

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

**March 12, 2025 - 4:00 PM
City Conference Room - 1515 Strongs Avenue**

Meeting Items

1. Roll Call.
2. Minutes of the November 20, 2024 meeting.
3. Appeal of notice/service charge for property maintenance violation:
 - a. 832 Smith Street.
 - b. 3216 Lindbergh Avenue.
 - c. 801 Portage Street.
 - d. 925 Smith Street.
4. 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
November 20, 2024 - 4:00 PM
City Conference Room - 1515 Strongs Avenue

MINUTES

Meeting Items

1. Roll Call.

PRESENT:

Ald. Kneebone, Shuda, Member Speckmann.

EXCUSED:

Ald. Keymer, Member Tiffany.

OTHERS PRESENT:

Clerk Yenter, Attorney Beveridge, Neighborhood Improvement Coordinator Kordus, Ruth Pfiffner, Deb Koziczowski, Ald. Lang, Fred Seefelt.

2. Minutes of the May 15, 2024 meeting.

Ald. Kneebone moved, Ald. Shuda seconded, to approve the minutes of the May 15, 2024 meeting.

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

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

Attorney Beveridge asked that agenda item d be moved to the first item under item 3.

d. 708 Ridge Road.

Attorney Beveridge stated the order is to be withdrawn. The office of the City Attorney will be filing a Summons and Complaint with the Municipal Court on the matter.

a. 274 Second Street North.

Neighborhood Improvement Coordinator Kordus provided the committee with a brief overview of the violation, the process of the pink tags, streets department pick up, and when he will request a police report to be filed.

Member Speckmann questioned why the pink tags could not be left on the doors.

Neighborhood Improvement Coordinator Kordus spoke about safety concerns and the complexity of multi-unit homes.

Ald. Shuda moved, Ald. Kneebone seconded, to deny the appeal.

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

b. 1608 Illinois Avenue.

Neighborhood Improvement Coordinator Kordus provided a brief overview of the violation.

Deb Kozickowski, 2815 Jordan Road, said she had spoken with the tenant and they had a rummage sale. Ms. Kozickowski stated that instead of throwing away the items, they placed them on the curb, unaware of the ordinance citing other citizens doing the same action and posting on a Facebook site called curb alert. Ms. Kozickowski asked the tenants if they had seen the pink tag and they had not.

Member Speckmann asked if there are many citizens leaving items on the curbs.

Neighborhood Improvement Coordinator Kordus gave an overview of the compliance rate upon tagging an item.

Ald. Kneebone moved, Ald. Shuda seconded, to uphold the nuisance abatement fee of \$54.11 and waive the inspection fee.

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

c. 1100 Franklin Street.

Neighborhood Improvement Coordinator Kordus gave an overview of the violation to the committee.

Frederick Seefelt, 1100 Franklin Street, spoke about the renovation of the garage as well as the current open permits and the ability to complete the open permits. Mr. Seefelt discussed his intention to install siding to the garage when weather permits in the spring.

Ald. Kneebone questioned if the intention is to still install siding.

Member Speckmann questioned the completion date of the siding.

Mr. Seefelt asked what the deadline would be for an extension.

Neighborhood Improvement Coordinator Kordus stated that permits can have a six-month extension.

Ald. Kneebone moved, Ald. Shuda seconded, to waive the fee to allow the work to be completed by June 10, 2025.

4. Adjournment.

Adjourned at 4:44 p.m.

DEC 09 2024



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

CITY CLERK'S OFFICE

PROPERTY APPEAL FORM

or Email To: clerk@stevenspoint.com

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: 832 Smith Street OWNER OF PROPERTY: Sean Shulfer
INDIVIDUAL FILING APPEAL: Sean Shulfer RELATION TO PROPERTY: Owner
CONTACT PHONE: [REDACTED] EMAIL ADDRESS: [REDACTED]

ALLEGED VIOLATION: Mattress outside VIOLATION ID #: RAC-2024-00958
HAVE YOU SPOKEN WITH THE ISSUING AGENT (REQUIRED): No [] Yes [X] AGENT: 715-346-1567 EX. 2

RESULTS OF THAT DISCUSSION:

To fill out appeal form.

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.

The address where the Violation was sent was an address I was not living at. The address of 320 Crabtree Ave is a Duplex that I own and was living at an earlier time and was moving in a new tenant. I talked to the new tenant to put any mail off to the side for me so I can pick up my mail and change my address with the places I am get mail from since then, I have. When I moved out, I called the City and left a message with the City to change my address when and have not recieved a return call. My new address is 403 Sunrise Ave, Stevens Point 54481 which is the address of my girlfriends house.

SIGNATURE OF APPELLANT: Sean Shulfer DATE: 12/3/2024
PRINT NAME: Sean Shulfer APPELLANT'S ADDRESS: 403 Sunrise Ave, Stevens Point, WI



Wednesday, October 23, 2024

ID #: RAC-2024-00958

INVOICE #: 202400291

SEAN SHULFER
320 CRABTREE AVE
PLOVER, WI 54467

**NOTICE AND INVOICE FOR CORRECTING VIOLATION(S):
DEBRIS ON PROPERTY AT 832 SMITH ST**

Dear Sean Shulfer,

An inspection of the property was made on 10/23/2024. As a result of this inspection, the condition described below was observed:

- o Items such as mattresses or boxsprings may not be stored outside the dwelling please correct prior to the due date. Must be corrected by: 11/11/2024

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



This is your official notice that you will need to bring the property into compliance by properly abating such violations prior to 11/11/2024. 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, 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

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,

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

RECIPIENTS: Sean Shulfer

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.

Customer Name: SEAN SHULFER
Customer/Parcel No: 240829400714
Invoice: 202400291

Make Checks payable and Remit to:

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

Amount Due: \$100.00

Or pay online: stevenspoint.com/invoice



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: Jarod Kivela & Andrew Beveridge
Date: 3/4/25
Subject: 832 Smith St. – Case RAC-2024-00958

On 10/08/24 Mark Kordus observed a mattress outside the dwelling leaning against the back wall at 832 Smith St. a notice of noncompliance was sent that same day with a reinspection date of 10/22/24. A reinspection occurred on 10/23/24, the mattress was in the same location outside the dwelling. A service fee for reinspection was sent with a revised due date of 11/11/24. A reinspection occurred on 12/3/24 and the property was found to be in compliance and the case was closed.





Tuesday, October 8, 2024

ID#: RAC-2024-00958

SEAN SHULFER
320 CRABTREE AVE
PLOVER, WI 54467

**NONCOMPLIANCE NOTICE:
DEBRIS ON PROPERTY AT 832 SMITH ST**

Dear Sean Shulfer,

An inspection of the property located at 832 SMITH ST was made on 10/08/2024. As a result of this inspection, the condition below was observed:

Condition:

- Items such as mattresses or boxsprings may not be stored outside the dwelling please correct prior to the due date. Must be corrected by: 10/22/2024
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



The condition described above is not in compliance with the referenced Municipal Code, WI Admin Code, & WI Statutes, which states, 'the provisions of these codes shall apply to all existing premises and constitute the minimum requirements and standards for property conditions'. Case details may be requested at communitydevelopment@stevenspoint.com.

This is your official notice that you will need to bring the property into compliance by properly abating such conditions within the timeline indicated. A re-inspection will occur to verify if the condition(s) is abated prior to 10/22/2024. Please contact the issuing inspector if this date needs to be adjusted before the scheduled re-

www.stevenspoint.com

#RAC-2024-00958

Page 1 of 2

inspection. Grants or low interest loans may be available to local homeowners, to verify funding availability please visit stevenspoint.com/595/Homeowner-Help

Failure to correct 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, with the any unpaid charges assessed against the real estate as a special charge.

Please note that if work is being performed, or slated to be performed, it may require a building permit. Inquire with our office to verify if a building permit is needed. If you require assistance or have any additional questions regarding this matter, please contact the issuing inspector.

Sincerely,

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



Wednesday, October 23, 2024

ID #: RAC-2024-00958
INVOICE #: 202400291

SEAN SHULFER
320 CRABTREE AVE
PLOVER, WI 54467

**NOTICE AND INVOICE FOR CORRECTING VIOLATION(S):
DEBRIS ON PROPERTY AT 832 SMITH ST**

Dear Sean Shulfer,

An inspection of the property was made on 10/23/2024. As a result of this inspection, the condition described below was observed:

- Items such as mattresses or boxsprings may not be stored outside the dwelling please correct prior to the due date. Must be corrected by: 11/11/2024

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



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charge, a formal written letter must be submitted to the Administrative Appeals Board. The form is available online at 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

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

RECIPIENTS: Sean Shulfer

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.

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Customer Name: SEAN SHULFER
Customer/Parcel No: 240829400714
Invoice: 202400291

Make Checks payable and Remit to:

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

Amount Due: \$100.00

Or pay online: 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
 DEC 16 2024
 CITY CLERK'S
 OFFICE

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

ADDRESS OF PROPERTY: 3216 Windbergh OWNER OF PROPERTY: Linda Manske
 INDIVIDUAL FILING APPEAL: Same RELATION TO PROPERTY: Owner
 CONTACT PHONE: [REDACTED] EMAIL ADDRESS: [REDACTED]

ALLEGED VIOLATION: _____ VIOLATION ID #: RAC - 2023 - 00969

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

RESULTS OF THAT DISCUSSION:

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.

Never received notice

 SIGNATURE OF APPELLANT: [Signature] DATE: 12/16/24
 PRINT NAME: LINDA M. MANSKE APPELLANT'S ADDRESS: 3216 Windbergh Ave



Friday, November 10, 2023

ID #: RAC-2023-00969

INVOICE #: 202300396

LINDA MANSKE
3216 LINDBERGH AVE
STEVENS POINT, WI 54481

**NOTICE AND INVOICE FOR CORRECTING VIOLATION(S):
BULK WASTE AT CURB EARLY AT 3216 LINDBERGH AVE**

Dear Linda Manske,

An inspection of the property was made on 11/01/2023. As a result of this inspection, the condition described below was observed:

- o Must be corrected by: 11/03/2023

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



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online at 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

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 Slip	\$50.00
Nuisance Abatement	\$43.90

Balance Due: \$93.90

Sincerely,

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

RECIPIENTS: Linda Manske

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.

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Customer Name: LINDA MANSKE
Customer/Parcel No: 230804400730
Invoice: 202300396

Make Checks payable and Remit to:

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

Amount Due: \$93.90

Or pay online: stevenspoint.com/invoice



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: Jarod Kivela & Andrew Beveridge
Date: 3/4/25
Subject: 3216 Lindbergh Ave. – Case RAC-2023-00969

On 11/1/23 Mark Kordus observed a cabinet outside the dwelling and within the road right of way. A pink slip was left on the item. A reinspection occurred on 11/3/23 and the item was still present. Abatement occurred that same day at approximately 4:30 PM. As can be seen in the picture the item had snow on it, and the last significant snow fall was on 10/26/23, therefore indicating this item had been present for at least a week prior to being tagged or picked up. The property owner was upset and said she was unaware of the charge or the item and had come to our office after paying her taxes.





Friday, November 10, 2023

ID #: RAC-2023-00969

INVOICE #: 202300396

LINDA MANSKE
3216 LINDBERGH AVE
STEVENS POINT, WI 54481

**NOTICE AND INVOICE FOR CORRECTING VIOLATION(S):
BULK WASTE AT CURB EARLY AT 3216 LINDBERGH AVE**

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Type	Amount
Inspection after Slip	\$50.00
Nuisance Abatement	\$43.90

Balance Due: \$93.90

Sincerely,

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

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

RECIPIENTS: Linda Manske

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Customer Name: LINDA MANSKE
Customer/Parcel No: 230804400730
Invoice: 202300396

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

Amount Due: \$93.90

Or pay online: stevenspoint.com/invoice



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

PROPERTY APPEAL FORM

RECEIVED
 FEB 21 2025
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 ALL INFORMATION BELOW IS REQUIRED FOR SUBMITTAL PRIOR TO A HEARING REVIEW

ADDRESS OF PROPERTY: 801 PORTAGE ST. OWNER OF PROPERTY: GUYMAR PROPERTIES

INDIVIDUAL FILING APPEAL: GUY JANSSSEN RELATION TO PROPERTY: OWNER

CONTACT PHONE: [REDACTED] EMAIL ADDRESS: [REDACTED]

ALLEGED VIOLATION: NOT SHOVELING SIDEWALK VIOLATION ID #: RAC-2025-00100 202500086(INVOICE#)

HAVE YOU SPOKEN WITH THE ISSUING AGENT (REQUIRED): No Yes AGENT: _____

RESULTS OF THAT DISCUSSION:

IT STATES ON THE INVOICE TO FILE THIS REPORT.

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 THANK YOU FOR CONSIDERING MY APPEAL. THIS IS A RENTAL HOME, THE TENANTS WERE BOTH VERY SICK AT THE TIME AND WERE NOT ABLE TO TAKE CARE OF THE SNOW REMOVAL ACCORDING TO THEM, TO MY RECOLLECTION THIS HAS NOT HAPPENED IN THE PAST, COULD THERE HAVE BEEN A LETTER SENT OUT PRIOR TO LET ME KNOW OF THIS SO I

COULD HAVE FIXED THE PROBLEM? I THINK THE CITY CAN DO A BETTER JOB ADDRESSING THESE TYPE OF ISSUES.
 SIGNATURE OF APPELLANT: [Signature] DATE: 2-17-25

PRINT NAME: GUY JANSSSEN APPELLANT'S ADDRESS: 1708 CHURCH ST.



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: Jarod Kivela & Andrew Beveridge
 Date: 3/4/25
 Subject: 801 Portage St. – Case RAC-2025-00100

On 2/5/25 at 9:16 AM Mark Kordus observed an un-shoveled sidewalk at 801 Portage St. The sidewalk snow abatement occurred by the City contractor at approximately 11:30 AM the same day. There was a three-day snow event totaling 2.8” as measured at the NOAA Stevens Point weather station which ended on or before 7:30 AM on Tuesday 2/4/25. The snow was removed 28 hours after the last recorded 3-day snow fall event. I did not speak to the owner or the tenant prior to filing the appeal and no one had contacted our department relative to an extension of extenuating circumstances, in the days prior to abatement.

U.S. Department of Commerce
 National Oceanic & Atmospheric Administration
 National Environmental Satellite, Data, and Information Service

Record of Climatological Observations
 These data are quality controlled and may not be identical to the original observations.
 Generated on 03/04/2025

National Centers for Environmental Information
 151 Patton Avenue
 Asheville, North Carolina 28801

Current Location: Elev: 1079 ft. Lat: 44.5115° N Lon: 89.5853° W
 Station: STEVENS POINT, WI US USC00478171

Observation Time Temperature: 0730 Observation Time Precipitation: 0730

Year	Month	Day	Temperature (F)			Precipitation					Evaporation		"Soil Temperature (F)"						
			"24 Hrs. Ending at Observation Time"		At Obs.	24 Hour Amounts Ending at Observation Time				At Obs. Time	24 Hour Wind Movement (mi)	Amount of Evap. (in)	4 in. Depth		8 in. Depth				
			Max.	Min.		Rain, Melted Snow, Etc. (in)	Fl a g	Snow, Ice Pellets, Hail (in)	Fl a g				Snow, Ice Pellets, Hail, Ice on Ground (in)	Ground Cover (see *)	Max.	Min.	Ground Cover (see *)	Max.	Min.
2025	02	01	43	14	15	0.00		0.0		0.0									
2025	02	02	28	14	28	0.03		0.4		0.0									
2025	02	03	34	28	28	0.12		1.8		2.0									
2025	02	04	31	-1	3	0.07		0.6		3.0									
2025	02	05	12	3	4	0.00		0.0		3.0									
2025	02	06	24	4	23	0.02		0.2		3.0									
2025	02	07	29	-1	3	0.00		0.0		3.0									
2025	02	08	26	2	20	0.11		3.7		6.0									
2025	02	09	24	6	8	0.12		1.9		7.0									
2025	02	10	16	3	3	0.00		0.0		6.0									
2025	02	11	22	0	0	0.00		0.0		6.0									
2025	02	12	11	-2	3	0.00		0.0											
2025	02	13	15	0	0	0.11		1.3		6.0									
2025	02	14	11	-6	-2	0.00		0.0		6.0									
2025	02	15	20	-2	18	0.22		4.0		10.0									
2025	02	16	27	16	16	0.05		0.5		10.0									
2025	02	17	16	-7	-7	0.00		0.0		8.0									
2025	02	18	1	-15	-15	0.00		0.0		8.0									
2025	02	19	6	-15	-10	0.00		0.0											
2025	02	20	11	-10	7	0.00		0.0		0.0s									
2025	02	21	27	-3	-2	0.00		0.0s		7.0s									
2025	02	22	30	-2	13	0.00		0.0		7.0									
2025	02	23																	
2025	02	24	43	22	41	0.00		0.0		6.0									
2025	02	25	52	32	34	0.00		0.0		4.0									
2025	02	26	47	31	37	0.00		0.0		3.0									
2025	02	27	44	30	36	0.00		0.0		2.0									
2025	02	28	43	28	40	0.00		0.0		2.0									
Summary			26	6		0.85		14.4											

Empty, or blank, cells indicate that a data observation was not reported.
 *Ground Cover: 1=Grass; 2=Fallow; 3=Bare Ground; 4=Brome grass; 5=Sod; 6=Straw mulch; 7=Grass muck; 8=Bare muck; 0=Unknown
 "s" This data value failed one of NCEI's quality control tests. "At Obs." = Temperature at time of observation
 "T" values in the Precipitation or Snow category above indicate a "trace" value was recorded.
 "A" values in the Precipitation Flag or the Snow Flag column indicate a multiday total, accumulated since last measurement, is being used.
 Data value inconsistency may be present due to rounding calculations during the conversion process from SI metric units to standard imperial units.



Feb 5, 2025 at 11:24:58 AM
801 Portage St
Stevens Point WI 54481
United States



Feb 5, 2025 at 11:25:02 AM
801 Portage St
Stevens Point WI 54481
United States





Wednesday, February 12, 2025

ID #: RAC-2025-00110
 INVOICE #: 202500086

GUYMAR PROPERTIES, LLC
 1708 CHURCH ST
 STEVENS POINT, WI 54481-3516

**INVOICE FOR SERVICE(S)
 SNOW AND ICE REMOVAL - SIDEWALK AT 801 PORTAGE ST**

Dear Guymar Properties, LLC,

On or about 02/05/25 an order was issued on the above described property, or a violation was abated relating to SNOW AND ICE REMOVAL - SIDEWALK. 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**

Snow and Ice Removal 16.06 (1): 16.06 (1) Removal from Sidewalks. The owner, occupant or person in charge of any building fronting upon or adjoining any street, and the owner or person in charge of an unoccupied dwelling or lot fronting as aforesaid, shall clean the sidewalk in front of or adjoining such building, or unoccupied lot or dwelling, which on corner lots shall include the sidewalk or ramps extending to the street, of snow and ice from such sidewalk and cause same to be kept clear of snow and ice, provided that when ice has formed on any sidewalk that it cannot be removed, the persons herein referred to shall keep the same sprinkled with ashes, sawdust, or sand. In the event of a snow storm, accumulated snow shall be removed from the abutting sidewalk by the owner or occupant of any premises within twenty-four hours after the snow ceases to fall, except on those streets or portions thereof where no boulevard is located, in which case snow shall be removed within 48 hours. (2) City May Remove and Place on Tax roll. Whenever the owner or occupant of any lot or premises shall neglect or fail to remove the snow or ice in front of the same for twenty-four hours, the city inspection department shall cause such snow to be removed, provided that when ice has so formed on any sidewalk that it cannot be removed, the same shall be sprinkled with sand, and when completed, the city clerk shall prepare a bill of cost thereof, describing the real estate in front of which the work is done; if the cost of removal is not paid, it shall be placed in the next tax roll by the clerk in a separate column to be called 'snow removal' and the same shall be collected in the like manner as other taxes are collected. (3) No owner, occupant, or person shall place any snow or ice on or into any sidewalk, street, or alley without permission from the Public Works Director.



Type	Amount
Inspection without Notice	\$50.00
Snow Removal Abatement	\$53.82
Balance Due: \$103.82	

Case details, as well as abatement photographs, may be requested at 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, or a hard copy may be requested 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. 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.

Customer Name: GUYMAR PROPERTIES, LLC
 Customer/Parcel No: 240832200502
 Invoice: 202500086

Make Checks Payable and Remit to:
 City of Stevens Point
 1515 Strongs Avenue
 Stevens Point, WI 54481

Amount Due: \$103.82

Or pay online: stevenspoint.com/invoice



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

PROPERTY APPEAL FORM

or Email To:
clerk@stevenspoint.com

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: 925 Smith Street OWNER OF PROPERTY: Katie Ross

INDIVIDUAL FILING APPEAL: Katie Ross RELATION TO PROPERTY: Owner

CONTACT PHONE: [REDACTED] EMAIL ADDRESS: [REDACTED]

ALLEGED VIOLATION: Snow and Ice Removal VIOLATION ID #: RAC-2025-0030

HAVE YOU SPOKEN WITH THE ISSUING AGENT (REQUIRED): NO [] YES [x] AGENT: Mark Kordus

RESULTS OF THAT DISCUSSION:

Mark reminded me of the appeal process.

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 have recently purchased my house (Dec 10 2024) and shoveled my sidewalks twice before the violation. However, in the case of the violation, my perspective was that the snow was a negligible (non-accumulated) amount because of the cycles of melting. The Snow and Ice Removal 16.06 (1) does not state an amount that the snow must be greater than to remove, merely accumulated, and my judgement was that the dusting of snow was non-accumulated. In addition, in my previous experience of other cities, they provide a notice before visiting the premise and charging money.

SIGNATURE OF APPELLANT: [Signature] DATE: _____

PRINT NAME: _____ APPELLANT'S ADDRESS: _____



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: Jarod Kivela & Andrew Beveridge
 Date: 3/4/25
 Subject: 925 Smith St. – Case RAC-2025-00030

On 1/14/25 around 11:00 AM Mark Kordus observed an un-shoveled sidewalk at 925 Smith St. The sidewalk snow abatement occurred by the City contractor at approximately 12:30 PM the same day. There was a four-day snow event totaling 1.9” as measured at the NOAA Stevens Point weather station which ended on or before 7:30 AM on 1/13/25. The snow was removed approximately 29 hours after the last recorded snow fall event. I did speak to the owner prior to filing the appeal and she felt there wasn’t enough to snow to warrant removal. She also asked about notice requirements and I informed her that notice is not provided prior to abatement for snow, not dissimilar to most communities in Wisconsin.

U.S. Department of Commerce
 National Oceanic & Atmospheric Administration
 National Environmental Satellite, Data, and Information Service
 Current Location: Elev: 1079 ft. Lat: 44.5115° N Lon: 89.5853° W
 Station: STEVENS POINT, WI US USC00478171

Record of Climatological Observations
 These data are quality controlled and may not be identical to the original observations.
 Generated on 03/04/2025

Year	Month	Day	Temperature (F)			Precipitation					Evaporation	
			"24 Hrs. Ending at Observation Time"		At Obs.	24 Hour Amounts Ending at Observation Time				At Obs. Time	24 Hour Wind Movement (mi)	Amount of Evap. (in)
			Max.	Min.		Rain, Melted Snow, Etc. (in)	F l a g	Snow, Ice Pellets, Hail (in)	F l a g	Snow, Ice Pellets, Hail, Ice on Ground (in)		
2025	01	01	32	24	24	0.02		0.6		1.0		
2025	01	02	24	12	13	0.01		0.1		1.0		
2025	01	03	20	10	11	0.01		0.2		1.0		
2025	01	04	15	1	1	0.00		0.0		1.0		
2025	01	05	13	0	0	0.00		0.0		1.0		
2025	01	06	18	0	12	0.00		0.0		1.0		
2025	01	07	27	8	9	0.00		0.0		1.0		
2025	01	08	22	7	8	0.00		0.0		1.0		
2025	01	09	19	5	9	0.00		0.0		1.0		
2025	01	10	27	8	21	0.02		0.3		1.0		
2025	01	11	27	19	19	0.00		0.0		1.0		
2025	01	12	26	18	25	0.08		1.1		2.0		
2025	01	13	29	-8	-8	0.04		0.5		3.0		
2025	01	14	7	-9	-8	0.00		0.0		3.0		
2025	01	15	9	-9	-6	0.00		0.0		3.0		
2025	01	16	29	-8	29	0.03		0.8		4.0		
2025	01	17	34	22	29	0.00		0.0		3.0		
2025	01	18	39	16	16	0.00		0.0		1.0		
2025	01	19	16	-15	-8	0.00		0.0		1.0		
2025	01	20	-4	-14	-14	0.00		0.0		1.0		
2025	01	21	-5	-19	-19	0.00		0.0		1.0		



Jan 14, 2025 at 12:21:41 PM
925 Smith St
Stevens Point WI 54481
United States





Wednesday, January 29, 2025

ID #: RAC-2025-00030

INVOICE #: 202500049

KATIE E. ROSS
925 SMITH ST
STEVENS POINT, WI 54481

INVOICE FOR SERVICE(S)
SNOW AND ICE REMOVAL - SIDEWALK AT 925 SMITH ST

Dear Katie E. Ross,

On or about 01/14/25 an order was issued on the above described property, or a violation was abated relating to SNOW AND ICE REMOVAL - SIDEWALK. 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**

Snow and Ice Removal 16.06 (1): 16.06 (1) Removal from Sidewalks. The owner, occupant or person in charge of any building fronting upon or adjoining any street, and the owner or person in charge of an unoccupied dwelling or lot fronting as aforesaid, shall clean the sidewalk in front of or adjoining such building, or unoccupied lot or dwelling, which on corner lots shall include the sidewalk or ramps extending to the street, of snow and ice from such sidewalk and cause same to be kept clear of snow and ice, provided that when ice has formed on any sidewalk that it cannot be removed, the persons herein referred to shall keep the same sprinkled with ashes, sawdust, or sand. In the event of a snow storm, accumulated snow shall be removed from the abutting sidewalk by the owner or occupant of any premises within twenty-four hours after the snow ceases to fall, except on those streets or portions thereof where no boulevard is located, in which case snow shall be removed within 48 hours. (2) City May Remove and Place on Tax roll. Whenever the owner or occupant of any lot or premises shall neglect or fail to remove the snow or ice in front of the same for twenty-four hours, the city inspection department shall cause such snow to be removed, provided that when ice has so formed on any sidewalk that it cannot be removed, the same shall be sprinkled with sand, and when completed, the city clerk shall prepare a bill of cost thereof, describing the real estate in front of which the work is done; if the cost of removal is not paid, it shall be placed in the next tax roll by the clerk in a separate column to be called 'snow removal' and the same shall be collected in the like manner as other taxes are collected. (3) No owner, occupant, or person shall place any snow or ice on or into any sidewalk, street, or alley without permission from the Public Works Director.



www.stevenspoint.com

ID #: RAC-2025-00030

Page 1 of 2



Type	Amount
Inspection without Notice	\$50.00
Snow Removal Abatement	\$38.22
Balance Due: \$88.22	

Case details, as well as abatement photographs, may be requested at 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, or a hard copy may be requested 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. 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.

Customer Name: KATIE E. ROSS
Customer/Parcel No: 240832100324
Invoice: 202500049

Make Checks Payable and Remit to:
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

Amount Due: \$88.22

Or pay online: stevenspoint.com/invoice