

**\*\*\*AMENDED\*\*\***

**CITY OF STEVENS POINT  
ADMINISTRATIVE APPEALS BOARD AGENDA**

**May 15, 2024 - 4:00 PM  
City Conference Room - 1515 Strongs Avenue**

Meeting Items

1. Roll Call.
2. Election of Chair.
3. Election of Vice-Chair.
4. Minutes of the March 13, 2024 meeting.
5. Appeal of notice/service charge for property maintenance violation:
  - a. \*\*\*2725 Soo Marie Avenue.
  - b. 309 Meadow Street.
  - c. 1509 Academy Avenue.
6. Adjournment.

RMC – Revised Municipal Code

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure reasonable accommodations 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 normal business hours from 7:30 A.M. to 4:00 P.M.

**ADMINISTRATIVE APPEALS BOARD**  
**March 13, 2024 - 4:00 PM**  
**City Conference Room - 1515 Strongs Avenue**

**MINUTES**

**1. Roll Call.**

**PRESENT:** Ald. Fisher, Ald. Shorr, Ald. Keymer, Member Tiffany.

**EXCUSED:** Member Speckmann.

**OTHERS PRESENT:** Clerk Yenter, Attorney Beveridge, Neighborhood Improvement Coordinator Kordus, Arick Scepurek, Susan Stocks, Andrea Olson.

**2. Minutes of the January 17, 2024 meeting.**

Ald. Keymer moved, Member Tiffany seconded, to approve the minutes.

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

**3. Appeal of notice/service charge for property maintenance violation:**

The Board agreed to take item d. first since the appellant appeared in person.

**d. 2518 Michigan Avenue.**

Appellant Scepurek appeared in person to review his property claim with the Board. The applicant stated he was unable to remove the snow due to illness.

Coordinator Kordus and the Board held a discussion with the appellant based on the information presented. Attorney Beveridge reviewed the associated City Ordinance.

Ald. Keymer moved, Ald. Shorr seconded, to deny the appeal. All service charges will be maintained for payment.

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

**e. 2956 Church Street.**

Appellant Stocks appeared to review her property claim with the Board. Appellant Stocks referenced that she was unable to secure back up assistance to remove the snow and, due to disability, was not able to remove on her own.

Coordinator Kordus and the Board held a discussion with the appellant based on the information presented. Attorney Beveridge reviewed the associated City Ordinance.

Member Tiffany moved, Ald. Keymer seconded, to waive the inspection fee of \$50.00 and pay the snow removal abatement fee of \$27.32.

A refund will be processed and mailed to the property owner.

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

**f. \*\*1101 First Street.**

Appellant Olson appeared in person to review her property claim with the Board. The Appellant noted she was not formally notified that the City would no longer provide sidewalk snow removal. The City was previously removing the snow when clearing the City's property adjacent to her property.

Coordinator Kordus and the Board held a discussion with the appellant based on the information presented. Attorney Beveridge reviewed the associated City Ordinance and Policy.

Ald. Keymer moved, Ald. Shorr seconded, to waive the inspection fee of \$50.00 and maintain the snow removal abatement charges of \$48.88.

A new invoice will be generated for payment.

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

**a. 1617 East Avenue.**

Coordinator Kordus and the Board reviewed the appellant information as submitted and held a brief discussion.

Ald. Shorr moved, Member Tiffany seconded, to deny the appeal.

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

**b. 908 Union Street.**

Coordinator Kordus and the Board reviewed the appellant information as submitted and

held a brief discussion.

Ald. Shorr moved, Ald. Keymer seconded, to deny the appeal.

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

**c. 1508 Texas Avenue.**

Coordinator Kordus and the Board reviewed the appellant information as submitted and held a brief discussion.

Ald. Shorr moved, Ald. Keymer seconded, to deny the appeal.

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

**4. Adjournment.**

Adjourned at 5:13 p.m.



**Deliver To:**  
 City Clerk's Office  
 Attn: Administrative Appeals Board  
 1515 Strongs Avenue  
 Stevens Point, WI 54481

**or Email To:**  
 clerk@stevenspoint.com

**PROPERTY APPEAL FORM**

RECEIVED

MAR 05 2024  
 CITY CLERK'S OFFICE

Enclosed is a notice and/or service charge issued by the Inspection Department of the City of Stevens Point. To dispute or contest this notice and/or charge, a formal written letter must be submitted to the Administrative Appeals Board. This request must be in writing, in a manner which is legible, or typed and submitted (hard copy or electronically) to the City Clerk's Office. Under City Ordinance 3.56, any person aggrieved by a notice and/or charge issued in connection with any alleged violation may file a request for a hearing with the Administrative Appeals Board for review of the case.

The written or typed appeal must set forth the reasons for contesting the interpretation of City Code of Ordinances and/or the Notice of Noncompliance issued by the Inspection Department. The appeal must be submitted within 30 days after the date of issuance of the notice and/or charge. **While not mandatory, you are highly encouraged to attend the meeting.**

*\*ALL INFORMATION BELOW IS REQUIRED FOR SUBMITTAL PRIOR TO A HEARING REVIEW\**

ADDRESS OF PROPERTY: 2725 Soo Marie Ave OWNER OF PROPERTY: Michael/Janet Slowinski  
 INDIVIDUAL FILING APPEAL: Janet Slowinski RELATION TO PROPERTY: CO-owner  
 CONTACT PHONE: [REDACTED] EMAIL ADDRESS: [REDACTED]

ALLEGED VIOLATION: Debris on property VIOLATION ID #: RAC-2024-00163  
 HAVE YOU SPOKEN WITH THE ISSUING AGENT (REQUIRED): NO  YES  AGENT: Mark Kordus

RESULTS OF THAT DISCUSSION:

Mr. Kordus explained that we could file an appeal for the \$100.00 fine imposed, and encouraged me to do so, explaining that we could have requested an extension of time to remove the piece of carpeting, left behind by a vacating tenant. We were unaware of this, and he encouraged me to file the appeal during our phone conversation.

PLEASE STATE THE SPECIFIC REASONS YOU BELIEVE THE ORDINANCE VIOLATION(S) WERE UNFOUNDED, INCORRECT, OR WITHOUT BASIS. PLEASE NOTE THAT YOU MAY ONLY APPEAL THE ORDINANCE DETERMINATION, ANY DISAGREEMENT WITH THE CHARGE AMOUNTS IS NOT A VALID REASON FOR APPEAL, AS THOSE ARE DETERMINED BY ORDINANCE. YOU MAY ATTACH ADDITIONAL SHEETS OR DOCUMENTS AS NEEDED.

We mistakenly thought that the deadline for us to remove the piece of carpeting was February 28th. We were at the property on the morning of February 27th, and thought that we had removed the carpeting from the front lawn in time, but the letter listed the deadline as February 26th. We were just a few hours past the deadline. My husband had to bring his trailer for us to remove the carpeting, as it was too heavy for me to lift by myself. It was an honest mistake, and not our intention to ignore the letter, listing the violation, only a matter of us mis-reading the date of the deadline. Therefore, we ask for this fine to be removed, and will be sure to monitor the property more closely in the future as tenants move out and possibly leave unwanted items behind.

SIGNATURE OF APPELLANT: Janet Slowinski DATE: March 4, 2024  
 PRINT NAME: Janet Slowinski APPELLANT'S ADDRESS: 1596 Jerrys Lane, Junction City WI 54443



# Memo

**Mark Kordus**  
**Neighborhood Improvement Coordinator**  
Community Development  
City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481  
Ph: (715) 346-1567 • Fax: (715) 346-1498  
mkordus@stevenspoint.com

To: Public Protection Committee  
From: Mark Kordus  
CC: Ryan Kernosky & Andrew Beveridge  
Date: 4/29/24  
Subject: 2725 Soo Marie Ave. – Case RAC-2024-00163

On 2/9/24 at 3:00 PM Mark Kordus observed a large roll of remnant carpeting in the yard and no visible exterior house number at 2725 Soo Marie Ave. A notice of non-compliance was sent that same day giving the owner until 2/26/24 to correct the code violations. A reinspection occurred on 2/26/24 and neither of the violations had been corrected. A \$100 service fee and invoice were sent that same day giving the owner until 3/18/24 to correct the issues. A reinspection occurred on that date and both items were corrected, and the case was closed.



Monday, February 26, 2024

ID #: RAC-2024-00163

INVOICE #: 202400101

MICHAEL J. SLOWINSKI  
1596 JERRY'S LN  
JUNCTION CITY, WI 54443

**NOTICE AND INVOICE FOR CORRECTING VIOLATION(S):  
DEBRIS ON PROPERTY AT 2725 SOO MARIE AVE**

Dear Michael J. Slowinski,

An inspection of the property was made on 02/26/2024. As a result of this inspection, the condition described below was observed:

- o Remnant carpeting may not be stored outside the dwelling please remove prior to the due date. Must be corrected by: 03/18/2024

Debris or interior items outside the dwelling: 21.03(9) No owner or occupant of a premise or premise unit shall accumulate rubbish, trash boxes, lumber, scrap metal, appliances, vehicle parts, tires, dilapidated or inoperable items, or any other material or furniture designed for interior use on the premises such that it is exposed to the weather for longer than 24 hours in such a manner that may be unsightly to, incompatible with, or repugnant to the residential or commercial neighborhood. Bulk wood storage shall be adequately supported or stacked so as not to pose a hazard to person or property, and shall not be placed within any accessory structure setback areas, with an exception for up to one face cord of wood for personal use may be stored adjacent to the primary dwelling. This section shall not apply to properties with an active building permit





- o Dwelling address is not visible from the street please correct prior to the due date. Must be corrected by: 03/18/2024

Address Requirements 30.07(7): 30.07(7) Placement and form of physical numbering signs. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street fronting the property, and shall not be obstructed by any structural element, plant, tree, shrub, or similar obstruction. These address numbers shall contrast with their background, be Arabic numerals or alphabet letters, and such address numbers shall not be written out in script. If in the opinion of the Building Inspector, or his/her designee, the address numbers are difficult to identify, the Building Inspector may approve alternate locations and/or requirements in order to improve the visibility of the physical numbering signage. Specific building types shall have address numbers as follows: see (a), (b), (c) and (d) 30.08(8) If the owner, occupant, or agent of any house or building fails to attach and maintain the proper number assigned to said house or building, the Building Inspector shall serve notice to the property owner requiring him to properly display his assigned number on the house or building within ten (10) days after the serving of said notice. If the property owner neglects to do so, he shall be deemed to have violated this ordinance.

This is your official notice that you will need to bring the property into compliance by properly abating such violations prior to 03/18/2024. Failure to abate the condition(s) described above will result in the issuance of a \$100.00 service charge, as well as, enforcing the penalty provisions described in the Stevens Point Municipal Code, including, but not limited to the issuance of a citation and/or the abatement by the City with the costs of abatement being assessed against the real estate as a special charge.

Please note that work being performed, or slated to be performed, may require a building permit. Inquire with our office to verify if a building permit is needed. Double fees shall be charged if work is commenced prior to the issuance of a permit. If you require assistance or have any additional questions regarding this matter, please contact the issuing inspector. Your cooperation is greatly appreciated. To dispute or contest this notice and/or charge, a formal written letter must be submitted to the Administrative Appeals Board. The form is available online at [stevenspoint.com/neighborhood](http://stevenspoint.com/neighborhood), or you may request a hard copy from our office. Please note that you may only appeal the ordinance determination. Disagreement with the charge amounts is not a valid reason for appeal, as those are determined by ordinance. Local grants or low interest loans may be available, to check funding and program availability please visit [stevenspoint.com/595/Homeowner-Help](http://stevenspoint.com/595/Homeowner-Help)

As this is a subsequent offense, and the associated fees for the re-inspection and / or abatement of the condition(s) are as follows:

Type	Amount
Inspection after Initial Notice	\$100.00
Balance Due: \$100.00	

Sincerely,

A handwritten signature in black ink that reads "Mark Kordus".

Mark Kordus  
Neighborhood Improvement Coordinator  
mkordus@stevenspoint.com  
715-346-1567



**Deliver To:**  
 City Clerk's Office  
 Attn: Administrative Appeals Board  
 1515 Strongs Avenue  
 Stevens Point, WI 54481

**or Email To:**  
 clerk@stevenspoint.com

**PROPERTY APPEAL FORM**

RECEIVED  
 MAR 26 2024  
 CITY CLERK'S  
 OFFICE

Enclosed is a notice and/or service charge issued by the Inspection Department of the City of Stevens Point. To dispute or contest this notice and/or charge, a formal written letter must be submitted to the Administrative Appeals Board. This request must be in writing, in a manner which is legible, or typed and submitted (hard copy or electronically) to the City Clerk's Office. Under City Ordinance 3.56, any person aggrieved by a notice and/or charge issued in connection with any alleged violation may file a request for a hearing with the Administrative Appeals Board for review of the case.

The written or typed appeal must set forth the reasons for contesting the interpretation of City Code of Ordinances and/or the Notice of Noncompliance issued by the Inspection Department. The appeal must be submitted within 30 days after the date of issuance of the notice and/or charge. While not mandatory, you are highly encouraged to attend the meeting.

\*ALL INFORMATION BELOW IS REQUIRED FOR SUBMITTAL PRIOR TO A HEARING REVIEW\*

ADDRESS OF PROPERTY: 309 Meadow St OWNER OF PROPERTY: Ann Crivello  
 INDIVIDUAL FILING APPEAL: Ann Crivello RELATION TO PROPERTY: \_\_\_\_\_  
 CONTACT PHONE: [REDACTED] EMAIL ADDRESS: [REDACTED]

ALLEGED VIOLATION: 21.03 (9) VIOLATION ID #: RAC-2024-00178

HAVE YOU SPOKEN WITH THE ISSUING AGENT (REQUIRED): NO  YES  AGENT: Mark Kordos

RESULTS OF THAT DISCUSSION:

*I spoke with mark kordos and he explained to me the process of tagging an item and the follow up for removal, and my right to appeal.*

PLEASE STATE THE SPECIFIC REASONS YOU BELIEVE THE ORDINANCE VIOLATION(S) WERE UNFOUNDED, INCORRECT, OR WITHOUT BASIS. PLEASE NOTE THAT YOU MAY ONLY APPEAL THE ORDINANCE DETERMINATION, ANY DISAGREEMENT WITH THE CHARGE AMOUNTS IS NOT A VALID REASON FOR APPEAL, AS THOSE ARE DETERMINED BY ORDINANCE. YOU MAY ATTACH ADDITIONAL SHEETS OR DOCUMENTS AS NEEDED.

*I placed my item on the curb and posted a curb alert for free item. I did not see that a pink tag had been placed on the chair as I had knee surgery on 2/19/24 and was housebound for several days. I was discussing with my partner how we could dispose of the chair as no one had chosen to pick up when I saw a truck come and pick up, not aware that it was a city worker. I was not aware of the city ordinance as I often see items placed curbside. It was not my intent to have an item that was unsightly to the neighborhood as I regularly maintain my home and yard.*

SIGNATURE OF APPELLANT: [Signature] DATE: 5/24/24

PRINT NAME: Ann Crivello APPELLANT'S ADDRESS: 309 Meadow St, Stevens Point, WI 54481



# Memo

**Mark Kordus**  
**Neighborhood Improvement Coordinator**  
Community Development  
City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481  
Ph: (715) 346-1567 • Fax: (715) 346-1498  
mkordus@stevenspoint.com

To: Public Protection Committee  
From: Mark Kordus  
CC: Ryan Kernosky & Andrew Beveridge  
Date: 4/29/24  
Subject: 309 Meadow St. - Case RAC-2024-00178

On 2/19/24 at 3:00 PM Mark Kordus observed a chair at the curb at 309 Meadow St. A pink tag was left on the item. A re-inspection occurred on 2/21/24 and the item was still there and was picked up by the City contractor the next day on 2/22/24 at 11:00 AM.





Friday, March 1, 2024

ID #: RAC-2024-00178

INVOICE #: 202400109

ANN M. CRIVELLO  
309 MEADOW ST  
STEVENS POINT, WI 54481

**INVOICE FOR SERVICE(S)  
BULK WASTE AT CURB EARLY AT 309 MEADOW ST**

Dear Ann M. Crivello,

On or about 02/19/24 an order was issued on the above described property, or a violation was abated relating to BULK WASTE AT CURB EARLY. As a result, the associated fees for the preparation of the Order and/or the abatement of the violation(s) are as follows:

o Violation

Debris or interior items outside the dwelling: 21.03(9) No owner or occupant of a premise or premise unit shall accumulate rubbish, trash boxes, lumber, scrap metal, appliances, vehicle parts, tires, dilapidated or inoperable items, or any other material or furniture designed for interior use on the premises such that it is exposed to the weather for longer than 24 hours in such a manner that may be unsightly to, incompatible with, or repugnant to the residential or commercial neighborhood. Bulk wood storage shall be adequately supported or stacked so as not to pose a hazard to person or property, and shall not be placed within any accessory structure setback areas, with an exception for up to one face cord of wood for personal use may be stored adjacent to the primary dwelling. This section shall not apply to properties with an active building permit.



Type	Amount
Inspection after Slip	\$75.00
Nuisance Abatement	\$53.90

Balance Due: \$128.90

Case details, as well as abatement photographs, may be requested at [communitydevelopment@stevenspoint.com](mailto:communitydevelopment@stevenspoint.com). Please reference the case number or property address. To dispute or contest this letter, a completed Property Appeal Form must be submitted to the Administrative Appeals Board within 30 days. The form is available online at [stevenspoint.com/neighborhood](http://stevenspoint.com/neighborhood), or a hard copy may be requested from our office. Please note that you may only appeal the ordinance determination. Disagreement with the



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charge amounts is not a valid reason for appeal, as those are determined by ordinance. Sidewalk snow and ice abatement orders are enforced through City Ordinance 16.06. General refuse and items left at the curb or within the right-of-way, and removed by the City, are enforced through City Ordinances 21.03 and 24.06.

\* Please remit payment to the City of Stevens Point within 30 days from the date on this notice. Please be informed that if payment has not been received by this date, these fees will be assessed against the real estate as a special charge.

Effective November 1, 2005 – The City of Stevens Point Reserves the right to process your check electronically. So, when paying by check, please be aware that you are authorizing us to use the information on your check to make a one-time electronic charge to your account at the financial institution indicated on the check. This electronic debit will be for the amount on your check. Please Detach at Dashed Line and Return With Remittance.

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Customer Name: ANN M. CRIVELLO  
Customer/Parcel No: 240829300222  
Invoice: 202400109

**Make Checks Payable and Remit to:**

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

Amount Due:           \$128.90          

Or pay online: [stevenspoint.com/invoice](http://stevenspoint.com/invoice)



Deliver To:  
City Clerk's Office  
Attn: Administrative Appeals Board  
1515 Strongs Avenue  
Stevens Point, WI 54481

or Email To:  
clerk@stevenspoint.com

# PROPERTY APPEAL FORM

RECEIVED  
APR 18 2024  
CITY CLERK'S  
OFFICE

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*\*ALL INFORMATION BELOW IS REQUIRED FOR SUBMITTAL PRIOR TO A HEARING REVIEW\**

ADDRESS OF PROPERTY: 1509 ACADEMY AVE OWNER OF PROPERTY: EDWARD ALTEBURG  
INDIVIDUAL FILING APPEAL: ED ALTEBURG RELATION TO PROPERTY: OWNER  
CONTACT PHONE: [REDACTED] EMAIL ADDRESS: \_\_\_\_\_

ALLEGED VIOLATION: BULK WASTE AT CURB VIOLATION ID #: RAC-2024-00242

HAVE YOU SPOKEN WITH THE ISSUING AGENT (REQUIRED): NO  YES  AGENT: \_\_\_\_\_

RESULTS OF THAT DISCUSSION:

PLEASE STATE THE SPECIFIC REASONS YOU BELIEVE THE ORDINANCE VIOLATION(S) WERE UNFOUNDED, INCORRECT, OR WITHOUT BASIS. PLEASE NOTE THAT YOU MAY ONLY APPEAL THE ORDINANCE DETERMINATION, ANY DISAGREEMENT WITH THE CHARGE AMOUNTS IS NOT A VALID REASON FOR APPEAL, AS THOSE ARE DETERMINED BY ORDINANCE. YOU MAY ATTACH ADDITIONAL SHEETS OR DOCUMENTS AS NEEDED.

LEVE OUT OF TOWN  
RENTER LEFT MESS, I DID NOT KNOW ABOUT.

SIGNATURE OF APPELLANT: [Signature] DATE: 4-17-24

PRINT NAME: ED ALTEBURG APPELLANT'S ADDRESS: 5444 3RD AVE BANCROFT, WI



# Memo

**Mark Kordus**  
**Neighborhood Improvement Coordinator**  
Community Development  
City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481  
Ph: (715) 346-1567 • Fax: (715) 346-1498  
mkordus@stevenspoint.com

To: Public Protection Committee  
From: Mark Kordus  
CC: Ryan Kernosky & Andrew Beveridge  
Date: 4/29/24  
Subject: 1509 Academy Ave. – Case RAC-2024-00242

On 3/5/24 at 3:30 PM Mark Kordus observed a desk at the curb at 1509 Academy Ave. A pink slip was placed on the item. A reinspection occurred on 3/7/24 and the item was still present, and it was picked up by the City contractor the next day 3/8/24.





Friday, March 15, 2024

ID #: RAC-2024-00242

INVOICE #: 202400117

EDWARD ALTENBURG  
1500 MARIA DR  
STEVENS POINT, WI 54481

**INVOICE FOR SERVICE(S)  
BULK WASTE AT CURB EARLY AT 1509 ACADEMY AVE**

Dear Edward Altenburg,

On or about 03/05/24 an order was issued on the above described property, or a violation was abated relating to BULK WASTE AT CURB EARLY. As a result, the associated fees for the preparation of the Order and/or the abatement of the violation(s) are as follows:

o Violation

Debris or interior items outside the dwelling: 21.03(9) No owner or occupant of a premise or premise unit shall accumulate rubbish, trash boxes, lumber, scrap metal, appliances, vehicle parts, tires, dilapidated or inoperable items, or any other material or furniture designed for interior use on the premises such that it is exposed to the weather for longer than 24 hours in such a manner that may be unsightly to, incompatible with, or repugnant to the residential or commercial neighborhood. Bulk wood storage shall be adequately supported or stacked so as not to pose a hazard to person or property, and shall not be placed within any accessory structure setback areas, with an exception for up to one face cord of wood for personal use may be stored adjacent to the primary dwelling. This section shall not apply to properties with an active building permit



Type	Amount
Inspection after Slip	\$75.00
Nuisance Abatement	\$55.40

Balance Due: \$130.40

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charge amounts is not a valid reason for appeal, as those are determined by ordinance. Sidewalk snow and ice abatement orders are enforced through City Ordinance 16.06. General refuse and items left at the curb or within the right-of-way, and removed by the City, are enforced through City Ordinances 21.03 and 24.06.

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Customer Name: EDWARD ALTENBURG  
Customer/Parcel No: 240829130028  
Invoice: 202400117

**Make Checks Payable and Remit to:**

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

Amount Due:           \$130.40          

Or pay online: [stevenspoint.com/invoice](https://stevenspoint.com/invoice)