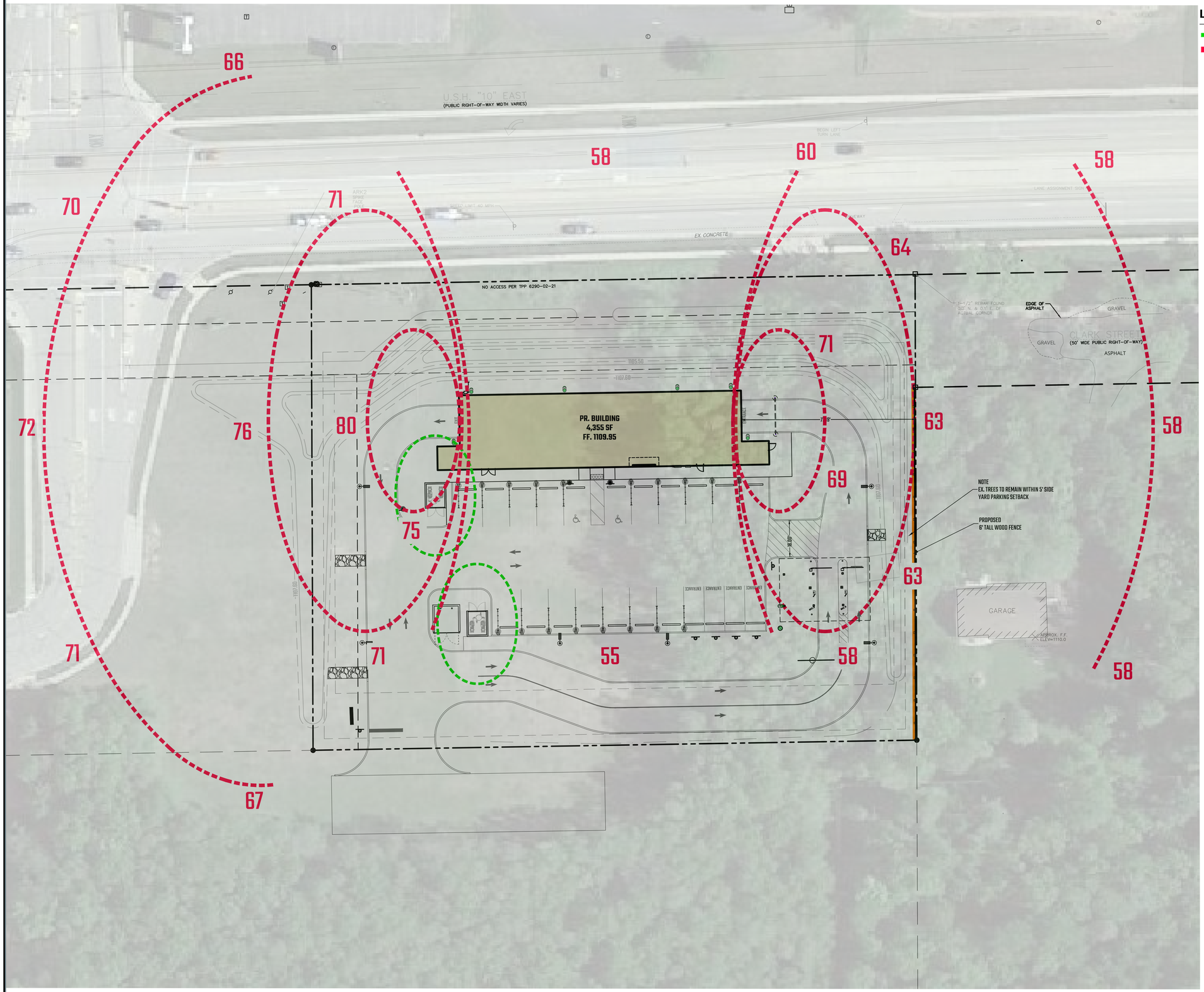
a) *Mechanical equipment including refuse storage shall be screened from neighboring properties.*
b) *Lighting shall be located to minimize intrusion onto the neighboring properties.*
c) *Sources of noise shall be located in a manner that minimizes impact to neighboring properties.*
d) *New multifamily sites which abut single or single-and-two family zoned lands shall increase that side yard and/or rear yard setback requirement(s) that abuts the single or single-and-two-family zoned area by 50% but need not exceed the maximum rear-yard setback requirements of the district.*

The attached noise map reinforces City staff's determination that the anticipated noise intensity from this proposed car wash will not have a detrimental impact on neighboring properties.

Recommendation: Staff's recommendation is to approve the conditional use permit and site plan review requests.

Source	dBA SPL
Produces Pain	120-140
Jet Aircraft During Takeoff (at 20 meters)	130
Snowmobile Tractor Without Cab	120
Rock Concert	110
Die Forging Hammer Gas Weed-Whacker Chain Saw Pneumatic Drill	100-105
Home Lawn Mowers	95 to 100 dB
Semi-trailers (at 20 meters)	90
Heavy Traffic	80
Automobile (at 20 meters)	70
Vacuum Cleaner	65
Conversational Speech (at 1 meter)	60
Quiet Business Office	50
Residential Area at Night	40
Whisper, Rustle of Leaves	20
Rustle of Leaves	10
Threshold of Audibility	0

Aggregate Noise Intensity by Source



LEGEND

- 10 FT = 33-dba (VACUUM ENCLOSURE)
- BLOWER PREDICTED NOISE LIMITS
- # BLOWER PREDICTED NOISE DECIBELS

Source	dBA SPL
Produces Pain	120-140
Jet Aircraft During Takeoff (at 20 meters)	130
Snowmobile Tractor Without Cab	120
Rock Concert	110
Die Forging Hammer Gas Weed-Whacker Chain Saw Pneumatic Drill	100-105
Home Lawn Mowers	95 to 100 dB
Semi-trailers (at 20 meters)	90
Heavy Traffic	80
Automobile (at 20 meters)	70
Vacuum Cleaner	65
Conversational Speech (at 1 meter)	60
Quiet Business Office	50
Residential Area at Night	40
Whisper, Rustle of Leaves	20
Rustle of Leaves	10
Threshold of Audibility	0

NOTES

- NO SOUND STUDY PERFORMED AT THIS LOCATION. PREDICTED NOISE LIMITS BASED ON A COMMUNITY NOISE STUDY FOR A ZIPPY'S CAR WASH IN FINDLAY OHIO, PERFORMED BY ACOUSTICAL SYSTEMS, INC. AND DATED MAY 11, 2015.
- DECIBEL RATING SHOWN ALONG EAST SIDE OF PROPERTY (RESIDENTIAL) DOES NOT TAKE IN ACCOUNT THE PROPOSED BUFFERING ELEMENTS SUCH AS FENCING, LANDSCAPING AND EXISTING TREES DESIGNATED TO REMAIN.

PRIORITY ENGINEERING, LLC

Engineer's Seal

Certification

(1) This item has been electronically signed and sealed by Bon S. Fitzgerald, PE, using a Digital Signature.
(2) Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

Bon S. Fitzgerald, State of Wisconsin, Professional Engineer, License No. E - 48701.

North

SCALE

0' 20' 40'

GRAPHIC SCALE: 1" = 20'

Project
CHAMPION XPRESS CAR WASH

Project Location
5707 US HWY 10
STEVENS POINT, WI

Sheet Name
PREDICTIVE NOISE MAP

Revisions

REV	ISSUED FOR	ISSUE DATE	BY

Date: 07/07/2023
Reviewed By: KMA
ENG/CADD: BH
Checked By: BF
PE Project No. 22-0027.007
Sheet No. **C-500**

DRAWING NOTE: SCALE SHOWN IS MEANT FOR 24" X 36" AND WILL SCALE INCORRECTLY IF PRINTED ON ANY OTHER SIZE MEDIA RESIZED TO 11" X 17"
NO REPRODUCTION SHALL BE MADE WITHOUT PRIOR CONSENT OF PRIORITY ENGINEERING, LLC.
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RESOLUTION

[SIGN VARIANCE – 5601 U.S. HIGHWAY 10 EAST – INSTALL ONE WALL SIGN EXCEEDING MAXIMUM SIZE RESTRICTIONS

BE IT RESOLVED by the Common Council of the City of Stevens Point, Portage County, Wisconsin, the Common Council determines that all conditions required have been met, the property located at 5601 U.S. Highway 10 East **(Parcel ID 281240836230019)** and described as LOT 3 CSM#011716 DOC-893357 BNG PRT SWNW S36 T24 R8;ACC ESMTS 510369&512207; DRNG ESMT 884245 10.271A 892218;892219;892220, City of Stevens Point, Portage County, Wisconsin, is hereby granted a sign variance to install one wall sign exceeding maximum size restrictions for the planned tenant on the subject property.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: August 7, 2023
Adopted: August 21, 2023

Drafted by: Adam Kuhn
Return to: City Clerk

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

Department of Community Development
Adam Kuhn
Associate Planner
Zoning Administrator
Ph: (715) 346-1567
Fax: (715) 346-1498

MEMORANDUM

To: City Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: August 7, 2023

RE: Sign Variance – Ross Dress for Less

Background: Last month, Ross Dress for Less submitted a sign variance request to install a 314 square foot wall sign for their future tenant space located at 5601 U.S. Highway 10 East. According to the City's Sign Code, shopping centers (i.e., a standalone building having more than one tenant space located within) are permitted to have one wall sign at a size not to exceed 100 square feet.

During the July Plan Commission meeting, the Commission took no action on the sign variance request. Concerns during this meeting ranged from a hardship not being present and to the extent that an ordinance deviation is being requested. The request was sent to the Common Council on July 17th, and the Council voted to kick the request back to the Plan Commission for further consideration. During the July Council meeting, staff was instructed to work with the applicant on a wall sign size that would be acceptable to both parties.

After further conversations with the applicant, we have agreed to recommend approval on a sign variance request to install a wall sign at a size not to exceed 220 square feet. As shown within the attached, the applicant is proposing a wall sign of 215.32 square feet. Based on the amended sign package, staff believes that the following review standards would be met for this variance request:

1. A literal application of the Ordinance would result in a demonstrated practical difficulty or unnecessary hardship to the property.
2. The granting of the requested variance would not be materially detrimental to the property owners in the vicinity.

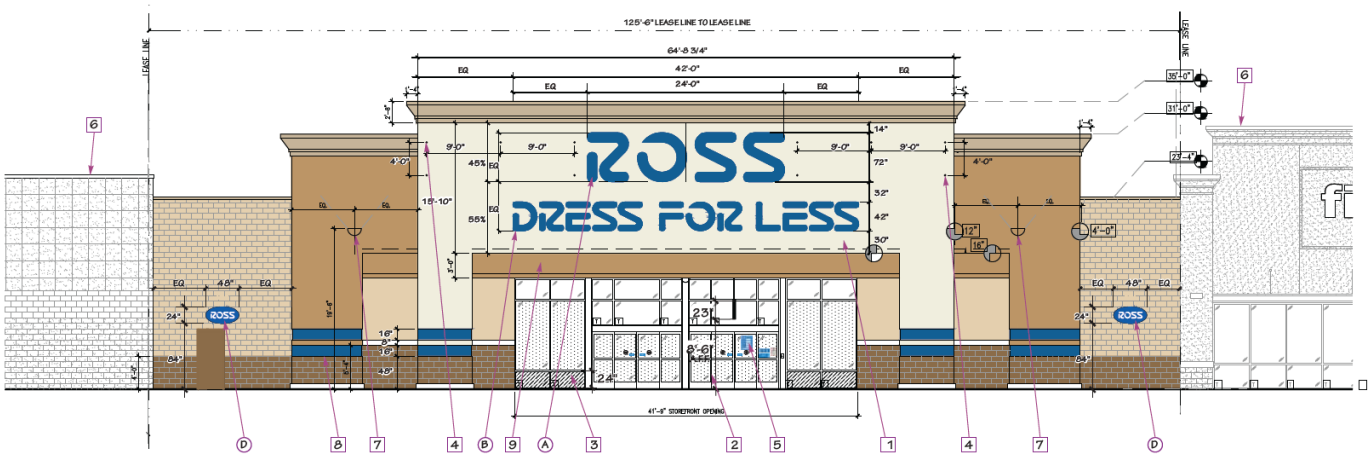
Open Records Rider: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.

3. Hardship caused the sign user under a literal interpretation of the Ordinance is due to conditions unique to that property and does not apply generally to the City.
4. The granting of the variance would not be contrary to the general objectives of this Ordinance.

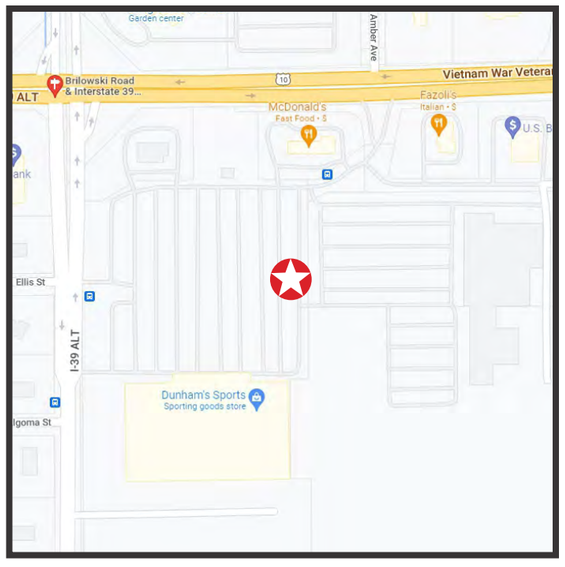
Staff Recommendation: Approve the sign variance request to install one wall sign exceeding maximum size restrictions on the property located at 5601 U.S. Highway 10 East (Parcel ID 281240836230019), subject to the following conditions:

1. A sign permit shall be obtained prior to the wall sign being installed.
2. Staff shall have the ability to approve minor amendments to the submitted sign package.

Previous Proposal:



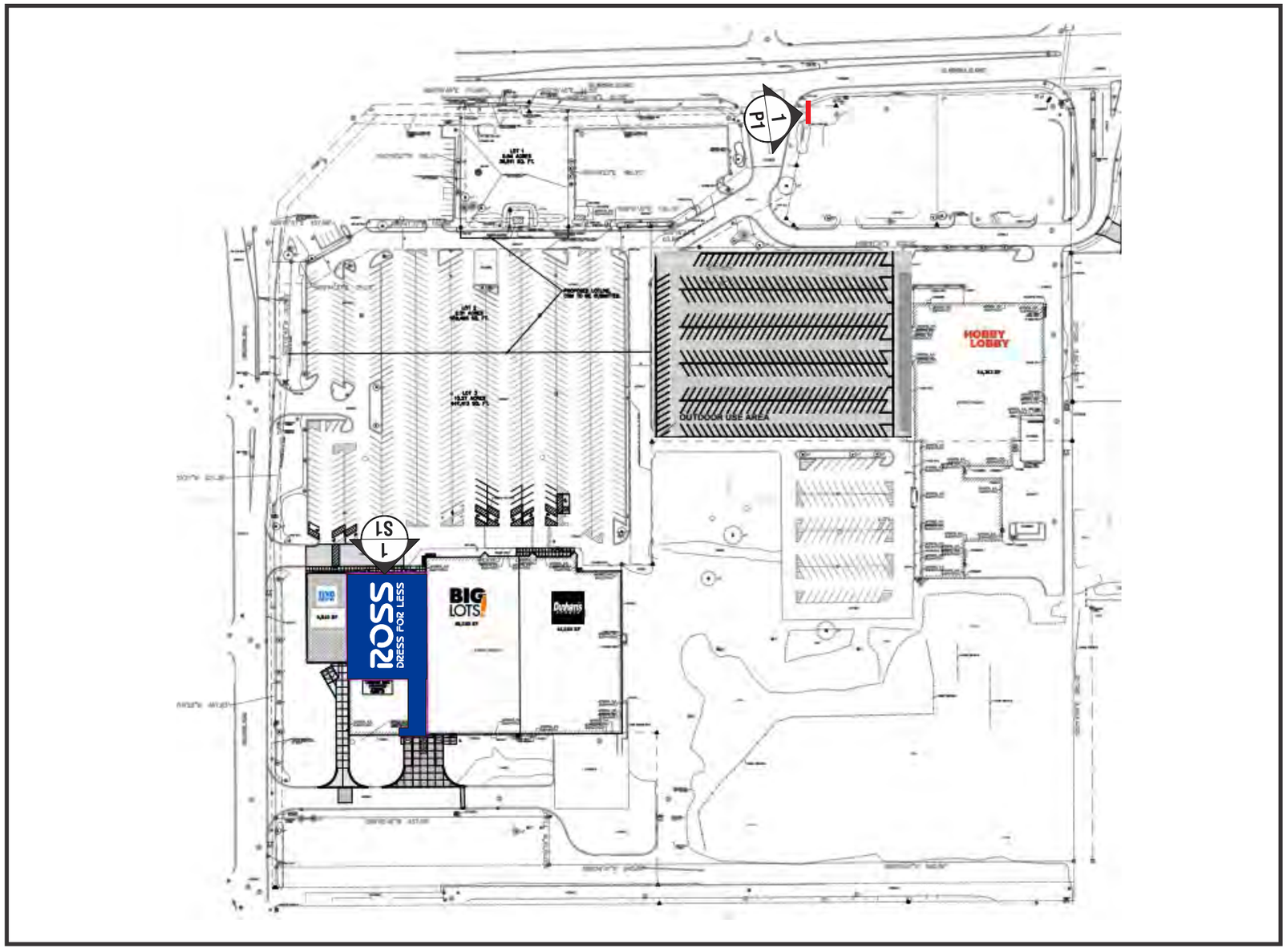
Updated Proposal:



NORTH

VICINITY MAP

NOT TO SCALE



NORTH

SITE PLAN

NOT TO SCALE

RB-E/H

EXHIBIT _____

PAGE ____ OF ____

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blair IMAGE ELEMENTS

ROSS DRESS FOR LESS

#2547 Stevens Point
Commons at East Pointe
SEC US Highway 10 & Brilowski Road
Stevens Point, WI 54482

drawn

DATE 08/03/23

SHEET K

NOTES:

ROSS CONTRACTOR TO PROVIDE:

- ADEQUATE ACCESS BEHIND LOGO LETTER AND CABINET FOR INSTALLATION AND MAINTENANCE, PER ARTICLE 600 OF THE N.E.C.
- ONE (1) 20 AMP 120V ISOLATED SIGN CIRCUIT AND JUNCTION BOXES TO AREA BEHIND SIGN LETTERS CONNECTED TO THE ENERGY MANAGEMENT SYSTEM.
- AT LEAST 1/2" THICK PLYWOOD BACKING BEHIND ALL E.I.F.S. WALL SYSTEM FOR SIGN AND BANNER SUPPORT.

SIGN FASCIA TO BE FREE OF JOINTS & REVEALS, AND OF A LIGHT COLOR (MINIMUM 80% L.R.V.) TO PROVIDE HIGH CONTRAST AND VISIBILITY FOR THE SIGN.

ALL COLORS ARE SUBJECT TO ROSS STORES, INC. REVIEW AND APPROVAL COLOR APPEARANCE MAY BE ALTERED BY PRINTING, SEE APPROVED FINA CONSTRUCTION DRAWINGS FOR COLOR SPECIFICATIONS.

IF ANY SIGNAGE PROPOSED IN THIS EXHIBIT IS ALTERED BY LOCAL GOVERNMENT AUTHORITIES, ROSS STORES INC. RESERVES THE RIGHT TO, AT NO COST, ADJUST ARCHITECTURAL FEATURES TO BEST ACCOMMODATE THE ALTERED SIGNAGE

(A) 66"H INDIVIDUAL "ROSS" PAN CHANNEL LETTER-LOK LOGO LETTERS:
FACES: PLASKOLITE OPTIX.LD 2406 WHITE WITH 3M 3730-167L BLUE VINYL FILM OVERLAY.
RETURNS: 8"D ALUM. W/ WHITE FINISH
TRIM CAP: 2" WHITE JEWELITE
LETTER BACKS: ALUMINUM
LEDS: PRINCIPAL TRUE WHITE QWIK MOD 3 (7100K)
MOUNTING: 1/4"-20 GALV. THRU BOLTS
PEG OFF: 1/2" SPACERS

(B) 27"H INDIVIDUAL "DFL" LOGO LETTERS:
ALL CALLOUTS SAME AS "ROSS" EXCEPT:
RETURNS: 5"D ALUM. W/ WHITE FINISH
TRIM CAP: 1" WHITE JEWELITE

(C) N/A

(D) N/A

1. SIGN FASCIA BY ROSS CONTRACTOR, SEE NOTES.
2. CLEAR ANODIZED ALUMINUM STOREFRONT & DOORS BY ROSS CONTRACTOR.
3. FROSTED FILM BY ROSS CONTRACTOR.
4. (2) SETS OF FIVE (5) EYE-BOLTS FOR BANNER ATTACHMENT BY ROSS CONTRACTOR.
5. STORE HOURS; INCLUDES STORE HOURS, OPERATIONAL DECAL, EBT, GUARD & RESERVE LTR. 55 & OVER AND EXIT/ENTER DECALS. SEE SHEET SH FOR DETAILS.
6. ADJACENT PARAPET MAY NOT BE HIGHER THAN ROSS BASE BUILDING.
7. TYPICAL ARCHITECTURAL LIGHTING BY ROSS CONTRACTOR.
8. TYPICAL ROSS BLUE IDENTITY BANDS BY ROSS CONTRACTOR.
9. RECESSED ILLUMINATED NICHE BY ROSS CONTRACTOR.
10. N/A
11. N/A
12. N/A

OPTION 5

CODE COMPLIANT

Code:
1.75sf/linear foot= 219.625 (125.5*1.75)

SIGN AREA ALLOWED : 219.63 S.F.
SIGN AREA PROPOSED : 215.32 S.F.

ROSS DRESS FOR LESS

ROSS DFL:	215.32
UNDER CANOPY:	N/A
(2) WALL PLAQUES	N/A
TOTAL:	215.32 ☒

(1) STOREFRONT • NORTH • BRILOWSKY RD. HWY.• ELEVATION

3/32"=1'-0"

RB-E/H

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blair IMAGE ELEMENTS

ROSS DRESS FOR LESS

#2547 Stevens Point
Commons at East Pointe
SEC US Highway 10 & Brilowski Road
Stevens Point, WI 54482

drawn
DATE 08/03/23

SHEET S1

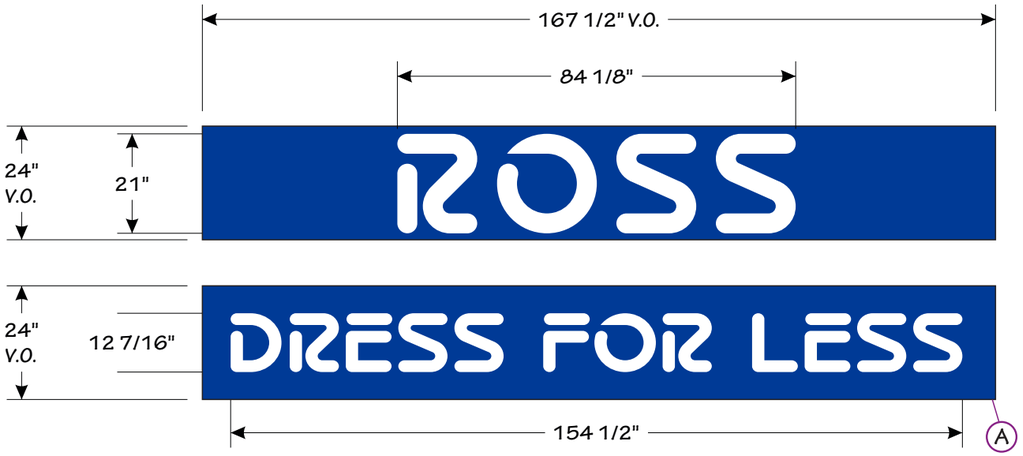
Ⓐ TENANT FACE DECORATION BY ROSS STORES, INC.
50 1/2"x167 1/2" w/ VINYL GRAPHICS TO MATCH
THE PROPOSED RENDERING.

1 PYLON STRUCTURE, FOOTINGS, CABINETS, FINISHES, LIGHTING, FACES AND ELECTRICAL SERVICE PROVIDED AND MAINTAINED BY LANDLORD

2 OTHER TENANT FACES SHOWN FOR REFERENCE ONLY

Installation Instructions:

- FIELD VERIFY AND CONFIRM TO BLAIR IMAGE ELEMENTS EXACT FACE DIMENSIONS, STRUCTURE AND LIGHTING CONDITIONS
- PROVIDE BLAIR IMAGE ELEMENTS WITH LOGO PLOT (PROOF) PRIOR TO FABRICATION.
- PROVIDE BLAIR IMAGE ELEMENTS WITH PHOTOS OF FINISHED DISPLAY



ALL DIMENSIONS / MATERIALS TO BE VERIFIED PRIOR TO MANUFACTURE.

General Description

THIS WORK IS BY TENANT
(2) SETS FIRST SURFACE APPLIED FLAT CUT VINYL GRAPHICS

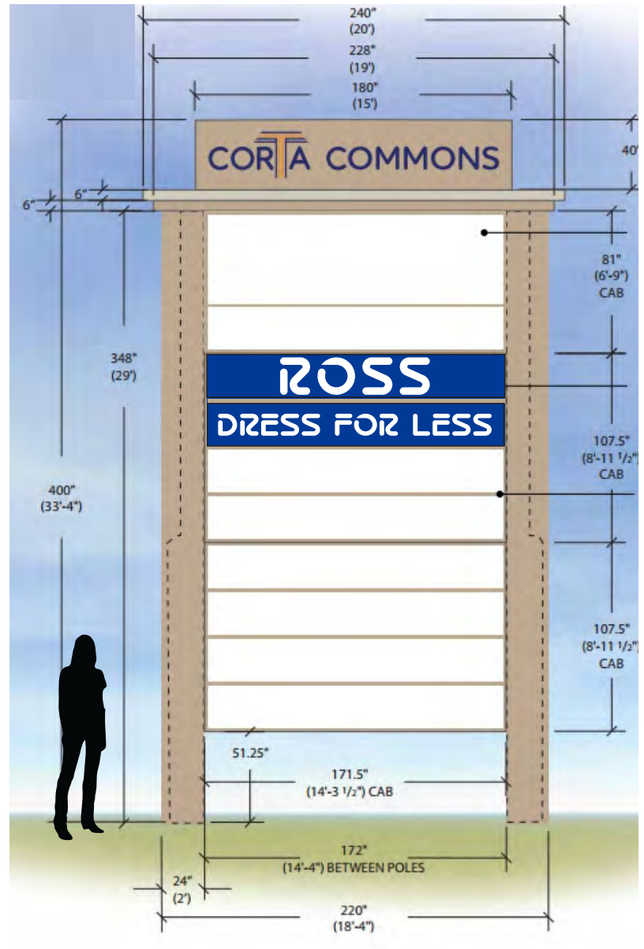
② ROSS TENANT FACE DETAIL

(2) REQUIRED

Scale: 3/8"=1'-0"

TWO FACES REQUIRED:
ONE (1) ON EACH SIDE OF DOUBLE-FACE MONUMENT SIGN IN TENANT POSITION AS SHOWN.

BRILOWSKY RD. ← → PARKING LOT



P

SEE SHEET K FOR LOCATION

N.T.S.

RB-E/H

EXHIBIT _____

PAGE ____ OF ____

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blair IMAGE ELEMENTS

ROSS DRESS FOR LESS

#2547 Stevens Point
Commons at East Pointe
SEC US Highway 10 & Brilowski Road
Stevens Point, WI 54482

drawn

DATE 08/03/23

SHEET P1

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 816 of Section 9.06(a) of the Revised Municipal Code, **Stop Signs** is hereby **repealed**:

SECTION II: That subsection 217 of Section 9.06(a) of the Revised Municipal Code, **Stop Signs** is hereby **amended** to read as follows:

9.06(a) 217. East on Sunset Fork (south branch of the roadway) at the intersection with Ridge Road.

SECTION III: That subsection 65 of Section 9.06(b) of the Revised Municipal Code, **Yield Signs** is hereby **created** to read as follows:

9.06(b) 65. East on Sunset Fork Left before entering Sunset Fork.

SECTION IV: That subsection 66 of Section 9.06(b) of the Revised Municipal Code, **Yield Signs** is hereby **created** to read as follows:

9.06(b) 66. East on Sunset Fork (north branch of the roadway) at the intersection with Ridge Road.

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

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: July 24, 2023
Approved: August 21, 2023
Published: August 25, 2023

2023 Bituminous Rehabilitation Project #23-11
Owner: City of Stevens Point
08/14/2023 01:00 PM CDT

					American Asphalt of WI	
Line Item	**Item Code**	**Item Description**	**UofM**	**Quantity**	**Unit Price**	**Extension**
1	204.0120	Removing Asphaltic Surface Millings (2-Inch)	S.Y.	27,050	$ 3.32	$ 89,806.00
2	390.0203	Base Patching Asphaltic	S.Y.	200	$ 76.93	$ 15,386.00
3	460.6424	HMA Pavement 4MT58-28H Asphaltic Overlay with Fiber (2-Inch)	TON	3,250	$ 99.88	$ 324,610.00
4	643.0100	Traffic Control	L.S.	1	$ 5,795.00	$ 5,795.00
		Base Bid Total:				**$ 435,597.00**
		Base Bid with Contingency:				**$ 500,936.55**

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

Department of Community Development
Redevelopment Authority
Director Ryan J. Kernosky, MPA
Ph: (715) 346-1567
Fax: (715) 346-1498

TO: Common Council

FROM: Ryan Kernosky, Director of Community Development

DATE: August 21, 2023

RE: Contract Renewal for City Property Tax Assessment Services

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Common Council:

Since 2013 the City has contracted our City Property Tax Assessment Maintenance services with Steve Shepro of Forward Appraisal. Forward Appraisal's contract expired at the end of this assessment year (June 30, 2023) and is due for renewal.

Forward Appraisal has proposed the following cost for the next three assessment cycles:

Assessment Year 2024 (July 1, 2023 – June 30, 2024)	$62,000
Assessment Year 2025 (July 1, 2024 – June 30, 2025)	$64,000
Assessment Year 2026 (July 1, 2025 – June 30, 2026)	$66,000

This is a modest increase from the previous contract, which had a $2,000 increase in cost of services annually (AY 21 $54,000, AY 22 $56,000, AY 23 $58,000).

City staff believes that this is a fair price for the services we receive from Forward Appraisal. We recommend approving the attached contract as presented.

Please let me know if you have any additional questions or concerns.

Ryan Kernosky

AGREEMENT FOR ASSESSMENT MAINTENANCE SERVICES

This Agreement is by and between the City of Stevens Point, Portage County, State of Wisconsin, a municipal corporation (hereafter "City") and Steven J. Shepro (hereafter “Assessor”), d/b/a Forward Appraisal, LLC, with his principal address of P.O. Box 13434, Green Bay WI 54307.

I. PURPOSE

The purpose of this Assessment Services Agreement (“Agreement”) is for Steven J. Shepro, d/b/a Forward Appraisal, LLC, to provide annual assessment services for the City of Stevens Point, Wisconsin for the years 2021 to 2023. Pursuant to the Agreement, Mr. Shepro shall serve as the City’s statutory assessor and provide annual maintenance work in a competent, timely, efficient, and cost effective and customer service-oriented manner.

II. ASSESSOR’S UNDERTAKINGS

1) All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the Wisconsin Property Assessment Manual and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this Agreement.
2) The Assessor shall generally be responsible for the oversight, review and validation of assessment functions performed by the City. The Assessor shall be the statutory contracted Assessor pursuant to Wis. Stats. § 62.09(1)(a) for the 2024 to 2026 assessment years and shall ultimately be responsible for the completion and defense of all necessary documents pursuant to and in accordance with Chapter 70 of Wisconsin Statutes, as amended from time to time.
3) The Assessor shall be accountable to the City Council, with frequent reporting to the City’s Director of Community Development or his/her designee. The Assessor shall meet with the Director of Community Development on a regular (weekly) basis to discuss the progress of the work and to review the data and the reports completed. The City reserves the right to inspect the data and the progress of the work performed by the Assessor at any time without limitation.
4) The Assessor and his/her City-approved designee shall maintain regular office hours at the Stevens Point City-County Building, 1515 Strongs Avenue, Stevens Point, WI 54481, of at least eight (8) hours per week. Office hours shall be during 7:30 AM to 4:00 PM Monday through Friday. Additional hours should be planned after assessment notices are sent out, during the open book review, and prior to the Board of Review. In addition, the Assessor may be required to attend city meetings as requested.
5) The Assessor shall provide a phone number for City officials to contact the Assessor during regular business hours, Monday through Friday, and shall return calls within twenty-four (24) hours.
6) The Assessor shall be responsible for all listing, valuation and processing of appeals for all property classified as commercial under Wisconsin Statues 70.32(2).

7) The Assessor shall oversee and assist in all assessment related clerical duties including:
    a. Answering routine telephone calls.
    b. Walk-in requests for assessment data.
    c. Scheduling assessment-related appointments.
    d. Providing copies of all assessment-related open records requests.
    e. Preparing appointment mailers, stuffing envelopes, and mailing all notices.
    f. Filing of all assessment property records cards and any other assessment-related records.
    g. Assessment data entry.
8) In cooperation with the City, the Assessor shall prepare and implement standard procedures for the City staff's annual field and/or office review of real estate assessment practices to determine the validity of said practices for the functions including, but not limited to, the following:
    a. Property Sales.
    b. Annexations.
    c. New construction or remodeling (as provided by permits).
    d. New recorded plats and certified survey maps.
    e. Property formerly exempt, now assessed.
    f. Buildings destroyed, significantly damaged or removed (as provided by permits).
    g. Change to higher land use.
    h. Change in classification of property.
9) The Assessor shall review real estate valuation proposals prepared by the City utilizing the software system of the City's choice and standard cost approach techniques. The Assessor shall make recommendations as necessary for modification of property valuations.
10) The Assessor shall assist in the field review and assessment of all properties that were under partial construction as of January 1st of the previous year.
11) The Assessor shall assist in the field review and assessment of new construction as of January 1st of the current year.
12) The Assessor shall assist in the field visit and measurement of all properties with building permits for exterior remodeling and for detached buildings and decks, air conditioning and other miscellaneous permits.
13) The Assessor shall prepare for the City approval, practices, procedures and an implementation strategy to utilize an income approach for the valuation of commercial class property.
14) The Assessor shall be diligent in discovering and assessing all personal property. Assessor shall assist in the field visit of all personal property accounts annually to discover new accounts and account for businesses that may have closed prior to the assessment year. Assessor shall cross reference personal property account with the corresponding real property and parcel number. The Assessor shall review and as necessary modify personal property value recommendations prepared by the City.
15) The Assessor shall oversee the mailing out of State approved Personal Property Forms to all holders of personal property in the City by January 15th of each year, audit the returned forms, and place the new values in the assessment roll. Assessor shall assist in the collection of the name and address of each personal property contact person, separate from the business name. The Assessor shall keep on file in the City Assessor's Office a doomage listing prior to open book review.

16) The Assessor shall conduct and process all Commercial Open Book reviews and any other reviews as assigned in cooperation with City staff, for all property classified as commercial under Wisconsin Statues 70.32(2) and all waterfront property classified as residential.
17) The Assessor shall defend and/or assist on all assessment roll valuation hearings before the Board of Review. In the event of a subsequent appeal of: a Board of Review decision to the Wisconsin Department of Revenue or the Courts, the Assessor shall appear as necessary to continue their defense of any appealed value.
18) The Assessor shall be responsible for the completing and filing of all required reports to the Wisconsin Department of Revenue by the required deadline.
19) The Assessor shall assist in the accounting of all buildings destroyed or demolished.
20) The Assessor shall assist in the implementing of use value assessments of agricultural lands per the specifications set forth by the Wisconsin Department of Revenue.
21) The Assessor shall be responsible for determining whether an organization or individual meets the requirements for exemption in determining the tax exempt status of a property.
22) The Assessor shall assist in the processing of parcel subdivisions, lot line adjustments, new subdivision plats, certified survey maps, and any other land divisions.
23) The Assessor shall assist in taking digital photographs of new construction on or about January 1st annually, and also during the review process if needed.
24) The Assessor shall assist in maintaining and annually updating property owner lists, with current name and address changes.
25) The Assessor shall assist in providing assessment data through the Department of Revenue PAD System, and recording of sales information to property record cards electronically.
26) The Assessor shall annually update all property owner information with new legal descriptions electronically.
27) The Assessor shall assist in maintaining plat and section/cadastral maps on file and updating yearly, as provided by the Portage County Register of Deeds / Land Description Office.
28) The Assessor shall assist in the mailing of Notices of Assessment to property owners and others as required by State Statutes.
29) The Assessor shall conduct open book sessions in accordance with Wisconsin State Statutes. The Assessor shall prepare a written statement regarding open book dates, times, and instructions on how to set up an appointment for an open book session at least fifteen (15) days prior to the first open book session. The Assessor shall notify the City Clerk for publication prior to open book.
30) The Assessor shall be responsible for preparing for the annual Board of Review hearing proceedings as required by State Statutes prior to May of each year. The Assessor shall work with the City Clerk to arrange for the hearings and defend the Assessor's valuations and work products. The Assessor will promptly and adequately follow up and respond to any appeals made at the Board of Review hearing while incorporating assessment modifications as approved.
31) The Assessor shall assist in the updating of City's assessment computer records within fourteen (14) days of the final adjournment of the Board of Review.
32) The Assessor will be responsible for providing the Wisconsin Department of Revenue with final reports as required by the DOR.

33) The Assessor will assist in valuing all mobile homes as required by law.
34) The Assessor will assist in valuing all airport hangers and buildings on leased land as required by law.
35) The Assessor will assist in the coordination with the Portage County Register of Deeds / Real Property Listing Office to facilitate the digital and manual transfer of data and values.
36) The Assessor shall also perform all other duties incidental to the normal duties of the Assessor.
37) The Assessor shall ensure that all personnel providing services requiring Wisconsin Department of Revenue Certificates shall be currently certified in compliance with Wisconsin Statutes Ch. 70 and Administrative Rules of the Wisconsin Department of Revenue.
38) The Assessor shall provide and update the City with a listing of all personnel assigned. All personnel shall be approved by the City. Copies of each employee's certificate shall be supplied to the City.
39) The Assessor shall review any complaint relative to the conduct of his/her employee(s). If the City deems the performance of any of the Assessor's employees to be unsatisfactory, the Assessor shall remove such employee(s) from working for the City upon written request or notification from the City.
40) The Assessor shall maintain insurance coverage to protect against claims, demands, actions, and causes of action arising from any act of the Assessor and his agents and employees in the execution of work. Further, the Assessor shall be responsible for any and all of his agents while performing acts under the terms of this contract. Certificates of insurances by a company authorized to transact business in the State of Wisconsin shall be supplied to the City and shall list the City as an additional insured. Limits of liability shall not be less than:
    a. Workers compensation statutory limits.
    b. Comprehensive general liability, including personal injury and blanket contractual liability in the amount of $1,000,000.00 per occurrence, combined single limit.
    c. Comprehensive auto liability, including property damage and non-ownership coverage in the amount of $1,000,000.00 per occurrence, combined single limit.

    See attached Certificate of General Liability Insurance.

41) The Assessor agrees to carry proper and sufficient insurance to cover loss of the City's records, as well as Assessor's records in process under this Agreement, which are in possession of the Assessor. The Assessor shall not be responsible for loss of records accidentally destroyed by fire theft or Act of God while kept in office space supplied by City.
42) The Assessor shall be responsible for the proper completion of the assessment roll in accordance with Wisconsin state law. Final assessment figures for each property shall be provided by the Assessor to the Portage County Register of Deeds/Land Description Office and all necessary measures and cooperation shall be exercised to balance said roll between the County and Assessor. The Assessor shall prepare and submit the Municipal Assessment Report (MAR) and the TID assessment Reports to the Department of Revenue in a timely manner.
43) The Assessor shall produce and present an Annual Assessment Office Report summarizing the work done each year.

44) The Assessor shall ensure that employees maintain strict confidence regarding all privileged information received by reason of this contract. Disclosure of any appraisal information to any individual, firm, or corporation other than appropriate public officials or their authorized agents is expressly prohibited.
45) The Assessor shall present a positive, professional image in both conduct and dress while working with City staff and the public.

III. CITY'S UNDERTAKINGS

1) The City generally remains responsible for the administration of the assessment process and the assessment roll.
2) The City shall assist the Assessor as needed with the preparation of materials associated with mandatory reporting requirements.
3) The City shall respond to normal and customary internal and external requests for assessment information and correspondence.
4) The City shall provide adequate personnel to assist the Assessor in accomplishing assessment related activities. Currently, the City employs one full-time assistant assessor. The assistant assessor is certified as an Assessor 1.
5) The City shall maintain the database of photographs of real property.
6) The City shall conduct residential Open Book sessions in cooperation with the Assessor.
7) The City shall assist the Assessor with preparing the necessary documentation needed to defend assessment roll valuations before the Board of Review.
8) The City shall complete property discovery activities for both real estate and personal property.
9) The City, with assistance from Portage County, shall complete property listing activities for real property.
10) The City shall conduct preliminary valuation activities (i.e. sales, building permits, new construction) and report to the Assessor for review, validation and recommendation.
11) The City shall, in cooperation with the Assessor, prepare an annual assessment roll and associated notices of assessment change in accordance with Chapter 70 Wisconsin Statutes.
12) The City shall facilitate the automation of property records utilizing a computerized system of valuation.
13) The City shall provide the Assessor with suitable office space and all necessary accessories to perform the functions related to property assessment.
14) The City shall provide the Assessor with remote connectivity options to perform functions related to property assessment.
15) The City shall provide the Assessor with a cell phone and City email account to facilitate any and all calls and emails related to performance of his obligations under this Agreement.
16) The City shall provide the Assessor with a vehicle for his transportation to and from any appointments necessary.

IV. GENERAL PROVISIONS

1) INDEPENDENT CONTRACTOR. The relationship of the Assessor to the City shall be that of an independent contractor and no principle-agent or employer-employee relationship is created by this Agreement.
2) OWNERSHIP OF DATA. Data collected pursuant to this Agreement is the property of the City. Data used by the Assessor in the services contemplated herein, other than any central Wisconsin commercial sales database created by the Assessor, shall remain the property of the City and no use or copying shall be made thereof beyond that listed in this Agreement without the written permission of the City. The Assessor shall cooperate with the City in replying to any open records requests made pursuant to Wis. Stat. Ch. 19, Subchapter II relating to this Agreement or for services provided hereunder.
3) INDEMNIFICATION.
    a. Except as provided below, the Assessor agrees to defend, indemnify, and hold harmless the City, its officers, agents and employees against any and all claims, demands, payments, suits, actions, recovery, and judgments of every kind and description arising out of the performance of this Agreement, for personal injury or property damage brought or recovered against it by reason of any negligent action or omission of the Assessor, its agents, or employees and with respect to the degree to which the City is free from negligence on the part of itself, its employees and agents.
    b. The City agrees to defend, indemnify, and hold harmless the Assessor, its officers, agents and employees against any and all claims, demands, payments, suits, actions, recovery and judgments of every kind and description arising out of any valuation disputes, or challenges to the methodology employed under this Agreement brought or recovered against it, whether based in contract, negligence or otherwise. Neither party shall be liable to the other for consequential, indirect or incidental damages, including, but not limited to, loss of tax revenue or claims related to valuation of property, whether based in contract, negligence, strict liability, or otherwise.
4) FORCE MAJEURE. Neither party shall be liable to the other for any loss, damage, failure, delay or breach in rendering any services or performing any obligations hereunder to the extent that such failure, delay or breach results from any cause or event beyond the control of the party being released hereby ("Force Majeure"), including, but not limited to, acts of God, acts or omissions of civil or military authorities. If either party is prevented or delayed in the performance of its obligations hereunder by Force Majeure, that party shall immediately notify the other party in writing of the reason for the delay or failure to perform, describing in as much detail as possible the event of Force Majeure causing the delay or failure and discussing the likely duration of the Force Majeure and any known prospects for overcoming or ameliorating it. Both parties agree to take any commercially reasonable measures to overcome or ameliorate the Force Majeure and its adverse effects on this Agreement, and to resume performance as completely as is reasonably possible once the Force Majeure is overcome or ameliorated.
5) CONFLICT OF INTEREST. Mr. Shepro covenants that he has no public or private interest, and shall not acquire directly or indirectly any interest that would conflict in any manner with the performance of his services. Mr. Shepro warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the City as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor,

or consultant to Mr. Shepro in connection with any work contemplated or performed relative to this Agreement.

6) PROJECT PERSONNEL. All work shall be performed by personnel certified by the State of Wisconsin, Department of Revenue. The Assessor shall provide and update the City with a listing from time to time of personnel assigned to the Project. All project personnel assigned shall be approved by the City.
7) SUBCONTRACTS. The Assessor agrees not to subcontract any of the work required by this Agreement without the written permission of the City. The Assessor agrees to be responsible for the accuracy and timeliness of the work submitted in the fulfillment of its responsibilities under this Agreement.
8) ASSIGNMENT OF AGREEMENT. The Assessor agrees not to assign, transfer, convey, sublet, or otherwise dispose of the Agreement or its rights, titles, or interest in this Agreement without the previous consent and written approval of the City.
9) GOVERNING LAW. This Agreement shall be interpreted under the substantive law of Wisconsin, as it existed and was interpreted on the date of this Agreement. In the event that the laws of the State of Wisconsin change, so as to create additional work for the Assessor not provided for in this Agreement, the City shall allow the Assessor a reasonable extension of the completion date and additional compensation to be negotiated. The methods and procedures used in performance of this Agreement shall comply with Chapter 70 of the Wisconsin State Statutes.
10) ENTIRE AGREEMENT. This Agreement contains the complete and entire Agreement between the parties and may not be altered or amended except in writing, executed, making specific references to this Agreement by the Assessor and by a duly authorized official of the City.
11) SEVERABILITY. If any provision of this Agreement shall be declared invalid or unenforceable, such invalidity or unenforceability shall not affect the whole Agreement, but the whole Agreement shall be construed and enforced accordingly.
12) NOTICES.

    All notices required to be sent to Mr. Shepro shall be sent to the following address:

    Steven J. Shepro
    Forward Appraisal, LLC
    P.O. Box 13434
    Green Bay, WI 54307

    All notices required to be sent to the City shall be sent to the following address:

    City Clerk
    1515 Strongs Avenue
    Stevens Point, WI 54481

V. TERM & TERMINATION

1) TERM. The term of this Contract is from July 1, 2023 through June 30, 2026. The Assessor shall have completed all work under this Agreement on or before the second Monday of May or 30 days thereafter, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this contract and by mutual consent.
2) TERMINATION. Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.

VI. COMPENSATION

For the duties and scope of services performed under paragraphs 1 – 11 of this Agreement, the City shall pay equal monthly installments to Mr. Shepro in the total amount of:

Assessment Year 2024 (July 1, 2023 – June 30, 2024)	$62,000
Assessment Year 2025 (July 1, 2024 – June 30, 2025)	$64,000
Assessment Year 2026 (July 1, 2025 – June 30, 2026)	$66,000

Signatures:

_____ _____

Steven J. Shepro Date
Forward Appraisal, LLC

_____ _____

Mike Wiza, Mayor Date
City of Stevens Point, Wisconsin

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

August 16, 2023

To: Common Council

Subject: Setting Guidelines for the 2024 Operating Budget

As you are likely aware, the Finance Committee has been working through some guidelines for the 2024 operating budget. At the August Finance Committee meeting, they set the following 3 basic guidelines:

- Prioritize employee compensation as the primary use for any flexibility in the operating budget
- Roll over the property tax levy limit adjustment for operations to the 2025 budget
- Avoid any increase in the total tax levy for the 2024 budget

Of course, everything that the Finance Committee does is advisory to the full Council, so I am now looking for action by the Common Council as well.

I have attached my original memo from the Finance Committee meeting for your reference. Also, I do have one clarification for the third point on avoiding any increase in the total levy, with of course the understanding that we will need to make larger increases in the future to make up for this. From the perspective of the taxpayer, this will help to smooth things out from that perspective, because although we would be doing a 0% increase, there will be significant impacts from the revaluation and associated redistribution of the tax burden for the tax bill that relates to the 2024 budget.

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

August 10, 2023

To: Finance Committee, Common Council

Subject: Setting Guidelines for the 2024 Operating Budget

Last month, we discussed the preliminary status of the operating budget for 2024, and I indicated that we will be looking for feedback in August on 3 items. Those items are as follows:

Prioritizing employee compensation as the use for any budgetary flexibility

City staff have discussed this internally, and given workforce shortages and the need to attract and retain qualified employees, our recommendation is to prioritize compensation in the 2024 operating budget. Also note that we have a pay plan study currently underway, which may have some financial impact.

Rolling over the property tax levy limit adjustment for operations to the 2025 budget.

As discussed last month, we have two low years for net new construction, which restricts the amount that we can increase the property tax levy for operations. We now have a number for the 2024 budget, 1.33%. We are expecting a similar number for the 2025 budget, which frankly isn't enough to continue current operations and provide a reasonable cost of living adjustment for our employees.

Luckily, we have an increase in shared revenue to get us through the 2024 budget, so my recommendation is to roll over the 2024 adjustment to 2025. The effect will be to turn two low years into one good year. I believe this will be necessary for continuing services in the 2025 budget.

Whether or not we want to increase the total tax levy for the 2024 budget.

The citywide revaluation will impact many residential property owners as the property tax burden is redistributed. One option that we do have to mitigate this impact a little bit is to avoid an increase in the total tax levy for the 2024 budget. This means that 100% of the increase in overall assessments would be used to lower the tax rate.

(Continued on Next Page)

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

However, it should be noted that we have experienced significant cost increases for capital projects, which we will need to adjust for at some point. Therefore, if we take this option, we will need to be a little more aggressive on tax levy increases in future years. Right now, we have been targeting levy increases of 2.5%, which unfortunately is probably no longer realistic. Going forward, if we don't take an increase this year, then I would suggest an annual increase in the total tax levy of 3.5% in the years following. If we do take an increase this year, then I think we could get by with annual increases of 3.0%. Note that this is a bit more than what I suggested last month. What has changed is that we have started the capital budget process internally, and it is clear that we are going to have an ongoing challenge with the sufficiency of our capital budget given cost increases.

I want to acknowledge that this overall situation is difficult, as we are in between the proverbial "rock and a hard place". On one hand, our various departments are reporting significant price increases for capital items, which creates a need for a larger capital budget. On the other hand, our taxpayers are feeling inflationary pressures of their own and don't want to see large increases in property taxes. Therefore, we will need to find the right balance that is both reasonable for our taxpayers but also meets their expectations for service delivery and keeps the City in good working order. Next month at the Finance Committee meeting we will present the proposed capital budget and cover this topic in more detail.

Action Needed

I am looking for a formal vote on the three aforementioned items.

CITY OF STEVENS POINT
PUBLIC PARK AND FACILITY NAMING POLICY

1. **Purpose**

To establish a consistent and formal policy and process for naming public parklands, parks and recreational facilities which the community may accept and readily identify with.

2. **Scope**

It will identify significant historical, geological and ecological areas located within the community. Also, it would give suitable recognition to individuals who make a sizeable monetary contribution or have contributed to the growth and development of the city.

3. **Responsibility**

The Parks Commission shall be responsible for recommending to the Common Council the naming or change in name for all assigned public Park and Recreation areas in the City of Stevens Point. However, not withstanding this provision the Common Council shall not be precluded from naming a Park or Facility.

4. **Objectives and Goals**

A. The names should be purposeful, suitable, symbolic, and should fall under one of the classifications provided within this policy.
B. Names of facilities should be adopted before dedication of a facility or before development begins on a new facility.
C. Names will not be for living persons except when substantial donations are offered to the community for park and recreational purposes and when the donor stipulates a name as being a part of that donation or when a living person makes a substantial commitment of time and effort to improve the quality of life in the community. In such cases the Parks Commission shall recommend that the Council accept or reject such an offer.
D. Names for public officials will not be used without thorough justification and, in most cases, the person should be honored posthumously.
E. Names of individuals will be considered only if that person was actively involved in giving unselfishly of herself/himself for the betterment of the community. It will be necessary for this individual to have strong community support.

5. **Procedure**

A. Requests or proposals for adopting a specified name for a particular Park or Recreation area shall be submitted to the Parks Commission in written form along with thorough documentation giving the reasons for the selection of the proposed name.
B. After a name is decided upon by the Parks Commission, public notice of the recommended Qualifying Name will occur in the City's official newspaper. Citizen comments and recommendations must be in writing to the Director of Parks and Recreation and received prior to the next Common Council meeting for approval.

Revised 10.5.13

C. For an individual (excluding historically significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park or facility or to the park system overall. The recommended name must be accompanied by a biographical sketch which shall provide evidence of contributions to the park, facility, or park system overall.

6. **Selection Criteria**

Park and Recreation areas /facilities may be named:

A. For location, such as the name of an adjacent street or the related plat or subdivision.

B. For a geologic, geographic, historical, botanical, horticultural or scientific feature inherent to the area.

C. To honor a person or groups:

1. When a major donation has been made to the City for a park/facility wherein the donor stipulates a name as being a consideration of a donation, and donation is deemed suitable for recreational purposes, the Parks Commission shall make a recommendation to the Common Council as to accepting or rejecting such an offer.
2. An organization, business, or group for whom a park/facility is to be named should meet the following criteria:
   A. It should not be political or religious in nature unless it has had a unique and important place in the areas history.
   B. It should be a local organization, business, or group, unless if a non-local group, it has performed some outstanding service for the area.

D. To show gratitude to an individual:

When it seems appropriate to name a park/facility in honor of a person, it should be one who has made a major contribution to the community and/or has been instrumental in acquiring the area, and will be subject to the discretion of the Parks Commission.

E. Classifications - These classifications are in order of priority.

Places and Features

1. Natural phenomenon
2. Recognizable area or neighborhood
3. Descriptive
4. Horticultural, zoological, environmental
5. Assumed name (commonly used name)

Historic Events

1. Battles
2. Discoveries
3. Explorations
4. Community development

Organizations

1. Civic
2. Veterans
3. Fraternal
4. Other

Person's Name

1. Large donors
2. Historical groups
3. Local hero
4. National hero
5. National official
6. State official
7. Local official
8. Local individual(s)

Great Ideas or Causes

1. Ecological
2. Friendship
3. Independence
4. Peace

7. **Adoption**

A group may ask to adopt a park or recreation facility for improvement or maintenance purposes, and in return the park or facility could be named after that group. A written agreement should be signed specifically detailing the future responsibilities of the group adopting the park or facility and any name change must first be approved by the Common Council.

8. **Other Naming Alternatives**

1. Parks and facilities that are donated to the City can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the Parks Commission and Common Council.
2. Special names for new facilities or areas within a park (i.e. playgrounds, shelters, etc.) will be allowed under stated classifications and criteria when donations result fin a substantial contribution to the proposed facility. (Generally 50% or more of the proposed cost of the facility). These names will be recommended to the Common Council for final approval.

9. **Frequency, Repetition, Segmentation**

Generally, individuals and/or groups recognized (named) with one park or facility cannot be recognized with additional parks or facilities. Groups are not allowed to identify parks or facilities by using local chapters, numbers, troops, etc.

10. **Renaming**

1. The renaming of parks and facilities is strongly discouraged. It is recommended

that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.

2. Only those parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks named by deed restriction cannot be considered for renaming.
3. In order for a park or facility to be considered for renaming the following must occur:
    a. The recommended name must qualify according to Section 6 of this policy, and;
    b. Be accompanied by a petition from the particular park or facility users.

11. **Use of Plaques and Markers**
    1. This means of recognition will be used to honor individuals and organizations for the community or designate history of a particular property. All plaques, markers, memorials or monuments placed on parkland must be approved by the Parks Commission as to design and placement.
    2. All plaques, markers, and memorials are subject to the same naming criteria in Section 6 of this policy.
    3. Because of their proneness to vandalism and maintenance, plaques, markers, and memorials should be used sparingly.
    4. Designed to blend with and compliment the existing Parks and Recreation Department Sign policy, and Plaques, Markers, and Memorials Policy, and must be reviewed and approved by the Commission.
    5. A written maintenance agreement for each plaque/marker/memorial shall be developed and signed by the Director of Parks and Recreation and donor individual/organization.
    6. The Commissions first priority is to use the Community Foundation Tree Memorial program as a means of recognition.

12. **Contest**

    Contests may be used for naming parks or facilities providing they meet the approval of the Parks Commission and Common Council.

13. **Groundbreaking and Dedication**

    When a new park is given or a facility constructed and ready for public use, a certain amount of public relations work should accompany the occasion. The purpose is to bring awareness to the public of a new property or facility for public use. Media tools to be used include radio, T.V. (cable),video, newspaper, magazine, Internet, etc.

14. **Grandfather Clause**

    All existing park and recreational facilities named prior to adoption of this policy are under a grandfather clause with respect to this policy.

Revised 10.5.13

City of Stevens Point
2442 Sims Avenue
Stevens Point, WI 54481-3594

To: Board of Park Commissioners and City Council

From: Dan Kremer, Director of Parks, Recreation and Forestry

Date: July 27, 2023

Subject: Dedicating and Naming Parcel ID #'s 281240825440001 and 281240825440002 the "Hall Nature Preserve"

The City of Stevens Point lost a beloved member of the community and a wealth of knowledge on the Board of Park Commissioners last January with the passing of Sue Hall. Sue's positive attitude and uplifting spirit made her a one of a kind. Sue and her husband, Kent Hall, spent their lives giving back and improving our community with their time and talents. A biography of some of the major contributions for Sue and Kent is included with this memo.

Since the time of Sue's passing, many from the community, city council and board of park commissioners have been speaking with city staff regarding completing something in honor of Sue. While the team involved was evaluating options, it was felt that Sue and her husband Kent were so impactful in our community that it made the most sense to do something to honor both of them. City staff was able to consult with Kent and Sue's children, Sheri Johnson and Doug Hall, who helped design the sign and provided feedback while being in communication with Kent on our plans. Kent and Sue have been pillars of our community and we are excited to bring this recommendation for consideration.

The team involved are recommending to expand the area to the east of Parkdale Park by dedicating 30 acres as a nature preserve and naming it the "Hall Nature Preserve". The sign that will stand at the entrance is included in your packet for review. If approved, the Parks Department would build a gravel trail from the existing pathway in Parkdale Park which will lead northeast to the nature preserve. The Forestry Department would perform tree trimming to create a "trailhead" and the sign would be installed immediately following. It is our plan to ask Kent to take a picture with the sign prior to installation as well.

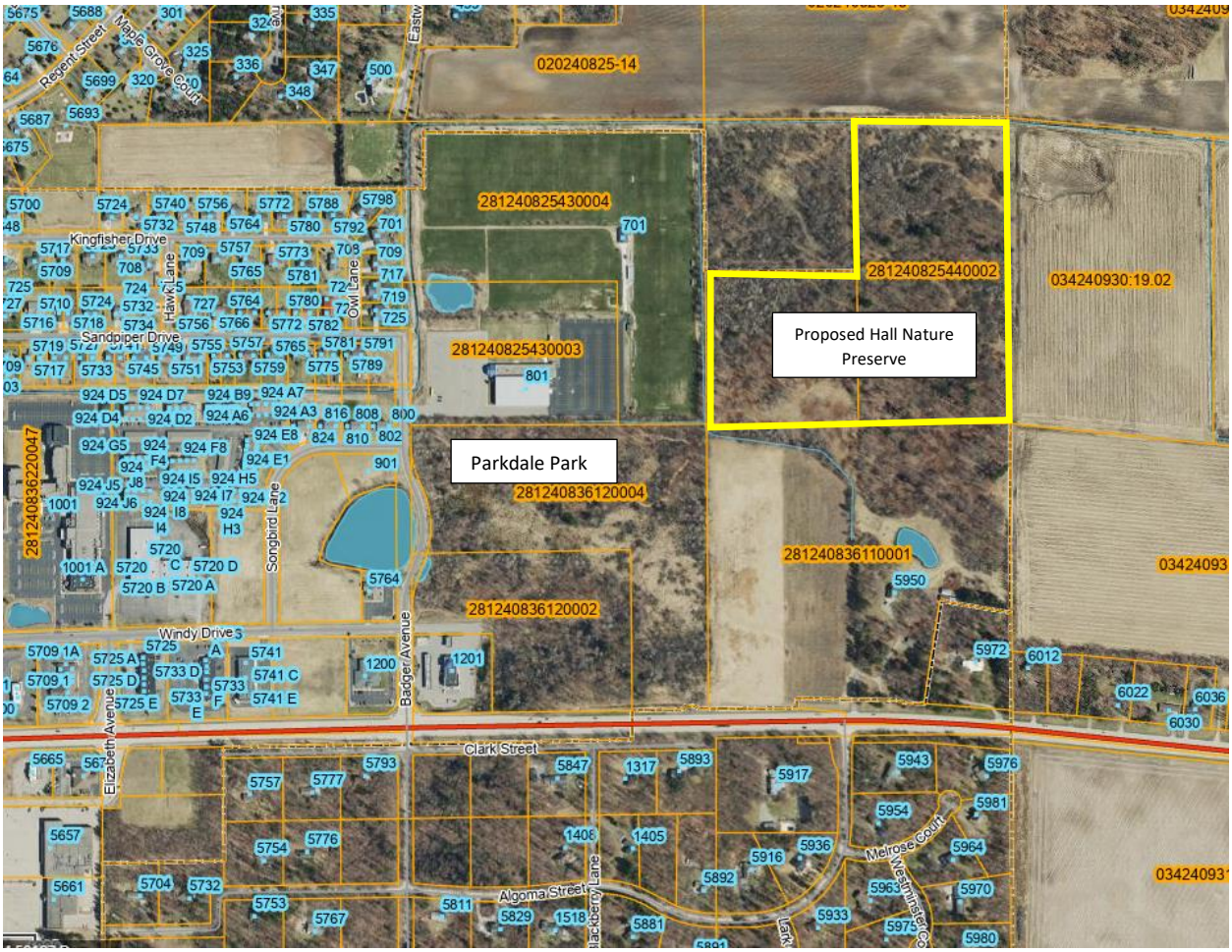
No other improvements are planned at this time; however, we feel that in the future another volunteer organization may wish to improve pathways on the 30 acres and that could be considered at that time. The primary purpose of the Nature Preserve would be to protect the existing habitat, protect the wetland areas and wildlife that are pay tribute to Kent and Sue. The City owns the land so no additional dollars for land acquisition are required. If this is approved, the trail and sign would be installed this fall.

City Staff and the volunteer planning team recommend dedicating these two parcels as an addition to Parkdale Park and naming it the "Hall Nature Preserve".

Kent and Sue Hall Biographical Information

Suzanne “Sue” Hall was a beloved member of the Stevens Point community. A teacher by trade, Sue served as a member of the park commission for 18 years and was involved with numerous community activities. She was the co-chair person to raise money to build the Pfiffner Pioneer Park bandshell, she was the President of the Junior Women’s club, state Conservation chairperson and was on Gaylord Nelson’s First Earth Day Committee. She served on several boards of directors including the YMCA, Mead Wildlife, Aldo Leopold Audubon, and Bluebird Restoration Association of Wisconsin.

Sue married Kent Hall in 1962, they have two children Sheri Johnson of Mount Pleasant, WI and Doug Hall of Everette, WA. Kent and Sue were highly involved with running within the City and started Stevens Point Area Running Club (SPARC) in 1980. Kent’s professional life consisted of teaching at the University of Wisconsin Stevens Point. Kent was instrumental in raising funds to enable construction of an education facility and administrative office for the Mead and McMillan Wildlife Area complex. Hall retired in 1998 after 30 years at UWSP where he advised the award-winning Beta Beta Beta honor society for 17 years. Kent was the driving force between Bird City USA designations for Stevens Point and Plover and was active in the Audubon Society along with Sue.


Proposed Hall Nature Preserve
Parkdale Park
020240825-14
281240825430004
281240825440002
281240825430003
281240836120004
281240836110001
281240836220047
034240930:19.02
03424093
Regent Street
Maple Grove Court
Kingfisher Drive
Sandpiper Drive
Hawk Lane
Owl Lane
Songbird Lane
Windy Drive
Badger Avenue
Elizabeth Avenue
Clark Street
Algoma Street
Melrose Court
Westminster Co
Blackberry Lane

Proposed Trail Connection and Sign Location

Gravel Trail Connection

Proposed sign location and entrance into proposed Hall Nature Area – no other improvements at this time

City of Stevens Point
2442 Sims Avenue
Stevens Point, WI 54481-3594

Memo

TO: Board of Park Commissioners and Common Council
FROM: Dan Kremer, Director of Parks, Recreation, Forestry
DATE: July 27, 2023
RE: Renaming of Emerson Park to Seramur Park

The Parks, Recreation and Forestry Department has been working alongside the Friends of Emerson Park to complete the transformation of Emerson Park over the last several years. Most recently, the Friends solidified funding to allow a new playground, basketball court, sidewalks, cornhole goals and a field backstop to be installed and that work just completed earlier this summer. Those transformations have led to extreme excitement within the community and crowds of residents being at the park enjoying the space.

This memo is being provided because a once-in-a-generation opportunity has presented itself for the Stevens Point park system. The Friends of Emerson Park and city staff have been meeting with the John C. Seramur family over the last several weeks and they have offered to complete the capital campaign with a $500,000 gift in exchange for park naming. A gift of this magnitude is the largest single gift ever made to the Stevens Point Park system and it will be transformational for the park and the park users. This gift will allow a restroom pavilion, accessory park lighting, concrete plaza and additional sidewalk network to be installed in 2024 and would 100% complete the third and final phase for the revitalization project which was approved by the Park Commission in 2020.

If the naming rights is approved, the Seramur Family will have donated over $660,000 towards the overall revitalization project. A gift of this size is consistent with the City Naming Policy and a petition and donor biography information has been submitted to allow the naming consideration by the Park Commission and Common Council.

Staff has been in constant communication with the friend's group and the donor and recommended that the naming consideration be accompanied with a commitment to have a legacy marker providing background and history on the Emerson School and other historical significance to the property be included.

Preliminary renderings are included in the packet for reference. These renderings still require final design, historic and permit review and approval.

City Staff Recommendation:

1. Rename the Emerson Park parcel "Seramur Park" with a condition that the Friends of Emerson Park must include a legacy marker with historical information about the Emerson School and parcel history as part of the project.

FRIENDS OF | STEVENS POINT, WISCONSIN
Emerson Park

July 17, 2023

Parks Director, Dan Kremer
Parks Board Chair, Wayne Sorenson
The City of Stevens Point Department of Parks, Recreation, & Forestry
The City of Stevens Board of Parks Commissioners
2442 Sims Ave.
Stevens Point, WI 54481

City of Stevens Point Parks Department & Board of Park Commissioners,

The Seramur Family Foundation have offered the Friends of Emerson Park an additional gift of $500,000 to fund the completion of the Emerson Park Revitalization Project. These funds would cover the construction costs of a central pavilion and all required infrastructure, bringing their total contribution to this project to $660,000 and over 70% of the overall park project costs. Due to the substantial and transformative power of these gifts, we are seeking to rename Emerson Park, Seramur Park. The Friends of Emerson Park submit this letter and petition to the City of Stevens Point Parks Department and Board of Park Commissioners, in accordance and compliance with the City of Stevens Point Public Park and Facility Naming Policy. As part of the park's final redevelopment, we are committed to the creation and placement of a memorial recognizing and honoring the former Emerson school buildings and grounds.

Sincerely

Ginger Keymer & Danielle Weaver
Co-Chairs, Friends of Emerson Park

We Believe:
Parks and greenspace are a refuge and lifeline.
In giving everyone equitable access to the outdoors.
Parks are common ground: They unite us and keep us connected.

FRIENDS OF | STEVENS POINT, WISCONSIN
Emerson Park

John C. Seramur Biographical Information

John C. Seramur is a 1965 graduate of Marquette University. Seramur was the president and chief executive officer of Stevens Point based First Financial Corporation, a thrift holding company that merged with Associated Banc-Corp in 1997, and its subsidiary, First Financial Bank, from 1966 to 1998. Seramur has served on numerous corporate boards, including Associated Banc-Corp, Vita Food Products Inc., Northland Cranberries Inc., the Federal Home Loan Bank of Chicago and FreddieMac. Seramur and his team of Central Wisconsin employees grew First Financial Bank from the smallest Savings Bank to the largest Savings Bank in Wisconsin before it merged with Associated Banc-Corp.

John C. Seramur has provided and continues to provide scholarships to the University of Wisconsin-Stevens Point for Portage County business students and Marquette University for business students. John Seramur was a partner of Heritage Investment Company in which he provided affordable housing in Central Wisconsin to over 600 families.