

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**

**September 18, 2023  
7:00 PM**

**OR**

**Zoom Teleconferencing**

**Meeting ID: 868 3166 7475 | Passcode: 288912**

**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 August 21, 2023.
  - Actions of the Police and Fire Commission meeting of August 8, 2023:
    4. Confirmation of Bills.
    5. Discussion, with possible action, on approval of Police Department capital budget requests for 2024.
    7. Discussion, with possible action, on rolling 80 hours of vacation for Chief Moody into 2024.
    8. Discussion, with possible action, on approval of Fire Department capital budget requests for 2024.
  - Actions of the Police and Fire Commission meeting of September 5, 2023:
    4. Confirmation of Bills.
    5. Discussion, with possible action, on approval of one job offer for Patrol Officer position (due to Officer Raasoch's retirement) pending medical and psychological exams.
    6. Discussion, with possible action, on approval for one year eligibility list due to several expected retirements within the Police Department in 2024.
    8. Discussion, with possible action, on moving forward with the employment of entry level

Firefighter/Paramedics Josh Sturgess and Connor Rowe.  
10. Update on the Fire Department's capital budget for 2024.

- Actions of the Park Commission meeting of September 6, 2023:
  - 2. Approval of August 2, 2023 meeting minutes.
  - 5. 2023 Donald Copps Municipal Pool report.
  - 6. Director's Report.
- Actions of the Special Parks Commission meeting of September 14, 2023:
  - 2. Approval of September 6, 2023 meeting minutes
  - 3. Consideration of Guns and Hoses Military Memorial adjacent the Riverfront segment of the Green Circle Trail.
- Minutes and Actions of the Plan Commission meeting of September 7, 2023:
  - 2. Selection of a temporary chairperson for the September 7, 2023 meeting of the City Plan Commission.
  - 3. Report of the August 7, 2023 meeting of the City Plan Commission.
  - 6. June and July 2023 Monthly Reports.

Actions of the Special Plan Commission meeting of September 18, 2023:

- 2. Report of the September 7, 2023 meeting of the City Plan Commission.
- 3. Request from the City of Stevens Point for a Site Plan Review to erect a memorial on an unaddressed parcel off of Clark Street (Parcel ID 281240832201208), consistent with Ch. 23.01(11).

- Actions of the Board of Water and Sewerage Commissioners meeting of September 11, 2023:
  - 2. Approval of minutes.
  - 3. Approval of department claims.
- Actions of the Airport Commission meeting of September 11, 2023:
  - 2. Approval of minutes.
  - 3. Approval of department claims.
  - 4. Approval of sublease of Sentry Insurance leased area.
  - 5. Delegation of authority to execute and modify hangar and land leases by City staff.
- Actions of the Transportation Commission of August 28, 2023:
  - 2. Approval of minutes.
  - 3. Approval of Claims.
  - 4. Election of vice-chairperson.
  - 5. Approval for 5310 grants.
  - 6. Approval to extend hour-long fixed routes.
  - 7. Approval to waive youth fares on fixed routes.
- Minutes and Actions of the Board of Public Works meeting of September 11, 2023.
- Minutes and Actions of the Public Policy and General Government meeting of September 11, 2023:
  - 2. License List.
  - 3. Request to Hold Event/Street Closing.
- Minutes and Actions of the Finance Committee meeting of September 11, 2023:
  - 3. Approval of amendment to contract with AECOM for Business 51 design.

4. Authorization to apply for an Energy Future Grant.
5. Approval of purchase of an unaddressed parcel adjacent to Jefferson Street and LaSalle Ave. (Parcel ID 020240836-09, East of Hunter Oaks Subdivision).
6. Approval of Claims Paid.

- Statutory Monthly Financial Report by Comptroller/Treasurer.

6. Resolution - A request from Ryan Wanta, representing SPB LLC, for a conditional use permit to construct an addition onto an alcohol production facility located at 2617 Water Street (Parcel ID 281230805101813), consistent with Ch. 23.02(3)(a)(3)(s) and Ch. 23.02(3)(a)(4).
7. Ordinance - To approve the ordinance amendment in Chapter 9, Section 9.05 as it relates to parking.
8. To award the 2023 Fall Paving Project #23-12 (sealed bids will open Monday, September 18, 2023 at 1:00 p.m.)
9. Ordinance - Burning Regulations.
10. Resolution - Authorization to apply for an Energy Future Grant.
11. A request from the City of Stevens Point to purchase an unaddressed parcel adjacent to Jefferson Street and LaSalle Avenue (Parcel ID 020240836-09).
12. Consideration of options for filling the unexpired term for Fourth District Alderperson.
13. Adjournment.

#### RMC – Revised Municipal Code

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

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

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

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

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

**August 21, 2023  
7:00 PM**

**OR**

**Zoom Teleconferencing**

**Agenda**

**1. Roll Call.**

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

Excused: Ald. Keymer.

Others

Present: Mayor Wiza, Clerk Yenter, Director Kernosky, Chief Kussow, C/T Ladick, H/R Manager Frasch, Chief Moody, Director Beduhn, Director Kremer, Attorney Beveridge.

**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.**

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

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

Nays: None. Motion carried.

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).**

Ald. Fishler moved, Ald. Kneebone seconded, to approve the request.

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

Nays: None. Motion carried.

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).**

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

Joan Enright, 5753 Algoma Street, read a statement on behalf of Mike and Sue Kubley. They spoke against a car wash being built and the additional noise and light it would bring to their neighborhood.

Bob Enright, 5753 Algoma Street, spoke in favor of commercial development but against the construction of a car wash. He shared the number of car washes that already exist and shared portions of Act 67.

Carol Johnson, 5704 Algoma Street, spoke against the proposed car wash and the potential lowering of property values.

Terry Hackett, 5954 Melrose Court, spoke about the proximity of the car wash to residential housing and suggested light commercial development instead.

Dave Wilz, 1909 Mary's Drive, spoke about the Town of Hull board and the concerns they have.

Jill Storch, 5916 Algoma Street, spoke about the noise levels from other local car washes. She spoke about decibel levels and increases in traffic.

Jan Way, 1203 Wilshire Drive, spoke as a representative of the Town of Hull and requested the item be sent back to committees.

Bob Gifford, 517 Fieldcrest Avenue, spoke against the construction of the car wash.

Director Kernosky answered questions in regards to the request from Priority Engineering LLC.

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

**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.**

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

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

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

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

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

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

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

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

**11. Contract Renewal for City Property Tax Assessment Services.**

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

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

Nays: None. Motion carried.

**12. Establishing guidelines for the 2024 operating budget.**

Comptroller/Treasurer Ladick gave an overview of the guidelines for the 2024 operating budget.

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

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

Nays: None. Motion carried.

**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).**

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

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

Nays: None. Motion carried.

**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).**

Director Kremer gave an overview of the item.

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

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

Nays: None. Motion carried.

**15. Discussion and possible action on future use of Parcel ID 281240832202961.**

Discussion only. No action taken.

**16. Recognition and Parting Comments from Alderperson Zarazua.**

Mayor Wiza recognized Ald. Zarazua for her years of service.

Ald. Zarazua shared her parting comments.

**17. Enter into closed session pursuant to Wisconsin Statutes 19.85(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.**

Ald. Christianson moved, Ald. Shuda seconded, to move into closed session at 9:00 p.m.

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

Nays: None. Motion carried.

**18. Adjournment.**

Adjourned at 9:13 p.m.

**CITY OF STEVENS POINT  
POLICE AND FIRE COMMISSION MINUTES  
MEETING OF AUGUST 8, 2023**

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

**Excused:** Commissioner Mrozek

**Also Present:** Fire Chief Moody, Assistant Chief Rottier, Assistant Chief Williams, Lt. Johnson, Lt. Uitenbroek, Sgt. Long, Sgt. Roser, City Attorney Beveridge, Lead Records Specialist Long, Alderperson Kneebone

**2. President's Report**

It's that time of year to start thinking about evaluations. Chiefs are working on budgets and both stay conscientious of them all year long.

**3. Approval of Minutes**

Commissioner Kirschling moved, seconded by Commissioner Zenner, to approve the minutes of the July 11, 2023, meeting as presented.

Ayes, all; nays, none. Motion carried.

**4. Confirmation of Bills**

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

Ayes, all; nays, none. Motion carried.

**5. Discussion, with possible action, on approval of Police Department capital budget requests for 2024.**

Commissioner Zenner moved, seconded by Commissioner Ostrowski, to approve the Police Department capital budget requests for 2024.

Ayes, all; nays, none. Motion carried.

## 6. Police Chief's Report

Police and Fire Commission  
City of Stevens Point

Re: July 2023 Chief of Police Report

Commissioners:

The Department would like to make you aware of the following updates:

**Personnel:** 45/49

### **Note of Interest:**

- July was the start of a Speed Enforcement Grant, this grant is cooperation with the Portage County Sheriff's Office and Plover PD.
- 7-1-23 Riverfront Rendevous – No issues.
- 7-4-23 Ofc. Will Klismith advanced to step 2 of the Field Training Process.
- 7-10-23 Opened up application process for new Officer(s).
- 7-11-23 Ofc. Jason Dienger was selected as our next K9 Handler and will be selecting a K9 Partner in September of 2023.
- 7-12-23 Ast. Chief Williams assisted WI Rapids PD with promotional interviews.
- 7-17-23 Lt. Ben Uitenbroek, Ast. Chief Willams and Chief Kussow attended after action meeting for USGA event.
- 7-24-23 Several Officers attended body cam/squad cam presentations for capital improvement request for 2024.
- 7-25-23 Lt. Johnson, Ofc. Marchel and K9 Willow attended Lights of Christmas fundraiser at Culvers on Hwy 10 East. The program raises money, that is then returned to parcipang departments in the form of gi cards to be used around the holidays for people law enforcement encounter who are in need. Portage County SO, Plover PD and SPPD all parcipate.

### **Calls of Interest:**

**07-25-23 Disturbance**, 3700 blk Roberts Pl, Officers responded to a male and female verbal argument which took place as the female recently learned her boyfriend is married. The verbal turned to physical during which the male pushed the female, and she responded by striking him on the head with a frying pan. Parties separated as the female had obvious health conditions and domestic criteria not met. The male later returned, attempting to break in the door and later fought with officers. Male was tased and taken into custody. Upon medical clearance he was transported to jail.

**07-22-23 Sex Trafficking**, SPPD Officers responded to Holiday Inn Express to investigate a report of a female who reported to the clerk she was being trafficked. SPPD Officers and Detectives investigated which later resulted in an arrest of a suspected trafficker who was on probation and had lengthy record to included homicide and drug charges.

**07-20-23 Vehicle Pursuit Armed and danger Suspect,** Officers received info. a known wanted felon was possibly driving a known vehicle. SPPD Officer conducted surveillance at a location on Bliss Av. When the vehicle left the location, officers initiated a traffic stop which led to a vehicle pursuit which was terminated. A subsequent area search located the suspect vehicle and possible suspects. The male driver/ suspect and female passenger fled on foot and were later taken into custody by officers from SPPD and PISO. Once in custody the male experienced a medical issue which required transport. Upon further investigation of the suspect vehicle an approx.. 3 year child was left behind. Child Protective Services was requested. While investigating further child's parents showed up, one of which was later arrested on body only warrant.

**07-17-23 Physical Fight,** SPPD Officers responded to the parking lot of the Old Shopko to investigate a group of teens fighting. Upon further investigation, it was learned that a group of teens approached another in a vehicle. One of the teens exited the vehicle to physically confront the other. One of the Teens used pepper spray on another. Officer arrested one of the teens on disorderly conduct.

**07-16-23 Suspicious,** 3300 blk of Prais, report of a male making in appropriate conversation with the residents. Upon police contact the suspect was identified as a sex offender and later taken into custody on a warrant issued by Probation and Parole.

**07-16-23 Domestic Disturbance,** Officer responded to 2100 blk of Water St. to investigate a report that male suspect had physically assaulted a female causing injuries which required medical transport. The male had fled prior to officer arrival. Officers later located the male and arrested him on Domestic charges and Probation and Parole.

**07-14-23, Overdose,** 2300 blk of Prairie, Officer responded to a report of male who had overdosed and was not breathing. Officer Lee administered 2 doses of Narcan along with CPR. After 6 more doses and interventions by the paramedics brought him back. The male was later arrested after medical clearance as a baggie of suspected narcotics and pipe were located in plain view.

**07-14-23 Disturbance** 900 blk of Portage, Officers investigated a disturbance between a male and female as the male was alleged to have broken into the residence of the female and stealing money. Male was later arrested on bail jumping charge.

**07-14-23 Assist Portage County Sheriff's Office,** Portage Co. Deputies were pursuing a vehicle at high rates of speed on the East side of the city. The vehicle crashed by the Ice Hawks arena with multiple occupants. The driver was arrested for Operating while intoxicated and other traffic offenses. A firearm was also recovered.

**07-14-23 Felony Flock Apprehension,** Clark St. Bridge area Officers were alerted to Attempt to Locate armed and dangerous felon from Wood County. Flock camera hit on the license plate. Chief Kussow located the suspect vehicle and patrol conducted a high-risk traffic stop and arrest.

**07-13-23 Med call,** Convent, Officer responded to the convent for report of a male was

non responsive on the property. Further investigation found the male Dead-on Arrival. The death does not appear suspicious.

**07-10-23 Possible Child Abduction**, 14 year old female and mother reported her being forced into his truck. The male and truck were located. Upon further investigation, the male was identified as a registered Sex Offender, who met the 14 year old on line. Further investigation learned the 14 year old represented herself as an adult and arranged the meeting. Information learned suggest the female represented as an adult before. No charges pursued.

**07-07-23 Domestic disturbance**, verbal argument which turned physical. The male was witnessed throwing a toy car at the female. The male was later arrested on Department of Corrections warrant and domestic charges.

**07-06-23 Domestic disturbance**, 1800 blk of Madison male and female in verbal argument over the male not doing some chores around the house. The male became upset and broke a window, storm door, tipped over the refrigerator, ripped the cupboard off the wall. The male was contacted by Officers and arrested on domestic charges.

**07-05-23 Vehicle Pursuit**, Officers conducted a traffic stop on vehicle with known wanted subject. The male took off in the vehicle resulting in a vehicle pursuit which was terminated. The vehicle was later located in the area unoccupied. The vehicle was towed. Investigation pending.

**07-04-23 Disturbance with a firearm**, Blue top, Officers investigated a report of a disturbance in the parking lot during which a gun was brandished. Upon further investigation the complainant was under the influence and not the most cooperative. Video footage showed two males pushing after which a firearm was brandished by the managers boyfriend. The caller was trespassed from the property. Two pellet guns were confiscated.

**07-04-23 Death Investigation**, 2700 blk of Chambers St. Officer responded to the area where a walker had discovered an obviously deceased female. Patrol and IB investigated and process the scene. Surveillance footage captured the females last moments. Suspected drug related death at this time, Investigation pending.

**07-04-23 house fire**, 3301 Oak Av. Assist FD and I.B investigation.

**07-04-23 Missing person/ Runaway**, Officers responded to a Flock alert on a 16 year old runaway and 9 year old brother from Des Moines, IA. A traffic stop was conducted, and the pair were later returned to parents.

**07-03-23 Crash Rollover**, Stanley and I-39 SB ramp, Officers responded to investigate a vehicle crash. Apparently one of the vehicle took the wrong exit and accelerated across the intersection attempting to get to the other ramp. The vehicle was T-boned by vehicle traveling on Stanley.

**07-03-23 Disturbance**, 500 blk of Johns Dr. Male caller reported a known female was

being abusive towards him and was intoxicated. This behavior was investigated by Officers and the female was later arrested on bond condition.

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

**Number of Use of Force Incidents:** 8 (31)

**July Use of Force Summaries**

- **7/1/23** – SPPD Officers were checking the welfare of an individual sleeping in their vehicle. The subject admitted to using narcotics and was in and out of consciousness. There were also several knives in plain view. The subject refused to obey Officers commands and resisted getting out of the vehicle. One Officer applied wrist tension in an attempt to get the subject out of the vehicle. Once out of the vehicle the subject continued to resist and squared up with the Officer, clenching their hand into a fist. The other Officer put the subject onto the ground at this point where the subject was handcuffed and later jailed. No injuries.
- **7/6/23** – A SPPD Officer had overheard the Communication Center dispatch information regarding a person who may have been taken against her will. The SPPD Officer was able to locate the suspect vehicle and conducted a high-risk traffic stop on the vehicle with the assistance of two Plover PD squads. During the stop the SPPD Officer had their firearm out and pointed towards the suspect. The suspect eventually became cooperative and was taken into custody until things were investigated. The subject was later released due to incorrect info by the reporting party. No injuries.
- **7/6/23** – Several Detectives assisted other agencies in Wausau with a narcotics warrant. During the execution of the warrant the Detectives had their handguns out and point towards the occupants inside the residence. No injuries.
- **7/6/23** – Several Detectives executed a narcotics warrant in Stevens Point. During the execution of the warrant the Detectives had their handguns out and point towards the occupants inside the residence. No injuries.
- **7/10/23** – SPPD Officers were attempting to locate a vehicle that was suspected in being involved in a child abduction. One Officer located the vehicle and conducted a modified highrisk stop on it as information received led Officers to believe the suspect had forcibly taken the child. Once the suspect vehicle was stopped, one SPPD Officer pointed their firearm at the sole occupant and issued commands. The suspect was cooperative and taken into custody without incident or injury. The suspect as later released due to misinformation by the victim.
- **7/14/23** – SPPD Officers had located a suspect wanted on multiple felony charges by a neighboring county. The suspect was driving in a vehicle and had made threats to murder a law enforcement officer. SPPD Officers conducted a high-risk traffic stop on the suspect and during that stop all the Officers involved had their handguns pointed at the suspect. The suspect was taken into custody without incident and turned over to the neighboring agency.
- **7/20/23** – SPPD Officers attempted to stop a vehicle which was being operated by a person known to police to possess an active arrest warrant. The suspect fled in their vehicle when Officers tried to stop them. The Officers terminated their pursuit quickly due to being too dangerous, but quickly located the suspect vehicle in a yard. The suspects were located hiding nearby and were taken into custody

without further incident. During the arrest multiple Officers had their firearms displayed and pointed at the suspects. There were no injuries.

- **7/25/23** – SPPD Officers were called back to the location of disturbance after the suspect had returned against Officer's orders just prior. When Officers arrived, the suspect had removed their shirt and was trying to force their way into a residence through a door. Officers were attempting to give commands with no success. One Officer removed their taser from the holster and issued commands with no success. The suspect then threatened to fight the Officers and got into a boxer's stance. The suspect was tased at this point and fell to the ground striking their head, causing a small abrasion. The suspect was treated medically and cleared for jail.

**Mental health related incidents:** Officers Responded to the following in June:

- Total welfare checks for 2023 = 442
- 43 Welfare checks
- 9 Voluntary
- 3 Chapter 51's
- 1 alcohol commitment

**Investigation Bureau:**

- July was the start of the Speed Enforcement Grant in cooperation with the Portage County Sheriff's Office and Plover PD.
- On July 4<sup>th</sup> a deceased female was found from an apparent drug overdose. SPPD detectives worked together and executed two search warrants in conjunction to the death. A male subject was arrested on drug charges the death is still under investigation.
- The current drug overdose deaths within our community is currently on pace to establish a new high. Drug detectives are continually working cases and new leads.
- A multitude of frauds/scams came in this month, Detectives are continuing to work their way through the information as the investigations are often tedious and long with less than desired outcomes.
- The detective bureau is working on possibly putting out an educational program for the community, as what is currently being done to help prevent frauds/scams is not working.
- July also had us investigating a child abduction, the child was recovered within minutes thanks to the parents help with their phone mapping application and observant officers in the area. This investigation is also ongoing.
- This month also brought a new ICAC (Internet Crimes Against Children) case which is also an ongoing investigation.
- There was also a fire investigation at a residence which was determined to be accidental due to fireworks.

**Training:**

- 7-31-23 - Officer Stankowski attended Basic Honor Guard Training.

### **Field Training (FTO):**

- Probationary Officer Will Klismith progressing in step 2 with field training officer Stankowski.

### **Auxiliary Unit:**

- Total hours 81.5
- 7-4-23 Fourth of July Parade
- 7-2-23 Riverfront Rendezvous
- 7-1-23 Riverfront Rendezvous

### **School Resource Officers:**

#### **SPASH**

- SRO Kramer is assigned to the Investigation Bureau for the summer.

#### **PJ Jacobs**

- SRO Quisler is assigned to Patrol for the summer.

#### **Ben Franklin**

- SRO Marchel and K-9 Willow are assigned to the Investigation Bureau for the summer.

#### **K9 – Barry**

- July 18 – Hwy 10 East and Maplebluff - traffic stop o 10 grams of marijuana concealed in fanny pack.
- June 9 – Tommy's TPK and Okray – traffic stop o 18.5 grams of methamphetamine o 4.4 grams of marijuana o 5 items of paraphernalia

#### **K9 – Willow**

- o Several deployments and training for K9 Willow.
- o Department photo taken as well.

*Respectfully submitted,*

*Chief Robert Kussow  
Stevens Point Police Department*



Commissioner Moore moved, seconded by Commissioner Kirschling, to approve the Police Chief's report and place it on file for July 2023.

Ayes, all; nays, none. Motion carried.

**7. Discussion, with possible action, on rolling 80 hours of vacation for Chief Moody into 2024.**

Commissioner Kirschling moved, seconded by Commissioner Zenner, to roll 80 hours of vacation for Chief Moody on anniversary date of August 16<sup>th</sup> (August 2023 to August 2024).

Ayes, all; nays, none. Motion carried.

**8. Discussion, with possible action, on approval of Fire Department capital budget requests for 2024.**

Commissioner Kirschling moved, seconded by Commissioner Zenner, to approve the Fire Department capital budget requests for 2024.

Ayes, all; nays, none. Motion carried.

**9. Fire Chief's Report/EMS Report**

Police & Fire Commission

Fire Chief's Report – July 2023

48 Members Approved

46 positions Funded

42 Staffed

Significant Events

- |                             |                  |
|-----------------------------|------------------|
| • Riverfront Rendezvous     | 05/30-06/02/2023 |
| • Popup Splash Pad at SPASH | 07/27/2023       |

Mutual and Automatic Aid Fire Response: (4)

- |                               |            |
|-------------------------------|------------|
| • 2936 Hickory Drive (Plover) | YTD (34)   |
| • 3015 Birch Street (Whiting) | 07/03/2023 |
| • 3301 Oak Ave (City)         | 07/03/2023 |
| • 9034 Hemlock Road (Rosholt) | 07/05/2023 |
|                               | 07/10/2023 |

## **Fires**

|                                     |          |
|-------------------------------------|----------|
| • Structure Fires-3                 | YTD (17) |
| • Vehicle Fires-0                   | YTD (2)  |
| • Brush, Grass, Wildland Fires-0    | YTD (6)  |
| • Trash/Dumpster Related Fires-2    | YTD (5)  |
| • Cooking Incidents-1               | YTD (16) |
| • Chimney Fire -0                   | YTD (1)  |
| • Excessive Heat, Scorch, No Fire-0 | YTD (8)  |
| • Electrical Issues-2               | YTD (19) |

## **EMS/Rescue**

|                                    |           |
|------------------------------------|-----------|
| • EMS Assist Calls-60              | YTD (395) |
| • Assist Invalid-0                 | YTD (0)   |
| • Vehicle Accidents-5              | YTD (15)  |
| • Assist Other Government Agency-1 | YTD (2)   |
| • EMS Call, Other-0                | YTD (2)   |

## **Alarms**

|                             |          |
|-----------------------------|----------|
| • False Alarms Responses-17 | YTD (78) |
|-----------------------------|----------|

## **Hazardous Materials**

|                                                      |          |
|------------------------------------------------------|----------|
| • Carbon Monoxide Detected-0                         | YTD (4)  |
| • Natural Gas Detected-1                             | YTD (9)  |
| • Gasoline and Flammable Leak/Spill-2                | YTD (4)  |
| • Hazardous Investigation nothing found-0            | YTD (12) |
| • Oil/Combustible Spill included Vehicle Accidents-1 | YTD (6)  |
| • Chemical Spills-0                                  | YTD (1)  |

## **Other Incidents**

|                                                          |          |
|----------------------------------------------------------|----------|
| • Animal Rescue-0                                        | YTD (4)  |
| • Burning Regulation Issues-6                            | YTD (45) |
| • Citizen Complaints-0                                   | YTD (0)  |
| • Water/Steam Leak-0                                     | YTD (0)  |
| • Smoke Scare, Odor of Smoke, Steam Mistaken for smoke-1 | YTD (10) |
| • Ring Removal-0                                         | YTD (1)  |
| • Dispatched and Cancelled Enroute-4                     | YTD (22) |
| • Nothing Found on Arrival- 0                            | YTD (1)  |
| • General Service Call-0                                 | YTD (1)  |
| • EMS or Fire Standby-0                                  | YTD (2)  |
| • Bomb Scare-0                                           | YTD (0)  |

## Technical Rescue

- |                                                 |         |
|-------------------------------------------------|---------|
| • Water/Ice Incidents-0                         | YTD (4) |
| • Rope/High Angle Rescue-0                      | YTD (0) |
| • Extrication of Victim from Elevator/Machine-1 | YTD (3) |
| • Extrication of Victim from a Vehicle-1        | YTD (3) |
| • Extrication of Victim from Building-0         | YTD (0) |

Monthly Total (108)

Year to Date Total (704)

Total Fire Losses City Property-\$100,00

YTD: \$306,100

Total City Property Saved-\$ 93,500

YTD: \$5,847,300

### Monthly Training:

- Heat Emergencies protocol Review
- Burns and Blast Injuries
- Emergency Ladder Bailout
- Trailer and Towing
- Elkhart Brass Water Flow Demo
- MPO Training/Drafting
- Low Angle Rope Training
- Hose Training
- Swift Water Rescue Class

### Public Activities:

- |                                      |            |
|--------------------------------------|------------|
| • Riverfront Rendezvous Safety Event | 07/01/2023 |
| • Fourth of July Parade              | 07/04/2023 |
| • Fire Station Tour                  | 07/11/2023 |
| • Boys and Girls Club                | 07/13/2023 |

Stevens Point Fire and EMS Department  
Activities Report  
July 2023

**Boys and Girls Club:** Presentation about what to expect when emergency services are called.

**Ride-along:** Mid State Technical Collage EMT Basic students have been doing ride-along with our Medics. They should be done before the end of August.

**Protocol Review:** Topics "*Heat Related Injury and Burns and Blast Injury*"

**Swift Water Rescue Training:** 12 personnel participated in an intense, hands-on training in swift water rescue. This completes our goal of swift water rescue discipline training.

**EMS contract negotiations:** Negotiations between Portage County and the City of Stevens Point have started with the intention of continuing the long-standing Emergency Medical Services relationship between both sides.

Respectfully submitted,

Joseph A. Gemza, Jr.  
Assistant Chief of EMS

| Medic 1                |       |      |          |
|------------------------|-------|------|----------|
|                        | Month | YTD  | 2022 YTD |
| Responses              | 186   | 1273 | 1186     |
| Transport/Treat ALS    | 117   | 868  | 751      |
| Transports BLS         | 2     | 15   | 40       |
| Cancel/Refuse/No Trans | 64    | 387  | 387      |
| Hosp to Hosp           | 3     | 6    | 12       |

| Medic 2                |       |     |          |
|------------------------|-------|-----|----------|
|                        | Month | YTD | 2022 YTD |
| Responses              | 117   | 745 | 715      |
| Transport/Treat ALS    | 79    | 508 | 439      |
| Transports BLS         | 4     | 9   | 27       |
| Cancel/Refuse/No Trans | 33    | 227 | 247      |
| Hosp to Hosp           | 1     | 2   | 3        |

| Medic 3                |       |     |          |
|------------------------|-------|-----|----------|
|                        | Month | YTD | 2022 YTD |
| Responses              | 8     | 177 | 173      |
| Transport/Treat ALS    | 5     | 120 | 119      |
| Transports BLS         | 0     | 9   | 8        |
| Cancel/Refuse/No Trans | 3     | 48  | 45       |
| Hosp to Hosp           | 0     | 0   | 1        |

| Medic 4                |       |     |          |
|------------------------|-------|-----|----------|
|                        | Month | YTD | 2022 YTD |
| Responses              | 5     | 72  | 50       |
| Transport/Treat ALS    | 1     | 34  | 27       |
| Transports BLS         | 0     | 9   | 1        |
| Cancel/Refuse/No Trans | 4     | 29  | 15       |
| Hosp to Hosp           | 0     | 0   | 0        |

| Medic 5                |       |     |          |
|------------------------|-------|-----|----------|
|                        | Month | YTD | 2022 YTD |
| Responses              | 1     | 16  | 6        |
| Transport/Treat ALS    | 0     | 9   | 5        |
| Transports BLS         | 0     | 0   | 0        |
| Cancel/Refuse/No Trans | 0     | 4   | 2        |
| Hosp to Hosp           | 0     | 0   | 0        |

| Fire Department Apparatus |       |     |          |
|---------------------------|-------|-----|----------|
|                           | Month | YTD | 2022 YTD |
| Responses                 |       | 3   | 0        |
| Transport/Treat ALS       |       | 0   | 0        |
| Transports BLS            |       | 0   | 0        |
| Cancel/Refuse/No Trans    |       | 3   | 0        |
| Hosp to Hosp              |       | 0   | 0        |

| Totals                 |       |      |          |
|------------------------|-------|------|----------|
|                        | Month | YTD  | 2022 YTD |
| Responses              | 317   | 2279 | 2131     |
| Transport/Treat ALS    | 202   | 1978 | 1342     |
| Transports BLS         | 6     | 98   | 76       |
| Cancel/Refuse/No Trans | 104   | 985  | 696      |
| Hosp to Hosp           | 4     | 21   | 16       |

| Vehicle     | Year | Make | Model | Current Vehicle Miles |
|-------------|------|------|-------|-----------------------|
| 51Med1-A918 | 2021 | IH   | CV    | 25531                 |
| 51Med2-A187 | 2018 | Ford | F-350 | 92990                 |
| 51Med3-A184 | 2018 | Ford | F-350 | 162317                |
| 51Med4-A211 | 2015 | Ford | F-350 | 74777                 |
| 51Med5-A554 | 2010 | IH   | 4300  | 84217                 |

| Simultaneous Calls |       |     |          |
|--------------------|-------|-----|----------|
| Units              | Month | YTD | 2022 YTD |
| 2                  | 69    | 463 | 423      |
| 3                  | 17    | 72  | 47       |
| 4                  | 1     | 7   | 11       |
| 5                  |       | 3   | 3        |

| Car 5 Response |       |     |          |
|----------------|-------|-----|----------|
|                | Month | YTD | 2022 YTD |
| Responses      | 12    | 122 | 116      |
|                |       |     |          |
|                |       |     |          |

| RRU Response Location |       |     |          |
|-----------------------|-------|-----|----------|
|                       | Month | YTD | 2022 YTD |
| V Plover              | 1     | 12  | 10       |
| V Almond              |       | 0   | 0        |
| V Amherst             |       | 1   | 1        |
| V Amherst Jct         |       | 0   | 0        |
| V Jct City            | 1     | 7   | 2        |
| V Nelsonville         |       | 0   | 0        |
| V Park Ridge          |       | 0   | 0        |
| V Rosholt             | 1     | 6   | 6        |
| V Whiting             | 3     | 16  | 17       |

|               |   |    |    |
|---------------|---|----|----|
| T Alban       |   | 2  | 4  |
| T Almond      |   | 1  | 0  |
| T Amherst     |   | 0  | 1  |
| T Belmont     |   | 0  | 0  |
| T Buena Vista |   | 0  | 0  |
| T Carson      | 1 | 13 | 12 |
| T Dewey       | 7 | 17 | 5  |
| T Eau Claire  |   | 4  | 3  |
| T Grant       |   | 0  | 0  |
| T Hull        | 1 | 20 | 23 |
| T Lanark      |   | 1  | 0  |
| T Linwood     | 1 | 4  | 6  |
| T New Hope    |   | 0  | 0  |
| T Pine Grove  |   | 0  | 1  |
| T Plover      |   | 5  | 1  |
| T Sharon      |   | 6  | 6  |
| T Stockton    | 2 | 12 | 17 |
| Other         |   | 0  | 0  |
| St Point      |   | 2  | 0  |

Commissioner Zenner moved, seconded by Commissioner Ostrowski, to approve the Fire Chief's report and place it on file for July 2023.

Ayes, all; nays, none. Motion carried.

**10. Discussion, with possible action, on final revisions to Policies and Procedures for the Police and Fire Commission.**

Attorney Beveridge went over more revisions and received input from Commissioners. He will add updates and create a clean copy. Next month the Commission will take action on the revised Policies and Procedures manual.

**11. Adjournment.**

The meeting adjourned at 3:40 p.m.

**CITY OF STEVENS POINT  
POLICE AND FIRE COMMISSION MINUTES  
MEETING OF SEPTEMBER 5, 2023**

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

**Excused:** Commissioner Zenner

**Also Present:** Police Chief Kussow, Fire Chief Moody, Assistant Chief Rottier, Assistant Chief Williams, Assistant Chief Gemza, Assistant Chief Zvara, Division Chief Ewing, City Attorney Beveridge, Records Bureau Supervisor Tork

**2. President's Report**

Commissioner Moore thanked Steel King for their donation to the Stevens Point Police Department K-9 Program.

**3. Approval of Minutes**

Commissioner Ostrowski moved, seconded by Commissioner Kirschling, to approve the minutes of the August 8, 2023, meeting as presented.

Ayes, all; nays, none. Motion carried.

**4. Confirmation of Bills**

Commissioner Ostrowski moved, seconded by Commissioner Mrozek, to approve the confirmation of the August bills.

Ayes, all; nays, none. Motion carried.

**5. Discussion, with possible action, on approval of one job offer for Patrol Officer position (due to Officer Raasoch's retirement) pending medical and psychological exams.**

Commissioner Kirschling moved, seconded by Commissioner Mrozek, to give James Harper a conditional offer of employment pending the successful completion of his medical and psychological exam, with the lateral step transfer and to start on or before December 4, 2023.

Ayes, all; nays, none. Motion carried.

**6. Discussion, with possible action, on approval for one year eligibility list due to several expected retirements within the Police Department in 2024.**

Commissioner Mrozek moved, seconded by Commissioner Kirschling, to approve the conditional offer of employment for Garrik Kjentvet in May 2024 upon successful completion of the medical and psychological exams.

Ayes, all; nays, none. Motion carried.

**7. Police Chief's Report**

Police and Fire Commission  
City of Stevens Point

Re: August 2023 Chief of Police Report

Commissioners:

The Department would like to make you aware of the following updates:

**Personnel:** 45/49

**Note of Interest:**

- **8-7-23** Applicant interviews for new Officer to fill Officer Raasoch's open position and possible eligibility list for expected openings in early 2023.
- **8-17-23** We have been looking into getting new computer equipment and LPR readers for the new parking truck. Once the changeover on the new truck occurred, we quickly realized the equipment in the truck was old and outdated. We have agreed on a price with Minuteman Security and Life Safety and are working towards a date for install.
- Lt. Johnson met with the Crossing Guards for the 23/24 school year. All 4 crossing guards are returning, but we are still 1 short.
- **8-23-23** School Resource Officer interview with expected retirement of Officer Quisler in January of 2024. Officer Chi Yang selected as next School Resource Officer for PJ Jacob Junior High School.
- **8-25-23** K9 Barry and Handler, Sgt. Ballew, participated in the K-9 Olympics hosted by Von Liche Kennels. They took 2<sup>nd</sup> place out of 107 teams throughout the world.
- **8-28-23** Hosting Leadership in Policing with the first of three weeks of class beginning today.
- Lt. Johnson presented at the Lincoln Center on the topic of scams and how to be safe.
- Lt. Johnson is working with the staff of the Salvation Army to revamp their active assailant policies and has another presentation scheduled for their staff for Run, Hide and Fight.

- **8-30-23** Officers attended the Dream Flight at the Stevens Point Airport. The Dream flight honors senior veterans with a flight in the Spirit of Wisconsin, which is a restored Stearman biplane, the same aircraft used to train WWII aviators.

#### **Calls of Interest:**

- **8-4-23** - 400 blk of Division St. Investigation Bureau responded to a local business for a scam where the victim put \$16,000 in the bitcoin machine to someone else's account. Obtained a warrant to seize the machine and cut it open to recover the cash. Cash was recovered for the victim.
- **8-4-23** - Car Accident at the roundabout. Driver plowed through the center, took out a sign, took out a large light pole, then landed in the pond in front of Sentry. Then, his car slowly sank until fully submerged. He swam out to safety. Arrested for OWI.
- **8-7-23** - 1100 blk of Frontenac for a tree trimmer that was electrocuted while in the bucket truck. Once male was removed from bucket Officers began CPR until Fire Department arrived. Male was revived and transported to Wausau.
- **8-10-23** - Assisted County for a crash on I39 near Hwy 10 East. The driver took off on foot and Officers discovered the vehicle was stolen out of Minnesota. Officers located the driver at Kwik Trip. Arrested and transported to jail.
- **8-11-23** - 3300 blk of Howard Avenue for a report of a male attempting to break into the residence. Caller stated he broke a screen on the window and was now attempting to gain access through the garage, and had ripped a security camera off the house. Male suspect wearing all black. Vehicle was leaving the residence as Officers got to the area. Vehicle located on HH at I-39. High risk stop conducted on two occupants. Driver was arrested for domestic Disorderly Conduct, damage to property and felony bail jumping. Passenger arrested for poss. Meth, cocaine and schedule 3 drug possession after a search of the vehicle.
- **8-11-23** - 1900 blk of Briggs St. for a male not breathing. The male was overdosing and Officer Hessel administered Narcan.
- **8-12-23** - 1200 blk of Main St. for wrong way driver. Portage County Communications Center advised Officers the passenger was seen on downtown cameras dropping something and kicking it under the vehicle. Passenger arrested for possession of cocaine.
- **8-15-23** - 2600 blk of Indiana Ave. for a welfare check on male and female arguing. Male punched a hole in the wall and threatened to kill female and child. Male was arrested for disorderly conduct domestic.
- **8-18-23** - 1100 blk of Main St. for call of a male smashing down their door. Officers arrived and found lots of damage to the door and door frame. Suspect located and was very intoxicated. Arrested for disorderly conduct, criminal damage to property and criminal trespass.
- **8-22-23** - 600 blk Division St. North - Wisconsin Dells Police Department reported and attempt to locate on gray BMW with Florida plates that had been involved in an armed robbery. Det. Lepak located the vehicle in the City of Stevens Point and a high risk traffic stop was completed. Both suspects taken into custody and turned over to Wisconsin Dells Police Department.
- **8-22-23** 2800 blk of Water St for a woman waving a machete at the neighbor. Caller and neighbor having arguments over a fence that fell over and destroyed some plants. When Officers made contact the neighbor came to the door still

holding the machete. A couple guns pointed at her and several yells to put the weapon down finally convinced her to do so. Neighbor was intoxicated. Machete confiscated for safekeeping. Report and Use of Force.

- **8-24-23** – 139 at North Reserve – Flock cameras hit on a stolen vehicle out of Onieda County. Sgt. Klein located the vehicle and a high risk traffic stop was completed. The suspect was taken into custody without incident and vehicle was returned to owners. Suspect transported to jail.
- **8-25-23** 2600 blk of Indiana Ave. – Officers responded to a disturbance where the male involved had an active warrant. Male tried bailing out the window and broke his ankle. Warrant was confirmed and male was transported to hospital for medical clearance.
- **8-26-23** – 1300 blk of Second St. Officers responded for a fight in progress. One of the involved parties then fought with Officers. The male was handcuffed and transported to jail for disorderly conduct and resisting.

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

**Number of Use of Force Incidents:** 6 (37)

**August Use of Force Summaries**

- **8-7-23** – Members from SPPD executed a search warrant at a residence looking for narcotics. During the execution of the warrant members pointed their firearms at occupants inside the residence, taking them into custody without injury or incident.
- **8-11-23** – SPPD Officers were dispatched to a report of an unknown male attempting to break into a residence. While en-route the suspect fled the area in a vehicle. SPPD Officers located the vehicle and conducted a high-risk traffic stop on it, pointing their firearms at the vehicle and the occupants, issuing commands. There were two occupants in the vehicle, and both were taken into custody without incident or injury.
- **8-22-23** – SPPD Officers had received an alert that a vehicle wanted in questioning about demanding money from people with a gun visible on the dash, was in the area. Officers located the vehicle in Stevens Point and conducted a high-risk traffic stop on the vehicle. All Officers involved pointed their firearms at the vehicle and the occupants while they were being taken into custody without incident or injury.
- **8-22-23** – SPPD Officers were called to a residence for a report of a person holding a machete, intoxicated, and causing a disturbance. Upon arrival Officers made contact at the front door with the person, who still had the machete. The person attempted to get outside, but Officers were able to keep the screen door shut, while they drew their firearms and issued commands to drop the weapon. One Officer also drew their taser device. The person eventually dropped the machete and was brought outside for questioning. No injuries
- **8-24-23** – SPPD Officers received a stolen vehicle alert from our Flock Cameras on the City's Eastside. Officers located the vehicle and conducted a high-risk traffic stop. During the stop the Officers pointed their firearms at the vehicle's occupant until the occupant was taken into custody without incident.

- **8-27-23** – SPPD Officers were dispatched to a disturbance downtown on the square near some of the taverns. Officers observed a subject who had an injury to their face, who appeared to be in an argument with another subject. While Officers tried to talk with this subject, the subject tried to leave the area. Officers tried to stop the subject and eventually had to take the subject to the ground as he kept pulling away. They also removed their taser at one point, but re-holstered. Once on the ground the suspect kept their arm under their body, not allowing handcuffs to go on. Eventually the suspect was handcuffed and arrested. One Officer received minor injuries during the take down of the suspect. The suspect was not injured from the use of force.

**Mental health related incidents:** Officers Responded to the following in August:

- Total welfare checks for 2023 = 540
- 98 Welfare checks
- 10 Voluntary
- 4 Chapter 51's
- 2 alcohol commitment

**Investigation Bureau:**

- **Bitcoin** fraud investigation for \$16,000. Warrant obtained and monies seized from machine.
- **6 Backgrounds** completed by Investigators for new Officer applicants.
- **Narcotics Officers** confidential informant/warrant services training through FBI.
- **8-17-23 Central WI Drug Task Force** participated in narcotics detail downtown Stevens Point. Apprehended one subject with narcotics (21.97 grams crack cocaine, 4.5 grams meth pills, 1.78 grams of marijuana and in possession of a firearm.

**Training:**

|                  |                                      |                           |             |
|------------------|--------------------------------------|---------------------------|-------------|
| 08/04/23         | School Dist. SRM                     | SPASH                     | Brooks      |
| 08/04/23         | School Dist. SRM                     | SPASH                     | Uitenbroek  |
| 08/04/23         | School Dist. SRM                     | SPASH                     | Quisler     |
| 08/04/23         | School Dist. SRM                     | SPASH                     | Kramer      |
| 08/04/23         | School Dist. SRM Cancelled           | SPASH                     | Marchel     |
| 08-6-8-2023      | Summer Chiefs Conf.                  | Green Bay                 | Kussow      |
| 08-14-23-8-22-23 | Instructor Firearms                  | Jefferson Co. SO Range    | Clark       |
| 08/17/23         | TIME TAC Officer                     | SPPD                      | R, Long     |
| 08/09/10/2023    | Leadership in Police Organizations   | SPPD                      | Uitenbroek  |
| 08/09/10/2023    | Leadership in Police Organizations   | SPPD                      | M. Long     |
| 08/09/10/2023    | Leadership in Police Organizations   | SPPD                      | Lawrynk     |
| 08/09/10/2023    | Leadership in Police Organizations   | SPPD                      | Klein       |
| 08/09/10/2023    | Leadership in Police Organizations   | SPPD                      | Roser       |
| 8/9-11/2023      | WNOA Summer                          | Green Bay                 | Lawrynk     |
| 8/9-11/2023      | WNOA Summer                          | Green Bay                 | Lepinski    |
| 08/28/23         | Field Training Officer cancelled     | Fox Valley Tech, Appleton | Lee         |
| 09-21,22-2023    | Evidence Management Cancelled        | Milwaukee SO, Milwaukee   | Mueller     |
| 08-21-22,2023    | Sexual Offenses: Mind and Motivation | Madison                   | S. Poeschel |
| 08/22,23,24,25   | CI Rescue/ Warrant Services FBI      | Plover/Marathon Co        | Lawrynk     |
| 08/20/24         | K-9 Olympics                         | Indiana                   | Ballew      |
| 09/06/23         | DRE -Re-cert                         | NWTC, Green Bay           | Lee         |
| 08/22,23,24,25   | CI Rescue/ Warrant Services FBI      | Plover/Marathon Co        | Lepinski    |

**Field Training (FTO):**

- Probationary Officer Will Klismith progressing in step 3 and expected to be in shadow step on Sept. 7, 2023.

**Auxiliary Unit:**

- Fred Strasser was assigned Sergeant and Andrew Hensel was assigned Corporal.
- 8-19-23 – KI Mobility Picnic
- Jack Stand Car Club (every Saturday in August)
- 8-18-23 – SPASH Football Game
- Monthly training topic was Policy 340 – Standards of Conduct and Use of SPPD vehicle checks.

**School Resource Officers:**

**SPASH**

- SRO Kramer is assigned to the Investigation Bureau for the summer.

**PJ Jacobs**

- SRO Quisler is assigned to Patrol for the summer.

**Ben Franklin**

- SRO Marchel and K-9 Willow are assigned to the Investigation Bureau for the summer.

**K9 – Barry**

- 8-20-23 K9 Barry and Handler, Sgt. Ballew, participated in the K-9 Olympics hosted by Von Liche Kennels. They took 2<sup>nd</sup> place out of 107 teams throughout the world.
- 8-1-23 Hwy 66 at I39 – Assisted Portage County Sheriff's Office with traffic stop.
  - .5 grams of methamphetamine
  - 2 arrested

*Respectfully submitted,*

*Chief Robert Kussow  
Stevens Point Police Department*

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

Ayes, all; nays, none. Motion carried.

**8. Discussion, with possible action, on moving forward with the employment of entry level Firefighter/Paramedics Josh Sturgess and Connor Rowe.**

Commissioner Kirschling moved, seconded by Commissioner Mrozek, to approve the employment of entry level Firefighter/Paramedics Josh Sturgess and Connor Rowe upon completion of requirements of conditional offer.

Ayes, all; nays, none. Motion carried.

**9. Discussion, with possible action, on changes to the Fire/EMS monthly reports.**

Per Fire Chief Moody, no action, discussion only.

## 10. Update on the Fire Department's capital budget for 2024.

## 11. Fire Chief's Report/EMS Report

Police & Fire Commission

Fire Chief's Report – August 2023

48 Members Approved

46 positions Funded

44 Staffed

### Significant Events

- |                                                  |            |
|--------------------------------------------------|------------|
| • Fire Marshal Malin and Higgins Recruit Academy | 08/07/2023 |
| • Popup Splash Pad at SPASH                      | 08/24/2023 |
| • Dream Flight                                   | 08/30/2024 |
| • Northside Power Outage                         | 08/31/2024 |

### **Fires**

- |                                     |          |
|-------------------------------------|----------|
| • Structure Fires-2                 | YTD (19) |
| • Vehicle Fires-1                   | YTD (3)  |
| • Brush, Grass, Wildland Fires-0    | YTD (6)  |
| • Trash/Dumpster Related Fires-2    | YTD (7)  |
| • Cooking Incidents-4               | YTD (20) |
| • Chimney Fire -0                   | YTD (1)  |
| • Excessive Heat, Scorch, No Fire-0 | YTD (8)  |
| • Electrical Issues-2               | YTD (21) |

### EMS/Rescue

- |                                    |           |
|------------------------------------|-----------|
| • EMS Assist Calls-55              | YTD (450) |
| • Assist Invalid-0                 | YTD (0)   |
| • Vehicle Accidents-2              | YTD (15)  |
| • Assist Other Government Agency-2 | YTD (4)   |
| • EMS Call, Other-2                | YTD (4)   |

### Alarms

- |                             |          |
|-----------------------------|----------|
| • False Alarms Responses-16 | YTD (94) |
|-----------------------------|----------|

### Hazardous Materials

- |                                                      |          |
|------------------------------------------------------|----------|
| • Carbon Monoxide Detected-0                         | YTD (4)  |
| • Natural Gas Detected-                              | YTD (9)  |
| • Gasoline and Flammable Leak/Spill-                 | YTD (4)  |
| • Hazardous Investigation nothing found-4            | YTD (16) |
| • Oil/Combustible Spill included Vehicle Accidents-3 | YTD (9)  |
| • Chemical Spills-0                                  | YTD (1)  |

### Other Incidents

|                                                          |          |
|----------------------------------------------------------|----------|
| • Animal Rescue-0                                        | YTD (4)  |
| • Burning Regulation Issues-1                            | YTD (46) |
| • Citizen Complaints-0                                   | YTD (0)  |
| • Water/Steam Leak-0                                     | YTD (0)  |
| • Smoke Scare, Odor of Smoke, Steam Mistaken for smoke-1 | YTD (11) |
| • Ring Removal-0                                         | YTD (1)  |
| • Dispatched and Cancelled Enroute-1                     | YTD (23) |
| • Nothing Found on Arrival-0                             | YTD (1)  |
| • General Service Call-0                                 | YTD (1)  |
| • EMS or Fire Standby-0                                  | YTD (2)  |
| • Bomb Scare-0                                           | YTD (0)  |

### Technical Rescue

|                                                |         |
|------------------------------------------------|---------|
| • Water/Ice Incidents-1                        | YTD (5) |
| • Rope/High Angle Rescue-0                     | YTD (0) |
| • Extrication of Victim from Elevator/Machine- | YTD (3) |
| • Extrication of Victim from a Vehicle-        | YTD (3) |
| • Extrication of Victim from Building-0        | YTD (0) |

Monthly Total (98)

Year to Date Total (801)

Total Fire Losses City Property-\$3,500

YTD: \$309,600

Total City Property Saved-\$ 1,501,700

YTD: \$7,349,000

### Monthly Training:

- Team Building
- Metro Fire Training
- Small Engines Chainsaws/K12, Generators
- Fire attack and Hose Movement
- Nozzle Training
- Lineage cold storage tours
- Hose Testing
- Rope Rescue
- Drafting
- Blast Injuries
- Meet the Medical Examiner and Morgue

### Public Activities:

- |                                |            |
|--------------------------------|------------|
| • YMCA Hero Day                | 08/02/2023 |
| • Red Hot Summer Senior Safety | 08/09/2023 |
| • Park Ridge Village Picnic    | 08/13/2023 |

- Explorer Post Meeting 08/16/2023
- Excel Preschool Friendly Firefighter and Truck 08/29/2023
- UWSP Fire Extinguisher Training 08/23/2023

## Stevens Point Fire and EMS Department Activities Report August 2023

### Training:

- Blast injuries
- Ferno Stair Chair in-service
- Medical Examiner training
- AC Gemza participated in "Pediatric Disaster Response and Emergency Preparedness (FEMA MGT-439)"

**New Equipment:** **The new Ferno** Transcend Stair Chair with POWERTraxx was placed in service. Portage County purchased 4 chairs, SPFD received 2 chairs for Medic 1 and 2. The chairs provides maximum safety and power when transporting a patient up or down stairs. To learn more, visit the below website.

<https://ferno.com/us/product/transcend-stair-chair-with-powertraxx?hl=en-us>

**EMT Basic Ride-a-longs:** Our long partnership with MSTC prehospital education continues. SPFD participate in the EMT Basic ride-a-long program.

**Dream Flight:** Assisted the Dream Flight Program by helping Veterans board and off board the plane.

### Public Education:

- Summer Safety Series at the Lincoln Center

*Respectfully submitted,*

Joseph A. Gemza, Jr.  
Assistant Chief of EMS

| Medic 1                |       |      |          |
|------------------------|-------|------|----------|
|                        | Month | YTD  | 2022 YTD |
| Responses              | 215   | 1488 | 1347     |
| Transport/Treat ALS    | 150   | 1018 | 871      |
| Transports BLS         | 4     | 19   | 45       |
| Cancel/Refuse/No Trans | 61    | 448  | 423      |
| Hosp to Hosp           | 2     | 8    | 13       |

| Medic 2                |       |     |          |
|------------------------|-------|-----|----------|
|                        | Month | YTD | 2022 YTD |
| Responses              | 106   | 851 | 830      |
| Transport/Treat ALS    | 79    | 587 | 512      |
| Transports BLS         | 3     | 12  | 30       |
| Cancel/Refuse/No Trans | 24    | 251 | 286      |
| Hosp to Hosp           | 1     | 3   | 0        |

| Medic 3                |       |     |          |
|------------------------|-------|-----|----------|
|                        | Month | YTD | 2022 YTD |
| Responses              | 5     | 182 | 179      |
| Transport/Treat ALS    | 5     | 125 | 123      |
| Transports BLS         | 0     | 9   | 8        |
| Cancel/Refuse/No Trans | 0     | 48  | 47       |
| Hosp to Hosp           | 0     | 0   | 1        |

| Medic 4                |       |     |          |
|------------------------|-------|-----|----------|
|                        | Month | YTD | 2022 YTD |
| Responses              | 4     | 76  | 50       |
| Transport/Treat ALS    | 4     | 38  | 27       |
| Transports BLS         | 0     | 9   | 1        |
| Cancel/Refuse/No Trans | 0     | 29  | 15       |
| Hosp to Hosp           | 0     | 0   | 0        |

| Medic 5                |       |     |          |
|------------------------|-------|-----|----------|
|                        | Month | YTD | 2022 YTD |
| Responses              | 0     | 15  | 15       |
| Transport/Treat ALS    | 0     | 9   | 10       |
| Transports BLS         | 0     | 0   | 0        |
| Cancel/Refuse/No Trans | 0     | 4   | 6        |
| Hosp to Hosp           | 0     | 0   | 0        |

| Fire Department Apparatus |       |     |          |
|---------------------------|-------|-----|----------|
|                           | Month | YTD | 2022 YTD |
| Responses                 | 0     | 3   | n/a      |
| Transport/Treat ALS       | 0     | 0   | n/a      |
| Transports BLS            | 0     | 0   | n/a      |
| Cancel/Refuse/No Trans    | 0     | 0   | n/a      |
| Hosp to Hosp              | 0     | 0   | n/a      |

| Totals                 |       |      |          |
|------------------------|-------|------|----------|
|                        | Month | YTD  | 2021 YTD |
| Responses              | 330   | 3097 | 3080     |
| Transport/Treat ALS    | 238   | 2014 | 1984     |
| Transports BLS         | 7     | 99   | 95       |
| Cancel/Refuse/No Trans | 85    | 966  | 966      |
| Hosp to Hosp           | 3     | 20   | 19       |

| Vehicle     | Year | Make | Model | Current Vehicle Miles |
|-------------|------|------|-------|-----------------------|
| S1Med1-A918 | 2021 | IH   | CV    | 28020                 |
| S1Med2-A187 | 2018 | Ford | F-550 | 94576                 |
| S1Med3-A184 | 2018 | Ford | F-550 | 84313                 |
| S1Med4-A211 | 2015 | Ford | F-550 | 74939                 |
| S1Med5-A554 | 2010 | IH   | 4300  | 162482                |

| Simultaneous Calls |       |     |          |
|--------------------|-------|-----|----------|
| Units              | Month | YTD | 2022 YTD |
| 2                  | 64    | 527 | 475      |
| 3                  | 6     | 78  | 53       |
| 4                  | 3     | 10  | 14       |
| 5                  | 0     | 3   | 3        |

| Car 5 Response |       |     |          |
|----------------|-------|-----|----------|
| Responses      | Month | YTD | 2022 YTD |
|                | 24    | 146 | 133      |
|                |       |     |          |
|                |       |     |          |

| RRU Response Location |       |     |          |
|-----------------------|-------|-----|----------|
|                       | Month | YTD | 2022 YTD |
| V Plover              | 3     | 15  | 11       |
| V Almond              | 0     | 0   | 0        |
| V Amherst             | 0     | 1   | 1        |
| V Amherst Jct         | 0     | 0   | 0        |
| V Jct City            | 0     | 7   | 3        |
| V Nelsonville         | 0     | 0   | 0        |
| V Park Ridge          | 0     | 0   | 0        |
| V Rosedale            | 2     | 8   | 7        |
| V Whiting             | 6     | 22  | 21       |

|               |   |    |    |
|---------------|---|----|----|
| T Alban       | 0 | 2  | 4  |
| T Almond      | 0 | 1  | 0  |
| T Amherst     | 0 | 0  | 1  |
| T Belmont     | 0 | 0  | 0  |
| T Buena Vista | 0 | 0  | 0  |
| T Carson      | 0 | 13 | 13 |
| T Dewey       | 2 | 19 | 5  |
| T Eau Claire  | 2 | 6  | 4  |
| T Grant       | 0 | 0  | 0  |
| T Hull        | 4 | 24 | 26 |
| T Lanark      | 0 | 1  | 0  |
| T Linwood     | 1 | 5  | 6  |
| T New Hope    | 0 | 0  | 0  |
| T Pine Grove  | 0 | 0  | 1  |
| T Plover      | 0 | 5  | 1  |
| T Sharon      | 2 | 8  | 9  |
| T Stockton    | 1 | 13 | 18 |
| Other         | 0 | 0  | 0  |
| St Point      | 1 | 3  | 0  |

Commissioner Ostrowski moved, seconded by Commissioner Kirschling, to approve the Fire Chief's report and place it on file for August 2023.

Ayes, all; nays, none. Motion carried.

## 12. Discussion, with possible action, on final revisions to Policies and Procedures for the Police and Fire Commission.

No action taken. Commissioners are to look over the complete Policies and Procedures as presented by City Attorney Beveridge and make a motion at next month's meeting.

## 13. Adjournment.

The meeting adjourned at 3:30 p.m.



## ***Stevens Point Police Department***

933 Michigan Avenue  
Stevens Point, WI 54481  
Phone: 715-346-1500 / Fax: 715-346-1684

*"Innovative Policing through  
Partnerships with the Community"*



*Robert J. Kussow, Chief of Police*

James L. Harper graduated in 2009 from Memorial High School in Eau Claire, WI. He then received a Bachelor of Science Degree in Criminal Justice/Homeland Security with minor in Forensic Psychology from Tiffin University in 2013 and successfully completed the Law Enforcement Academy from Chippewa Valley Technical College in 2018.

James is currently a Police Officer with the Chippewa Falls Police Department for the last 5 years but started his law enforcement career at the Augusta Police Department in August of 2018. James has completed instructor development school, he is a field training officer, attended the FBI leadership school and is currently the department's licensed drone operator.

James has been married for approx. 11 years and they have a 6-year-old child. James' wife, Elizabeth, is currently employed at a Wausau hospital specializing in Pediatric Therapy.

The background revealed that James' annual reviews for Chippewa Falls evaluated him either acceptable or superior in every category. The superior performance categories are worth mentioning; Attendance and Appearance, Communication Skills, Officer Safety and Response, and Knowledge of Responsibilities.

I am looking for the Police and Fire Commissions approval to give James a conditional offer of employment pending the successful completion of his medical and psychological exams. I would also like to inform the PFC if this is approved I would be looking at having the offer identify James as a Lateral Transfer Candidate at the Officer, 3 years, per the Stevens Point Police Officer Organization Collective Bargaining Agreement, Article 22 – Seniority (F).

Expected start date would be before or on December 4, 2023.

Respectfully submitted,

Chief Robert Kussow



## ***Stevens Point Police Department***

933 Michigan Avenue  
Stevens Point, WI 54481  
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*Robert J. Kussow, Chief of Police*

Garrik Kjentvet grew up in Wild Rose, WI and graduated from Wild Rose High School as the valedictorian with a grade point average of 4.323. Garrik then enrolled in the University of Stevens Point and is on track with graduating in May of 2024 with a Bachelor's degree in Biology with a grade point average of 4.0. In October of 2022 Garrik applied to Mid-State Technical College for the 720 hour Law Enforcement Academy and was accepted. In May of 2023 Garrik successfully completed the academy.

Garrik's background investigation was as stellar as his education accomplishments. People interviewed described Garrik as very intelligent, has a great work ethic, is a great communicator and is someone that gets along with everyone.

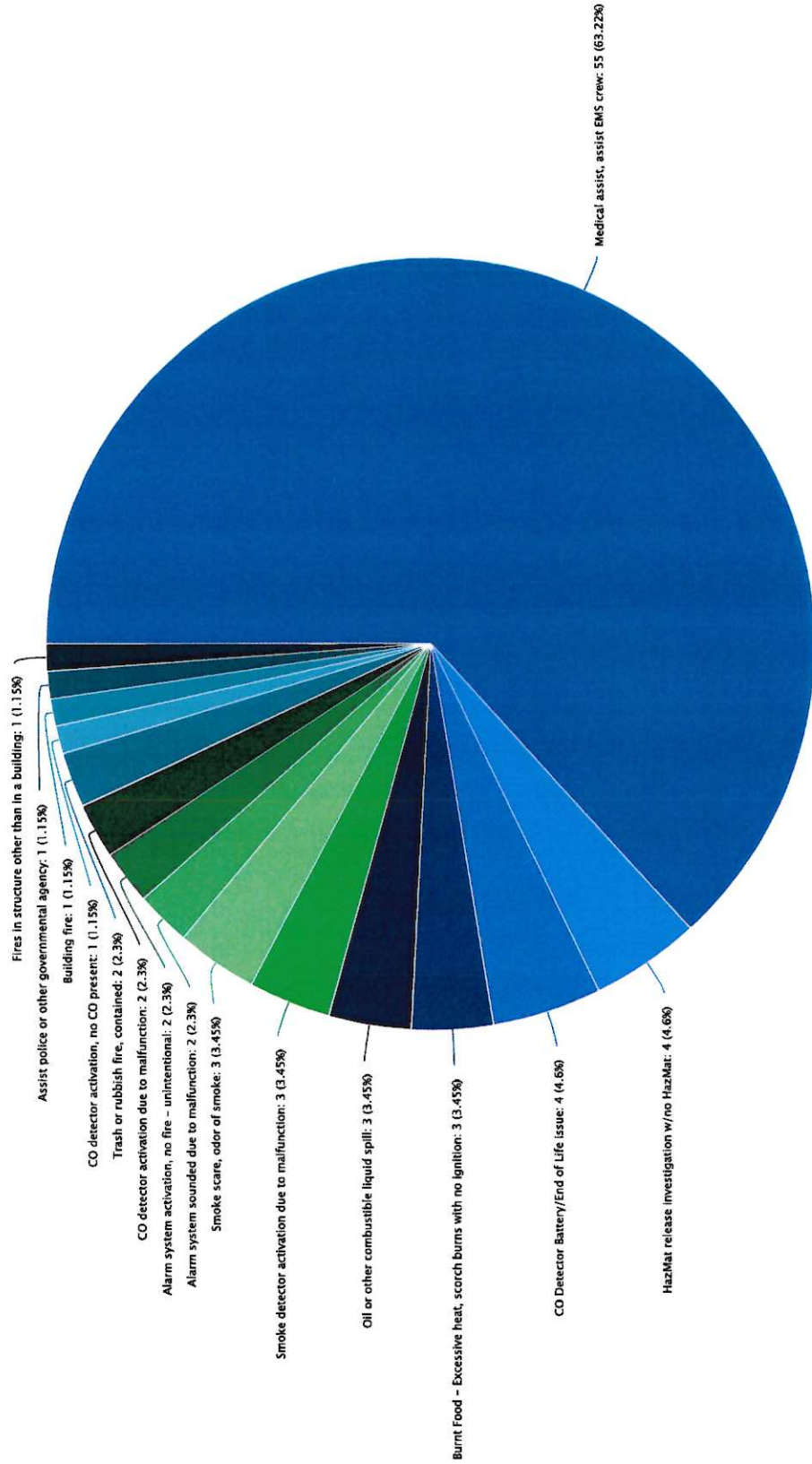
I am asking for the Police and Fire Commissions approval to give Garrik a conditional offer of employment as a Patrol Officer with the Stevens Point Police Department upon his graduation in May of 2024. If this is granted by the PFC, I would make the conditional offer of employment pending successful completion of his medical and psychological exams as well.

Respectfully submitted,

Chief Robert Kussow

# Incident Types (Top 15)

Aug 01, 2023 to Aug 31, 2023



### Incidents by Category Monthly & Yearly

Jan 01, 2022 12:00 AM to Sep 05, 2023 11:59 AM

| Incident Type Category                                  | 2023 |     |     |     |     |     |     |     |     | 2023                  |                                | 2022                   |                                 | YTD % Change |
|---------------------------------------------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----------------------|--------------------------------|------------------------|---------------------------------|--------------|
|                                                         | Jan  | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Grand Total - Current | % of Total Incidents - Current | Grand Total - Previous | % of Total Incidents - Previous |              |
| 1 - Fire                                                | 3    | 2   | 2   | 9   | 5   | 7   | 5   | 6   | 1   | 40                    | 5%                             | 34                     | 5%                              | 17.65%       |
| 2 - Overpressure Rupture, Explosion, Overheat (No Fire) | 5    | 2   | 4   | 2   | 10  | 1   | 1   | 3   | 0   | 28                    | 3%                             | 31                     | 4%                              | -9.68%       |
| 3 - Rescue & Emergency Medical Service Incident         | 76   | 47  | 62  | 64  | 61  | 48  | 67  | 59  | 7   | 491                   | 60%                            | 398                    | 56%                             | 23.37%       |
| 4 - Hazardous Condition (No Fire)                       | 3    | 5   | 5   | 9   | 10  | 8   | 6   | 3   | 2   | 51                    | 6%                             | 43                     | 6%                              | 18.60%       |
| 5 - Service Call                                        | 1    | 1   | 4   | 21  | 10  | 10  | 7   | 3   | 5   | 62                    | 8%                             | 40                     | 6%                              | 55%          |
| 6 - Good Intent Call                                    | 4    | 8   | 9   | 10  | 7   | 2   | 5   | 8   | 0   | 53                    | 6%                             | 57                     | 8%                              | -7.02%       |
| 7 - False Alarm & False Call                            | 8    | 5   | 12  | 13  | 11  | 9   | 17  | 16  | 2   | 93                    | 11%                            | 100                    | 14%                             | -7%          |
| 9 - Special Incident Type                               | 0    | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0                     | 0%                             | 3                      | 0%                              | -100%        |
| Grand Total                                             | 100  | 70  | 98  | 128 | 114 | 85  | 108 | 98  | 17  | 818                   | 100%                           | 706                    | 100%                            | 15.86%       |

Aid Given and Received Monthly



| Fire Department        | Aug 01, 2023 to Aug 31, 2023 |                                |                        |                                   |                  |                             |
|------------------------|------------------------------|--------------------------------|------------------------|-----------------------------------|------------------|-----------------------------|
|                        | Automatic Aid Given          | % of Total Automatic Aid Given | Automatic Aid Received | % of Total Automatic Aid Received | Mutual Aid Given | % of Total Mutual Aid Given |
| Hull Fire Department   | 0                            | 0%                             | 1                      | 0%                                | 0                | 0%                          |
| Plover Fire Department | 1                            | 100%                           | 1                      | 0%                                | 0                | 0%                          |
| Overall                | 1                            | 100%                           | 2                      | 100%                              | 0                | 0%                          |
|                        |                              |                                |                        |                                   | 0                | 0%                          |

## Aid Given and Received Yearly

Before Sep 30, 2023

III

| Fire Department            | Automatic Aid Given | % of Total Automatic Aid Given | Automatic Aid Received | % of Total Automatic Aid Received | Mutual Aid Given | % of Total Mutual Aid Given | Mutual Aid Received | % of Total Mutual Aid Received |
|----------------------------|---------------------|--------------------------------|------------------------|-----------------------------------|------------------|-----------------------------|---------------------|--------------------------------|
| Dewey Fire Department      | 0                   | 0%                             | 0                      | 0%                                | 0                | 0%                          | 1                   | 0%                             |
| FORT MCCOY FIRE DEPARTMENT | 0                   | 0%                             | 0                      | 0%                                | 1                | 0%                          | 0                   | 0%                             |
| Hull Fire Department       | 2                   | 0%                             | 9                      | 0%                                | 1                | 0%                          | 3                   | 0%                             |
| Plover Fire Department     | 6                   | 0%                             | 10                     | 0%                                | 3                | 0%                          | 5                   | 0%                             |
| Rosholt Fire Department    | 0                   | 0%                             | 0                      | 0%                                | 1                | 0%                          | 0                   | 0%                             |
| Ruddolph Fire Department   | 0                   | 0%                             | 1                      | 0%                                | 2                | 0%                          | 1                   | 0%                             |
| Stockton Fire Department   | 0                   | 0%                             | 0                      | 0%                                | 2                | 0%                          | 1                   | 0%                             |
| Wittenberg Fire Department | 0                   | 0%                             | 0                      | 0%                                | 1                | 0%                          | 0                   | 0%                             |
| <b>Overall</b>             | <b>8</b>            | <b>100%</b>                    | <b>20</b>              | <b>100%</b>                       | <b>11</b>        | <b>100%</b>                 | <b>11</b>           | <b>100%</b>                    |

## Property Loss Incidents (Top 20)



| Aug 01, 2023 to Aug 31, 2023         |                    |                 |                         |               |             |               |       |             |                             |               |
|--------------------------------------|--------------------|-----------------|-------------------------|---------------|-------------|---------------|-------|-------------|-----------------------------|---------------|
| Agency Name                          | Incident Date Time | Incident Number | Property Use            | Street Number | Street Name | City          | State | Postal Code | Property Pre-Incident Value | Property Loss |
| Stevens Point Fire Dept. & Ambulance | 8/24/2023 6:42 PM  | 14023           | Multifamily dwelling    | 741           | JOHNS       | STEVENS POINT | WI    | 54481       | \$188,900                   | \$2,000       |
| Stevens Point Fire Dept. & Ambulance | 8/4/2023 1:50 AM   | 13463           | Vehicle parking area    | 2601          | INDIANA     | STEVENS POINT | WI    | 54481       | \$3,500                     | \$500         |
| Stevens Point Fire Dept. & Ambulance | 8/30/2023 10:07 AM | 14148           | 1 or 2 family dwelling  | 2308          | JEFFERSON   | STEVENS POINT | WI    | 54481       | \$500                       | \$500         |
| Stevens Point Fire Dept. & Ambulance | 8/30/2023 1:28 PM  | 14151           | Restaurant or cafeteria | 317           | DIVISION    | STEVENS POINT | WI    | 54481       | \$500                       | \$500         |

## Property Loss Incidents (Top 20) Yearly

Before Sep 30, 2023

III

| Agency Name                          | Incident Date Time | Incident Number | Property Use                      | Street Number | Street Name | City          | State | Postal Code | Property Pre-Incident Value | Property Loss |
|--------------------------------------|--------------------|-----------------|-----------------------------------|---------------|-------------|---------------|-------|-------------|-----------------------------|---------------|
| Stevens Point Fire Dept. & Ambulance | 7/5/2023 2:28 AM   | 23SF00643       | 1 or 2 family dwelling            | 3301          | OAK         | STEVENS POINT | WI    | 54481       | \$193,500                   | \$100,000     |
| Stevens Point Fire Dept. & Ambulance | 3/2/2023 8:53 AM   | 9669            | Street or road in commercial area | (blank)       | Coye        | STEVENS POINT | WI    | 54481       | \$80,000                    | \$80,000      |
| Stevens Point Fire Dept. & Ambulance | 6/20/2023 5:25 PM  | 12389           | Multifamily dwelling              | 2524          | FIFTH       | STEVENS POINT | WI    | 54481       | \$1,262,500                 | \$45,000      |
| Stevens Point Fire Dept. & Ambulance | 5/30/2023 2:30 PM  | 11852           | Multifamily dwelling              | 725           | PRENTICE    | STEVENS POINT | WI    | 54481       | \$750,000                   | \$15,000      |
| Stevens Point Fire Dept. & Ambulance | 2/19/2023 12:56 PM | (blank)         | Outbuilding or shed               | 3241          | COON        | STEVENS POINT | WI    | 54481       | \$10,000                    | \$10,000      |
| Stevens Point Fire Dept. & Ambulance | 5/21/2023 2:06 AM  | 11605           | Laundry, dry cleaning             | 2501          | CHURCH      | STEVENS POINT | WI    | 54481       | \$755,500                   | \$5,000       |
| Stevens Point Fire Dept. & Ambulance | 6/23/2023 8:47 PM  | 12459           | Multifamily dwelling              | 401           | MICHIGAN    | STEVENS POINT | WI    | 54481       | \$400,000                   | \$5,000       |
| Stevens Point Fire Dept. & Ambulance | 6/17/2023 4:57 PM  | 12326           | Highway or divided highway        | (blank)       | BADGER      | STEVENS POINT | WI    | 54482       | \$10,000                    | \$3,500       |
| Stevens Point Fire Dept. & Ambulance | 8/24/2023 6:42 PM  | 14023           | Multifamily dwelling              | 741           | JOHNS       | STEVENS POINT | WI    | 54481       | \$188,900                   | \$2,000       |
| Stevens Point Fire Dept. & Ambulance | 6/25/2023 11:56 PM | 23SF00619       | 1 or 2 family dwelling            | 816           | PRENTICE    | STEVENS POINT | WI    | 54481       | \$80,700                    | \$1,000       |
| Stevens Point Fire Dept. & Ambulance | 4/24/2023 4:25 PM  | 10993           | 1 or 2 family dwelling            | 5426          | WOODLAND    | STEVENS POINT | WI    | 54482       | \$147,500                   | \$500         |
| Stevens Point Fire Dept. & Ambulance | 8/4/2023 1:50 AM   | 13463           | Vehicle parking area              | 2601          | INDIANA     | STEVENS POINT | WI    | 54481       | \$3,500                     | \$500         |
| Stevens Point Fire Dept. & Ambulance | 8/30/2023 10:07 AM | 14148           | 1 or 2 family dwelling            | 2308          | JEFFERSON   | STEVENS POINT | WI    | 54481       | \$500                       | \$500         |
| Stevens Point Fire Dept. & Ambulance | 8/30/2023 1:28 PM  | 14151           | Restaurant or cafeteria           | 317           | DIVISION    | STEVENS POINT | WI    | 54481       | \$500                       | \$500         |
| Stevens Point Fire Dept. & Ambulance | 1/17/2023 3:40 PM  | (blank)         | 1 or 2 family dwelling            | 1225          | TORUN       | STEVENS POINT | WI    | 54482       | \$175,000                   | \$250         |
| Stevens Point Fire Dept. & Ambulance | 4/22/2023 2:57 PM  | 10949           | 1 or 2 family dwelling            | 1430          | TORUN       | STEVENS POINT | WI    | 54482       | (blank)                     | \$100         |
| Stevens Point Fire Dept. & Ambulance | 7/5/2023 11:19 PM  | 23SF00647       | Playground                        | 1401          | EAST        | STEVENS POINT | WI    | 54481       | \$100                       | \$100         |
| Stevens Point Fire Dept. & Ambulance | 4/9/2023 4:27 PM   | 10612           | 1 or 2 family dwelling            | 2016          | CENTER      | STEVENS POINT | WI    | 54481       | (blank)                     | \$50          |
| Stevens Point Fire Dept. & Ambulance | 7/30/2023 1:28 PM  | 13359           | Multifamily dwelling              | 924           | SONGBIRD    | STEVENS POINT | WI    | 54482       | \$750                       | \$50          |

# **INTRODUCTION: ADMINISTRATIVE Rules and PROCEDURES OF THE STEVENS POINT POLICE AND FIRE COMMISSION**

The Stevens Point Police and Fire Commission ("PFC") exists pursuant to Wis. Stats. § 62.13 and provides oversight of the Stevens Point Police Department ("SPPD") and Stevens Point Fire Department ("SPFD"). The PFC has created these Rules and Administrative Procedures ("PFC Rules") pursuant to the authority granted to it under Wisconsin Law and Chapter 3 of the Stevens Point Revised Municipal Code. Additionally, the PFC is an "optional powers" commission as identified under Wis. Stats. § 62.13(6). Under that statute, the PFC has the additional authority to do the following:

- To organize and supervise the fire and police, or combined protective services, departments and to prescribe rules and regulations for their control and management.
- To contract for and purchase all necessary apparatus and supplies for the use of the departments under their supervision, exclusive of the erection and control of the police station, fire station, and combined protective services station buildings.
- To audit all bills, claims and expenses of the fire, police, and combined protective services departments before the same are paid by the city treasurer.

The Stevens Point Common Council ("Common Council") has enacted administrative policies ("City Administrative Policies") which generally apply to city employees. Those policies relate to employee benefits, fair employment practices, personnel selection and other personnel procedures.

Certain City Administrative Policies regarding personnel selection and hiring, related personnel matters, may not apply to protective service employees because personnel recruitment and selection are the responsibility of the Police and Fire Commission (Commission) under ss. 62.13 Wis. Stats. Suspension, reduction in rank, dismissal, layoffs and recalls are governed by statute and case law.

The Fire and Police Chiefs have statutory authority to operate their departments. Department directives and standard operating procedures are established by the Chiefs.

When a Chief finds that a department policy is impeding the efficient operation of the department, the Chief will review the issue, develop an appropriate response or course of corrective action, implement the plan, monitor for effect, and/or if necessary bring the issue before the Commission for proper authorization to make the necessary change.

All Police and Fire Department employees are encouraged to bring concerns and suggestions to their respective Chiefs through each Department's established chain of command according to published protocol based on the nature of the concern. Personnel wishing to pursue further on an issue that has been reviewed within their Department may contact the PFC President to arrange for presentation to the Police and Fire Commission.

A copy of these policies will be provided to the Mayor, the City Clerk, the City Personnel Office and other persons upon request. These PFC Rules shall be provided to the City's Community Media Department for

publication on the City's website.

These policies will be part of the orientation and ongoing training of all Police and Fire Department employees. Verification of training will be recorded in each Department's training records.

The job positions and policies in this document are established based on the statutory authority granted to the City of Stevens Point and the Stevens Point Police and Fire Commission by Wis. Stats. § 62.13. Policies may be added, revised or repealed by a majority of the Commission members present and voting at a legally-noticed public meeting.

## **ADMINISTRATIVE PROCEDURES**

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Section 4.02 through 5.03 recodified 01-15-02

Section 5.04 through 6.02 recodified 02-12-02

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Manual re-adopted as revised by affirmative commission action 02-03-09

**Document re-adopted as revised by affirmative commission action 9-05-2023**

## **ADMINISTRATIVE PROCEDURES STEVENS POINT FIRE AND POLICE COMMISSION**

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### **SECTION 1: Policies Relating Directly to the Police and Fire Commission**

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#### **SECTION 1.01 Officers of the Commission**

The Commission will elect a President and a Secretary, who shall not be one and the same person, at the properly noticed commission meeting in May of each year. If no properly noticed commission meeting is held in May, the election will be held at the next special or properly noticed commission meeting.

The President will set meeting agendas, ensure public meeting notice is given, and preside at Commission meetings. In the President's absence, the Secretary will handle the President's responsibilities. If neither officer is available, the President will designate a member of the Commission to act on their behalf.

If either officer resigns from office, or becomes ineligible to serve prior to May of the year following election, the Commission will elect a replacement at its next special or properly noticed Commission meeting. Alternatively, the Commission may elect an interim president or secretary to serve at its pleasure or until the next May election.

The Commission may elect additional officers or assign special responsibilities as deemed appropriate.

The Secretary will notify the Mayor, the City Personnel Office and the City Clerk of the names of the officers.

#### **SECTION 1.02 Commission Meetings**

The Commission will typically hold its properly noticed meeting on the first Tuesday of each month. The President may call special meetings as needed and in accordance with Chapter 19, Wisconsin

Statutes. A special meeting will be held at the request of any member.

The Commission may change its meeting day and time and/or eliminate any properly noticed Commission meeting at its discretion.

### **SECTION 1.03**

#### **Compensation of Police and Fire Commission Members**

The PFC is a public governmental body subject to the Wisconsin Open Meeting Law, Wis. Stats. § 19.81 et. seq. An “official noticed meeting” means a gathering of a quorum of the members of the Commission for the purpose of exercising Commission authority, responsibilities or duties. Any gathering involving a quorum of the members of the Commission and other city officials or employees, including personnel of the Police and Fire Departments, for the purposes of discussing matter related to the PFC constitutes a meeting even if notice of the meeting is not given under the provisions of the state’s Open Meetings Law. A chance gathering, attendance at social events or attendance at conferences and educational programs does not constitute a meeting.

For purposes of determining entitlement for compensation and reimbursement of expenses incurred, participation in the following are compensable activities: properly noticed regular monthly or scheduled special Commission meetings, individually scheduled meetings with personnel of the Fire and/or Police Departments, or when representing the Commission at other approved meetings. Compensation is paid in a minimum block of four hours or the actual time spent whichever is greater. Commission members attending two meetings on the same day will be entitled to receive compensation and reimbursement for expenses incurred for two meetings.

Pay per meeting will be as set by City Council. The President will approve all meeting and other expense vouchers, except that the Secretary will approve the President’s.

### **SECTION 1.04**

#### **New Members of the Commission**

At a minimum, the Commission will provide each new member with the following; a copy of these procedures, , and any authoritative Handbook for Police and Fire Commissions.

### **SECTION 1.05**

#### **Records of the Commission - Custodian of Records**

The Commission will record and retain a record of its meetings.

The Commission will retain its records in the office of the Police Records Bureau Supervisor. The custodian of the records for purposes of the Wisconsin Open Records Law will be the President of the Commission.

## **SECTION 1.06**

### **Department Liaisons**

Each public safety department will have an assigned liaison from the Police and Fire Commission. The liaison is a resource for the Chief to utilize to discuss things such as strategic plans, capital improvement projects, organizational changes, etc. The liaison should develop a solid understanding of the assigned department's operational mission, budget, staffing, goals and objectives in order to support the assigned Chief as needed. The liaison will be available to relay relevant information to the Commission which they deem necessary.

The Department Liaison will be expected to perform the following:

- Meet with the Chief at least monthly.
- Review the Chief's written goals from his/her evaluation.
- Determine with him or her departmental priorities and how the liaison can assist.
- Discuss the Chief's professional and personal goals and how they relate to his or her duties.
- Become familiar with policies and procedures.
- Explore practices, policies, procedures, technology or equipment that have become outdated and need to be addressed.
- Review the staff evaluation format.

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## **SECTION 2: Fiscal Policies**

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### **SECTION 2.01**

#### **Budget Accountability**

Each Chief will prepare a first draft of his or her department's budget in the format required by the Comptroller/Treasurer (C/T). The original budget request from each Chief will be presented at a scheduled Commission meeting for discussion. The Police Records Bureau Supervisor will develop the Commission's administrative budget and follow the same procedure for Commission discussion.

After discussion each Department's final budget requests must be supported by affirmative motion of the Commission for recommendation to the Mayor and the Common Council. The Commission's

recommended budgets will be presented to the Mayor and C/T, by the Chiefs following this Commission process.

Any reallocation of capital budget funding requires such changes to be submitted to the Finance Committee and Common Council.

The Chiefs will comply with budget management requirements and procedures established by the Comptroller/Treasurer. Current guidance is to manage funds within the overall budget. The Chiefs will inform the Commission of any budget issues.

## **SECTION 2.02**

### **Contract Accountability**

#### In General:

One of the optional powers granted to this Commission is the power to contract for, and purchase, all necessary apparatus and supplies for the use by the Police and Fire Departments, except for the erection and control of department buildings. The appropriate Chief will represent the Police and Fire Commission in all such matters.

A member of the PFC may attend negotiation sessions regarding the EMS contract with Portage County, but no quorum of the PFC shall attend such meetings.

Contracts are generally ratified by three parties: the buyer(s) or seller(s), the Commission, and the Common Council.

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## **SECTION 3: Personnel Administration**

### **(Pertains to non-represented employees)**

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## **SECTION 3.01**

### **Original Appointment - Police and Fire Chiefs**

By law, the Police and the Fire chief are appointed solely by the Police and Fire Commission. When a vacancy occurs in the position of Police Chief or Fire Chief, the Commission may appoint any member of the Police Department as the Police Chief or any member of the Fire Department as the Fire Chief. If the Commission does not appoint an internal candidate, the Commission will conduct a search for a chief and may obtain the assistance of the City Human Resource Manager, the City Attorney, any other relevant city employee, or any outside agency or consultant. If the PFC does not appoint an internal candidate prior to conducting a search, any internal candidate may apply for the position in the same manner as external candidates.

#### Procedures:

When a vacancy in either chief position occurs, the PFC may appoint a member of the affected department to serve as the Acting Chief during the process of selecting a new Chief.

The Commission will review and, if necessary, update the position description, salary based on the City pay plan, and qualifications and requirements an applicant must satisfy. The PFC shall adopt a screening process for determining how final candidates will be chosen, a suggested geographic recruitment/advertising plan, an application packet, and a deadline for the recruiting process. The City Human resources manager can assist the PFC with the process of developing such recruitment process and advertising the availability of the position.

The application packet will include all pre and post selection examination requirements and relevant information and include an option by which the applicant may request that his/her name not be released publicly unless and until such candidate becomes a final candidate per Wis. Stats. § 19.36(7).

The Commission will appoint a screening committee to screen candidates and determine who will proceed to the interview phase of the process.

The PFC will determine the appropriate interview process and participating interview panel members by majority vote. Interview panels may include local officials and community members, however all interview panels shall be proctored by at least one commissioner. Upon completion of the interview phase up to three finalists will be recommended for the open position. If the panel feels there are no appropriate candidates they will recommend the Commission re-start the process.

The Commission will rank the successful candidates and offer the position to the top ranked person, contingent upon his/her successfully completing a background investigation, a medical evaluation, a psychological evaluation, and any other required evaluations. The Commission will obtain all required written authorizations and waivers from the candidates prior to their participating in any of these activities.

If the candidate fails any requirement or decides not to accept appointment, the Commission may offer the position to the next ranked candidate under the same contingencies. If no candidate satisfies all of the requirements, or if none accepts the appointment, the Commission may reopen the search utilizing the previous described procedure.

When an individual has accepted the appointment and completed all screening steps, the President of the Commission will notify the Mayor, the President of the Common Council and issue a press release announcing the appointment of the new Chief.

## **SECTION 3.02**

### **Complaints by Third Parties**

Third party, non-criminal complaints against the Chiefs will be referred to the President of the Commission, who will notify the City Attorney as soon as practicable. The City Attorney shall review the contents of the complaint and advise the President as to the appropriate process for addressing the matter. Complaints that are frivolous or indicative of conduct which does not violate any rule or policy may be addressed without investigation or action by the Commission. Complaints which require investigation may be investigated by the Commission or its designee, as appropriate, and adjudicated by the Commission. All proceedings of this type shall be conducted in accordance with Wis. Stats. § 62.13 and any other applicable rules or laws.

Third party non-criminal complaints against employees of either Department, including complaints by co-workers, will be investigated utilizing established procedures in each Department's directive system for conduct of an internal investigation.

If the Commission or a Chief imposes discipline against a member of either Department, and the Department member wishes to appeal that discipline, as is their right, the procedures outlined under "Disciplinary Hearings" will be followed for sworn and non-represented Department members. Civilian Department members must take their appeal to the Common Council Personnel Committee through the City Personnel Department. The civilian employee appeal procedure is detailed in the City Administrative Policies, the Stevens Point Revised Municipal Code, and all other applicable rules and law. Appeals by sworn members of either Department shall be conducted in accordance with Wis. Stats. § 62.13 any other applicable rules or laws.

[Revised: February 4, 2014]

### **SECTION 3.03**

#### **Compensation - Chiefs and Other Non Represented Personnel**

The Commission will notify the Mayor, the City Treasurer, and the City Personnel Office of any recommendations for changes in compensation if such compensation differs from the City's pay plan. The Common Council has the sole authority to establish pay rates; as such, the Commission's authority is strictly limited with regards to employee compensation.

### **SECTION 3.04**

#### **Compensatory and Overtime for Non-Represented Personnel**

Hourly employees fall under City Policies for hours of work and overtime pay.

Chiefs and Assistant Chiefs are considered to be in exempt positions and do not receive overtime/credit for hours worked beyond a normal 40 hour work week. The Chiefs are expected to manage the schedules of their personnel to comply with the Fair Labor Standards Act (FLSA) and applicable state laws.

[Revised: February 4, 2014]

## **SECTION 3.05**

### **Residency- All Personnel**

Represented employees must comply with residency requirements in their contracts, if any are included. Chiefs and Assistant Chiefs must comply with Wisconsin State Statute 66.0502 and any ordinance or rule created by the Common Council pursuant to that Section.

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## **SECTION 4: Personnel Administration**

### **(Pertains to Union Employees)**

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### **SECTION 4.01**

#### **Original Appointment of Police Officers and Firefighter Paramedics**

As employment openings or vacancies occur they will be filled only with approval of the Commission.

The Commission may establish hiring eligibility lists in accordance with current state law. If a list is retained, the Chief must utilize that list to fill vacancies or openings. Eligibility lists are retained until exhausted, or for a period of one year from the date of enactment. However, the Commission, at its discretion, may extend the expiration of an eligibility list for a period of up to one additional year beyond its original expiration date. The Commission may remove any person(s) from an eligibility list by affirmative motion if deemed appropriate.

#### Procedures:

The Commission shall instruct the affected Chief to serve as its designee in carrying out the specific hiring procedure approved by the Commission. The affected Chief will ensure that the affected Department's hiring process is properly outlined on a hiring time line and followed accordingly.

The Chief will ensure that the recruitment practice complies with any applicable affirmative action policy.

Application packets sent to interested applicants will include relevant information regarding the current position description and any necessary information regarding the Wisconsin Open Records Law.

Veteran's points will be awarded to applicants in accordance to Wisconsin law.

The affected Department will retain records in regard to each applicant for a period of three (3) years, or for the period required by the Wisconsin Open Records Law, whichever is greater.

The affected Chief will notify each successful candidate as to placement onto the hiring eligibility

list. The Chief will not advise the candidate as to a rank order of eligibility for hiring

The Chief will establish an eligibility list, and as vacancies occur, will present the candidate to the Commission for an interview as part of the hiring protocols. Police and firefighter/paramedic applicants who meet the required qualifications must pass a medical and psychological exam provided by a third party administrator. The process will be supervised by the Chief or his/her designee of the affected Department.

Each chief is required to ensure that any information in regard to psychological or medical testing be kept in a separate file to eliminate any inappropriate viewing or disclosure when either an open records request for applicant information is received or when another agency conducts an employment background on the affected applicant.

## **SECTION 4.02**

### **Promotions in the Fire and Police Departments**

Wisconsin Statutes authorize Police and Fire Chiefs to recommend subordinates for promotion subject to approval by the Police and Fire Commission. Chiefs shall submit any recommended promotions to the PFC which shall act upon them at its regularly scheduled meeting in the month following the month in which the promotion request is submitted to the PFC Secretary.

Promotions among represented employees will be governed by the relevant language from the applicable Collective Bargaining Agreement, unless a represented employee is being promoted to a non-represented position.

## **SECTION 4.03**

### **Probationary Periods in the Fire and Police Departments**

Probationary periods, whether as a condition of employment for a newly hired employee, or as a requirement of promotion, are established through labor agreements or by Commission policy.

Chiefs shall prepare a written review of each probationary employee during their final two months of probationary status. and submit it to the Commission for action prior to the expiration date of the affected probationary employee's probation. Such review shall contain a recommendation to the PFC regarding the employee's probationary status. The Commission will act to either move the employee to regular status, extend the probationary status for an additional period of time, or terminate the employee for failure to meet expectations during the probationary period. The Commission will have full access to review all data generated in support of the recommendation and to conduct an oral interview of the affected probationary employee before acting on the employee's employment status.

Should unique circumstances occur which preclude the Commission from acting prior to the expiration of an employee's probationary period, the Chief will explain the circumstances to the President of the Commission and request an extension of the employee's probation to the next scheduled Commission meeting during which the above process will be completed. The PFC shall

act on such requests for extensions, but if it is unable to do so prior to the expiration of the probationary period such period shall be extended one month.

#### **SECTION 4.04**

#### **Collective Bargaining Agreements**

The City Attorney shall serve as the lead negotiator for purposes of CBA matters with police and fire unions unless the PFC and Common Council have approved the hiring of outside legal counsel for such puproses.

The City's Personnel Committee has the authority to recommend ratification of a labor contract to the Common Council. Labor agreements must be approved by the Common Council. Until ratified by the affected union and by the City, contract negotiations are considered to be confidential.

Settlement of an issue related to contract language interpretation or resolution of a grievance may create the need for a side letter of agreement setting forth the parties' intentions. When an issue is resolved the side letter shall be signed by the affected Chief, authorized union representatives, the Mayor and the City Clerk.

#### **SECTION 4.05**

#### **Union Grievances**

The Chiefs, Commission, and the police and fire unions are required to follow the grievance procedures outlined in the current labor contract between the affected union and the City, relevant state statutes, and any other applicable laws and regulations. Grievance hearings shall be held in open session unless required by law to be held in closed session due to statutory requirements or other appropriate reasons.

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### **SECTION 5: Personnel Administration**

### **(Pertains to Chiefs, Non-Represented Employees and Union Employees)**

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#### **SECTION 5.01**

#### **Disciplinary Actions**

Disciplinary actions are based upon the requirements of Section 62.13(5) (a) through (j), Wis. Stats. Where the State Statutes do not specifically prescribe the specifics regarding discipline, the Commission has the authority to establish the guidelines in accordance to subsection (g).

The Police and Fire Commission may from time to time, at or after the filing of the charges, promulgate rules and procedures relating to the hearing of such charges.

The PFC or its designee will serve as the investigator for complaints against a Chief. The Commission may use members of the Police Department Investigation Bureau for support or may use an outside law enforcement agency for investigation support.

## **SECTION 5.02**

### **Fair Employment Practices**

#### Non-discrimination:

No employee or applicant for employment shall be discriminated against based on age, race, color, creed, sex, religion, national origin, marital status, disability, ancestry, sexual orientation, or veteran, military or union status, as provided by applicable federal and state statutes.

#### Sexual Harassment:

Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as well as the State's Fair Employment Act. Sexual harassment is defined as any unwanted, deliberate or repeated unsolicited comments, gestures, graphic materials, physical contacts or solicitation of favors when:

- Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Any employee under the Commission's jurisdiction who engages in these types of misconduct will have appropriate disciplinary action taken against him/her up to and including termination. Any member of the Commission who engages in this type of misconduct may be subject to removal from office.

Any harassing actions taken by any person employed under the Commission's jurisdiction may be reported to and investigated by the affected Department according to its existing internal procedures. The Commission shall be notified of the existence of all complaints of harassment and the final results of investigations of these complaints at the next properly noticed commission meeting following the receipt of a complaint and completion of the investigation.

#### Affirmative Action:

The Commission adopts the Affirmative Action Plan of the City of Stevens Point and designates the City Affirmative Action Officer as its affirmative action officer.

## **SECTION 5.03**

### **Performance Evaluations**

Performance evaluations are conducted to improve individual performance, set goals, strengthens supervisor-employee communications and to recognize employee accomplishments.

An evaluation must be based on job related criteria and the individual's ability to do the job in accordance with the official job description.

Each Chief is responsible to ensure that all employees are trained in the job description which accurately reflects the duties performed. The Commission recommends that the employee sign an understanding of the job description prior to starting the position assigned. Revisiting the job description should be part of the annual evaluation process.

Employees may respond in writing to an evaluation. Written responses will be attached to, and filed with, the evaluation. A copy of the completed evaluation will be provided to the employee. The original will be filed in the employee's personnel file.

### Police and Fire Chiefs

The Commission's designated representative(s) will serve as the evaluators. The evaluators will complete and administer the annual written performance evaluation. The process will be in accordance with the schedule published by the Human Resource Manager. The evaluators are responsible to obtain input from all commission members and the affected chief as part of the evaluation process. The Commission will utilize the City's standard evaluation system for evaluating the Chiefs' annual performance.

The completed performance evaluation will be signed and dated by the authorized evaluators and the President of the Commission. A copy of the evaluation will be provided to the affected chief. The original will be placed in the affected chief's personnel file.

### Evaluation of Subordinate employees within each Department:

Each Chief has the responsibility for completion of an annual performance evaluation for all subordinates and may delegate completion of evaluations as appropriate. Specific evaluation practices and procedures are outlined in each Department's directives, procedures, and collective bargaining agreements. However, the Commission enumerates the following minimal standards the Chiefs will follow when conducting performance reviews. Compliance with the standards is subject to inspection by the Department Liaison to ensure the Commission's intent is both understood and followed.

### Non-Represented Employees

Evaluations of non-represented employees will be conducted annually using the evaluation form provided by the City Human Resource Manager. Upon completion, the Chiefs are required to submit a copy of the evaluation to the Human Resource Manager in accordance with the schedule promulgated by the Human Resource Manager.

### Probationary Employees

Probationary employees must be evaluated in writing a minimum of every six months during the probationary period. More frequent evaluations are recommended. Evaluations will be

conducted in accordance with the procedures prescribed by the affected Chief.

## **SECTION 5.04**

### **Exit Interviews**

Employees leaving employment with the PD or FD for any reason other than termination for cause will be invited to complete a voluntary exit interview. Such interviews will be conducted by the City Human Resources Manager, the PFC liaison to the relevant department, and one other member of the PFC. The interview will be conducted during duty time for the exiting employee prior to the end of their employment with the City.

Exit interviews should be documented by the persons conducting them, and a summary of the results prepared in written form. Results of the exit interviews will be provided to the Chief of the relevant department for their use in staff planning, process improvement, staff retention, and any other purpose in furtherance of department goals.

## **SECTION 5.05**

### **Personnel and Payroll Records**

#### Personnel Records:

The Police and Fire Chiefs are assigned to be the custodian of, and properly retain, the personnel and medical files for all assigned employees.

The Human Resources Manager retains, and is the custodian of, employee benefit files. The law requires that only one personnel file exist for an employee. Therefore, it is policy that personnel records shall not be retained in, or with, the employee benefit file.

#### Inspection of Personnel Files:

By Wisconsin Statute an employee has the right to request to schedule a review of their personnel file in the presence of the affected Chief, or designee. Such requests shall be fulfilled within a reasonable timetable. If the employee makes a request for duplicate copies of any materials in the personnel file, the employee is responsible for the appropriate duplicating cost.

#### Correction of Personnel Records:

An employee may request the removal or correction of any record or information within their personnel file. However, if the Chief does not agree to correct or remove the information or record, the employee should be directed to submit a written statement explaining the employee's position and objection. The affected Chief will ensure that the statement is attached to the disputed information or record and retained as part of the employee's personnel file.

Release of Personnel and Medical File Information:

Unless ordered by a court of law, in accordance with state or federal statutes or the open records requests process, personnel file information can not be disclosed to anyone other than an employee's direct supervisor, management staff, or the Commission without the written authorization of the employee. Open records requests for documents contained in a personnel file shall be reviewed by the City Attorney and may be subject to denial or redaction according to applicable law.

Medical files shall be kept and stored separate from personnel files. Medical file information is strictly confidential and access is restricted to the affected Chief, or Chief's designee. Release of medical file information, to include release to the individual concerned, must be processed through a written open records request.

Payroll Records:

The administration of Police and Fire Departments will process and retain the payroll record information of all Department employees. The Departments work directly with the City's Finance Department to produce the bi-weekly payroll information. The Finance Department retains the master payroll records for all city employees.

## **SECTION 5.05**

### **Requests for New Positions and to Re-fill Existing Positions**

The Fire and Police Department must follow the current procedure set forth by City policy to request a new position or to re-fill an existing position. The Chief of the affected Department shall submit requests for new positions to the PFC. If approved by the PFC, the request for a new position will then be provided to the Human Resources Manager for placement on the Personnel Committee agenda. Final approval must be granted by the Common Council to create a new position.

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## **SECTION 6: GENERAL POLICIES**

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### **SECTION 6.01**

#### **City-Owned Vehicles; Mileage Reimbursement**

The purpose of this policy is to outline the permitted use of any city-owned vehicle(s) and to specify mileage reimbursement for personal vehicle use.

##### **Police Chief and Fire Chief**

###### City-owned Vehicles

###### Business Use

A city-owned vehicle assigned to a Chief may be used for all business purposes. "Business purposes" are defined as being related to the person's employment

including professional services to other law enforcement or fire service/emergency medical service related agencies, and attendance at professional meetings, seminars and workshops. If external mileage reimbursement is received the Chief will reimburse the City the same amount.

#### Personal Use

Within Portage County the Chiefs are allowed to use their city-owned assigned vehicles for personal use. Personal use should be limited but is available at the discretion of these individuals. If a Chief intends to take his or her assigned vehicle outside Portage County for personal use, the Chief must obtain permission from the Commission President and reimburse the City for all mileage incurred, at the City's current mileage rate.

Except for an emergency, only the person assigned a vehicle is authorized to operate that vehicle for personal use. No personal equipment will be added to an assigned vehicle without written permission from the Commission.

#### Personal Vehicle - Mileage Reimbursement

If a city-owned vehicle is not assigned to the Police Chief or Fire Chief, they will be reimbursed for business mileage at the current City rate.

#### **All Other Personnel:**

1. Personnel who are assigned a take home vehicle by either the Police Chief or Fire Chief to perform work activities and to facilitate a rapid response to after hour emergency situations may use the vehicle for official business only.
2. Each Department Chief may at their discretion, at any time assign, change or revoke assignments of take home vehicles to employees under their command.
3. Employees assigned a take-home vehicle may use the assigned vehicle to commute to and from work. Only essential personal or business stops while en route to, or from, work are authorized. If the affected employee resides outside of the city limits, the employee can use the vehicle to commute to and from work as long as the employee's residence location allows rapid and emergent response to the city.
4. The affected Chief has the authority to assign and reassign all police or fire fleet vehicles as deemed necessary and appropriate by the Chief.
5. Under IRS Regulations, non law enforcement personnel may be required to report the use of a City owned vehicle for the purpose of commuting to or from work as income. Each individual is responsible to ensure compliance with all IRS rules and regulations.

## **SECTION 6.02**

### **Donations to the Police and Fire Departments**

The purpose of this policy is to establish a procedure for evaluating, accepting or rejecting donations

to the Police or Fire Departments.

1. General Considerations

The Police and Fire Departments may, from time to time, be offered monetary donations or equipment from various sources. All donations are made to the City of Stevens Point, not specifically to the Commission or the affected Department. The donation becomes the property of the City of Stevens Point. Sources for donations could include businesses, charitable organizations, service clubs or individuals. The primary concern in accepting donations from any of these sources is the potential for a conflict of interest. A conflict of interest could arise out of donations from any source, and each proposed donation must be carefully evaluated.

2. Procedures

If a donation of any type is offered to the Police Department or Fire Department, the affected Chief shall evaluate the following:

- The motive of the donor
- If a consequence of accepting this donation will pose a conflict of interest to the receiving Department
- Whether the donation is consistent with the Department's Mission statement and professional objectives and will be of value in advancing a specific cause or Department activity
- Whether accepting the donation will cause the Department to incur additional expenses in order to utilize the donation

After evaluation, the affected Chief may decide to not accept the donation. If his or her recommendation is to accept the donation, the Chief will place the item on the agenda of the next properly noticed Commission meeting for affirmative motion to confirm the recommendation and accept the donation.

## **SECTION 6.03**

### **Driver's License – Duty to Notify Department and Chief of Restricted Operating status**

Sworn or civilian employees of either Department whose position involves operation of a Department motor vehicle will notify the Chief in writing any time the Department of Transportation (D.O.T.) acts to restrict their driving privileges by suspension or revocation. Sworn employees or civilian employees who, while working, operate a Department motor vehicle are also required to notify the Department if arrested for, charged with, or convicted of a charge relating to operating a motor vehicle while under the influence of drugs or alcohol. The state or jurisdiction where such charge is made is irrelevant to the duty to notify Chief of the Department through a written memo.

The purpose of this policy is to ensure that the Chief, Commission, and the City of Stevens Point are always aware of any restriction against an employee's motor vehicle operating privileges. The Chief will follow through upon notification to initiate appropriate action when an employee cannot perform the essential functions of their position as listed in their current position description. The Chief shall take appropriate and immediate action upon notification to ensure that any employee

whose driving privilege is suspended or revoked does not operate a city-owned vehicle.

The unique facts of the situation will be investigated by the Chief from the affected Department. The investigating Chief will work with the City Attorney and Human Resource Manager to decide an appropriate course of action for each case. The decision on an appropriate course of action will be based in part on the then current state of administrative rules, court decisions and laws affecting police, fire or emergency medical service personnel who are required to operate a motor vehicle as an essential part of their position description.

The affected Chief shall report the results of the investigation and recommendations to the Commission at a closed session during a properly noticed Commission meeting. The Commission will decide in open session if further investigation or discipline is warranted by affirmative motion.

## **SECTION 6.04**

### **Property**

1. The storing of items belonging to the respective bargaining units of the Police and Fire Departments are governed by the following:
  - a. Police and Fire Department Work, Living and Storage Areas
    - i. Use of interior and exterior space on the property assigned by the City to the Police or Fire Departments shall be limited to departmental equipment and vehicles; however, the affected Chief may use discretion as needed.
    - ii. Any previous commitment to house property belonging to the S.P.P.O.O. or IAFF, Local 484, so long as space is available, will continue unless such privilege is revoked or amended by the affected Chief.
  - b. Liability for Loss

The affected Department Chief, the Commission, or any other agency of government shall not assume any liability for any loss or damage to any stored property.
  - c. Additional Requests for Storage

Any request for storage or housing of a bargaining unit's property must be submitted in writing to the Chief of the affected Department. The Chief may consult with the PFC on this issue before making a determination as to the appropriateness of the request to store the property.
2. Employees of the Police and Fire Departments are not permitted to use city-owned facilities or equipment for their own personal use, nor shall city-owned equipment be removed from the normal work environment for the employee's personal use, except as otherwise provided within these administrative policies or by written approval from the Chief of the affected employee's Department.

**REGULAR MEETING MINUTES  
Board of Park Commissioners  
September 6, 2023 - 6:30 PM**

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

**OR**

**[Zoom Teleconferencing](#)**

**Meeting ID: 870 2616 9602 | Passcode: 402302**

**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, McDonald, Okonek, Przybylski, Sorenson, Carrie Winn,

Excused: Alder Shorr

Also present: Chief Bob Kussow, Mike Disher, Mike "Gunnar" Pohl, Steven McKay, Brandi Makuski

**2. Approval of August 2, 2023 meeting minutes**

Motion to approve by Disher, second by Golosky; passed 9-0

**3. Consideration of a legacy plaza project at Zenoff Park presented by the Stevens Point Softball Association.**

Motion to approve as presented by Glodosky, second by Keymer, Disher abstained; passed 8-0.

**4. Consideration of Guns and Hoses Military Memorial adjacent the Riverfront segment of the Green Circle Trail.**

Motion to table and revisit item at the next scheduled meeting by McDonald, second by Przybylski, Disher abstained; passed 8-1.

**5. 2023 Donald Copps Municipal Pool report**

**6. Director's Report**

**1. Seramur Park Pavilion Update**

**2. Park Commission Park Tour**

**3. Operational and Capital Budget Update**

**7. Adjournment.**

Motion to adjourn by Disher, second by Keymer; meeting adjourned at 7:39 pm.

## REPORT OF CITY PLAN COMMISSION

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

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

ALSO PRESENT: Associate Planner/Zoning Administrator Kuhn, Technician Mohr, Alderperson Keymer, Melissa Wysock, Dane Zdroik, Ryan Wanta, and unidentified audience members via Virtual Zoom Meeting.

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### INDEX:

#### Opening Section:

1. Roll call.

#### Discussion and possible action on the following:

2. Selection of a temporary chairperson for the September 7, 2023 meeting of the City Plan Commission.
3. Report of the August 7, 2023 meeting of the City Plan Commission.
4. Public Hearing and action on a request from Ryan Wanta, representing SPB LLC, for a conditional use permit to construct an addition onto an alcohol production facility located at 2617 Water Street (Parcel ID 281230805101813), consistent with Ch. 23.02(3)(a)(3)(s) and Ch.23.02(3)(a)(4).
5. A request from the City of Stevens Point to purchase an unaddressed parcel adjacent to Jefferson Street and LaSalle Avenue (Parcel ID 020240836-09).
6. June and July 2023 Monthly Reports.

#### Closing Section:

7. Adjourn.
- 

#### Opening Section:

1. Roll call.

**Present: Kneebone, Arntsen, Cooper, Rice, Schuler**

**Excused: Wiza, Beacom**

#### Discussion and possible action on the following:

2. Selection of a temporary chairperson for the September 7, 2023 meeting of the City Plan Commission.  
**Motion by Commissioner Rice to nominate Commissioner Cooper as Temporary Chairperson.**  
**Motion carried 5-0.**
3. Report of the August 7, 2023 meeting of the City Plan Commission.  
**Motion by Commissioner Schuler to approve the report of the August 7, 2023 meeting of the City Plan Commission; seconded by Commissioner Rice.**  
**Motion carried 5-0.**
4. Public Hearing and action on a request from Ryan Wanta, representing SPB LLC, for a conditional use permit to construct an addition onto an alcohol production facility located at 2617 Water Street (Parcel ID 281230805101813), consistent with Ch. 23.02(3)(a)(3)(s) and Ch.23.02(3)(a)(4).

Associate Planner/Zoning Administrator Kuhn summarized the request for a conditional use permit to construct a 1,572 sq.ft. addition onto the existing facility located at the noted site. The addition would house a new taproom and retail shop. After review, staff had no further concerns and recommended approval with conditions outlined in the staff report.

Temporary Chairperson Cooper declared the public hearing open.

Ryan Wanta, representing SPB LLC, provided testimony in support of their request and made themselves available for questions.

Temporary Chairperson Cooper declared the public hearing closed.

Commissioners had the following comments:

- Noted that the project would be a nice addition to the City and brewery.
- Noted that the industry had long been established into the neighborhood, so there was less of a concern with the use operating near residential properties.

**Motion by Alderperson Kneebone to approve the request from Ryan Wanta, representing SPB LLC, for a conditional use permit to construct an addition onto an alcohol production facility located at 2617 Water Street (Parcel ID 281230805101813), consistent with Ch. 23.02(3)(a)(3)(s) and Ch.23.02(3)(a)(4) with the following:**

1. **An updated site plan shall be provided that addresses accessible parking stall accommodations on the property, subject to the review and approval of the Zoning Administrator.**
2. **A building permit shall be obtained prior to the start of construction.**
3. **Staff shall have the ability to approve minor amendments to the plan submittal.**

**seconded by Commissioner Arntsen**

**Motion carried 5-0.**

5. A request from the City of Stevens Point to purchase an unaddressed parcel adjacent to Jefferson Street and LaSalle Avenue (Parcel ID 020240836-09).

Associate Planner/Zoning Administrator Kuhn summarized the request from the City of Stevens Point to purchase the noted parcels for the purpose of future City expansion. All future improvements or projects would come back before the commission as needed, and the purchase was in line with the City's Extraterritorial Land Use Map.

Commissioners had the following comments:

- Inquiry on whether there were any indications for groundwater issues within that area due to its proximity to the Town of Hull which utilized private septic systems, to which staff noted there were no concerns at the time through Director Lemke's extensive review.

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

**Motion by Alderperson Kneebone to approve the request from the City of Stevens Point to purchase an unaddressed parcel adjacent to Jefferson Street and LaSalle Avenue (Parcel ID 020240836-09); seconded by Commissioner Arntsen**

**Motion carried 5-0.**

6. June and July 2023 Monthly Reports.

Associate Planner/Zoning Administrator Kuhn briefly summarized the June and July 2023 Monthly Reports, highlighting the amount of new mobile homes for June, and new duplexes for July.

**Motion by Commissioner Cooper to approve the June and July 2023 Monthly Reports and place them on file; seconded by Alderperson Kneebone.**

**Motion carried 5-0.**

Closing Section:

7. Adjourn.

**Meeting adjourned at 6:13 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  
September 11, 2023 - 12:00 PM  
Stevens Point Public Utilities  
300 Bliss Avenue, Stevens Point, WI**

**OR**

**Zoom Teleconferencing**

**Meeting ID: | 820 26885705**

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

**By Phone: (303) 715-8592**

**MINUTES**

**I. Discussion and Possible Action on:**

**1. Roll Call.**

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

**ALSO PRESENT:** Joel Lemke, Mary Klesmith, Chris Lefebvre, Shane Kohnen, Jason Draheim, Jaime Zdroik and Alderman Shuda.

**2. Approval of Minutes**

**Motion** made by Ray Schmidt, seconded by Carl Rasmussen to approve the August 14, 2023 meeting minutes of the Board of Water & Sewerage Commission.

***Ayes all. Nays none. Motion carried.***

**3. Approval of Department Claims**

Ray mentioned a typo in the Water Department claims check #58109. He would like the street changed from Pear to Pearl.

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

***Ayes all. Nays none. Motion carried.***

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

The Commission reviewed the pumpage reports. A discussion was held regarding Well 11 pumpage. Joel stated that they are pumping within the parameters that were set when the well replacement program was established.

**5. Sewage Treatment Operations Report - Chris Lefebvre**

Chris stated there is no written response for the DNR Inspection. We just had to submit the CMOM updates to the DNR. The WWTP met all permit requirements for the month of August. Chris explained the reason the fecal coliform was over the limit one week in September. There was a rack of UV bulbs that were not cleaned, so this is the reason the limit was exceeded. The UV Equipment is on the 2024 Capital Improvements. The

new equipment will be self-cleaning.

**6. Construction and Maintenance Report - Shane Kohnen**

Shane stated the construction crew are continuing to work on lead service replacements. They are also working on maintenance of manholes and valves. The Collections crew is continuing to work on jetting and cutting lines. Integrity is currently digging utilities on Algoma Street. A1 Construction is finishing up with digging swales and grading for paving on the South side/Bush Street project.

**7. Directors Report - Joel Lemke**

Joel had nothing to discuss today.

**8. Adjournment.**

**Motion** made by Ray Schmidt to adjourn the meeting.

***Ayes all. Nays none. Motion carried.***

**Meeting Adjourned: 12:18PM**

**REPORT TO THE SEPTEMBER 11, 2023**  
**MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS**

**WATER DEPARTMENT**

**FINANCES:**

Bank balance as of August 1, 2023

**\$ 6,572,513.59**

Bank deposits recorded in August 2023

**\$ 264,644.70**

**\$ 6,837,158.29**

**CHECKS ISSUED AUGUST 2023:**

|                                             |                                                                                                                            |           |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------|
| 58098 Mae Nachman                           | Salary                                                                                                                     | 57.37     |
| 58099 Community Foundation of Central WI    | Employee Contribution                                                                                                      | 10.00     |
| 58100 United Way Of Portage County          | United Way                                                                                                                 | 36.00     |
| 58101 Aramark                               | Rug service                                                                                                                | 45.90     |
| 58104 Martelle Water Treatment              | Aquadene - chemical                                                                                                        | 10,105.81 |
| 58105 Rasmussen Plumbing & Heating          | Clear plugged fixtures, flushed water heater due to manganese issue                                                        | 519.44    |
| 58106 Springbrook Holding Company LLC       | Payroll Software Annual Maintenance                                                                                        | 2,102.94  |
| 58108 USA Blue Book                         | Lab supplies & Chemicals                                                                                                   | 401.85    |
| 58109 Wisconsin Division of Energy EAP – UN | Refund Check 010412-000, 1017B W Pearl St.-Upper                                                                           | 293.35    |
| 58110 American Asphalt Of WI                | Asphalt patches                                                                                                            | 9,587.77  |
| 58111 Aramark                               | Rug service                                                                                                                | 45.90     |
| 58113 CDW Government                        | IT Services                                                                                                                | 1,114.14  |
| 58114 City Of Stevens Point                 | Retirement, fuel & employee deductions                                                                                     | 26,536.67 |
| 58115 Franks Hardware Co Inc                | Supplies                                                                                                                   | 435.03    |
| 58118 Northern Lake Services Inc            | Annual Drinking Water Tests                                                                                                | 1,139.14  |
| 58119 Mastercard                            | Uniforms, media for bead blaster, soap, kleenex, paper                                                                     | 639.96    |
| 58120 Springbrook Holding Company LLC       | Civic Pay Transaction Fee for Customer Payment Portal                                                                      | 1,567.00  |
| 58121 Strand Associates Inc                 | Professional Services Well 12 & 2024 Street Improv.                                                                        | 27,221.20 |
| 58122 Teamsters Union Local 662             | Union Dues                                                                                                                 | 1,638.00  |
| 58123 Volm Companies                        | Inventory                                                                                                                  | 326.88    |
| 58125 WI State Laboratory of Hygiene        | Fluoride Samples                                                                                                           | 28.00     |
| 58128 Community Foundation of Central WI    | Green Circle - Joel Lemke                                                                                                  | 10.00     |
| 58129 United Way Of Portage County          | United Way                                                                                                                 | 36.00     |
| 58130 AnSer                                 | After hours answering service                                                                                              | 140.00    |
| 58131 Clark Dietz                           | Professional Services - 2024 Street Improvement                                                                            | 17,636.67 |
| 58132 Donna's Cleaning Service              | Office Cleaning, Utility Garage Cleaning                                                                                   | 300.00    |
| 58134 Ferguson Waterworks #1476             | Inventory                                                                                                                  | 257.00    |
| 58137 Hawkins Inc                           | Chemicals                                                                                                                  | 4,520.95  |
| 58138 Heartland Business Systems, LLC       | IT Troubleshooting Printer Issue                                                                                           | 28.75     |
| 58139 Northern Lake Services Inc            | Annual Drinking Water - DNR Testing                                                                                        | 25.00     |
| 58142 Batteries Plus LLC                    | Battery back-up for Well 11                                                                                                | 268.70    |
| 58143 Fastenal Company                      | Supplies                                                                                                                   | 24.76     |
| 58144 Grainger                              | Thermostat for Well 11                                                                                                     | 41.33     |
| 58145 Heartland Business Systems, LLC       | Monthly Managed Services                                                                                                   | 207.07    |
| 58149 Northern Lake Services Inc            | DNR Required Drinking Water Testing                                                                                        | 390.00    |
| 58150 Petty Cash                            | Postage, mileage, HRA certified mail, aerator removal to                                                                   | 360.16    |
| 58151 Ruekert Mielke Inc                    | Professional Services - Water System Study                                                                                 | 2,288.00  |
| 58154 Total Energy Systems Llc              | Generator Maintenance                                                                                                      | 10,056.82 |
| 58155 Mastercard                            | Safety vests & GIS Web service Chgs, Training Materials AWWA-Customer Service Cert Prog, WRWA Outdoor Exp, NASECA training | 3,723.61  |
| 58156 USA Blue Book                         | Lab Supplies                                                                                                               | 870.97    |
| 58158 American Asphalt Of WI                | Hot mix                                                                                                                    | 70.73     |
| 58159 Central States H & W Fund             | Health Insurance Premiums                                                                                                  | 39,323.08 |
| 58160 Department of Natural Resources       | Certification Exam Fee - Brandon Wiza, Nathan Smolarek                                                                     | 100.00    |
| 58161 Northern Lake Services Inc            | Annual Drinking Water Testing                                                                                              | 2,259.10  |
| 58162 Dan Woitczak                          | Uniform reimbursement                                                                                                      | 79.10     |
| 58163 WRWA                                  | Certification Exam Review - Brandon Wiza                                                                                   | 220.00    |
| 58164 Michael Wiza                          | Airfare reimbursement                                                                                                      | 1,302.95  |
| 58166 Community Foundation of Central WI    | Employee Contribution                                                                                                      | 10.00     |

|                                        |                                                      |                   |               |               |
|----------------------------------------|------------------------------------------------------|-------------------|---------------|---------------|
| 58167 United Way Of Portage County     | United Way                                           | 36.00             |               |               |
| 58169 Aramark                          | Rug service                                          | 45.90             |               |               |
| 58171 Baker Tilly Virchow Krause LLP   | Compensation Study                                   | 2,430.00          |               |               |
| 58172 Batteries Plus LLC               | Batteries                                            | 819.22            |               |               |
| 58173 Bushman Electric Inc             | Public Utility Logo Stickers                         | 453.00            |               |               |
| 58174 Department of Natural Resources  | Certification Renewal - Mike Vassar                  | 45.00             |               |               |
| 58176 Fastenal Company                 | Supplies                                             | 27.33             |               |               |
| 58177 Ferguson Waterworks #1476        | Meter couplings                                      | 990.00            |               |               |
| 58178 H&S Protection Systems Inc       | Troubleshoot alarm system                            | 125.00            |               |               |
| 58179 John Fabick Tractor Co           | Back hoe repairs                                     | 1,452.23          |               |               |
| 58182 Northern Lake Services Inc       | Annual Drinking Water Testing, Water Testing for CCR | 752.44            |               |               |
| 58183 Susan Ollech                     | Reimburse costs incurred due to main break           | 115.00            |               |               |
| 58184 Stevens Point Auto Center LLC    | Truck repairs                                        | 1,009.09          |               |               |
| 58186 WI DNR Accts Receivable          | Water Use Fee                                        | 125.00            |               |               |
| DOJ                                    | Background Check                                     | 7.00              |               |               |
| WPS                                    | Utility Charges                                      | 33,314.30         |               |               |
| Payroll                                | Payroll                                              | 91,951.00         |               |               |
| IRS PR Tax                             | Payroll Taxes - Federal                              | 32,732.36         |               |               |
| DOR PR Tax                             | Payroll Taxes - State                                | 6,613.14          |               |               |
| Verizon Cell & iPad Charges            | Phone & iPad Charges                                 | 657.26            |               |               |
| DOR Garnishment                        | Garnishment                                          | 9.32              |               |               |
| HRA Admin Fees                         | Renewal & Admin Fees                                 | 30.00             |               |               |
| <b>TOTAL EXPENSES LISTED</b>           |                                                      |                   | \$ 342,142.69 | \$ 342,142.69 |
| <b>BALANCE ON HAND AUGUST 31, 2023</b> |                                                      |                   |               |               |
|                                        | Balance on Hand                                      | \$ 6,495,015.60   |               |               |
|                                        | Plus uncleared checks                                | \$ 12,880.67      |               |               |
|                                        | Less checks previously written clearing this month   | \$ (69,898.27)    |               |               |
|                                        | <b>Ending Cash Balance matching Bank Statements</b>  | \$ 6,437,998.00   |               |               |
|                                        | <b>Less Restricted Funds</b>                         | \$ (1,130,789.52) |               |               |
|                                        | <b>Cash on Hand</b>                                  | \$ 5,307,208.48   |               |               |

**REPORT TO THE SEPTEMBER 11, 2023**  
**MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS**  
**SEWAGE DEPARTMENT**

**FINANCES:**

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

|    |              |
|----|--------------|
| \$ | 9,029,527.88 |
| \$ | 376,242.85   |
| \$ | 9,405,770.73 |

**CHECKS ISSUED IN AUGUST 2023:**

|                                             |                                                                                                                                                                                                   |               |                 |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------|
| 58101 Aramark                               | Rug service                                                                                                                                                                                       | 210.34        |                 |
| 58102 Grainger                              | Retaining wall supports                                                                                                                                                                           | 55.08         |                 |
| 58103 Hach Company                          | Lab supplies                                                                                                                                                                                      | 929.61        |                 |
| 58106 Springbrook Holding Company LLC       | Payroll Software Annual Maintenance                                                                                                                                                               | 1,051.47      |                 |
| 58108 USA Blue Book                         | Flange & gasket                                                                                                                                                                                   | 286.65        |                 |
| 58109 Wisconsin Division of Energy EAP – UN | Refund Check 010412-000, 1017B W Pearl St. - Upper                                                                                                                                                | 374.38        |                 |
| 58110 American Asphalt Of WI                | Asphalt patches                                                                                                                                                                                   | 1,943.92      |                 |
| 58111 Aramark                               | Rug service                                                                                                                                                                                       | 210.34        |                 |
| 58112 Badger Coatings & Insulation          | Digester 4 Cover Insulation                                                                                                                                                                       | 64,800.00     |                 |
| 58113 CDW Government                        | IT Services                                                                                                                                                                                       | 1,114.13      |                 |
| 58114 City Of Stevens Point                 | Retirement, fuel & employee deductions                                                                                                                                                            | 5,567.37      |                 |
| 58115 Franks Hardware Co Inc                | Supplies                                                                                                                                                                                          | 266.65        |                 |
| 58116 H&S Protection Systems Inc            | Troubleshoot alarm                                                                                                                                                                                | 927.00        |                 |
| 58117 MacQueen Equipment                    | Televising vehicle                                                                                                                                                                                | 368,367.67    |                 |
| 58121 Strand Associates Inc                 | Professional Services 2024 Street Improvements                                                                                                                                                    | 6,735.83      |                 |
| 58124 Waste Mangmt of WI-MN                 | Sludge hauling                                                                                                                                                                                    | 17,078.77     |                 |
| 58126 Xylem Water Solutions USA Inc         | Replacement Drainage Pump & Work at Lift Station                                                                                                                                                  | 25,697.20     |                 |
| 58131 Clark Dietz                           | Professional Services - 2024 Street Improvement                                                                                                                                                   | 4,409.16      |                 |
| 58132 Donna's Cleaning Service              | Utility Garage Cleaning                                                                                                                                                                           | 25.00         |                 |
| 58133 Dorner Company                        | Swing check valves                                                                                                                                                                                | 6,230.72      |                 |
| 58135 Hach Company                          | Lab supplies                                                                                                                                                                                      | 1,922.54      |                 |
| 58136 Harter's Fox Valley Disposal          | Dumpster Service                                                                                                                                                                                  | 577.20        |                 |
| 58138 Heartland Business Systems, LLC       | IT Troubleshooting Printer Issue                                                                                                                                                                  | 28.75         |                 |
| 58141 ANDRITZ Separation Inc.               | Rotary seals for biosolids dryer                                                                                                                                                                  | 37,224.53     |                 |
| 58142 Batteries Plus LLC                    | Battery                                                                                                                                                                                           | 30.00         |                 |
| 58145 Heartland Business Systems, LLC       | Monthly Managed Services                                                                                                                                                                          | 207.07        |                 |
| 58146 Marshall-Bond Pumps Inc               | Regulator & repair kit                                                                                                                                                                            | 941.61        |                 |
| 58147 Mulcahy Shaw Water Inc                | UV Bulbs                                                                                                                                                                                          | 23,000.76     |                 |
| 58153 Ryan Skrzeczkowski                    | Uniform Reimbursement                                                                                                                                                                             | 94.94         |                 |
| 58155 Mastercard                            | Spray nozzle, WEF Registration, Safety vests, Retaining wall repairs, connectors for televising, poly line for sludge hauling, IT Pipes Web Service, WRWA Expo, GIS-Web Service Changes, Supplies | 1,825.81      |                 |
| 58156 USA Blue Book                         | Herbicide & epoxy                                                                                                                                                                                 | 2,166.98      |                 |
| 58157 Waste Mangmt of WI-MN                 | Sludge hauling                                                                                                                                                                                    | 20,302.94     |                 |
| 58159 Central States H & W Fund             | Health Insurance Premiums                                                                                                                                                                         | 7,982.52      |                 |
| 58168 Stevens Point Airport                 | Airport's portion of credit card rebate                                                                                                                                                           | 52.83         |                 |
| 58169 Aramark                               | Rug service                                                                                                                                                                                       | 210.34        |                 |
| 58170 Badger Laboratories, Inc.             | Testing                                                                                                                                                                                           | 52.00         |                 |
| 58171 Baker Tilly Virchow Krause LLP        | Compensation Study                                                                                                                                                                                | 2,160.00      |                 |
| 58175 Energenecs Inc                        | Replacement gear box for grit washer                                                                                                                                                              | 5,276.58      |                 |
| 58180 Midstate Lock LLC                     | Lock repair - lab office                                                                                                                                                                          | 135.00        |                 |
| 58181 NCL of Wisconsin Inc                  | Lab supplies                                                                                                                                                                                      | 1,623.85      |                 |
| 58185 Transit Department                    | Transits portion of credit card rebate                                                                                                                                                            | 166.20        |                 |
| 58187 Mark Zalewski                         | Boot allowance                                                                                                                                                                                    | 125.00        |                 |
| 58188 JX Leasing/JX Rental                  | Quad Axle Rental Deposit                                                                                                                                                                          | 3,000.00      |                 |
| 58189 Pace Analytical Services Inc          | 3rd Qtr Testing                                                                                                                                                                                   | 733.00        |                 |
| 58190 Precision Glass & Door LLC            | Replacement Overhead Door                                                                                                                                                                         | 6,525.00      |                 |
| HRA                                         | HRA Admin Fee                                                                                                                                                                                     | 30.00         |                 |
| Verizon Charges                             | Verizon Charges                                                                                                                                                                                   | 362.94        |                 |
| WPS Utility Charges                         | Gas & Electric                                                                                                                                                                                    | 2,334.86      |                 |
| Sewer Payroll                               | Payroll                                                                                                                                                                                           | 50,381.78     |                 |
| Payroll Taxes                               | Payroll Taxes                                                                                                                                                                                     | 3,306.56      |                 |
| <b>TOTAL OF EXPENSES LISTED</b>             |                                                                                                                                                                                                   | \$ 679,062.88 | \$ 679,062.88   |
| <b>BALANCE ON HAND AUGUST 31, 2023</b>      |                                                                                                                                                                                                   |               | \$ 8,726,707.85 |
|                                             | Balance on Hand                                                                                                                                                                                   |               | \$ 8,726,707.85 |
|                                             | Plus uncleared checks                                                                                                                                                                             |               | \$ 45,173.02    |
|                                             | Less checks previously written clearing this month                                                                                                                                                |               | \$ (34,784.08)  |

Ending Cash Balance matching Bank Statements

|                 |
|-----------------|
| \$ 8,737,096.79 |
|-----------------|

**Less Restricted Balance** \$ (5,552,850.67)

TOTAL \$ 3,184,246.12

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

**REPORT TO THE SEPTEMBER 2023  
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS**

**STORM WATER DEPARTMENT**

**FINANCES:**

Bank balance as of August 1, 2023  
Bank deposits recorded in August 2023

|                 |
|-----------------|
| \$ 4,560,575.40 |
| \$ 67,142.95    |
| \$ 4,627,718.35 |

**CHECKS ISSUED AUGUST 2023:**

|                                        |                                                                                              |                      |                        |
|----------------------------------------|----------------------------------------------------------------------------------------------|----------------------|------------------------|
| 58096 Sommer Wright                    | Payroll                                                                                      | \$ 266.67            |                        |
| 58106 Springbrook Holding Company LLC  | Payroll Software Annual Maintenance                                                          | 420.59               |                        |
| 58107 Transit Department               | Grounds keeping work                                                                         | 418.32               |                        |
| 58110 American Asphalt Of WI           | Asphalt patches                                                                              | 2,843.09             |                        |
| 58113 CDW Government                   | IT Services                                                                                  | 1,114.13             |                        |
| 58114 City Of Stevens Point            | Retirement, fuel & employee deductions, Annual Street Sweeping                               | 72,969.76            |                        |
| 58115 Franks Hardware Co Inc           | Supplies                                                                                     | 251.68               |                        |
| 58119 Mastercard                       | Toner, Training - Jason                                                                      | 303.36               |                        |
| 58121 Strand Associates Inc            | Professional Services 2024 Street Improvements                                               | 6,735.83             |                        |
| 58127 Sommer Wright                    | Payroll                                                                                      | 508.07               |                        |
| 58131 Clark Dietz                      | Professional Services - 2024 Street Improvement                                              | 4,409.17             |                        |
| 58132 Donna's Cleaning Service         | Utility Garage Cleaning                                                                      | 25.00                |                        |
| 58138 Heartland Business Systems, LLC  | IT Troubleshooting Printer Issue                                                             | 28.75                |                        |
| 58140 Transit Department               | Groundskeeping work                                                                          | 418.32               |                        |
| 58145 Heartland Business Systems, LLC  | Monthly Managed Services                                                                     | 207.07               |                        |
| 58148 NAPA                             | Supplies                                                                                     | 44.97                |                        |
| 58150 Petty Cash                       | EE Anniversary                                                                               | 20.00                |                        |
| 58155 Mastercard                       | GIS - Web Service Charges, WRWA Expo, Safety Vests, Insulation and Rooms for NASECA Training | 1,207.71             |                        |
| 58158 American Asphalt Of WI           | Hot mix                                                                                      | 212.21               |                        |
| 58159 Central States H & W Fund        | Health Insurance Premiums                                                                    | 4,753.60             |                        |
| 58160 Department of Natural Resources  | Certification Exam Fee - Jeffrey Hoffman, Colten Gaylord                                     | 75.00                |                        |
| 58163 WRWA                             | Certification Exam Review - Colten Gaylord                                                   | 110.00               |                        |
| 58171 Baker Tilly Virchow Krause LLP   | Compensation Study                                                                           | 810.00               |                        |
| Verizon                                | Ipad & cell phone charges                                                                    | 557.92               |                        |
| Payroll                                | Payroll                                                                                      | 18,069.48            |                        |
| IRS                                    | Payroll Taxes                                                                                | 1,729.87             |                        |
| WPS                                    | Monthly Utility Charges                                                                      | 25.15                |                        |
| <b>TOTAL OF EXPENSES LISTED</b>        |                                                                                              | <b>\$ 118,535.72</b> | <b>\$ 118,535.72</b>   |
| <b>BALANCE ON HAND AUGUST 31, 2023</b> |                                                                                              |                      | <b>\$ 4,509,182.63</b> |

|                                                     |                        |
|-----------------------------------------------------|------------------------|
| Balance on Hand                                     | \$ 4,509,182.63        |
| Plus checks written after the end of this month     |                        |
| Plus uncleared checks                               | \$ 2,710.78            |
| Less checks previously written clearing this month  | \$ (7,848.95)          |
| <b>Ending Cash Balance matching Bank Statements</b> | <b>\$ 4,504,044.46</b> |

**REPORT TO THE SEPTEMBER 2023**  
**MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS**

**FIBER (COMMUNITY AREA NETWORK)**

**FINANCES:**

Bank balance as of August 1, 2023

\$ 427,763.22

Bank deposits recorded in August 2023

\$ 427,763.22

**CHECKS ISSUED AUGUST 2023:**

**TOTAL OF EXPENSES LISTED**

\$ -

**BALANCE ON HAND AUGUST 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  
September 11, 2023 - 12:30 PM  
Stevens Point Public Utilities  
300 Bliss Avenue, Stevens Point, WI**

**OR**

**Zoom Teleconferencing**

Meeting ID: | 820 26885705

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

By Phone: (303) 715-8592

**MINUTES**

**I. Discussion and Possible Action on:**

**1. Roll Call.**

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

**ALSO PRESENT:** Joel Lemke, Jason Draheim, Mary Klesmith, Chris Lefebvre, Shane Kohnen, Jaime Zdroik and Alderman Shuda

**2. Approval of Minutes**

**Motion** made by Carl Rasmussen, seconded by Mae Nachman to approve the August 14, 2023 meeting minutes of the Airport Commission.

***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 August as audited and read.

***Ayes all. Nays none. Motion carried.***

**4. Approval of sublease of Sentry Insurance leased area - Jason Draheim**

Jason explained that Sentry Insurance would like to sub-lease their hangar space short-term to another corporate aircraft operator. The reason Jason is bringing this to the Commission is that in Section 17 of their lease it prohibits them from sub-leasing without our consent. Jason consulted with the City Attorney and there is no reason to deny them this. Jason recommends allowing them to sub-lease.

**Motion** made by Mae Nachman, seconded by Ray Schmidt to allow Sentry Insurance to sub-lease their hangar space.

***Ayes all. Nays none. Motion carried.***

**5. Delegation of authority to execute and modify hangar and land leases by City staff - Jason Draheim/Joel Lemke**

Joel explained that for years the leases have been handled internally. We would like the Commission to approve allowing us to continue handling this internally in the future.

**Motion** made by Ray Schmidt, seconded by Carl Rasmussen to approve hangar and land leases to be executed and modified by City staff.

***Ayes all. Nays none. Motion carried.***

**6. Written/Verbal Report - Jason Draheim**

The written reports were reviewed by the Commission. Jason had nothing to discuss.

**7. Adjournment.**

**Motion** made by Ray Schmidt to adjourn the meeting.

***Ayes all. Nays none. Motion carried.***

**Meeting Adjourned: 12:24PM**

**REPORT TO THE SEPTEMBER 11, 2023**  
**MEETING OF THE AIRPORT COMMISSION**

**FINANCES:**

Bank balance as of Aug 1, 2023

**\$ 256,366.95**

Bank deposits recorded in August 2023

**\$ 65,483.47**

**\$ 321,850.42**

**CHECKS ISSUED IN AUGUST 2023**

|                                        |                                 |                                              |                     |           |                   |
|----------------------------------------|---------------------------------|----------------------------------------------|---------------------|-----------|-------------------|
| 2745                                   | Springbrook Holding Company LLC | Payroll Software Annual Maintenance          | 210.29              |           |                   |
| 2746                                   | Transportation Dept             | Grounds keeping work                         | 179.28              |           |                   |
| 2747                                   | City of Stevens Point           | Retirement, insurance & fuel                 | 6,076.35            |           |                   |
| 2748                                   | Stevens Point Public Utilities  | Verizon Ipad Charges                         | 10.11               |           |                   |
| 2749                                   | Donna's Cleaning Service        | Cleaning Service                             | 175.00              |           |                   |
| 2750                                   | Stevens Point Public Utilities  | IT Invoices                                  | 68.51               |           |                   |
| 2751                                   | Summit Companies                | Annual Inspection -Fire Extinguishers & Exit | 748.50              |           |                   |
| 2752                                   | Transportation Dept             | Grounds keeping work                         | 194.22              |           |                   |
| 2753                                   | Heartland Business Systems, LLC | Monthly Managed Services                     | 81.03               |           |                   |
| 2754                                   | Mastercard                      | Cable, rug service, supplies                 | 856.63              |           |                   |
| 2755                                   | Titan Aviation Fuels            | Fuel purchase                                | 28,677.88           |           |                   |
| EFT                                    | Payroll                         | 8/3/2023                                     | 4,374.18            |           |                   |
| EFT                                    | Payroll                         | 8/17/2023                                    | 3,944.34            |           |                   |
| EFT                                    | Payroll                         | 9/1/2023 (processed 8/31/23)                 | 3,960.09            |           |                   |
|                                        | Delta Dental                    | Dental Insurance Premiums                    | 71.38               |           |                   |
|                                        | Wisconsin Public Service        | Utility Charges                              | 2,018.80            |           |                   |
|                                        | WI Dept of Revenue              | Fuel Tax                                     | 521.76              |           |                   |
|                                        | IRS                             | Payroll Taxes                                | 2,724.53            |           |                   |
|                                        | WI Dept of Revenue              | Payroll Taxes                                | 463.40              |           |                   |
| <b>TOTAL EXPENSES LISTED</b>           |                                 |                                              | <b>\$ 55,356.28</b> | <b>\$</b> | <b>55,356.28</b>  |
| <b>BALANCE ON HAND AUGUST 31, 2023</b> |                                 |                                              |                     | <b>\$</b> | <b>266,494.14</b> |

|                                                     |                       |
|-----------------------------------------------------|-----------------------|
| Balance on Hand                                     | <b>\$ 266,494.14</b>  |
| Plus checks written after end of month              |                       |
| Plus uncleared checks                               | <b>\$ 29,534.51</b>   |
| Less checks previously written clearing this month  | <b>\$ (20,947.91)</b> |
| <b>Ending Cash Balance matching Bank Statements</b> | <b>\$ 275,080.74</b>  |

Stevens Point Municipal  
4501 Hwy 66  
Stevens Point, WI 54482



**Jason D. Draheim**  
**Airport Manager**  
P: 715.345.8993  
F: 715.345.8991

September 6, 2023

TO: Airport Commission  
FROM: Jason Draheim, Airport Manager

RE: Sentry Insurance Aviation Sublease

### **Background**

Sentry Insurance owns and operates a hangar on the Stevens Point Municipal Airport in which it leases land from the Airport.

### **Analysis**

Sentry would like to sub-lease the hangar space for a few short term (week to week and month to month) periods to another corporate aircraft operator.

Section 17 of Sentry's lease with the airport prohibits sub-letting without consent from the airport. I have consulted with the City Attorney and we have determined that the nature of the lease (aviation based) conforms with the intended use of the premises and is beneficial to the operation. Therefore, the airport cannot unreasonably withhold consent.

### **Recommendation**

It is my recommendation that the Commission take favorable action to allow the sub-leasing of Sentry's hangar space to corporate/commercial aircraft operations subject to departmental review moving forward.

*Jason Draheim*  
Airport Manager  
Stevens Point Municipal Airport



Stevens Point Municipal  
4501 Hwy 66  
Stevens Point, WI 54482



**Jason D. Draheim**  
**Airport Manager**  
P: 715.345.8993  
F: 715.345.8991

September 6, 2023

TO: Airport Commission  
FROM: Jason Draheim, Airport Manager

RE: Airport Land Lease Policy

### **Background**

The airport owns and leases land to individual and corporate hangar owners.

### **Analysis**

The airport provides and executes long term lease opportunities for the construction of private and commercial hangars on airport owned, federally obligated property. The term of these leases is currently 25 years with automatic 5year extension periods. This timeframe along with the structure of the leases conform with the FAA's land use framework.

For many years we have been handling the execution and/or modification of leases at a staff and administration level when needed. This item is simply to inform the commission of this routine and get action on the delegation of this authority to the appropriate City and Airport staff.

### **Recommendation**

It is my recommendation that the Commission take favorable action to allow the execution of all aeronautical leases of airport owned, federally operated property to be handled at the staff/departmental level. Thank you for your consideration.

*Jason Draheim*  
Airport Manager  
Stevens Point Municipal Airport

**City of Stevens Point  
Transportation Commission Meeting  
August 28, 2023 - 4:45 PM**

2700 Week Street, Stevens Point, Wisconsin  
Or  
Zoom Teleconferencing

**Minutes**

**1. Roll Call**

Present: Karalyn Peterson, Heidi Oberstadt Present  
via Zoom: Ald. Mary Kneebone, Tom Bertram  
Not Present: Nichole Lysne, Ald. Allison Birr, Neil Prendergast  
Other Present: Talin Scheuermann, Kaitlyn Wall, Tom Carroll

**2. Approval of the May 8, 2023 minutes.**

Heidi Oberstadt made a motion to approve the May 8, 2023 minutes. Ald. Mary Kneebone seconded. All in favor; none opposed; Motion carried.

**3. Approval of the May, June, and July 2023 Financial / Claims Reports.**

Ald. Mary Kneebone made a motion to approve the May, June, and July 2023 Financial / Claims Reports. Tom Bertram seconded. All in favor; none opposed; Motion carried.

**4. Election of the vice-chairperson.**

Tom Bertram nominated Karalyn Peterson for vice-chairperson, Heidi Oberstadt seconded. No other nominations were made. Vote called: All in favor; none opposed; Election carried.

**5. Approval to apply for 5310 grants.**

Karalyn Peterson made a motion to approve applying for 5310 grants. Heidi Oberstadt seconded. All in favor; none opposed; Motion carried.

**6. Approval to extend hour-long fixed routes (Yellow and Red) by 1 hour.**

Heidi Oberstadt made a motion to extend hour-long fixed routes (Yellow and Red) by 1 hour. Tom Bertram seconded. All in favor; none opposed; Motion carried.

**7. Approval to waive fares for youth (17 & under) on fixed routes.**

Heidi Oberstadt made a motion to waive fares for youth (17 & under) on fixed routes. Ald. Mary Kneebone seconded. All in favor; none opposed; Motion carried.

**8. Approval to reduce Rural Bus fares from \$3.50 to \$2.50.**

Tom Bertram made a motion to reduce Rural Bus fares from \$3.50 to \$2.50. Karalyn Peterson seconded. All in favor; none opposed; Motion carried.

**9. Next meeting date - October 9, 2023 - 4:45 pm**

**10. Adjournment. 5:00 pm**

# CITY OF STEVENS POINT

## BOARD OF PUBLIC WORKS MEETING

September 11, 2023 - 6:12 PM

Community Room  
933 Michigan Avenue, Stevens Point, WI

## MINUTES

### Roll Call

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

**EXCUSED** Chairperson Mayor Wiza

**OTHERS PRESENT** **Directors:** Public Works Scott Beduhn and Parks & Rec Dan Kremer.  
**City Staff:** City Clerk Kari Yenter, HR Manager Sandy Frasch, C/T Treasurer Corey Ladick, Fire Chief Jb Moody, and Police Chief Robert Kussow.  
**Alderpersons:** Marc Christianson, Sam Lang, David Shorr, and David Plaisance.  
**Others Present:** Maxwell Johnson - 2345 Jersey Street, and Stephen Klein - 301 Union Street.

### Informational

1. **Director's Report**
  - a. Fall Paving Project
  - b. 2024 Streets Improvement Project (Northside)
  - c. 2024 Streets Improvement Project (Southside)
  - d. 2023 Bituminous Rehabilitation Project
  - e. Public Works Post

Director Beduhn touched on the highlighted items in his director's report and received some feedback as well.

No need for a motion on this informational item.

### Discussion and Possible Action

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

Ald. Kneebone **moved**, Chris Tiffany **seconded** to approve the ordinance amendments in Chapter 9, Section 9.05 as written.

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

### **Adjourn**

Adjourned at 6:32 p.m.

**CITY OF STEVENS POINT  
PUBLIC POLICY AND GENERAL GOVERNMENT COMMITTEE MINUTES  
September 11, 2023 - 6:00 PM**

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

**OR  
Zoom Teleconferencing**

**1. Roll Call.**

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

Others Present:

Clerk Yenter, Chief Kussow, Chief Moody, C/T Ladick, City Attorney Beveridge, Director Kremer, Director Beduhn, Director Lemke, Human Resource Manager Frasch, Associate Planner Kuhn, Deputy C/T Freeberg, Administrative Assistant Church, Ald. Christianson, Ald. Shorr, Ald. Birr, Ald. Shuda, Ald. Morrow.

**2. License List:**

**A. Class “B” Beer License: Baymont Stevens Point at 247 Division Street North, Stevens Point for license period beginning September 19, 2023.**

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

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

**B. “Class B” Beer & Liquor License:**

- 1) Econolodge Inn and Suites at 5110 Main Street, Stevens Point for license period beginning September 19, 2023.**
- 2) Legacy Family Restaurant at 5110B Main Street, Stevens Point for license period beginning September 19, 2023.**
- 3) The Wooden Chair at 1059 Main Street, Stevens Point for license period beginning September 19, 2023.**

Item 2.B.1):

Chief Kussow addressed the concerns that the Police Department has with issuing a liquor license to Econolodge Inn and Suites at 5110 Main Street. He recommended denial of this license.

Ald. Kneebone moved, Ald. Keymer seconded, to deny the license for Econolodge Inn

and Suites with the option to reapply in six months.

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

Items 2.B.2)&3):

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

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

**C. Temporary Class “B” Beer License: Portage County Historical Society, PO Box 672, Stevens Point for Lagers & Loggers Beer & Food Pairing Dinner October 4, 2023 at Pfiffner Shelter at 401 Franklin Street, Stevens Point, WI 54481.**

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

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

**D. Taxicab Driver License: Donald A. Alsteen III for Northwoods Cab at 209732 County Road Y, Hatley, WI 54440.**

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

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

**3. Request to Hold Event/Street Closing:**

**A. Lagers and Loggers Beer and Food Pairing Dinner on October 4, 2023.**

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

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

**4. Ordinance - Burning Regulations.**

City Attorney Beveridge gave an overview of how burning regulations were previously handled. He said the rules existed but were never codified.

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

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

**5. Adjournment.**

Adjournment at 6:11 p.m.

# CITY OF STEVENS POINT

## FINANCE COMMITTEE AGENDA

September 11, 2023 - 6:34 PM

Community Room  
933 Michigan Avenue, Stevens Point, WI

OR

Zoom Teleconferencing

Meeting ID: 881 4246 6557 | Passcode: 387542

By Computer: [Zoom Link](#)

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

## MINUTES

### I. Non-Action Items:

#### 1. Roll Call.

**PRESENT** Ald. Christianson, Morrow, Shorr, and Shuda

**OTHERS PRESENT** C/T Ladick; City Attorney Beveridge; Clerk Yenter; Ald. Kneebone, Fishler, Keymer, Plaisance, Lang, Birr; Police Chief Kussow; Fire Chief Moody; Director Kremer, Beduhn; Deputy C/T Freeberg

#### 2. Presentation of Proposed 2024 Capital Budget.

C/T Ladick gave a presentation on the 2024 Capital Budget.

### II. Discussion and Possible Action on:

#### 3. Approval of amendment to contract with AECOM for Business 51 design.

Ald. Morrow **moved**, Ald. Shorr seconded, to approve the amendment to the contract with AECOM for Business 51 design.

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

#### 4. Authorization to apply for an Energy Future Grant.

Ald. Morrow **moved**, Ald. Shorr seconded, to approve authorization to apply for an Energy Future Grant.

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

**5. Approval of purchase of an unaddressed parcel adjacent to Jefferson Street and LaSalle Ave. (Parcel ID 020240836-09, East of Hunter Oaks Subdivision).**

Ald. Shuda **moved**, Ald. Shorr seconded, to approve the purchase of an unaddressed parcel adjacent to Jefferson Street and LaSalle Avenue (Parcel ID 020240836-09, East of Hunter Oaks Subdivision).

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

**6. Approval of Claims Paid.**

Ald. Shorr **moved**, Ald. Shuda seconded, to approve the claims paid in the amount of \$12,014,010.71.

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

**III. Closing Items:**

**7. Adjournment**

Adjournment at 7:33 P.M.

**COMPTROLLER-TREASURER REPORT**  
for the period ending July 31, 2023

|                                                      | Bal July 1, 2023 | Receipts        | Disbursements   | Bal July 31, 2023 |
|------------------------------------------------------|------------------|-----------------|-----------------|-------------------|
| GENERAL OPERATING CASH                               | \$1,295,561.46   | \$15,394,998.31 | \$10,887,196.89 | \$5,803,362.88    |
| UTILITIES & TRANSPORTATION<br>(Cash and Investments) | \$21,721,317.20  | \$2,679,582.40  | \$1,738,430.76  | \$22,662,468.84   |

| INVESTMENTS      | Bal July 1, 2023       | TRANSFER IN            | TRANSFER OUT          | Bal July 31, 2023      |
|------------------|------------------------|------------------------|-----------------------|------------------------|
| GENERAL          | \$32,326,456.96        | \$11,911,152.29        | \$5,800,000.00        | \$38,437,609.25        |
| SPECIAL REVENUE  | \$753,577.86           | \$0.00                 | \$0.00                | \$753,577.86           |
| DEBT SERVICE     | \$24,603.76            | \$0.00                 | \$0.00                | \$24,603.76            |
| CAPITAL PROJECTS | \$7,792,593.82         | \$0.00                 | \$0.00                | \$7,792,593.82         |
| INTERNAL SERVICE | \$2,080,425.33         | \$0.00                 | \$2,080,425.33        | \$0.00                 |
| TRUST            | \$4,018,991.87         | \$0.00                 | \$0.00                | \$4,018,991.87         |
| TOTALS           | <u>\$46,996,649.60</u> | <u>\$11,911,152.29</u> | <u>\$7,880,425.33</u> | <u>\$51,027,376.56</u> |

| EXPENDITURES:    | BUDGET      | YTD         | %      |
|------------------|-------------|-------------|--------|
| GENERAL GOVT     | \$4,182,374 | \$2,542,272 | 60.79% |
| POLICE           | \$6,221,666 | \$3,543,986 | 56.96% |
| FIRE             | \$5,695,911 | \$3,287,474 | 57.72% |
| PUBLIC WORKS     | \$6,327,205 | \$3,254,776 | 51.44% |
| PARK & REC       | \$2,257,650 | \$1,223,998 | 54.22% |
| CAPITAL PROJECTS | \$9,388,250 | \$8,859,495 | 94.37% |
| DEBT SERVICE     | \$8,927,825 | \$7,560,849 | 84.69% |
| YTD TARGET       | 58.33%      |             |        |

| REVENUES: | BUDGET       | YTD          | %      |
|-----------|--------------|--------------|--------|
| GENERAL   | \$27,066,706 | \$19,222,388 | 71.02% |

## RESOLUTION

### [CONDITIONAL USE PERMIT – 2617 WATER STREET – CONSTRUCT AN ADDITION ONTO THE STEVENS POINT BREWERY]

**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 2617 Water Street (**Parcel ID 281230805101813**) and described as Lot 1, CSM #011390 DOC-864974; BNG LOTS 4 THRU 15 & PRT LOT 16 BLK 2 SHEKELL'S ADD; NENE S5 T23 R8 2.698A 527655;531063;605788;758111 (MFG), City of Stevens Point, Portage County, Wisconsin, is hereby granted a conditional use permit to construct an addition onto the Stevens Point Brewery, subject to the following conditions:

1. An updated site plan shall be provided that addresses accessible parking stall accommodations on the property, subject to the review and approval of the Zoning Administrator.
2. A building permit shall be obtained prior to the start of construction.
3. Staff shall have the ability to approve minor amendments to the plan submittal.

Approved: \_\_\_\_\_  
Mike Wiza, Mayor

Attest: \_\_\_\_\_  
Kari Yenter, City Clerk

Dated: September 7, 2023  
Adopted: September 18, 2023

Drafted by: Adam Kuhn  
Return to: City Clerk

**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 337 of Section 9.05(g) of the Revised Municipal Code, **No Parking** is hereby **created** to read as follows:

9.05(g) 337. On the west end of Patch St. 420 feet west of Church St. centered along the gate with Union Cemetery to a point 10 feet North and 10 feet South.

**SECTION II:** That subsection 3q of Section 9.05(aa) of the Revised Municipal Code, **Permit Parking** is hereby **created** to read as follows:

9.05(aa) 3q. Nineteen (19) permit parking spaces along the west side of the most northerly isle of Municipal Parking Lot No. 2.

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

Approved: \_\_\_\_\_  
Mike Wiza, Mayor

Attest: \_\_\_\_\_  
Kari Yenter, City Clerk

Dated: August 31, 2023  
Approved: September 18, 2023  
Published: September 22, 2023

## **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 6.11 of the Revised Municipal Code, Burning Regulations, is hereby **created** to read as follows:

### **6.11 BURNING REGULATIONS**

Complete City Burning Regulations:

#### **A. Open Burning – General Rules and Definitions.**

1. Open burning is the process of burning any materials where the products of combustion pass directly into the open air without going through a chimney or stack.
2. Except as provided in subsection C, open burning is prohibited in the City of Stevens Point without a burning permit approved by the Chief of the Stevens Point Fire Department or his/her designee.
3. Fires should be constantly attended by a person 18 years of age or older until such fire is extinguished.
4. A garden hose connected to a water supply or other fire extinguishing equipment shall be readily available for use.
5. The Stevens Point Fire Department is authorized to require any fire to be immediately discontinued if determined that the smoke emissions are offensive to occupants of surrounding properties or if the fire is determined to constitute a hazardous condition.
6. The Stevens Point Fire Department shall have the authority to prohibit any or all open fires when atmospheric conditions or local circumstances make such fires extraordinarily hazardous. No burning will be allowed if wind conditions will cause smoke, embers, or other burning materials to be carried towards any building or other combustible material, nor anytime the wind is in excess of nine miles per hour (9 m.p.h.) as measured at the Stevens Point Fire Department, 1701 Franklin Street.
7. Fires are to be at least ten (10) feet from any building, structure, fence, combustible material or property line.
8. Fires are to be at least fifty (50) feet from any commercial building including multifamily residential other than one and two family dwellings.

9. Responsibility for fire. Any damage caused to another person's property by burning of any kind whether authorized or not, shall be the responsibility of the person(s) responsible for igniting the fire. The city may charge the cost of fire investigation and extinguishment to those responsible for the ignition of the fire.

10. Section NR 502.11, Wis. Adm. Code, allows for the burning of dry, unpainted and untreated wood, stumps or trees from a commercial business only after they have received a wood burning site license from this Department. Burning permits can be issued to burn brush and trees cleared for forestry, agriculture, road construction or building construction. They cannot be issued to burn waste generated as part of a business activity (i.e., cardboard, lumber, etc.)

#### B. Open Burning with a Permit

1. Unless open burning conforms to the limitations under Section C below, a permit must be obtained to open burn as described in Section A.10..
2. Permits are issued at the Stevens Point Fire Department, Station 1 (1701 Franklin Street), Station 2 (4401 Industrial Park Drive), or by calling 715-344-1833.
3. Permits are issued and valid for the day of the burning operation only. Permit requests must be called in no less than one hour prior to burning operation.
4. Burning is prohibited in any zoned Residential area.
5. Burning must be completed by 9:00 PM. (Formerly 11 PM)
6. All operations must comply with WI Adm. Code NR 502.11 regulations on open burning.
7. A site visit and inspection by fire department personnel may be required dependent upon the area being burned and the fuel load present.

#### C. Open Burning Allowed without a Permit.

1. Fire confined within a commercially manufactured outdoor fireplace.
  - a. Constructed and sold for the purpose of containing an outdoor recreational fire.
  - b. Must be used in accordance with all of the manufacturer's safety requirements.
  - c. Must be placed on a noncombustible surface.
  - d. Gasoline or other flammable liquids shall not be stored or used in the vicinity of this unit.
  - e. The fire place cannot be used within ten (10) feet of a building, structure, lot line, combustible materials, or in high winds.
  - f. Must include a bowl or pit for holding wood, must be covered, and have a method for/of containing embers and sparks.

g. The bowl or pit shall not exceed three (3) feet in diameter.

2. Fires located in a below-ground fire pit.

- a. Below-ground fire pits shall be constructed with a minimum depth of four (4) inches and a maximum diameter of three (3) feet. Burning materials must be contained within this enclosure at all times. Such fire pits shall be surrounded by non-combustible materials such as concrete, rock or cement block. Fire shall not extend more than three (3) feet above the pit.
- b. The fire pit cannot be used within ten (10) feet of a building, structure, lot line, combustible materials, or in high winds.
- c. Gasoline or other flammable liquids shall not be stored or used in the vicinity of this unit.

3. Only dry cut firewood may be burned when burning without a permit in an outdoor fireplace or a fire pit. These materials must fit within the confines of these devices or spaces.

4. Liquid Petroleum (LP) and Natural Gas (NG) fueled cooking devices.

- a. Shall not be operated on balconies except in single-family dwellings.
- b. Shall not be operated within ten (10) feet of a building or a lot line, except in single-family dwellings.
- c. Must be used in accordance with all the manufacturer's safety requirements.

5. Charcoal grills and open flame cooking devices.

- a. Shall not be used on combustible balconies except in single family dwellings.
- b. Shall not be used within ten (10) feet of a building or lot line, except in single-family dwellings.
- c. Shall be used in accordance with all the manufacturer's safety requirements.

D. Burning on Streets.

- 1. No materials can be burned upon any street, curb, gutter or sidewalk.

E. Yard waste and debris can be dropped off at the Stevens Point Public Works Drop Off Site, located at 100 Sixth Ave., in front of the City Garage.

Information can be found at: <https://stevenspoint.com/368/Drop-Off-Site>

E. Enforcement.

1. The Stevens Point Fire Department reserves the right to approve or disapprove any use of fire.
2. Any person who violates any provision of this section may be issued a citation with a base forfeiture of one hundred dollars (\$100.00) per occurrence as well as applicable court costs for a total of one hundred and eighty-seven dollars (\$187.00). Exact costs may be periodically changed by the court.

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

APPROVED: \_\_\_\_\_  
Mike Wiza, Mayor

ATTEST: \_\_\_\_\_  
Kari Yenter, City Clerk

Dated: September 6, 2023  
Approved: September 18, 2023  
Published: September 22, 2023

## RESOLUTION

### [AUTHORIZATION TO APPLY FOR AN ENERGY FUTURE GRANT]

**WHEREAS**, the City of Stevens Point is a member of the Wisconsin Local Government Climate Coalition, an organization that provides a platform for local governments to address local climate change solutions in a practical and equitable manner; and

**WHEREAS**, 14 participating local governments of the Wisconsin Local Government Climate Coalition, including the City of Stevens Point, have identified the Energy Future Grant Program as an area of multi-jurisdictional collaboration; and

**WHEREAS**, the Energy Future Grant Program, administered through the United States Department of Energy, provides \$27 million in financial assistance to advance clean energy program innovation in a manner that promotes multi-jurisdictional cooperation and has benefits that flow to disadvantaged communities; and

**WHEREAS**, eligible projects for an Energy Future Grant must apply to any one of the following project areas: transportation, power sector and building; and

**WHEREAS**, partnering local governments have decided to submit a grant application focusing on the planning and design of an Energy Navigator Program, along with breaking down barriers within our jurisdictions to make multi-family housing more affordable, efficient and resilient; and

**WHEREAS**, there is not a local match requirement to apply for an Energy Future Grant.

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of Stevens Point hereby authorizes proper City officials to submit an Energy Future Grant to obtain funds meeting minimum grant requirements.

**BE IT FURTHER RESOLVED** that if said grant funds are awarded, proper City officials are hereby authorized and directed to accept said funds, pursuant to the terms of the grant application, and to execute any and all documents and assurances which may be required for purposes of the same.

Approved: \_\_\_\_\_  
Mike Wiza, Mayor

Attest: \_\_\_\_\_  
Kari Yenter, City Clerk

Dated: September 11, 2023  
Adopted: September 18, 2023

Drafted by: Adam Kuhn  
Return to: City Clerk



## MEMORANDUM

To: City Finance Committee

From: Adam Kuhn, AICP  
Associate Planner / Zoning Administrator

Date: September 11, 2023

RE: **Authorization to Apply for an Energy Future Grant**

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**Background:** For the last year, the City has been a member of the [Wisconsin Local Government Climate Coalition](#) (WLGCC) – an organization that provides a platform for local governments to address local climate change solutions in a practical and equitable manner. Recent efforts include 14 local governments, including the City, joining together to submit a multi-jurisdictional Energy Future Grant application.

**Energy Future Grant:** Administered through the U.S. Department of Energy, the Energy Future Grant Program provides \$27 million in financial assistance to advance clean energy program innovation in a manner that promotes multi-jurisdictional cooperation and has benefits that flow to disadvantaged communities. This program will provide financial assistance to 50 multi-jurisdictional teams across the country, with WLGCC's team expected to be the sole application coming from Wisconsin.

Eligible projects for this grant are broad, however requested projects must apply to any one of three topic areas found below. Prospective projects within the below categories are intended to be created and funded through this program over the next twelve months.

- Transportation: Efforts to reduce the energy intensity or greenhouse gas emissions from the transportation sector, with a focus on local or regional economic development partnerships that increase equitable infrastructure and/or mobility.
- Power Sector: Scalable innovations in the power sector through distributed energy delivery models, such as microgrids, that emphasize demand flexibility.

[www.stevenspoint.com](http://www.stevenspoint.com)

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*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.*

- Buildings: Innovations in net zero new and existing commercial and residential buildings, including solutions that address the energy burden in affordable housing or improve community facilities.

In collaboration with the 14 partnering local governments, we have decided to submit an application focusing on the planning and design of an Efficiency Navigator Program, along with breaking down barriers within our jurisdictions to make multi-family housing more affordable, efficient and resilient. Further information is found below:

- **Energy Navigator Program**: If awarded this grant, federal funds would be used to create an Energy Navigator Program within all jurisdictions. An Energy Navigator Program is intended to help small- and medium-sized multi-family housing complexes in providing energy efficient improvements to buildings. Examples of energy efficient improvements include wall insulation, boiler replacements, heat pump upgrades, etc.

Applications are due on September 30<sup>th</sup>, with selection notifications expected to be announced by November 30<sup>th</sup>. If awarded, please note that an intergovernmental agreement will likely need to be executed with all partnering jurisdictions.

**Fiscal Impact:** There is not a local match requirement for this grant program. Federal funds will exclusively be used to design projects if we are awarded this grant.

**Staff Recommendation:** Authorize City staff to submit a multi-jurisdictional Energy Future Grant application. If you have any questions, please do not hesitate to contact me.



Office of State and Community Energy Programs

# U.S. Department of Energy Announces \$27 Million to Support Clean Energy Plans to Benefit Disadvantaged Communities

JULY 20, 2023

[Office of State and Community Energy Programs »](#)

U.S. Department of Energy Announces \$27 Million to Support Clean Energy Plans to Benefit Disadvantaged  
Communities

*President Biden's Investing in America Agenda Promotes Government and Community  
Partnerships to Spur Clean Energy Projects Across Transportation, Power, and/or Building  
Sectors*

**WASHINGTON, D.C.** – In support of President Biden's Investing in America agenda, the U.S. Department of Energy Office of State and Community Energy Programs (SCEP) is **opening applications** for the \$27 million **Energy Future Grants** (EFG) program. Energy Future Grants will encourage local, tribal, and state governments to partner and build ideas that will benefit disadvantaged communities.

EFG will provide direct funding to support meaningful partnerships between jurisdictions who may also partner with community-based organizations, academia, utility companies and nonprofit organizations. With these funds, teams should

address barriers preventing low income and disadvantaged communities from realizing the benefits of clean energy.

This first-of-its-kind program promotes ideas led by EFG teams of at least 3-4 governmental partners joining together to present solutions in and across the power, transportation, and building sectors.

“To champion an equitable clean energy future, we must work with communities to foster integrated clean energy solutions across the power, transportation and building sectors,” said **U.S. Secretary of Energy Jennifer M. Granholm**. “These Energy Future Grants represent an opportunity to spearhead innovative projects through collaboration, creating clean energy solutions that are equitable, and scalable of clean energy strategies nationwide.”

This program, led by the DOE’s Office of State and Community Energy Programs, anticipates making approximately 50 awards under this funding opportunity with each awardee team potentially receiving approximately \$500,000 in federal funding. Applicants are required to submit a Community Benefits Plan (CBP) outlining how the project will achieve four goals: (1) support community and labor engagement, (2) invest in the American workforce, (3) promote diversity, equity, inclusion, and accessibility (DEIA), and (4) contribute to the President’s goal that 40% of the overall benefits of certain federal investments flow to disadvantaged communities (the Justice40 Initiative).

To support program success, two webinars are scheduled, a general overview on July 27 at 2:00 p.m. ET and a tribal government focused webinar on August 3 at 4:00 p.m. ET. Applications are due September 30, 2023, at 5 p.m. ET. Visit the [Energy Future Grants](#) webpage to stay up to date on program announcements. No registration is needed to attend the webinars; links can be found here: [July 27 webinar here](#) and the [August 3 webinar here](#).

Through the [Office of State and Community Energy Programs](#), the Department of Energy is overseeing the administration of these funding programs while ensuring that nonprofits, industry leaders, and states are prepared to deliver the energy efficiency projects needed to decarbonize buildings. For more information, visit the [Energy Future Grants webpage](#).



## Efficiency Navigator

Making multi-family housing affordable and resilient  
*A partnership with Sustain Dane and Elevate*



# Efficiency Navigator Program Overview

## Making multi-family housing affordable and resilient

The Efficiency Navigator helps small to medium-size multi-family housing become more efficient and resilient while reducing operating costs to remain affordable.



## Program Goals

### Housing Resilience

Foster innovation to help preserve affordable workforce housing

### Equity

Address the intersection of environmental, social, and economic justice for cost-burdened residents

### Climate change

Reduce energy and water demand in our existing building stock to tackle the effects of climate change

## Move Forward with the Efficiency Navigator

### Assessment

We offer building efficiency assessments to identify energy, water, and solar opportunities

### Bids, quotes, and incentives

We provide step-by-step technical support to navigate efficiency programs, incentives, and contractors

### Implement measures

We help owners navigate the timely implementation of the identified efficiency measures



## Efficiency Navigator

Making multi-family housing affordable and resilient  
A partnership with Sustain Dane and Elevate



ELEVATE

## Program Accomplishments

**88**

Units  
Assessed

Over

**\$195,000**

in building improvements

**67**

Measures  
Implemented

Improved  
ventilation in  
**6 buildings**

**\$300-500**

average energy cost  
savings annually  
per building

Carbon emissions  
savings equivalent  
to **209,000**  
**vehicle miles**  
traveled annually

Stopped 2 gas leaks,  
and **eliminated**  
**carbon monoxide**  
exposure from 1  
water heater

## Annual Energy Savings Chart

| Measure Type<br>(Count per Measure) | Sum of Yearly Energy Savings<br>(In Million British Thermal Units) |
|-------------------------------------|--------------------------------------------------------------------|
| Wall Insulation (4)                 | 153 MMBTU                                                          |
| Boiler Replacement (2)              | 116                                                                |
| Air Sealing (9)                     | 95                                                                 |
| Attic Insulation (6)                | 85                                                                 |
| Pipe Insulation (2)                 | 60                                                                 |
| Boiler Outdoor Reset Control (1)    | 29                                                                 |
| Rim Joist Insulation (5)            | 21                                                                 |
| Refrigerator Replacement (22)       | 18                                                                 |
| Lighting                            | 17                                                                 |
| Heat Pump Water Heater Upgrade (1)  | 15                                                                 |
| Gas Water Heater Replacement (1)    | 8                                                                  |
| Air Conditioner Replacement (2)     | 3                                                                  |

## Property Owner Testimonial

*"The helpful work from your team and the coordination of vendors made this experience so much easier. All the help from your organization is appreciated and we look forward to partnering again in the future."*

## Program Eligibility

This program is eligible to renter-occupied buildings with rents affordable to residents at or below 80% AMI. The building must not part of an affordable housing subsidy program.

## Contact Us

Reach out at [hello@SustainDane.org](mailto:hello@SustainDane.org) or visit [ElevateNP.org/building-efficiency-hubs](https://ElevateNP.org/building-efficiency-hubs) or [Sustaindane.org/sustain-dane-programs/#efficiencynavigator](https://Sustaindane.org/sustain-dane-programs/#efficiencynavigator) to learn more.



TO: City Plan Commission

FROM: Ryan Kernosky, Director of Community Development

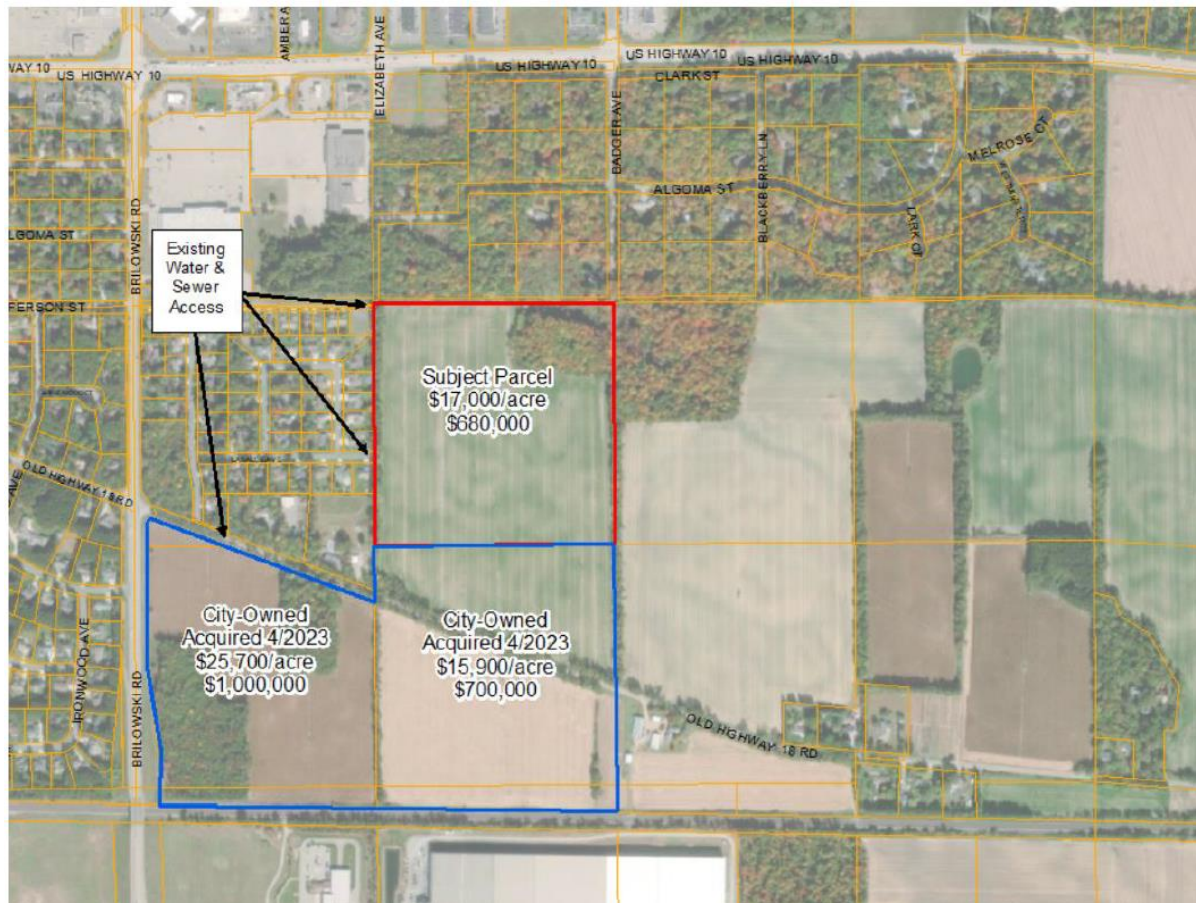
DATE: August 30, 2023

RE: **Request from the City of Stevens Point to purchase Parcel ID 020240836-09**

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Commissioners:

City staff has been working diligently over the last several years to identify parcels for future growth opportunities adjacent to existing municipal boundaries. These growth opportunities include land for commercial, industrial, and residential uses.

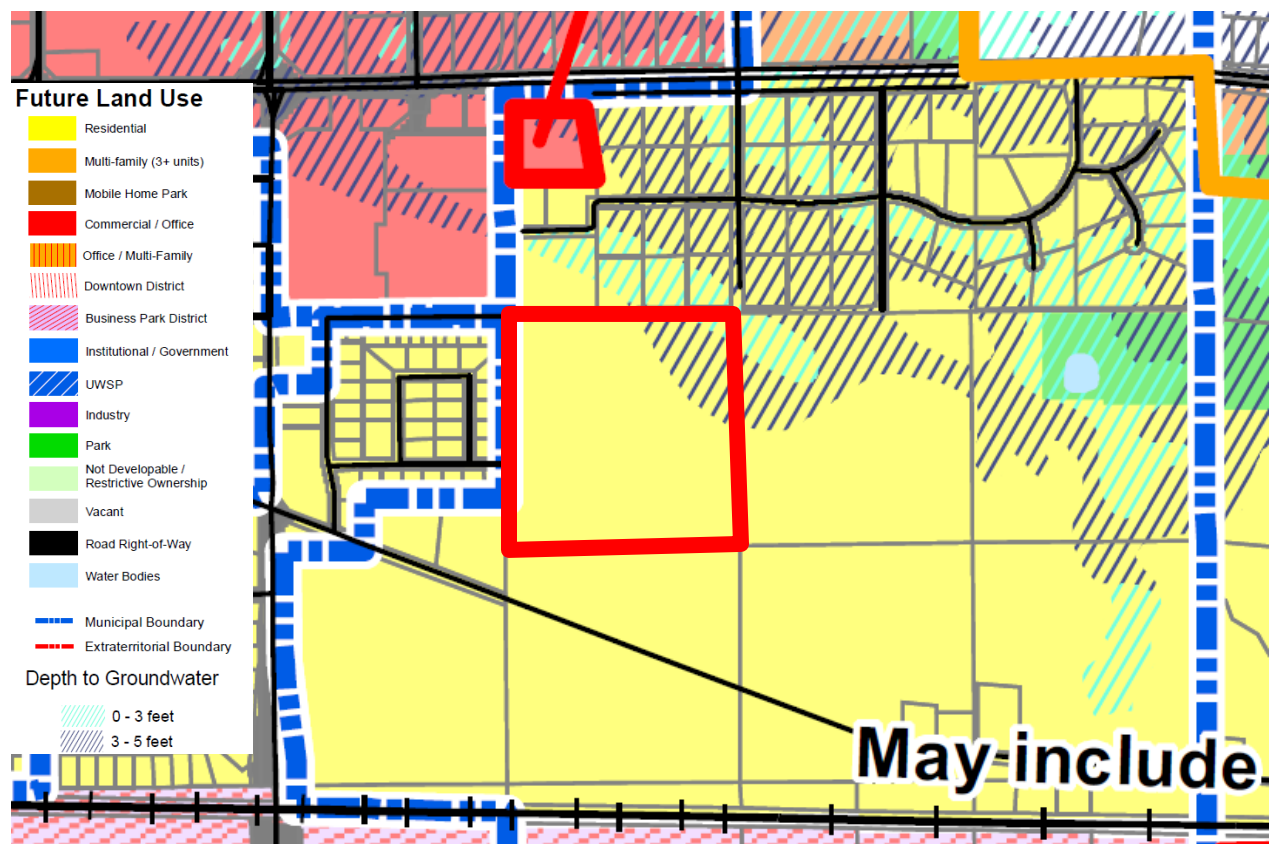


Over the last year, the City has begun acquiring parcel on the east side of the community for the purposes of residential and institutional development. Recently, a 40 acre parcel directly east of Hunter Oaks Subdivision came available, and at the direction of the City Finance Committee, we pursued acquisition and have recently entered into a purchase agreement with the owners. Pursuant to WI Stats. 62.23(5), the matter before the Plan Commission is to review the acquisition of the property only.

The City has identified this area for a future Hunter Oaks Subdivision expansion. In 2015, City staff performed a master planning exercise for the area east of Brilowski Road, that conceptual plan is included at the end of this memorandum. Utilities are located at the end of Jefferson Street, La Salle Drive, and partially down Old Hwy 18. This provides a simple and cost-effective opportunity for additional housing for the City of Stevens Point.

Once acquired, staff will prepare this site for development likely in 2026/2027 as the Forest Creek Subdivision (west of Brilowski Rd and north of Golla Rd) becomes developed over the next few years. In general, staff prefers to have control over land directly adjacent to the City of Stevens Point to help facilitate and manage growth as it becomes necessary.

The City's 2005 Comprehensive Plan identified this area as "Residential" as outlined below:



**Staff Recommendation:** Staff recommends APPROVAL of the land acquisition.

Conceptual Hunter Oaks II Master Plan





September 13, 2023

To: Members of the Common Council

Subject: Replacing Fourth District Council vacancy

Fourth District Alderperson, Mykeerah Zarazua had submitted her resignation effective August 31, 2023. The Council has the authority to fill this opening per Wis. Stat. 17.23(1)(am) and city ordinance 3.12. The options are outlined for your consideration.

Option 1: Leave the position vacant until the next election and fill it through district votes. This option would be conducted during a scheduled election so there would not be any additional costs.

Option 2. Take applications and interview eligible people then appoint to fulfill the remaining term expiring April 2024. There would be no additional cost for this option.

Option 3. Take applications and interview eligible people then appoint until a Special Election. If the date for the Special Election is scheduled for date when an Election is not already scheduled, the additional cost would be approximately \$2,500.00.

Option 4. Leave the position vacant until a special election at a full cost to the city. The cost would be approximately \$2,500.00.

In looking at history, it appears that vacancies were typically filled for the remainder of the unexpired term if the unexpired term happened to be in the spring of the following year of their resignation. In the case where a vacancy was filled and that vacancy was not on the following spring ballot, then that vacancy was placed on the ballot for the next spring election (special election for this vacancy).