

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**

**May 19, 2025
7:00 PM**

OR

Zoom Teleconferencing

Meeting ID: 839 3995 1388 | Passcode: 394537

By Computer: [Zoom Link](#)

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

Agenda

1. Roll Call.
2. Salute to the Flag and Mayor's opening remarks.
3. Persons who wish to address the Mayor and Council on specific agenda items other than a "Public Hearing" must register their request at this time. Those who wish to address the Common Council during a "Public Hearing" are not required to identify themselves until the "Public Hearing" is declared open by the Mayor.
4. Persons who wish to address the Mayor and Council for up to three (3) minutes regarding a non-agenda item.
5. Presentation to the Mayor and Council: Wanda Cartrette and Jaclyn Hager: Sleep in Heavenly Peace Overview.

Consideration and Possible Action on the Following:

6. Consent Agenda:
 - a. Minutes of the Common Council Meeting of April 21, 2025.
 - b. Actions and Minutes of the Police and Fire Commission meeting of May 8, 2025:
 3. Approval of Minutes.
 4. Confirmation of Bills.
 6. Election of Commission President and Secretary.
 - Following the election, the President will appoint liaisons to the Police Department and Fire Department.
 8. Discussion, with possible action, to approve a hat donation (approximately \$500) from Commissioner Jason Behrendt to both the Fire Department and the Police Department.
 9. Discussion, with possible action, to approve Officer James Harper from probation status to permanent status with completion of the 18-month probationary period on June 4th, 2025.
 - Officer Harper is present and to be introduced to the PFC.

10. Discussion, with possible action, to approve a donation to the Police Department from Tony Cimaroli (owner of Culvers, Division St.). The donation, valued at \$300, consists of an inflatable wind dancer (in the shape of a police officer) purchased through the Police Lights of Christmas program.
 12. Discussion, with possible action, on the promotion of Motor Pump Operator/Paramedic Justin Thomson to the position of Lieutenant/Paramedic.
 13. Discussion, with possible action, on the appointment of Firefighter/Paramedic Kraig Arndt to the position of Motor Pump Operator/Paramedic.
 14. Discussion, with possible action, on the City Mitigation Plan.
 15. Discussion, with possible action, to accept a donation for \$500 from WILMA (Wisconsin League of Musky Anglers) for the Live Scope and Side Scan Sonar.
- c. Actions of the Park Commission meeting of May 7, 2025:
4. Inflatable dome depicted on the Goerke Park draft masterplan concept.
 5. Including the Parker Building and Rec Center Building (armory) within the next draft of the Goerke Park masterplan.
 6. Southern area of the proposed Goerke Park masterplan (e.g. proposed parking lot, existing hockey rink/ice rink, shotput, discus and green space/parking area.
 7. Proposed bus lane, parking lot drop off and existing softball field area.
 8. Location of the proposed outdoor aquatic center/pool location within the Goerke Park draft concept plan.
 9. Proposed northern parking lot, Prais Street Drive, playground, basketball court and tennis court areas depicted in the Goerke Park draft concept plan.
 10. Any other items for Goerke Park to include in the next draft masterplan concept.
 11. Zenoff Park Master Plan Draft concepts.
 12. To select a Chairperson for the Board of Park Commissioners.
 13. To select a Vice-Chairperson for the Board of Park Commissioners.
- d. Minutes and Actions of the Plan Commission meeting of May 5, 2025:
2. Report of the April 7, 2025 meeting of the City Plan Commission.
 6. A request from Susan Crawford and Stephen Klein for a fence waiver to install twelve-foot-tall privacy fencing along the rear lot line of the property located at 221 Union Street (281240829300109), 237 Union Street (Parcel ID 281240829300110) & 301 Union Street (Parcel ID 281240829300111), consistent with Ch. 23.01(16)(g).
 9. A request authorizing the City of Stevens Point to sign a petition for a special meeting of the Portage County Business Park Owners' Association for the following purposes:
 - To consider and vote upon an amendment to the Portage County Business Park Deed Restrictions and Protective Covenants.
 - To consider and vote upon a resolution adopting a plan of dissolution and liquidation of the Portage County Business Park Owners' Association.
 11. March 2025 Monthly Report.
 12. Director's Report.
- e. Actions of the Board of Water and Sewerage Commissioners meeting of May 12, 2025:
2. Approval of minutes.
 3. Approval of department claims.
- f. Actions of the Airport Commission meeting of May 12, 2025:
2. Approval of minutes.

3. Approval of department claims.
 4. 2025 Capital Operations and Maintenance update/amendment.
- g. Minutes of the Special Board of Public Works meeting of May 6, 2025.
 - h. Minutes and Actions of the Public Policy and General Government meeting of May 12, 2025:
 2. License List.
 3. Request to Hold Event/Street Closing.
 - i. Minutes and Actions of the Finance Committee meeting of May 12, 2025:
 4. Approval of Funding for Architectural Services for Designing a Replacement City Hall.
 5. Approval of Additional Funding for the Purchase of a Fire Truck.
 6. Approval of Funding for Capital Improvements to the Airport.
 7. Approval of Additional Funding for the Goerke Park Press Box Project.
 8. Approval of the Designation of the Official Newspaper for City Publications.
 9. Approval of AECOM Change Order Number 2 for the Design of the South Segment-Phase 1 of the Business 51 Project.
 10. Approval of an Agreement with AECOM for the Final Design of the South Segment-Phases 2 and 3, of the Business 51 Project.
 11. Approval of Agreement with Transcendent Technologies for Property Tax Software.
 12. Approval of Claims Paid.
 13. A. Negotiating the Acquisition of Real Estate and Temporary Limited Easements for the Business 51 Project.
 - j. Statutory Monthly Financial Report by Comptroller/Treasurer.
 - k. Mayoral Appointments.
 - Board of Review: William Yudchitz, for a five-year-term, expiring April 30, 2030.
7. Resolution - A request from Charles Koch, representing Koch-Taub Joint Revocable Trust, for a conditional use permit to construct a detached garage with a reduced rear yard setback at 1665 Main Street (Parcel ID 281240832102017), consistent with Ch. 23.02(1)(h)(3).
 8. Resolution - A request from Norman Myers Jr, representing Point Paradise Family LP, for a conditional use permit to operate a non-owner-occupied tourist rooming house on the property located at 1316 Ellis Street (Parcel ID 281240832100711), consistent with Ch. 23.02(1)(f)(3)(i).
 9. Ordinance Amendment - A request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point. Said request establishes Starling Court as a planned future public street within an unaddressed parcel bounded by Hoover Road and Heffron Street (Parcel ID 281230803140102).
 10. Ordinance Amendment - A request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point. Said request extends Evelyn Court and Joe Street as a planned future public street within an unaddressed parcel bounded by Golla Road, Brilowski Road & Regent Street (Parcel ID 281240826400563).
 11. Ordinance Amendment-Section 9.05(ae) relating to downtown parking extending from two

hours to four hours.

12. Approval of Amendments to the Downtown Targeted Area Master Plan.
13. Approval of a land swap agreement with Portage County for the exchange of various properties including 1039 Ellis St. and the City's ownership interest in the City Hall/Courthouse building.
14. Approval of a Contract with Somerville, Inc. - Architects and Engineers for Preliminary Architectural Services for Designing a Replacement City Hall.
15. 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**

**April 21, 2025
7:00 PM**

OR

Zoom Teleconferencing

Meeting ID: 861 1079 6270 | Passcode: 823349

By Computer: [Zoom Link](#)

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

Agenda

1. Roll Call.

Present:

Ald. Christianson, Keymer, Broderick, Birr, Steinmetz, Kneebone, Shuda, Lang, Buse, Morrow.

Excused:

Ald. Guthrie.

Others Present:

Mayor Wiza, Clerk Yenter, H/R Frasch, Executive Assistant Dowling, Chief Kussow, Chief Moody, Director Kivela, Tax Specialist Pagel, C/T Ladick, Director Kremer, Director Lemke, Neighborhood Planner/Economic Development Specialist Klesmith, Attorney Beveridge, City Engineer Schanen, Director Beduhn, Superintendent Johnson.

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.

Andrea Olson, 410 Franklin Street, spoke about the relocation of city offices and that this topic should be discussed in open session with the public. Ms. Olson also spoke about the former Great Lakes building and questioned if a study was completed, location of the study and questioned the cost of the convention center as well as the cost of vacancy on the Great Lakes building. Ms. Olson also spoke against the Zenoff and Goerke Plan due to the cost of staff hours, cost of the plan, as well as the current plan going against the Historic Preservation Plan.

Mayor Wiza spoke to the importance of a plan as a starting point in order for the community to offer feedback on, as that is always the goal for community involvement.

Liz McDonald, 1760 Strongs Avenue, referenced a Stevens Point Journal article dated April 15 in which a city's downtown targeted master plan for the riverfront was referenced. Ms. McDonald spoke out about the plan due to the extensive development within the plan and cited current housing units

available within the city.

Mayor Wiza spoke about the article using the graphic for the targeted area master plan in conjunction with a zoning code rewrite and clarified that they are two separate items.

Consideration and Possible Action on the Following:

5. Consent Agenda:

- a. Minutes of the Common Council Meeting of March 17, 2025, Special Common Council Meeting of April 8, 2025, and Reorganization Common Council Meeting of April 15, 2025.**
- b. Minutes and Actions of the Police and Fire Commission meeting of April 3, 2025:**
 - 3. Approval of Minutes.**
 - 4. Confirmation of Bills.**
 - 7. Discussion, with possible action, on long-term contract with the Village of Park Ridge for Fire Suppression and First Responder needs in the village.**
 - 8. Discussion, with possible action, to approve a \$5,000.00 grant from the Community Foundation of Central WI.**
- c. Actions of the Park Commission meeting of April 2, 2025:**
 - 3. Award of downtown landscape maintenance contract to Plaski and Sons in the not-to-exceed amount of \$19,400 per year for 2025 and 2026.**
 - 4. Ordinance Amendment - to approve changes to Chapter 10, Subsection (2) of 10.01, designated parks; and Subsection (4) of Section 10.05, park closing hours.**
 - 5. Parks Division report presented by Parks Superintendent, Paul Ziemann.**
- d. Minutes and Actions of the Plan Commission meeting of April 7, 2025:**
 - 2. Report of the March 3, 2025 meeting of the City Plan Commission.**
 - 7. A request from Daniel Von Ebers, representing John Parker Development LLC, for a site plan review to construct a parking garage addition and surface parking lots on the property located at 1501 North Point Drive (Parcel ID 281240829120015), consistent with Ch. 23.02(2)(f)(5)(b).**
 - 9. January - February 2025 Monthly Reports.**
 - 10. Director's Report.**
- e. Actions of the Board of Water and Sewerage Commissioners meeting of April 14, 2025:**
 - 2. Approval of minutes.**
 - 3. Approval of department claims.**
 - 4. Water and Sewer Rate Studies with Baker Tilly.**
 - 6. Approval of costs for mag meter maintenance/mechanical services for Well 11.**
- f. Actions of the Airport Commission meeting of April 14, 2025:**
 - 2. Approval of minutes.**
 - 3. Approval of department claims.**
- g. Actions of the Transportation Commission of April 14, 2025:**
 - 2. Approval of March 10, 2025 minutes.**
 - 3. Approval March 2025 Financial/Claims Report.**
- h. Minutes and Actions of the Personnel Committee meeting of April 14, 2025:**
 - 2. Request to amend Administrative Policy 3.02 Standard Benefits - Licenses and Certifications.**
- i. Minutes and Actions of the Board of Public Works meeting of April 14, 2025.**

- j. **Minutes and Actions of the Public Policy and General Government meeting of April 14, 2025:**
 - 2. License List.
 - 3. Request to Hold Event/Street Closing.
- k. **Minutes and Actions of the Finance Committee meeting of April 14, 2025:**
 - 2. Approval of funding for the purchase of new election tabulators.
 - 3. Approval of acceptance of a Community Foundation Grant for the Fire Department.
 - 4. Approval of agreement for Fire Department services with the Village of Park Ridge.
 - 5. Approval of agreement for EMS services with the Village of Park Ridge.
 - 6. Approval of amendments to the Downtown Facade Improvement Grant Program.
 - 7. Approval of an agricultural lease agreement with Blue Top Farms.
 - 8. Approval of setting the minimum offer amount for Business 51 real estate acquisition.
 - 9. Approval of Claims Paid.
 - 10. Establishing guidelines for the negotiation of real estate acquisition for the Business 51 project.
- l. **Statutory Monthly Financial Report by Comptroller/Treasurer.**

Andrea Olson, 410 Franklin Street, spoke against line item 5c3 and questioned the cost of downtown maintenance, why there was not a map, lack of information, timeline of bid, arborist qualifications, and why the Downtown Business Improvement District Board does not oversee the project. Ms. Olson advocated for the use of native plants and for the city to utilize their own mulch.

Mayor Wiza stated that Parks Director is available to answer questions and encouraged Ms. Olson to reach out to the Department Heads.

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

Call for the vote: Ayes: Christianson, Keymer, Broderick, Birr, Steinmetz, Kneebone, Shuda, Lang, Buse, Morrow.
Nays: None. Motion carried.

6. Letter of Intent for the redevelopment of the former Edgewater Manor site.

Neighborhood Planner/Economic Development Specialist Klesmith outlined the history of the site and gave a brief overview of the letter of intent.

Mayor Wiza asked if there was a right of refusal for six months.

Neighborhood Planner/Economic Development Specialist Klesmith stated that there is language within the letter of intent for Pelton Builders to have security for six months of reserving the site.

Ald. Shuda moved, Ald. Christianson seconded, to approve the letter of intent.

Call for the vote: Ayes: Morrow, Buse, Lang, Shuda, Kneebone, Steinmetz, Birr, Broderick, Keymer, Christianson.
Nays: None. Motion carried.

7. Right of Way Liability Agreement with the Town of Hull - Forest Creek Subdivision.

Director Kivela stated that himself, Attorney Beveridge, and Town of Hull Chairperson Dave Wilz, have been in discussions regarding small adjustments to the agreement. The main adjustment would be to add a note that all construction traffic, exceeding the township's weight limits, would need to use the traffic road route of Highway 10 to Brillowski Road and then onto either Forest Creek Road or Golla Road. The City of Stevens Point will be making the amendment and then be forwarding it to the Town of Hull for signatures.

Ald. Kneebone moved, Ald. Christianson seconded, to approve with the recommendations by staff.

Call for the vote: Ayes: Christianson, Keymer, Broderick, Birr, Steinmetz, Kneebone, Shuda, Lang, Buse, Morrow.

Nays: None. Motion carried

8. Preliminary Resolution for the 2025 Street Improvement Project.

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

Call for the vote: Ayes: Morrow, Buse, Lang, Shuda, Kneebone, Steinmetz, Birr, Broderick, Keymer, Christianson.

Nays: None. Motion carried.

9. Revised right of way plat and relocation order for the south segment of Business 51/Church Street.

Ald. Buse asked if any driveways would be affected.

City Engineer Greg Schanen stated that he would need to review the plan to address specific questions.

Ald. Buse stated he would be in contact.

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

Call for the vote: Ayes: Christianson, Keymer, Broderick, Birr, Steinmetz, Kneebone, Shuda, Lang, Buse, Morrow.

Nays: None. Motion carried.

10. Ordinance Amendments - To approve the amendments in Chapter 9, Section 9.12, as it relates to Bicycle Ways, and Chapter 10, Subsection 10.01 and 10.05, as they relate to City Parks.

Ald. Keymer moved, Ald. Broderick seconded, to approve the ordinance.

Call for the vote: Ayes: Morrow, Buse, Lang, Shuda, Kneebone, Steinmetz, Birr, Broderick, Keymer, Christianson.

Nays: None. Motion carried.

11. To award the Street Improvements (Washington Avenue) Project 25-101 to Haas Sons, Inc. out of thorp, Wisconsin, for the amount not to exceed \$4,792,534.90.

Ald. Keymer moved, Ald. Morrow seconded, to award the Street Improvement project.

Call for the vote: Ayes: Christianson, Keymer, Broderick, Birr, Steinmetz, Kneebone, Shuda, Lang, Buse, Morrow.
Nays: None. Motion carried.

12. To award the Street Improvements (Madison Street) Project 25-102 to Switlick & Sons, Inc. out of Athens, Wisconsin, for the amount not to exceed \$3,811,709.50.

Ald. Morrow moved, Ald. Kneebone seconded, to award the Street Improvement project.

Call for the vote: Ayes: Morrow, Buse, Lang, Shuda, Kneebone, Steinmetz, Birr, Broderick, Keymer, Christianson.
Nays: None. Motion carried.

13. Resolution - A request from Adam Sandstrom, representing FFH Holdings, LLC, to amend the Stevens Point Comprehensive Plan. Said request amends the future land use designation of an unaddressed parcel bounded by Hoover Road and Heffron Street (Parcel ID 281230803140102) from 'Commercial/Office/Multi-Family' to 'Residential.'

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

Call for the vote: Ayes: Christianson, Keymer, Broderick, Birr, Steinmetz, Kneebone, Shuda, Lang, Buse, Morrow.
Nays: None. Motion carried.

14. Resolution - A request from Adam Sandstrom, representing FFH Holdings, LLC, to rezone an unaddressed parcel bounded by Hoover Road and Heffron Street (Parcel ID 281230803140102) from the "M-1" Light Industrial District to the "R-3" Single- and Two-Family Residence District.

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

Call for the vote: Ayes: Morrow, Buse, Lang, Shuda, Kneebone, Steinmetz, Birr, Broderick, Keymer, Christianson.
Nays: None. Motion carried.

15. Resolution - A request from Adam Sandstrom, representing FFH Holdings, LLC, for a final subdivision plat review of a proposed subdivision on an unaddressed parcel bounded by Hoover Road and Heffron Street (Parcel ID 281230803140102), consistent with Ch. 20.05(2).

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

Call for the vote: Ayes: Christianson, Keymer, Broderick, Birr, Steinmetz, Kneebone, Shuda, Lang, Buse, Morrow.
Nays: None. Motion carried.

16. Ordinance Amendment - A request from the City of Stevens Point to amend Section 22.04

of the Revised Municipal Code of the City of Stevens Point. Said request outlines the approval process for historic structures, properties and districts to be nominated on the State and National Register of Historic Places.

Ald. Lang moved, Ald. Steinmetz seconded, to approve as amended.

Ald. Kneebone stated that they would like to offer an amendment to include discussion. Ald. Kneebone asked for the ordinance to include language that in the event that the Historical Preservation/Design Review Commission and the Mayor are in disagreement with a proposed nomination, that Common Council make a recommendation.

Ald. Kneebone moved, Ald. Keymer seconded, to approve the amendment, the council may also make a determination on whether a proposed nomination meets the eligibility criteria for listing on the National Historical Places.

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

Call for a vote on the original motion as amended.

Call for the vote: Ayes: Morrow, Buse, Lang, Shuda, Kneebone, Steinmetz, Birr, Broderick, Keymer, Christianson.
Nays: None. Motion carried.

17. Resolution - A request from Michael Bieniek, representing FERRELLGAS LP, for a conditional use permit to construct a wireless communication tower on the property located at 3315 Wayne Street (Parcel ID 281240833402402), consistent with Ch. 23.02(4)(d)(3).

Attorney Bob Gagan representing SBA Communications Corporation stated that his client is requesting the resolution be postponed to allow further discussions regarding co-location.

Mike Bieniek representing City Switch stated that an investigation has taken place and that statutory laws have been met.

Attorney Beveridge stated that upon review of the application, in his opinion, everything is in compliance with the law.

Ald. Kneebone moved, Ald. Lang seconded, to approve the conditional use permit.

Call for the vote: Ayes: Christianson, Keymer, Broderick, Birr, Steinmetz, Kneebone, Shuda, Lang, Buse, Morrow.
Nays: None. Motion carried.

18. Ordinance Amendment - Section 12.18: Food Trucks and Carts on City Property and Right of Way, Section 12.10 Food & Refreshment in City Parks, and creation of Section 24.27(3)(b)10.

Troy Hojnacki representing Graffitis Sports Pub, 912 Main Street, stated that he had met with City Attorney Beveridge and is speaking against food trucks taking up downtown parking spaces as well as affecting revenue streams from the downtown businesses, and is seeking more transparency. Mr.

Hojnacki did state he was in favor of the additional rewrite added by Attorney Beveridge to include prohibiting food trucks within one hundred and fifty feet of a sidewalk cafe. Mr. Hojnacki requested that the Common Council postpone the vote in order to allow for more input.

Mayor Wiza asked Mr. Hojnacki what the feedback was from the downtown businesses.

Mr. Hojnacki stated he had spoken with five business owners and that they expressed interest in slowing down the process in order to have a chance to have more input on the ordinance.

Kenneth Barlow representing Bills Pizza, 1101 Main Street, spoke against the ordinance due to potential revenue being lost to the downtown businesses as well as the desire to not have a truck parked in front of his business.

Andrea Olson, 410 Franklin Street, spoke against the ordinance due to the Downtown Business Improvement District Board not being aware of the changes and the inability for them to review it.

Ald. Christianson stated that the ordinance has not been discussed at the Downtown Business Improvement District Board.

Mayor Wiza stated that the Downtown Business Improvement District Board has oversight on one area within the ordinance.

Ald. Lang questioned how this ordinance would impact the Farmers Market.

Mayor Wiza clarified that food peddlers would fall under the Farmers Market ordinance and that food trucks are not allowed at the Farmers Market.

Attorney Beveridge spoke about the creation of the original ordinance, the reason for the creation of a new ordinance, as well as how the new ordinance reflects more than a decade's worth of experience. Attorney Beveridge clarified that the current ordinance does not have any language that pertains to downtown and the new ordinance was written with specific restrictions for operating within downtown. Attorney Beveridge also spoke about food trucks still being bound to the current parking regulations as well as clarified that the change to the ordinance had been discussed with the Executive Director of the Downtown Business Improvement District. He also clarified that the City has not seen issues with food trucks being parked for extended periods of time in front of restaurants and if there were complaints or issues, an ordinance amendment can be drawn up. Attorney Beveridge also discussed the addition of the garbage pick-up provision.

Ald. Keymer spoke in favor of the ordinance and the impact on all of Stevens Point and that parking restrictions help to alleviate many concerns.

Ald. Shuda asked for the businesses that wish to voice their concerns what would be the best communication moving forward.

Mayor Wiza answered to reach out to Alderpersons, the Mayors Office, Community Development as well as the Clerks Office.

Ald. Buse asked how the downtown square is defined.

Mayor Wiza answered that the Mathias Public Square is plated as public property and has its own set of ordinances adopted by the Public Market board within Section 12.02.

Attorney Beveridge stated that the sales from a median or safety island ordinance language was carried over into the re-writing of the ordinance due to clarity.

Ald. Keymer moved, Ald. Christianson seconded, to approve as presented.

Call for the vote: Ayes: Morrow, Buse, Lang, Shuda, Kneebone, Steinmetz, Birr, Broderick, Keymer, Christianson.

Nays: None. Motion carried.

19. Defining the Comprehensive Facilities Study Request.

Ald. Shuda spoke about the history and the intent of the project and that, as an Alderperson his preference would be to have a breakdown of requests on behalf of each Director. Ald. Shuda questioned how much had been spent and referenced three bids that had been returned.

Mayor Wiza clarified that of the \$50,000 that had been budgeted, none had been spent. Mayor Wiza also spoke about the history of assessing facility needs, starting with Directors doing a five-year evaluation and prioritizing projects yearly within the Capital Budget process. Mayor Wiza spoke about the need to save money due to higher-priority projects, that some facilities are in great shape, and that the Mayor has requested that Directors give a brief review of facility's needs.

Ald. Christianson spoke about Directors having the best evaluations of their facilities and that there is a good understanding of what is needed in the short term, however, what is lacking is the evaluation of a ten-year, twenty-year assessment, or even end-of-life on a facility. Ald. Christianson spoke about the benefits of having an expert evaluating the facilities.

Mayor Wiza asked Ald Christianson to summarize his request.

Ald. Christianson requested that the report include everything outlined within Director Kivela's memo.

Mayor Wiza asked about the statement within the memo about the "physical condition of all major city-owned buildings" and requested Ald. Christianson to define the term "major".

Ald. Christianson spoke about there being 5 major city-owned buildings, but they would be open to speaking to Directors to determine if there would be any additional buildings that they would consider within that definition. Streets Garage, Police Station, Fire Station one, Fire Station two were listed within the major city-owned buildings.

Director Kremer gave a brief overview of the Parks sites, larger projects, capital budget expenditures, and acquisition of the transit garage. Director Kremer stated that there would be several more buildings that he would like to see be included in the study.

Chief Kussow spoke about the updates to the Police Station building, that is his happy with the building, and that the facility is meeting the needs of the department.

Chief Moody spoke about the Fire Departments biggest need to build a Fire Station three in order to service east of Interstate 39 and discussed the need to keep station one and station two within their locations. Chief Moody also spoke about the renovation history of station one and that it would not be until the year 2042 to review either moving it or redeveloping the building as well as Station two year would be 2058.

Director Beduhn spoke about the Public Works facility, and also suggested to first determine a capital budget amount that could have a major impact on the city, review this threshold against all assessed value of facilities, and include all of these facilities in some capacity within the study.

Mayor Wiza spoke about the streets garage building, the desire to move it away from Bukolt Park, and the evaluation of Streets needs that was completed that was an estimated cost of forty million dollars.

Director Lemke spoke about the importance of reviewing the life cycle of the facilities, discussed the change in the funding for the transit facility downtown, transit bus facility needs within fifteen years, airport needs, administrative building needs, and well needs. Director Lemke discussed wastewater needs and the biggest item is when new facilities will need to be rebuilt.

Ald. Keymer spoke about project priorities as being her most important factor for getting an outside study completed.

Ald. Kneebone spoke about Directors submitting a form for their facilities as they have a good handle as the means to evaluate.

Ald. Christianson spoke about seeing an end of life on each facility as well as the importance of the project priority of facilities.

Ald. Buse spoke about the importance of a grading system to prioritize projects.

Ald. Morrow spoke about the cost of studies, the facility's awareness that the Directors already have, and that most of the evaluations can be done internally.

Mayor Wiza spoke about the City's budgetary needs and the importance of reviewing how much can be done internally as a cost-savings measure.

Ald. Shuda suggested the Directors submit a facilities report, the Common Council has the scope of review, and then assess the needs for a study.

Ald. Broderick spoke about the need to see what directors have provided as a means to assess the scope of the request.

Andrea Olson, 410 Franklin Street, spoke in favor of the request, as well as to define the life expectancy of the buildings.

Ald. Shuda moved, Ald. Kneebone seconded, to have the Directors provide a list of buildings, provide an estimate of major updates, repairs to those buildings within the timeline of estimating out to 2050, prioritize them within the Departments, and to include a list of unknown items. Upon completing the standard reports, present them to Common Council, and determine what the professionals should provide from there.

Call for the vote: Ayes: Christianson, Keymer, Broderick, Birr, Steinmetz, Kneebone, Shuda, Lang, Buse, Morrow.

Nays: None. Motion carried

20. Facility Condition Evaluation Proposal.

Ald. Kneebone spoke about waiting for this evaluation.

Ald. Christianson spoke about the benefits of evaluation for the Directors.

Director Kivela spoke about the timeline of the contract and that it would not be completed until August.

Director Kremer spoke about this contract replicating work already completed.

Ald. Broderick spoke about postponement until a later date.

Ald. Christianson moved, Ald. Buse seconded, to approve the contract with Ionic.

Call for the vote: Ayes: None

Nays: Morrow, Buse, Lang, Shuda, Kneebone, Steinmetz, Birr, Broderick,
Keymer, Christianson. Motion Failed.

21. Presentation of award and parting remarks from retiring City Clerk, Kari Yenter.

Mayor Wiza presented a plaque to Clerk Yenter and highlighted the 36 years of commitment to the City.

Clerk Yenter spoke about their history with the city starting in 1989 with the Stevens Point Police Department and transferring to the City Clerks Office as well as the importance of seeking opportunity through handwork, dedication, and loyalty. Clerk Yenter gave thanks to the citizens of Stevens Point, employees, family and friends.

22. Enter into closed session pursuant to Wisconsin Statutes 19.85(1)(e) 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, relating to the following:

- A. Negotiating the purchase of property in TID 10.**
- B. Discussion relating to the relocation of City Hall.**

Ald. Morrow moved, Ald. Lang seconded, to enter into closed session at 9:59 p.m.

Call for the vote: Ayes: Christianson, Keymer, Broderick, Birr, Steinmetz, Kneebone, Shuda, Lang,
Buse, Morrow.

Nays: None. Motion carried.

Ald. Morrow moved, Ald. Keymer seconded, to reconvene to open session.

Call for the vote: Ayes: Morrow, Buse, Lang, Shuda, Kneebone, Steinmetz, Birr, Broderick,
Keymer, Christianson.

Nays: None. Motion carried.

23. Reconvene for possible action on the above-referenced closed session items.

Ald. Christianson moved, Ald. Morrow seconded, to negotiate offer on 601 Main Street authorizing

parameters discussed in closed session.

Call for the vote: Ayes: Christianson, Keymer, Broderick, Birr, Steinmetz, Kneebone, Shuda, Lang,
Buse, Morrow.

Nays: None. Motion carried.

24. Adjournment.

Adjourned at 10:18 p.m.

**CITY OF STEVENS POINT
POLICE AND FIRE COMMISSION MINUTES
MEETING OF MAY 8, 2025**

1. Roll Call: Commissioners Behrendt, Kirschling, Pingel, Zenner

Excused: Commissioner Mrozek

Also Present: Police Chief Kussow, Fire Chief Moody, Ast. Chief Rottier, Ast. Chief Williams, Ast. Chief Gemza, Ast. Chief Zvara, Deputy Fire Marshal Malin, Lt. Johnson, Lt. Mueller, Officer Harper, RB Supervisor Tork

2. President's Report

3. Approval of Minutes

Commissioner Zenner moved, seconded by Commissioner Behrendt.

Ayes, all; nays, none. Motion carried.

4. Confirmation of Bills

Commissioner Kirschling moved, seconded by Commissioner Behrendt.

Ayes, all; nays, none. Motion carried.

5. Introduction of Commissioner John Pingel.

6. Election of Commission President and Secretary.

- **Following the election, the President will appoint liaisons to the Police Department and Fire Department.**

Commissioner Kirschling moved to elect Commissioner Behrendt as Secretary, seconded by Commissioner Zenner.

Ayes, all; nays, none. Motion carried.

Commissioner Zenner moved to elect Commissioner Kirschling as President, seconded by Commissioner Behrendt.

Ayes, all; nays, none. Motion carried.

President Kirschling appointed Commissioner Mrozek as Liaison to the Fire Department and Commissioner Zenner as Liaison to the Police Department

7. Discussion to move July's meeting to either Tuesday, July 8th, or Thursday, July 10th.

July's PFC meeting will be at 1:00 p.m. on Thursday, July 10th.

8. Discussion, with possible action, to approve a hat donation (approximately \$500) from Commissioner Jason Behrendt to both the Fire Department and the Police Department.

Commissioner Kirschling moved, seconded by Commissioner Zenner.

Ayes, all; nays, none. Motion carried.

9. Discussion, with possible action, to approve Officer James Harper from probation status to permanent status with completion of the 18-month probationary period on June 4th, 2025.

- **Officer Harper is present and to be introduced to the PFC.**

Commissioner Zenner moved, seconded by Commissioner Kirschling.

Ayes, all; nays, none. Motion carried.

10. Discussion, with possible action, to approve a donation to the Police Department from Tony Cimaroli (owner of Culvers, Division St.). The donation, valued at \$300, consists of an inflatable wind dancer (in the shape of a police officer) purchased through the Police Lights of Christmas program.

Commissioner Kirschling moved, seconded by Commissioner Behrendt.

Ayes, all; nays, none. Motion carried.

11. Police Chief Report

Commissioner Kirschling moved, seconded by Commissioner Zenner.

Ayes, all; nays, none. Motion carried.

12. Discussion, with possible action, on the promotion of Motor Pump Operator/Paramedic Justin Thomson to the position of Lieutenant/Paramedic.

Commissioner Zenner moved, seconded by Commissioner Behrendt.

Ayes, all; nays, none. Motion carried.

13. Discussion, with possible action, on the appointment of Firefighter/Paramedic Kraig Arndt to the position of Motor Pump Operator/Paramedic.

Commissioner Behrendt moved, seconded by Commissioner Kirschling.

Ayes, all; nays, none. Motion carried.

14. Discussion, with possible action, on the City Mitigation Plan.

Commissioner Kirschling moved, seconded by Commissioner Zenner.

Ayes, all; nays, none. Motion carried.

15. Discussion, with possible action, to accept a donation of \$500 from WILMA (Wisconsin League of Musky Anglers) for the Live Scope and Side Scan Sonar.

Commissioner Zenner moved, seconded by Commissioner Behrendt.

Ayes, all; nays, none. Motion carried.

16. Fire Chief Report/EMS Report/EM Report

Commissioner Kirschling moved, seconded by Commissioner Behrendt.

Ayes, all; nays, none. Motion carried.

17. Adjournment.

The meeting adjourned at 1:47 p.m.

REGULAR MEETING MINUTES

Board of Park Commissioners

May 7, 2025 - 6:30 PM

Community Room

933 Michigan Avenue, Stevens Point, WI

OR

[Zoom Teleconferencing](#)

Meeting ID: 878 1266 4887 | Passcode: 973550

By Computer: [Join](#)

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

Discussion and Possible Action on:

1. Roll Call.

Present: Alder Broderick, Alder Buse (arrived 6:37 pm), Freckmann, Disher, Alder Keymer, McDonald, Okonek, Przybylski, Sorenson, Winn, Glodosky

Also Present: Dan Kremer, Alder Dean Shuda, Alder Jacqui, Alder Sam Lang, Andy Hoff, Angela Voss, Archie Sawyer, Brad Duckworth, Caden Untiedt, Carl Rosenthal, Cathy Chizzo, Chelsea Pfiffner, Claire Hillmeyer, Danielle Belsky, Deborah McComas, Erik Pfantz, Glenn Avan, Gregg Warren, Hannah Richards, Jacob Sutherland, Jean Cool, Jeff M, Jenny Miller, John Harry, Kathy Budelier, Larue Davidson, Laura Teff, LaVonne Cornell-Swanson, Laura Swanson, Luke Venne, Mark Konkol, Meg Erler, Melanie Patterson, Michelle Konkol, Rachel Phillip, Ryan Aerk, Robin Lipski, Ross Rettler, Signe Untiedt, Steve Chisel, Steve McKay, Tim Schierl, Timmy Cooper, Trina Dorn, William Schmit.

2. Approval of April 2, 2025 meeting minutes

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

3. Awarding of the Don Friday Press Box Renovation Project at Goerke Park.

No action.

4. Inflatable dome depicted on the Goerke Park draft masterplan concept.

Motion to remove the Dome from the next draft of the Goerke Master Plan by Keymer, second by McDonald; passed 10-1. Speakers list for agenda item: Luke Venne, Greg Warren, Melanie Patterson.

5. Including the Parker Building and Rec Center Building (armory) within the next draft of the Goerke Park masterplan.

Motion to retain Parker Building and Rec Center (former armory) on the next draft of the Goerke park master plan by Sorenson, second by Przybylski; passed 11-0. Speakers list for agenda item: Greg Warren, Danielle Belsky, Meg Erler, John Harry, LaVonne Cornell-Swanson, William Schmidt.

6. Southern area of the proposed Goerke Park masterplan (e.g. proposed parking lot, existing hockey rink/ice rink, shotput, discus and green space/parking area.

Motion to approve staff recommendation regarding the southern area of proposed Goerke Park masterplan by Disher (keep hockey and ice rinks in current location, remove hardscape parking lot on southeast corner, keep shotput/discus in same location), second by Winn; passed 11-0. Speakers list for agenda item: Tina Dorn, Rachel Phillips, Carl Rosenthal, Glenn Avan.

7. Proposed bus lane, parking lot drop off and existing softball field area.

Motion to approve a single-lane bus lane, school parking drop off, and small parking between Parker Building and PJs Middle School along Main Street by Keymer, second by Disher; passed 11-0. Speakers list for agenda item: Kathy Beutilair, Archie Sawyer, Trina Dorn.

8. Location of the proposed outdoor aquatic center/pool location within the Goerke Park draft concept plan.

Motion to approve placing a new minimum 50,00 square foot+ aquatic center in center of the park and facing the gaud house to the north by Disher, second by Freckman; passed 11-0.

9. Proposed northern parking lot, prais street drive, playground, basketball court and tennis court areas depicted in the Goerke Park draft concept plan.

Motion to add a buffer between Prais Street and proposed parking lot, and incorporate a playground, pickleball, and basketball in northern area by Disher, second by Glodosky; passed 11-0. Speakers list for agenda item: Andy Hoff, Brad Duckworth, Steve Chisel.

10. Any other items for Goerke Park to include in the next draft master plan concept.

No action. Speakers list for agenda item: William Schmidt.

11. Zenoff Park Master Plan Draft Concepts

No action. Speakers list for agenda item: Brad Duckworth. Zenoff Park plans to be considered for action in June.

12. To select a Chairperson for the Board of Park Commissioners

Motion to nominate John Okonek as chair of Parks Commission by McDonald, second by Glodosky; 11-0.

13. To select a Vice-Chairperson for the Board of Park Commissioners

Motion to nominate Wayne Sorenson as Vice Chair by McDonald, second by Glodosky; passed 11-0.

14. Director's Report

- Downtown Easter Egg Hunt Recap
- Scavenger Hunt Recap
- July Reminder - No Park Commission meeting due to Riverfront Rendezvous

No action.

15. Adjournment.

Meeting adjourned at 8:36 pm.



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.

Members

- Mayor Wiza
- Alderperson Kneebone
- Commissioner Arntsen
- Commissioner Beacom
- Commissioner Miskowiak
- Commissioner Rice
- Commissioner Schuler

MINUTES

CITY PLAN COMMISSION

Date and Time:	May 5, 2025 6:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u>
			<u>Zoom Teleconferencing</u>
			Meeting ID: 823 8954 4274
			Passcode: 195045
			<u>By Computer:</u>
			https://us02web.zoom.us/j/82389544274?pwd=nwdR8DflQlCM5ehUJ3Gj
			<u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

Meeting called to order at 6:00PM.

Members Present: Mayor Wiza, Alder Kneebone, Commissioners Arntsen, Miskowiak, Rice, Schuler

Members Excused: Commissioner Beacom

Discussion and Possible Action on:

2. Report of the April 7, 2025 meeting of the City Plan Commission.

- Background: Report of the April 7, 2025 meeting of the City Plan Commission is included in the agenda packet.
- Motion: Kneebone moves approval of the report.
- Second: Arntsen seconds the motion.

PLEASE TAKE NOTICE that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that 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.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may be in attendance at this meeting.

- Discussion: Schuler comments on item 7 that Beacom's motion to approve include "per staff recommendations." The motion is now to approve the report as amended.
 - Vote: Unanimous approval.
3. Public Hearing and action on a request from Charles Koch, representing Koch-Taub Joint Revocable Trust, for a conditional use permit to construct a detached garage with a reduced rear yard setback at 1665 Main Street (Parcel ID 281240832102017), consistent with Ch. 23.02(1)(h)(3).
- Background: Associate Planner Kuhn presents background information regarding the request and the property. Staff recommendation is to approve the conditional use permit as presented.
 - Rice questions the set back of the neighboring garage.
 - Kuhn answers that there is no minimum separation from detached garages on adjacent lots.
 - Public hearing: no public comments.
 - Arntsen questions if the width of the garage could be reduced. Kuhn answers that reducing the width would prohibit the intended use of a two-stall garage.
 - Motion: Kneebone moves approval of the conditional use permit to construct the detached garage with staff recommendations.
 - Second: Schuler seconds the motion.
 - Discussion: No further discussion.
 - Vote: Unanimous approval.
4. Public Hearing and action on a request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point. Said request establishes Starling Court as a planned future public street within an unaddressed parcel bounded by Hoover Road and Heffron Street (Parcel ID 281230803140102).
- Background: Wiza presents background regarding the naming request. Kuhn adds details regarding the Official Street Map, and the need to bring forward the official right of way dedication at a future meeting.
 - Public Hearing:
 - Tom Forester, 2933 Dunegan Drive, asks if there is a timeline for construction of the road, if there is a difference between a private road compared to a public road, and if the road will be constructed piece by piece.
 - Schuler asks when the road will be transferred from private road to public right of way. Kuhn answers.
 - Kneebone comments on the naming of the road.
 - Motion: Arnsten moves to approve the request per staff recommendations.
 - Second: Miskowiak seconds the motion.
 - Discussion: None.
 - Vote: Unanimous approval.
5. Public Hearing and action on a request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point. Said request extends Evelyn Court and Joe Street as a planned future public street within an unaddressed parcel bounded by Golla Road, Brilowski Road & Regent Street (Parcel ID 281240826400563).

- Background: Kuhn summarizes the Forest Creek subdivision project, recent annexations, and the process to dedicate the future right of ways to connect the new subdivision to the City.
 - Public Hearing:
 - John Houtman, 506 Leonard Street, asks about the use of the land outlined in the presentation.
 - Rice asks if there are any concerns about the shape of future parcels based on the future right of ways.
 - Kuhn and Director Kivela respond to the question, answering that there is no concern from City staff..
 - Motion: Schuler moves approval of the official street map amendment as presented.
 - Second: Rice seconds.
 - Discussion: Schuler makes a clarifying point about the right of way dedications for Evelyn Court and Joe Street north of the presented amendment not being present on the official street map.
 - Vote: Unanimous approval.
6. A request from Susan Crawford and Stephen Klein for a fence waiver to install twelve-foot-tall privacy fencing along the rear lot line of the property located at 221 Union Street (Parcel ID 281240829300109), 237 Union Street (Parcel ID 281240829300110) & 301 Union Street (Parcel ID 281240829300111), consistent with Ch. 23.01(16)(g).
- Background: Kuhn presents background information regarding the request to install the privacy fence and the existing height limit by ordinance. Staff recommendation is to approve the request as presented.
 - Schuler comments on the review process and believes there is a good reason to approve the decision.
 - Motion: Schuler moves to approve the request as presented.
 - Second: Miskowiak seconds the motion.
 - Discussion: Kneebone commends the staff review.
 - Vote: Unanimous approval.
7. A request from Jason Nguyen & Kirsten Miller to annex the property located at 1213 Torun Road (Parcel ID 020240814-11.06) from the Town of Hull to the City of Stevens Point.
- Background: Kuhn presents background information regarding the subject property and the request. The request is in line with the City's comprehensive plan and meets requirements. The Department of Administration is currently reviewing the request. Staff recommendation is to approve the request.
 - Arntsen asks if the parcel would need to be annexed, and it would need to be annexed to be developed.
 - Motion: Arntsen moves approval of the annexation request as presented.
 - Second: Kneebone seconds the motion.
 - Discussion: Alder Shuda, District 8, comments to support staff recommendation.
 - Vote: Unanimous approval.

8. A request from the City of Stevens Point to enter into a land swap agreement with Portage County.
 - Background: Wiza presents background information regarding the request and the process for executing the land swap through public commissions.
 - County Executive Pavelski comments on the County's request of the City to vacate the building and expand County services in the County Courthouse.
 - Andrea Olson, 410 Franklin Street, asks about the level of details the commission has been made aware of to make the decision on this request.
 - Wiza responds to Andrea Olson's comments.
 - Arntsen asks about the County's plans to relocate the jail and law enforcement center to Plover, and retaining the courthouse in downtown Stevens Point.
 - Wiza responds.
 - Motion: Arntsen moves to approve the request.
 - Second: Schuler seconds the motion.
 - Discussion: No further discussion.
 - Vote: Unanimous approval.
9. A request authorizing the City of Stevens Point to sign a petition for a special meeting of the Portage County Business Park Owners' Association for the following purposes:
 - To consider and vote upon an amendment to the Portage County Business Park Deed Restrictions and Protective Covenants.
 - To consider and vote upon a resolution adopting a plan of dissolution and liquidation of the Portage County Business Park Owners' Association.
 - Background: Wiza and Kuhn present background information about the transition phase of transferring the Portage County Business Park from Portage County to the Owners' Association and then Portage County Business Park Business Improvement District.
 - Motion: Schuler moves to approve the request.
 - Second: Rice seconds the motion.
 - Discussion: Schuler comments that speed is important to support the business park.
 - Vote: Unanimous approval.
10. Consideration of amendments to the Downtown Targeted Area Master Plan.
 - Background: Neighborhood Planner Klesmith presents background information regarding the adoption of the Downtown Targeted Area Master Plan, new findings in site review of the Shopko lots, and recommended amendments.
 - Discussion:
 - Arntsen inquires about the City intention to acquire the Wisconsin Public Service lot.
 - Wiza and Klesmith answer.
 - Schuler asks about the dedication of the Great Lakes building as a future conference center.
 - Wiza answers that the reference to the conference center on the plan document can be removed due to findings in the feasibility study.

- Motion: Schuler moves approval of the amendments.
- Kneebone seconds the motion.
- Vote: Unanimous approval.

11. March 2025 Monthly Report.

- Background: Director Kivela gives a verbal presentation of the report included in the agenda packet.

12. Director's Report.

- Background: Director Kivela gives a verbal presentation of the report included in the agenda packet.

Closing Section:

13. Adjourn

- Meeting is adjourned at 7:08PM.

**City of Stevens Point
Board of Water and Sewerage Commissioners
May 12, 2025 - 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

Discussion and Possible Action on:

1. Roll Call.

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

ALSO PRESENT: Joel Lemke, Jennifer Schmeiser, Eric Southworth, Shane Kohnen, Chris Lefebvre, and Jaime Zdroik

EXCUSED ABSENCE: Mae Nachman

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Anna Haines to approve the April 14, 2025 meeting minutes of the Board of Water & Sewerage Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Anna Haines, seconded by Carl Rasmussen to approve the department claims for the month of April 2025 as audited and read.

Ayes all. Nays none. Motion carried.

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

Eric stated that April was a wet month and the mill was offline for a couple of days, so that is probably why the usage is down from last year. Annual hydrant flushing starts tonight and goes through Thursday night. Next week, our annual leak detection services will come in and listen to all of our hydrants to help detect leaks throughout the system.

5. Sewage Treatment Operations Report - *Chris Lefebvre*

Chris stated that the WWTP met all permit requirements for the month of April. Everything is running well. Our influent flows were up quite a bit due to the rainfall in April. We did have our DNR Inspection. This is done every three years. We were in

compliance. We do need to add our overflow emergency response plan to the CMOM document, but that was the only deficiency found.

6. Construction and Maintenance Report - *Shane Kohnen*

Shane stated he had nothing to add to his written report other than to explain he had the water main breaks added as high-impact leaks due to the impact they had on traffic since they were on Church Street.

7. Directors Report - *Joel Lemke*

Anna asked Joel to give an update on fluoride in our drinking water. Joel stated we need to wait and see what requirements will come our way with regard to whether we continue or discontinue adding fluoride to our water system. We aren't required to fluoridate our water, we do it as a community and it is a community decision. We started fluoridating our water in the 50's per Council action and then stopped by referendum. In the mid to late 70's, we started again through Council action, and we've been doing it ever since. As regulations change, we will obviously follow them.

The June 9, 2025 Commission meeting is canceled. The next meeting will be July 14, 2025.

8. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:14 P.M.

REPORT TO THE MAY 12, 2025
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

WATER DEPARTMENT

FINANCES:

Bank balance as of April 1, 2025

Bank deposits recorded in April 2025

\$	3,740,234.13
\$	754,687.47
\$	4,494,921.60

CHECKS ISSUED APRIL 2025:

60006	CDW Government	New laptop for Alex Bula	693.34
60008	Capital OneTrade Credit	Shop supplies - statement #1661598625	154.13
60009	Central States H & W Fund	Health Insurance Premiums	47,413.04
60011	Employee Resource Center	Monthly EAP Fees	44.85
60012	Ferguson Waterworks #1476	Belt clip repair	220.00
60015	Jerry's Small Engine Supply Co.	Chainsaw Supplies	525.80
60016	NAPA	Paint	22.98
60017	Rasmussen Plumbing & Heating	Troubleshoot conference room thermostat, Work done at Well 11	536.70
60018	Vestis	Rugs	46.82
60019	Mae Nachman	Salary	64.41
60020	Community Foundation of Central WI	Employee Contribution	10.00
60021	United Way Of Portage County	United Way	67.69
60023	Aspirus Medical Group, Inc.	Wellness Program, Wellness Education	459.00
60024	Central States H & W Fund	Health Ins. Buy In-A. Bula/Transaction # 4825991	1,948.00
60025	First Supply LLC -Plover	Nipples	89.76
60026	Metron-Farnier LLC	Meters & shipping	26,530.07
60028	Springbrook Holding Company LLC	Civic Pay Transaction Fee	1,667.00
60030	WI State Laboratory of Hygiene	Fluoride Testing	31.00
60031	Baker Tilly Virchow Krause LLP	2024 Audit Professional Services	2,410.41
60032	CDW Government	New laptops for J. Pliska & E. Southworth	1,386.67
60033	Fastenal Company	Shop supplies, nuts and bolts	178.40
60036	Hawkins Inc	Chemicals	3,016.77
60037	INFOSEND INC	Statement & notice printing	3,327.90
60038	Mastercard	Tools/Supplies/Office Supplies/Garage Supplies	1,213.22
60039	Securian Financial	MN Life Insurance Premiums Policy# 002832L	216.74
60040	Seiler Instrument & Mfg	GPS Unit Software	486.94
60041	USA Blue Book	Chemicals	257.79
60042	Werner Electric Supply	Job tools	38.86
60043	Martelle Water Treatment	Aquadene chemicals	8,241.08
60046	Avineon, Inc.	GIS Support	205.83
60047	Beaver Of WI Inc	Parts for garage wash bay	143.00
60048	CDW Government	New laptop - Jen S.	782.81
60049	City Of Stevens Point	Workers Comp Premiums	1,389.89
60050	CORE & MAIN LP	Retrofit kits & shipping	8,627.59
60051	Fastenal Company	BluGlo Tape	5.48
60052	H&S Protection Systems Inc	Update alarm panel - A. Bula	48.00
60053	Kamstrup Water Metering LLC	Meter software	981.24
60055	Point Heating & Cooling	Troubleshoot conference room thermostat	751.56
60056	Seiler Instrument & Mfg	GPS Unit	12,218.83
60057	Strand Associates Inc	City Portion-Professional Services 3/1-3/31 Mich Ave Imp, Professional Services for March 2025 Michigan Ave Imp. & Well 12	10,866.16
60058	Community Foundation of Central WI	Employee Contribution	10.00
60059	United Way Of Portage County	United Way	67.69
60060	City Of Stevens Point	Retirement, insurance, fuel & IT	22,047.74
60062	Fastenal Company	Flagging tape	9.11
60063	Roger Kieliszewski	Jean allowance	126.57
60064	Metron-Farnier LLC	Meters and shipping	10,430.07
60066	Seiler Instrument & Mfg	GPS Unit Software	891.74
60068	SJE	Replace fan kit & troubleshoot flashing fault & disconnect alarm	1,148.46
60071	Advance Auto Parts	Tools	40.15
60072	AnSer	After hours answering service	165.00
60073	AWWA - Annual	Membership renewal-Greg Schanen	288.00
60074	City Of Stevens Point	2022 Revenue Bond	89,990.63
60075	Clark Dietz	Professional Services 3/1-/31 2025 Improvements	25,246.67

60076	Dakota Electric Services Inc	Conduit & wire for two EV Charges	3,237.00		
60077	Fastenal Company	PPE	160.26		
60080	Metron-Farnier LLC	Gaskets	367.59		
60082	Rasmussen Plumbing & Heating	Work done at Well 9	2,669.84		
60083	Ruekert Mielke Inc	Professional services for new pressure zone pre-design	1,896.60		
60084	Star Business Machines	Qtrly copier maintenance charges	240.60		
60085	Teamsters Union Local 662	Union dues	1,888.00		
60086	Mastercard	Tools for Alex, AWS charges, Office Supplies, Excavation Training, Conference Expenses	1,184.73		
60087	USA Blue Book	Pipe Nipple	46.90		
60088	Vestis	Rugs	46.82		
	Mid America	Invoice	2,103.20		
	CWF Loan	Payment	150,000.00		
	Bank Fees	Bank Fees	1,936.45		
	WPS	Utility Charges	30,935.32		
	Payroll	Payroll	36,248.97		
	IRS & DOR PR Tax	Payroll Taxes	45,443.99		
	Verizon Cell & iPad Charges	Phone & iPad Charges	617.16		
	DOR Garnishment	Garnishment	9.66		
	HRA Admin Fees	Renewal & Admin Fees	30.00		
TOTAL EXPENSES LISTED			\$ 566,844.68	\$ 566,844.68	
BALANCE ON HAND APRIL 30, 2025				\$ 3,928,076.92	
				\$ 3,928,076.92	
				\$ 38,527.09	
				\$ (68,401.55)	
Ending Cash Balance matching Bank Statements				\$ 3,898,202.46	

REPORT TO THE MAY 12, 2025
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS
SEWAGE DEPARTMENT

FINANCES:

Bank Balance as of April 1, 2025
Bank Deposits recorded in April 2025

\$	7,144,462.56
\$	716,666.07
\$	7,861,128.63

CHECKS ISSUED IN APRIL 2025:

60006	CDW Government	New laptop for Alex Bula	693.33		
60007	Hach Company	Chemicals	757.54		
60009	Central States H & W Fund	Health Insurance Premiums	20,686.82		
60010	Cooper Oil Company Inc	Supplies	1,536.93		
60011	Employee Resource Center	Monthly EAP Fees	26.91		
60013	Gary's Service Center	Headlight for Truck #4	400.00		
60014	Ingersoll Rand Co	Supplies, Oil filter	5,600.69		
60018	Vestis	Rugs & Laundry Service	215.43		
60022	Airgas USA, LLC	Annual Inspection of Bulk Nitrogen System	654.50		
60023	Aspirus Medical Group, Inc.	Wellness Program, Wellness Education	109.00		
60027	NOL-TEC SYSTEMS INC	Transporter valve	349.96		
60029	Trojan Technologies	UV Disinfection Replacement	329,584.80		
60031	Baker Tilly Virchow Krause LLP	2024 Audit Professional Services	1,780.23		
60032	CDW Government	New laptops for J. Pliska & E. Southworth	1,386.67		
60034	Graybar Electric Co	Panel board for UV disinfection	1.06		
60035	Harter's Fox Valley Disposal	Dumpster Service	702.63		
60038	Mastercard	Supplies for Sewer Dept	151.70		
60039	Securian Financial	MN Life Insurance Premiums Policy# 002832L	76.99		
60040	Seiler Instrument & Mfg	GPS Unit Software	486.93		
60044	Solenis LLC	Praestol	20,701.60		
60045	AT&T	Phone charges	44.98		
60046	Avineon, Inc.	GIS Support	205.83		
60048	CDW Government	New laptop - Jen S.	782.80		
60049	City Of Stevens Point	Workers Comp Premiums	1,044.77		
60052	H&S Protection Systems Inc	Update alarm panel - A. Bula	24.00		
60056	Seiler Instrument & Mfg	GPS Unit	12,218.83		
60057	Strand Associates Inc	Professional Services 3/1-3/31/25 Michigan Ave Imp	644.17		
60060	City Of Stevens Point	Retirement, insurance, fuel & IT	9,285.88		
60061	Cummins Sales & Service	Generator Maintenance	192.93		
60065	NCL of Wisconsin Inc	Lab supplies	549.75		
60066	Seiler Instrument & Mfg	GPS Unit Software	891.73		
60067	Sentry Equipment Corp	Diaphragm Nordel	713.39		
60069	USA Blue Book	Vent tube	193.32		
60074	City Of Stevens Point	2019 Revenue Bond	22,450.00		
60075	Clark Dietz	Professional Services 3/1-/31 2025 Improvements	6,311.67		
60079	Grainger	Submersible Transmitter	3,459.72		
60081	Olsen Safety Equipment Corp	Supplies	679.89		
60086	Mastercard	Tools, Grease fittings, IT Pipes, WET testing & CSWEA Expenses, Excavation training-Shelly	3,232.23		
60088	Vestis	Rugs & laundry service	215.43		
	Revenue Bond	Payment	285,000.00		
	HRA	HRA Admin Fee	30.00		
	Verizon Charges	Verizon Charges	559.31		
	WPS Utility Charges	Gas & Electric	26,184.70		
	Sewer Payroll	Payroll	59,814.66		
	Payroll Taxes	Payroll Taxes	4,210.36		
	Bank Fees	Bank Fees	1,936.43		
TOTAL OF EXPENSES LISTED			\$ 826,780.50	\$ 826,780.50	
BALANCE ON HAND APRIL 30, 2025				\$ 7,034,348.13	
			Balance on Hand	\$ 7,034,348.13	
			Plus uncleared checks	\$ 15,012.33	
			Less checks previously written clearing this month	\$ (179,822.19)	
Ending Cash Balance matching Bank Statements				\$ 6,869,538.27	
			Less Restricted Balance	\$ (5,710,481.46)	
			TOTAL	\$ 1,159,056.81	

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

REPORT TO THE MAY 12, 2025
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

STORM WATER DEPARTMENT

FINANCES:

Bank balance as of April 1, 2025
 Bank deposits recorded in April 2025

\$	1,705,116.18
\$	257,175.44
\$	1,962,291.62

CHECKS ISSUED APRIL 2025:

60006	CDW Government	New laptop for Alex Bula	693.33		
60009	Central States H & W Fund	Health Insurance Premiums	10,845.14		
60011	Employee Resource Center	Monthly EAP Fees	14.95		
60023	Aspirus Medical Group, Inc.	Wellness Education, Wellness Program	109.00		
60031	Baker Tilly Virchow Krause LLP	2024 Audit Professional Services	1,777.34		
60032	CDW Government	New laptops for J. Pliska & E. Southworth	1,386.66		
60038	Mastercard	Jack for Storm Crew, Storm Trailer Parts	121.42		
60039	Securian Financial	MN Life Insurance Premiums Policy# 002832L	41.24		
60040	Seiler Instrument & Mfg	GPS Unit Software	486.93		
60046	Avineon, Inc.	GIS Support	205.84		
60048	CDW Government	New laptop - Jen S.	782.80		
60049	City Of Stevens Point	Workers Comp Premiums	648.98		
60056	Seiler Instrument & Mfg	GPS Unit	12,218.82		
60057	Strand Associates Inc	Professional Services 3/1-3/31/25 Michigan Ave Imp	644.16		
60060	City Of Stevens Point	Retirement, insurance, fuel & IT	5,600.86		
60066	Seiler Instrument & Mfg	GPS Unit Software	891.73		
60070	Volm Companies	E-Mat	298.00		
60074	City Of Stevens Point	2022 Revenue Bond	71,618.76		
60075	Clark Dietz	Professional Services 3/1-/31 2025 Improvements	6,311.66		
60078	Colten Gaylord	Jean allowance	170.84		
60086	Mastercard	AWS charges	460.04		
60089	Volm Companies	E-Mat	422.00		
	Revenue Bond	Payment	100,000.00		
	Bank Fees	Bank Fees	1,936.43		
	Verizon	iPad & cell phone charges	444.90		
	Payroll	Payroll	27,178.40		
	IRS	Payroll Taxes	2,210.78		
	WPS	Monthly Utility Charges	383.05		
	TOTAL OF EXPENSES LISTED		\$ 247,904.06	\$	247,904.06
	BALANCE ON HAND APRIL 30, 2025			\$	1,714,387.56

Balance on Hand	\$	1,714,387.56
Plus checks written after the end of this month	\$	-
Plus uncleared checks	\$	7,193.70
Less checks previously written clearing this month	\$	(331,653.21)
Ending Cash Balance matching Bank Statements	\$	1,389,928.05

REPORT TO THE MAY 12, 2025
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

FIBER (COMMUNITY AREA NETWORK)

FINANCES:

Bank balance as of April 1, 2025	\$ 524,855.35
Bank deposits recorded in April 2025	\$ 22,131.65
	\$ 546,987.00

CHECKS ISSUED APRIL 2025:

60005	City Of Stevens Point	New Fiber-Forest Creek Project 2024-11	185,737.50	
	TOTAL OF EXPENSES LISTED		\$ 185,737.50	\$ 185,737.50
	BALANCE ON HAND APRIL 30, 2025			\$ 361,249.50
		Balance on Hand		\$ 361,249.50
		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		\$ 361,249.50

**City of Stevens Point
Airport Commission
May 12, 2025 - 12:14 PM
Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: 820 26885705

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

By Phone: (303) 715-8592

MINUTES

Discussion and Possible Action on:

1. Roll Call.

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

ALSO PRESENT: Joel Lemke, Jennifer Schmeiser, Chris Lefebvre, Eric Southworth and Shane Kohnen

EXCUSED ABSENCE: Mae Nachman

2. Approval of Minutes

Motion made by Anna Haines, seconded by Carl Rasmussen to approve the April 14, 2025 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Ray Schmidt, seconded by Anna Haines to approve the department claims for the month of April as audited and read.

Ayes all. Nays none. Motion carried.

4. 2025 Capital Operations and Maintenance update/amendment - Joel Lemke

Joel explained since the Airport Capital Operations and Maintenance Plan was approved, they have had several conversations with the Bureau of Aeronautics and the 2025 priorities have changed. Since the last approval, we have prioritized the Master Plan Project. This project requires approximately \$11,800 in local shares which we will request from the City instead of the \$21,250. This will be taken to the Finance Committee tonight.

The staff are requesting that the Capital Operations and Maintenance Plan be modified

to remove the previously approved design efforts and add the Master Plan.

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve amending the 2025 Capital Operation and Maintenance Plan.

Ayes all. Nays none. Motion carried.

5. Written/Verbal Report - Jason Draheim

Nothing was discussed; the reports were reviewed by the Commission.

6. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:23 P.M.

REPORT TO THE MAY 12, 2025
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of April 1, 2025

\$	39,461.60
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Bank deposits recorded in April 2025

\$	190,806.16
----	------------

\$	230,267.76
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CHECKS ISSUED IN APRIL 2025

2990	Fastenal Co	Parts for snow machine	6.88		
2991	Stevens Point Public Utilities	Work for Airport	512.65		
2992	Employee Resource Center	Monthly EAP Fees	5.98		
2993	Abel Ruga	March Cleaning	175.00		
2994	Stevens Point Public Utilities	Verizon Ipad Charges 3/24-4/23/2025	10.13		
2995	Baker Tilly Virchow Krause LLP	2024 Audit Professional Services	603.06		
2996	Securian Financial	MN Life Insurance Premiums	10.14		
2997	City of Stevens Point	Retirement, insurance, parts & fuel	9,637.55		
2998	City of Stevens Point	Workers Comp Premiums	353.46		
2999	Stevens Point Public Utilities	Plowing	1,445.21		
3000	Titan Aviation Fuels	Ground reel/freight	453.30		
3001	Mastercard	Rugs, internet & supplies	431.03		
EFT	Payroll	April 2024	8,795.23		
	Bank Fee	Fees	33.08		
	Delta Dental	Premium Charges	71.38		
	Wisconsin Public Service	Utility Charges	3,333.22		
	IRS & WI Dept of Revenue	Payroll Taxes	3,721.86		
	Gen Aviation	Gen Aviation	103.08		
TOTAL EXPENSES LISTED			\$ 29,702.24	\$	29,702.24
BALANCE ON HAND APRIL 30, 2025				\$	200,565.52

Balance on Hand	\$	200,565.52
Plus checks written after end of month	\$	-
Plus uncleared checks	\$	884.33
Less checks previously written clearing this month	\$	(959.92)
Ending Cash Balance matching Bank Statements	\$	200,489.93

CITY OF STEVENS POINT

SPECIAL BOARD OF PUBLIC WORKS MEETING

May 6, 2025 - 1:00 PM

Community Room

933 Michigan Avenue, Stevens Point, WI

MINUTES

Roll Call

PRESENT Mayor Wiza, Chris Tiffany, Ald. Kneebone, Ald. Morrow, Ald. Shuda, Ald. Keymer and Ald. Buse.

OTHERS PRESENT Director Scott Beduhn and Tricia Church

Discussion and Possible Action

1. To select a Chairperson for the Board of Public Works Meetings.

Director Scott Beduhn called for nominations for a Chairperson for the Board of Public Works Meetings.

Chris Tiffany nominated Mayor Wiza for Chairperson.

Director Beduhn asked numerous times if there were any other nominees.

As there were no other nominees, Director Beduhn declared the nominations closed.

Ald. Shuda **moved**; Ald. Keymer **seconded**; to elect Mayor Wiza as the Chairperson for the Board of Public Works Meetings.

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

2. To select a Vice-Chairperson for the Board of Public Works Meetings.

Chairperson Mayor Wiza called for nominations for Vice-Chairperson for the Board of Public Works Meetings.

Ald. Kneebone nominated Ald. Shuda for Vice-Chairperson for the Board of Public

Works Meetings.

Chairperson Mayor Wiza asked numerous times if there were any other nominees for Vice-Chairperson.

As there were no further nominees, Mayor Wiza declared the nominations closed.

Ald. Kneebone **moved**, Ald. Keymer **seconded**, to nominate Ald. Shuda as Vice-Chairperson for the Board of Public Works Meetings.

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

Adjourn

Adjourned at 1:04 p.m.

**CITY OF STEVENS POINT
PUBLIC POLICY AND GENERAL GOVERNMENT COMMITTEE MINUTES
May 12, 2025 - 6:00 PM**

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

**OR
Zoom Teleconferencing**

1. Roll Call.

Present:

Ald. Keymer, Birr, Steinmetz, Lang, Buse.

2. License List:

A. Change of Agent:

1. GPM Southeast LLC, 8565 Magellan Parkway, Suite 400, Richmond, VA 23227; Nathan A Eckhardt, 16600 Fiftieth Road, Franksville, WI 53126, agent at R Store #4487, 5485 US Hwy 10 East, Stevens Point, replacing Rhonda A Urlaub.

2. Hilltop Pub and Grill Incorporated, 4901 Main Street, Stevens Point; Kristin Tubbs-Budzinski, 5220 Forest Circle, Stevens Point, WI 54481, agent at Hilltop Pub & Grill, 4901 Main Street, Stevens Point, replacing Michael Mitchell.

B. Class "B" Beer License: Cheese & Cheers Bistro at 4928 Main Street, Suite A, Stevens Point for license period beginning July 1, 2025.

C. "Class B" Beer & Liquor License: Michele's at 513 Division Street, Stevens Point for license period beginning May 20, 2025.

D. Temporary Class "B" Beer License: St. Joseph Parish, 1709 Wyatt Avenue, Stevens Point, St. Joseph Parish Picnic on June 7 and 8, 2025 at 1709 Wyatt Avenue, Stevens Point.

E. Temporary Class "B" Beer & "Class B" Wine License: Portage County Democratic Party, 2220 Division Street, Stevens Point, Democratic Party Picnic on August 24, 2025 at Piffner Building, 425 Franklin Street, Stevens Point.

No concerns from law enforcement.

Ald. Lang moved, Ald. Steinmetz seconded, to approve the license list.

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

3. Request to Hold Event/Street Closing:

A. Riverfront Jazz Festival on August 30 and 31, 2025 (Recurring).

Chief Kussow spoke about the Riverfront Jazz Festival and a request for two contractual officers at the event. The organizer is aware of the request and is in contact with the Police Department.

Ald. Birr moved, Ald. Buse seconded, to approve the event.

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

4. Ordinance Amendment - Creation of 8.21 Camping on City Property Prohibited and creation of a portion of subsection 24.27 Exhibit A Schedule of Cash Deposits.

Mayor Wiza gave a brief overview of the concerns that have led to the creation of this ordinance amendment and presented a PowerPoint slide presentation.

Chief Kussow spoke about this not being a law enforcement issue and explained how the Crisis Intervention Officer is in contact daily with the unhoused individuals and has provided resources which some have taken advantage of. Chief Kussow has been fielding complaints from individuals and business owners that have had negative experiences downtown and knows there are deficiencies. He did reach out to area municipalities who have had positive outcomes with their ordinances and explained how he would use the ordinance as a tool to help law enforcement. Built into the ordinance is a deferral process where any citation issued could be eliminated if they prove that they have reached out to a resource that has been provided. Chief Kussow also stressed the need for a 365-day warming shelter for the ordinance to be effective.

Mayor Wiza spoke about the need for a 365-day shelter, funding, staffing, and the idea of personal lockers for outdoor use.

Attorney Beveridge spoke about Municipal Court procedure and how the diversion program can be implemented.

Ald. Buse questioned the language of reasonable effort, if there would be a higher workload due to additional citations, as well as questioned if extra officers would be needed.

Attorney Beveridge spoke about not being concerned with the additional workload.

Chief Kussow spoke about not needing additional staff.

Ald. Steinmetz questioned if there was an estimated cost of staffing the warming shelter as well as feedback from municipalities that have utilized this ordinance.

Mayor Wiza spoke about the estimate of \$150,000 annually.

Chief Kussow spoke about the success of individuals utilizing resources due to implementation of a diversion program.

Mike Beacom, 933 Third Street, spoke in favor of a 365 warming shelter, the nature of this being a complex issue, and discussed his support for downtown business.

County Board Representative for District Ten, Bob Gifford spoke about his background on CAP services, the need for affordable housing, and the need for system solutions.

Samuel Bavido, 1001 Ridge Road, spoke against the ordinance amendment and would like to table the discussion to have more of a solution-driven approach where organizations are more of a part of the discussion.

Mayor Wiza clarified that this is not a new concern. Instead, this has been discussed for years and solutions have been offered.

Operations Manager at the Warming Center Jeremy Mallory, 1311 West River Drive, spoke against the ordinance amendment due to the lack of affordable housing as well as funding needed for a 365-day shelter.

Downtown business owner of DigiCOPY and Mission Coffee House Craig Shuler, 3334 Dans Drive, spoke about his history on the Board with the Salvation Army, Transact Hope, and Bridge Street Mission. Mr. Shuler advocated for the Wausau model of the Bridge Street Mission that is more integrated.

Downtown business owner of JadeCo Stamp and Hobby JD Manville, 927 Main Street, spoke about downtown only being retail.

District two Alderperson Guthrie questioned if the forty-eight hours pertained to an individual or property, suggested comparing private land camping ordinances, as well requested organizations to write their opinions on this draft of an ordinance amendment.

Frame Memorial Presbyterian Church Pastor Ashley Abraham Hood, 5341 Clover Court, spoke against the ordinance amendment and requested more time for their board to review.

District eleven Alderperson Morrow spoke about his experience of managing the local police and parole office and spoke about resources going unused.

Tiffany Mallory, 1311 West River Drive, spoke against the ordinance, expressing frustration that the Warming Center was not notified in advance, as well as discussed an estimated \$150,000 would be needed to operate.

Downtown business owner of Polito's Sam Polito, 960 Main Street, spoke about the impact on businesses, finding needles in bathrooms, witnessing aggressive dogs and the fear that families have of bringing kids downtown.

Downtown business owner of Graffitis Sports Pub Troy Hojnacki, 912 Main Street, spoke in favor of the ordinance amendment as a means to start the conversation and also discussed the need for additional housing.

University of Wisconsin Stevens Point student Connor McKenzie, resident of the dorms, spoke against the ordinance amendment and cautioned that the fines could produce a debtors' prison.

Ald. Keymer read a letter from Jerome Segura III. The letter has been added to the minutes.

Ald. Keymer read a letter from Daniel Werachowski. The letter has been added to the minutes.

Chief Kussow clarified that the first step is not the ordinance amendment, but instead the 365-day shelter be put into place.

Ald. Keymer summarized that the recommendation from staff is to not take action until the 365-day shelter is addressed and organizations have the time to write a response. Ald. Keymer also discussed that this is a health and safety issue for the community, that this is a discussion-only item at this time and suggested that if organizations are meeting to discuss it could be beneficial to include city staff presence.

5. Discussion and possible action on downtown parking.

Mayor Wiza gave a brief overview of the concerns addressed by the Downtown Business Improvement District Board.

District one Alderperson Christianson, liaison for the Downtown Business Improvement District Board, spoke about changing the two-hour parking to a four-hour parking being the biggest need and that with the other concerns, more information is needed and that gradually making changes will offer the most time to assess.

Mayor Wiza spoke about kiosks being added downtown as a solution.

Mike Beacom, 933 Third Street, spoke about safety issues for the upper apartments.

Downtown business owner of Bria Bella & Co. and member of the Downtown Business Improvement District Board Tara Manzke, 925 Main Street, spoke in favor of the change from two-hour to four-hour parking and discussed the concerns of the public.

Downtown business owner of JadeCo Stamp and Hobby JD Manville, 927 Main Street, spoke about the difference between subscription businesses and retail businesses and the impact on parking.

Gregg Warren, 2321 Jersey Street, spoke on behalf of Kindred Spirit Book, the lax parking enforcement practices he is witnessing, and concern about city planning that is eliminating parking lots.

Downtown business owner of Graffitis Sports Pub Troy Hojnacki, 912 Main Street, spoke about the need to increase parking to four-hour parking.

Downtown business owner of Kindred Spirit Books Laura Di Salvo, 2321 Jersey Street, spoke about the need for customers to utilize parking on Main Street versus employees.

Downtown business owner of DigiCOPY and Mission Coffee House Craig Shuler, 3334 Dans Drive, spoken in favor of four-hour parking.

Ald. Buse moved, Ald. Birr seconded, to extend parking to four hours with recommended documentation from the Downtown Business Improvement District Board.

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

6. Adjournment.

Meeting adjourned at 8:00 p.m.

The Concerns

- What are the issues we are trying to address?
 - Predominantly Downtwon

Mr Mayor,

I am contacting you anonymously because the details are extremely concerning and sensitive. There are no "good" outcomes to this being public knowledge but something needs to be done.

I happen to know a restaurant owner downtown. This is someone independent and local who just barely makes a go of it not some fancy franchisee.

At any rate they related a problem to me when I noticed a group of people who regularly congregate nearby. "Yes, they poop in my doorway." "What?" "Yes in the back where people cannot see, they poop there. We have to clean it up. It happens a lot." This owner sees no positive to mentioning this to anyone in public. They are afraid if they do they will be singled out as picking on people and lose business. They are afraid of losing business from the general public if word gets out this is happening. YUCK! They are afraid of repercussions from health authorities that might result in fines or closure orders. Imagine the thought of human feces inadvertently being tracked into a restaurant though no fault of the operator. It is a situation they have no control over whatsoever. Please do what you can.

I'm of the impression this might be happening elsewhere to other operators who are equally afraid to come forward. There's no win-win whatsoever. Can the city put up cameras with the permission of owners to monitor this? This is public area, not intended to be a restroom. This no doubt illegal conduct. Monitoring the same is perfectly within bounds. Can someone in public health monitor this situation fully aware this isn't the fault of the owners and they have no control over this? Possibly an outdoor public health record could be established to document this to the city alders? Please do the best you can. Public mention of this can come to no good in just so many ways. People are genuinely fearful of repercussions. Thank You

Dear Mayor,

I just wanted to relate an incident that happened recently during the Halloween parade to bring to your attention a downtown problem.

My stepson and his wife came up from Madison at our urging to bring the kids to the Halloween parade. They arrived a little late toward the end and when they'd finished we including the children, were outside near the library. The kids are two little girls five and six years old.

Suddenly all hell broke loose in front of the library. Someone in the group of people who are often loitering in front of the library began to loudly shriek profanities at the top of their voice apparently verbally fighting with someone else. The parents were startled and immediately taken aback. They looked toward the commotion with a look of fear, and concern and asked me..."Does this happen very often down here?" They then immediately hustled the children down the street in full protective mode. The kids heard it all and started asking questions as if someone was hurt or what's happening?

We were quickly at least a block away. The tone, the volume, the profanities were still very audible even at that distance.

I can only say as I frequent the downtown regularly that this and similar incidents have become a common thing down there. For myself I was concerned, embarrassed, and horrified that our guests including the little kids would be subjected to this behavior. Is this what Stevens Point now presents to outsiders? Not good whatsoever. Please do whatever you can to bring this under some control. I've lived here for over 50 years and I'm quite proud of our city. This really shocks me as horrible.

Concerned citizen- I was born and raised in Stevens Point. I love Stevens Point! Since I was a little kid girl we lived two blocks from beautiful downtown Stevens Point. I have such amazing happy memories going downtown. Everyone seemed happy and saying hello with a smiles on their faces and during the Christmas season people would say Merry Christmas as you passed others on Main Street Downtown. At least weekly I would head downtown to the shops buying records and clothes , jewelry, gifts for others. It was the Best memories. I'm 66 years old now and in the last several years I've felt scared to go downtown because of all the homeless people hanging around everywhere. My heart hurts seeing these changes. It lost that happy feeling I always had and I'm not sharing with other how wonderful our downtown area is any longer. Us citizens have no idea if those homeless just got out of jail for who knows what crime they committed, if they're on drugs, if they're dangerous to our families, elderly people. It breaks my heart  Can someone help our downtown to feel safe again for our families, elderly folks and small business owners downtown? Please find away to stop this in our Downtown village we all have loved for years? There must be another way. Please make our downtown safe.

Mary Reid































Trespassing on private property is illegal.

Camps left trash, destroyed tents, sleeping bags, alcohol containers and a general abuse of the land.

Portable toilets had been installed for use. Vandalized twice before being removed.

Some have been turned away from the shelters because of behavior or levels of intoxication.

Concerns come from business owners, property owners, visitors and city residents. (Unsafe feeling, intimidation, animal interactions and unsanitary concerns) This is affecting everyone, including those unsheltered.

Frequent issues on city property of abandoned property, trash and vandalism. Some creating unhealthy areas and rodent attractors.

Resources are available for those who need and want help, but not everyone does.

- This behavior is not representative of all unsheltered people.
- Safe and reasonable alternatives must accompany this proposal.
- Several groups, including the City, are working on solutions. One Big Tent, TransAct Hope, Monroe House, ECI, Salvation Army and other volunteers are working on different pieces of the same puzzle.

OPTIONS currently being worked on:

- The current warming center stays open 365 days/year (funding and staff)
- An alternative overnight center opens during the non-warming season (funding and staff)
- An alternative overnight camping location is found (previously vandalized and susceptible to bad weather)
- Personal Lockers could be installed to allow safe storage of property when not needed. (funding and location)

These options will all require a commitment from the community, the City included.

Stevens Point

Emergency Services:

- Stevens Point Police Department- (715) 346-1500
- Dispatch Non-Emergency- (715) 346-1500
- Stevens Point Fire Department- (715) 346-1534
- DIAL 911 IN EMERGENCY

Mental Health Resources:

Ministry Behavioral Health:

- 900 Illinois Ave.
- (715) 346-5645

CAP Services :

- 2900 Hoover Rd. Suite A
- (715)343-7104

NAMI Portage-Wood Counties:

- (715) 544-9653
- namiportagewoodcounties@gmail.com

National Alliance on Mental Illness:

- 86 S Macy St.
- (920)979-0512
- Offer classes to those recovering from mental illness and their family.

Aging and Disabilities Resource Center:

- 1519 Water St.
- (715) 346-1401
- Assist with helping seniors and disabled find resources to assist them to continue living well and independently.

National Suicide Prevention Lifeline:

- Dial 988 (24 hours)

Opportunity Development Center:

- (715) 424-2712

Sexual Abuse Services:

Sexual Assault Victim Services:

- (715) 343-7118
- Advocacy and support for sexual abuse victims.

Wisconsin Coalition against Sexual Assault:

- 2801 W Beltline Hwy 202, Madison
- (608)257-1516

Juvenile & Family Services:

Big Brothers/Big Sisters:

- 2801 Hoover Rd. Unit 1H
- (715) 341-0661

Boys and Girls Club:

- 941 Michigan Ave.
- (715) 341-4386

Children's Wisconsin:

- 1466 Water St., Suite 2
- (715) 341-6672

Portage County Health and Human Services Emergency Services:

- 1224 Main St.
- (715) 344-7438

Portage County Health and Human Services children and family services:

- 3349 Church St., Suite 1
- (715) 345-5350

Transportation:

Stevens Point City Bus:

- 2700 Week St.
- (715) 341-4490

Paratransit/Point Plus:

- (715) 341-4490

Greyhound Bus Service:

- 200 Division St.
- (715) 341-2266

Stevens Point Community Resource Guide



STEVENS POINT POLICE DEPARTMENT

CHIEF ROBERT KUSSOW

Fire-Police-Ambulance-Emergency
DIAL 911

Veterans:

Portage County Veterans Services:

- 1516 Church St.
- (715) 346-1310

Wisconsin Dept. Veterans Affairs:

- Region 10 Outreach Coordinator
Amber Krokstrom
- (920)246-7277

Center for Veterans Issues:

- (920)906-4779

National Call Center for Homeless Veterans:

- (877)424-3838

Milwaukee Veterans Center:

- (414)902-5561 (can offer
counseling services)

Veterans Suicide Prevention Lifeline:

- Dial 988 then press 1 or Text
838255

Animal Control:

Portage County Humane Society:

- 3200 Iber Ln Plover, WI .
- (715) 344-6012

Shelters:

Evergreen Community Initiative:

- 1300 Main St.
- (715) 212-3770

Domestic Violence Shelter:

- (715) 343-7125

Youth Shelter:

- (715) 343-7125

Salvation Army:

- 1600 Briggs St.
- (715) 341-2437
- Shelter - 12am - 12pm

Housing/ Financial/ Employment Assistance:

Financial Wellness of Portage County:

- (715) 346-1316

Midstate Independant Living:

- 3262 Church St. Suite 1
- (800) 382-8484

Salvation Army/Hope Center:

- 1600 Briggs St.
- (715) 341-2437

Wisconsin Home Energy Assistance
Program/ Energy Services, Inc.:

- 1224 Strong's Ave.
- (715) 344-5999

Stevens Point Housing Authority:

- 1300 Briggs Ct.
- (715) 341-3444

United Way of Portage County:

- 211 or (800) 922-5590
- Text - 898211

Foundation for Rural Housing:

- (608) 238-3448

One Big Tent of Portage County:

- 1039B Ellis St.
- (715) 310-6790
- Mondays: 1pm to 4pm
Wednesdays: 8am to Noon
Thursdays: Noon to 3:30pm

RentReady Housing Assistance:

- 1515 Strong's Ave.
- (715) 346-1554

Food:

Operation Bootstrap:

- 5000 Heffron St.
- (715) 344-1544
- 10am to 4pm
 - Closed weekends

Interfaith Food Pantry:

- 2810 Post Rd. Plover, WI
- (715) 347-2689
- 2nd and 4th Tuesday of every month
- 4:45pm to 7:45pm

Place of Peace:

- 2151 Stanley St.
- (715) 341-4152
- Advance notice required, or arrive
during community meal on Thur.
evening.

Saint Paul Lutheran Church Food Pantry:

- 1919 Wyatt Ave.
- (715) 344-5664
- Tues. and Thurs., 10am-2pm

Salvation Army:

- 1600 Briggs St.
- (715) 341-2437
- Food Pantry - Saturday, 10am to 1pm
- Meals - Breakfast begins 6am, Lunch
is served at noon, and dinner is served
at 5:30pm.

Narcotics Locations:

- 933 Michigan Ave. SPPD
- 1701 Franklin St. SPFD
- 4401 Industrial Park Rd. SPFD
- 1462 Strong's Ave. Annex Building

Link to Narcotics locations in WI

<https://www.dhs.wisconsin.gov/opioids/naloxone-availability.xlsx>

November 2024 Resolution:

“We recognize that homelessness and housing insecurity are affected by a wide variety of factors, which are very fluid and may require a change of policies, goals, and procedures to adequately address, requiring both policy and structural/systemic interventions necessary for those experiencing the consequences of poverty and homelessness”

Not all people are allowed to sleep in the warming center.

Not all people are allowed to sleep at the Salvation Army.

Not all people are allowed to sleep at many facilities.

There are basic rights that everyone has, but they all have a price.
It comes down to simple respect.

If you want that, you have to give that as well.

8.21 CAMPING ON CITY PROPERTY PROHIBITED.

Camping is hereby prohibited on all city property.

(1) Definitions:

- (a) “Camping” or “to camp” refers to the act of taking habitation upon City property or creating or maintaining a campsite upon City property.
- (b) “City property” means all real estate owned, controlled, leased, or occupied by the City of Stevens Point, including but not limited to City parks, City right-of-way areas, City parking lots, and areas subject to easements that grant rights or responsibilities to the City.
- (c) “Campsite” means any place upon City property where camping is occurring or where items associated with camping have been placed or left by any person.

(2) No person shall camp, lodge, live in or upon, or take habitation upon any City property. Evidence of such violation may include but is not limited to the presence of tents, sleeping bags, mattresses, blankets, cooking equipment or utensils, or other personal belongings typically associated with overnight or extended habitation. Stevens Point Police Officers may order any person camping upon City property to vacate such location and remove personal property located within the campsite. Any person refusing to comply with such order may be removed by Police Department staff and may be cited under RMC 5.06 for resistance to police.

(3) No person shall create or maintain a campsite upon City property.

(4) Warning Procedure and Removal of Persons and Property.

Prior to removing property under subsection (5), ordering persons to vacate a campsite and/or remove property from such site under subsection (2), or issuing any citation under this Section, the Stevens Point Police Department or other City staff shall provide reasonable notice of the City's intent to clear the campsite. This notice can be provided by posting a physical notice within or in the immediate vicinity of the campsite in a place reasonably visible to persons in the area or by personally providing such notice in writing to persons occupying the campsite. The City shall preserve records of such notices when posted or issued. No City staff member shall take action under subsections (2) or (5) and no citations shall be issued under this Section until at least 48 hours have elapsed since the time such notice is issued or posted. The deterioration of physical notices posted under this subsection due to weather or exposure to the elements or the removal of such notices by anyone other than City staff shall not render such notices ineffective for the purposes contained within this Section. Any person other than City staff who tampers with or removes a notice posted under this subsection may be issued a citation under this Section. Citations issued for tampering with notices posted under this subsection are not subject to any warning provision, 48-hour notice, or diversion program provisions contained within this Section.

(5) When City staff identify a campsite or camping activity upon any City property, City staff may take the following actions with regards to any personal property which is left unattended upon such site.

- a) Items in an unsanitary condition may be discarded by the City immediately. Items in an unsanitary condition include, but are not limited to, garbage, rubbish, and all accumulations of food waste or materials associated with food preparation.
- b) Weapons, drug paraphernalia, suspected stolen property, contraband, and any evidence of a crime or violation of law may be retained by the Stevens Point Police Department until the disposition of such items is determined pursuant to applicable law and policy.
- c) All items not covered by subsections (4)(a) and (4)(b) may be removed by the City and stored for a minimum of 30 calendar days. During this 30-day period, such items shall be available for release to an individual who can confirm ownership of such items. If no claim is made upon such items, they may be disposed of by the City in any appropriate manner.

(6) Diversion program.

The Stevens Point Police Department in conjunction with the City Attorney's office, shall develop and implement a diversion program under which individuals cited under this Section may have a first offense citation dismissed if such individual provides evidence that they have made a reasonable effort to attain services designed to assist them in securing housing. Such dismissals shall be evaluated based on a case-by-case basis and are at the discretion of the City Attorney based upon the facts of each individual case.



City of Stevens Point Police Department

Robert Kussow
Chief of Police

PUBLIC NOTICE OF ILLEGAL CAMPING & INTENT TO SEIZE PROPERTY

Date: _____ Time: _____ Officer Name/Badge #: _____

Illegal camp site with personal property must be vacated no later than _____ at _____ a.m.

Camp Location: _____ Case #: _____

*****WARNING: ANY PERSON WHO TAMPERS WITH OR REMOVES THIS NOTICE MAY BE ISSUED A CITATION
BY THE STEVENS POINT POLICE DEPARTMENT*****

This notice is to inform you that you are camping on City property in violation of Ordinance, 8.21 Camping on City Property Prohibited, of the City of Stevens Point and your campsite is subject to involuntary removal.

Resources: If you need assistance, some local resources that may be available are:

- Salvation Army / Hope Center, 1600 Briggs St., (715) 341-2437
- Evergreen Community Initiative Warming Shelter, 1300 Main St., (715) 212-3770
- Franciscans Downtown, 1000 Main St., (715) 341-2790
- United Way of Portage County, (800) 922-5590
- Portage County Health and Human Services Emergency Services, 1224 Main St. (715) 344-7438
- Operation Bootstrap, 5000 Heffron St., (715) 344-1544

NOTICE: It is the policy of the City of Stevens Point to provide 48-hour notice prior to removing property from City property where camping is prohibited. This form serves as such notice. If you fail to remove your property from this illegal campsite within 48-hours from the date and time posted on this notice, you will likely receive a citation and/or have your property removed and collected by City of Stevens Point employees. Collected property that is unclaimed after 30 days is subject to disposal pursuant to Ordinance, 8.21(5)(c), of the City of Stevens Point. To schedule an appointment for the return of items that are found property or safekeeping property, or to inquire about lost property please call (715) 346-1500 or (715) 346-1506 between the hours of 8:00 a.m. – 4:00 p.m. (Monday – Friday).

- Camping Ordinance gives law enforcement a tool when needed.
- Adopt with contingencies:
 - a 365 shelter opens?
 - limited area to start?
 - changes before adoption?
- Other solutions?

Stevens Point

Emergency Services:

- Stevens Point Police Department- (715) 346-1500
- Dispatch Non-Emergency- (715) 346-1500
- Stevens Point Fire Department- (715) 346-1534
- DIAL 911 IN EMERGENCY

Mental Health Resources:

Ministry Behavioral Health:

- 900 Illinois Ave.
- (715) 346-5645

CAP Services :

- 2900 Hoover Rd. Suite A
- (715)343-7104

NAMI Portage-Wood Counties:

- (715) 544-9653
- namiportagewoodcounties@gmail.com

National Alliance on Mental Illness:

- 86 S Macy St.
- (920)979-0512
- Offer classes to those recovering from mental illness and their family.

Aging and Disabilities Resource Center:

- 1519 Water St.
- (715) 346-1401
- Assist with helping seniors and disabled find resources to assist them to continue living well and independently.

National Suicide Prevention Lifeline:

- Dial 988 (24 hours)

Opportunity Development Center:

- (715) 424-2712

Sexual Abuse Services:

Sexual Assault Victim Services:

- (715) 343-7118
- Advocacy and support for sexual abuse victims.

Wisconsin Coalition against Sexual Assault:

- 2801 W Beltline Hwy 202, Madison
- (608)257-1516

Juvenile & Family Services:

Big Brothers/Big Sisters:

- 2801 Hoover Rd. Unit 1H
- (715) 341-0661

Boys and Girls Club:

- 941 Michigan Ave.
- (715) 341-4386

Children's Wisconsin:

- 1466 Water St., Suite 2
- (715) 341-6672

Portage County Health and Human Services

Emergency Services:

- 1224 Main St.
- (715) 344-7438

Portage County Health and Human Services children and family services:

- 3349 Church St., Suite 1
- (715) 345-5350

Transportation:

Stevens Point City Bus:

- 2700 Week St.
- (715) 341-4490

Paratransit/Point Plus:

- (715) 341-4490

Greyhound Bus Service:

- 200 Division St.
- (715) 341-2266

Stevens Point Community Resource Guide



STEVENS POINT POLICE DEPARTMENT

CHIEF ROBERT KUSSOW

Fire-Police-Ambulance-Emergency
DIAL 911

Veterans:

Portage County Veterans Services:

- 1516 Church St.
- (715) 346-1310

Wisconsin Dept. Veterans Affairs:

- Region 10 Outreach Coordinator
Amber Krokstrom
- (920)246-7277

Center for Veterans Issues:

- (920)906-4779

National Call Center for Homeless Veterans:

- (877)424-3838

Milwaukee Veterans Center:

- (414)902-5561 (can offer
counseling services)

Veterans Suicide Prevention Lifeline:

- Dial 988 then press 1 or Text
838255

Animal Control:

Portage County Humane Society:

- 3200 Iber Ln Plover, WI.
- (715) 344-6012

Shelters:

Evergreen Community Initiative:

- 1300 Main St.
- (715) 212-3770

Domestic Violence Shelter:

- (715) 343-7125

Youth Shelter:

- (715) 343-7125

Salvation Army:

- 1600 Briggs St.
- (715) 341-2437
- Shelter - 12am - 12pm

Housing/ Financial/ Employment

Assistance:

Financial Wellness of Portage County:

- (715) 346-1316

Midstate Independent Living:

- 3262 Church St. Suite 1
- (800) 382-8484

Salvation Army/Hope Center:

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- 1224 Strong's Ave.
- (715) 344-5999

Stevens Point Housing Authority:

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- (715) 341-3444

United Way of Portage County:

- 211 or (800) 922-5590
- Text - 898211

Foundation for Rural Housing:

- (608) 238-3448

One Big Tent of Portage County:

- 1039B Ellis St.
- (715) 310-6790

- Mondays: 1pm to 4pm

Wednesdays: 8am to Noon
Thursdays: Noon to 3:30pm

RentReady Housing Assistance:

- 1515 Strong's Ave.
- (715) 346-1554

Monroe House

- 1700 Monroe St.
- (715) 344-4054

Food:

Operation Bootstrap:

- 5000 Hefton St.
- (715) 344-1544

- 10am to 4pm

- Closed weekends

Interfaith Food Pantry:

- 2810 Post Rd. Plover, WI

- (715) 347-2689

- 2nd and 4th Tuesday of every month
- 4:45pm to 7:45pm

Place of Peace:

- 2151 Stanley St.
- (715) 341-4152

- Advance notice required, or arrive
during community meal on Thur.
evening.

Saint Paul Lutheran Church Food Pantry:

- 1919 Wyatt Ave.

- (715) 344-5664

- Tues. and Thurs., 10am-2pm

Salvation Army:

- 1600 Briggs St.

- (715) 341-2437

- Food Pantry - Saturday, 10am to 1pm

- Meals - Breakfast begins 6am, Lunch
is served at noon, and dinner is served
at 5:30pm.

Narcan Locations:

- 933 Michigan Ave. SPFD
- 1701 Franklin St. SPFD
- 4401 Industrial Park Rd. SPFD
- 1462 Strong's Ave. Annex Building

Link to Narcan locations in WI

[https://www.dhs.wisconsin.gov/opioids/
naloxone-availability.xlsx](https://www.dhs.wisconsin.gov/opioids/naloxone-availability.xlsx)

Susan Pagel

From: District 3
Sent: Monday, May 12, 2025 2:21 PM
To: Susan Pagel
Subject: Fw: Ordinance amending the revised municipal code

Hello, Jerome

Just letting you know I received your message and will read it tonight during the discussion. I am forwarding it on to our new Clerk, Susan Pagel, for inclusion in the meeting minutes.

Ginger Keymer
[Alder for District 3](#)
City of Stevens Point
district3@stevenspoint.com

From: jerome thecentralwisconsinconomy.org <jerome@thecentralwisconsinconomy.org>
Sent: Monday, May 12, 2025 12:28 PM
To: District 3 <district3@stevenspoint.com>
Cc: Ginger Keymer <ginger.renee@gmail.com>
Subject: Re: Ordinance amending the revised municipal code

Hi Ginger.

I will not be able to attend tonight's meeting, but i have prepared a short statement I would like you to read on my behalf.

The new ordinance criminalizing camping is the result of years of disinvestment in public services. Over 7 years, the current administration siphoned more than \$35 million, nearly 2 annual budgets worth of spending, away from essential public programs to fund luxury developments and low quality jobs. By prioritizing these pet projects over affordable housing and public services, the city has strategically deepened the homelessness crisis, neglecting the most vulnerable, while catering to short-term political interests.

Jerome Segura III, PhD
2117 Main Street

Susan Pagel

From: District 3
Sent: Monday, May 12, 2025 3:27 PM
To: Susan Pagel
Cc: Andrew Beveridge
Subject: Public Comment for Public Policy Committee & Meeting Minutes

Another for inclusion in meeting minutes. We can discuss with Attorney Beveridge, if there are questions on when or how to do this. I'll be learning, too!

Ginger Keymer
[Alder for District 3](#)
City of Stevens Point
district3@stevenspoint.com

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, May 12, 2025 2:59 PM
To: District 3 <district3@stevenspoint.com>
Subject: Online Form Submittal: Contact Alderperson - District 3

Contact Alderperson - District 3

First and Last Name: Daniel Werachowski

Street Address: 1605 Division Street

City: Stevens Point (change City, State, and/or Zip as needed)

State: WI

Zip: 54481

Phone Number: 715-315-3145

Email Address: dwera367@gmail.com

Please enter your questions or comments below:

Hello! I am writing in the hopes you can pass along this message at tonight's council meeting regarding the creation of the proposed "camping ordinance". "As a Stevens Point resident since 2012, I have seen an increase in the houseless population, particularly since 2020. This is not an issue isolated to our community, but our reaction and gracefulness in how we treat our neighbors, regardless of their economic situation, is something we must own. We are a unique city, and we can come up with unique solutions beyond the easy ticket and enforcement route larger cities in our nation have. Before passing such an ordinance, I implore council to reflect on how

we can confront houselessness in a holistic approach that confronts root causes and delegates resources to such work. As a member of the board of the Hunger and Poverty Prevention Partnership, I can attest to the fact there are volunteer committees and collaboratives that could and should step up to the plate to partner with the city to create creative, local, solutions to this larger systemic problem. Houselessness is a human situation and signifies an emergency, let's treat it as such. Once again, I implore you to stay a vote, or vote no, to such an ordinance until we've created a well rounded, human-centered plan that involves the input of agencies and organizations close to this issue". Feel free to share my phone number or email with any alder or person in attendance curious at getting in touch.

Email not displaying correctly? [View it in your browser.](#)

CITY OF STEVENS POINT

FINANCE COMMITTEE AGENDA

May 12, 2025 - 8:02 PM

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

OR

Zoom Teleconferencing

Meeting ID: 882 3452 8419 | Passcode: 958780

By Computer:

<https://us02web.zoom.us/j/88234528419?pwd=qzp7PfSdZSxC7bo4TIS940ly9z4fFl.1>

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

MINUTES

Non-Action Items:

1. Roll Call.

PRESENT Ald.Christianson, Morrow, Shuda, Keymer and Broderick

EXCUSED Ald. .

ABSENT Ald. .

OTHERS PRESENT C/T Ladick, Mayor Wiza, Attorney Beverage, Directors Lemke, Kivela, Kremer and Beduhn, Fire Chief Moody, Clerk Pagel, Alderpersons Birr and Guthrie, Deputy C/T Peterson, Dave Elisson

2. Presentation and Discussion on Capital Project Planning, Debt Capacity, Overall Financial Planning, and Tax Levy Impacts

C/T Ladick presented the Committee with an explanation of debt capacity, capital project planning, bond ratings and tax levy limits. These are all relevant things to consider in planning for the financial future of the City.

Discussion and Possible Action on:

3. Approval of a land swap agreement with Portage County for the exchange of

various properties including 1039 Ellis St. and the City's ownership interest in the City Hall/Courthouse building.

Ald. Keymer moved, Ald. Morrow seconded, to approve the land swap with Portage County for the exchange of various properties including 1039 Ellis St and the City's ownership interest in the City Hall/Courthouse Building.

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

4. Approval of Funding for Architectural Services for Designing a Replacement City Hall

Ald. Morrow moved, Ald. Keymer seconded, to approve the funding for architectural services for designing a replacement City Hall

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

5. Approval of Additional Funding for the Purchase of a Fire Truck

Ald. Morrow moved, Ald. Broderick seconded, to approve the additional funding for the purchase of a fire truck as presented.

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

6. Approval of Funding for Capital Improvements to the Airport

Ald. Morrow moved, Ald. Broderick seconded, to approve the funding for capital improvements at the airport as presented.

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

7. Approval of Additional Funding for the Goerke Park Press Box Project.

Ald. Keymer moved, Ald. Shuda seconded, to approve the additional funding for the Goerke Park Press Box project as presented.

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

8. Approval of the Designation of the Official Newspaper for City Publications

Ald. Morrow moved, Ald. Keymer seconded, to approve the designation of the official newspaper for City publications as the Portage County Gazette.

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

9. Approval of AECOM Change Order Number 2 for the Design of the South Segment-Phase 1 of the Business 51 Project.

Ald. Keymer moved, Ald. Morrow seconded, to approve the AECOM change order number 2 for the design of the south segment - Phase I of the Business 51 project.

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

10. Approval of an Agreement with AECOM for the Final Design of the South Segment-Phases 2 and 3, of the Business 51 Project.

Ald. Broderick moved, Ald. Keymer seconded, to approve the agreement with AECOM for the final design of the south segment -phase 2 and 3 of Business 51 project as

presented.

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

11. Approval of Agreement with Transcendent Technologies for Property Tax Software.

Ald. Keymer moved, Ald. Broderick seconded, to approve the agreement with Transcendent Technologies for property tax software.

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

12. Approval of Claims Paid.

Ald. Morrow moved, Ald. Keymer seconded, to approve the claims paid.

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

13. Adjourn into closed session (approximately 7:10 P.M.) pursuant to Wisconsin Statutes 19.85(1)(e) (deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) on the following:

A. Negotiating the Acquisition of Real Estate and Temporary Limited Easements for the Business 51 Project.

Ald. Morrow moved, Ald. Broderick seconded, to move to closed session pursuant to Wisconsin Statutes 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for negotiating the acquisition of real estate and temporary limited easements for the Business 51 project.

Roll call vote. Ayes: Morrow, Shuda, Keymer, Broderick and Christianson. Nays: None. Meeting moved to closed session at 9:18 pm.

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

Ald. Morrow moved, Ald. Keymer seconded, to move back to open session.

Roll call vote: Ayes: Shuda, Keymer, Broderick, Christianson and Morrow. Nays: None. Meeting moved to open session at 9:42.

Ald. Keymer moved, Ald. Morrow seconded, to enter into negotiations as discussed in closed session for the acquisition of real estate and temporary limited easements for the Business 51 project.

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

Closing Section:

15. Adjournment

Meeting adjourned at 9:43.

COMPTROLLER-TREASURER REPORT
for the period ending March 31, 2025

	Bal March 1, 2025	Receipts	Disbursements	Bal March 31, 2025
GENERAL OPERATING CASH	\$2,088,874.87	\$3,567,778.92	\$2,901,427.12	\$2,755,226.67
UTILITIES & TRANSPORTATION (Cash and Investments)	\$17,213,489.35	\$1,301,229.15	\$3,466,252.98	\$15,048,465.52

INVESTMENTS	Bal March 1, 2025	TRANSFER IN	TRANSFER OUT	Bal March 31, 2025
GENERAL	\$41,008,955.15	\$0.00	\$2,000,000.00	\$39,008,955.15
SPECIAL REVENUE	\$815,635.97	\$0.00	\$0.00	\$815,635.97
DEBT SERVICE	\$162,321.57	\$0.00	\$0.00	\$162,321.57
CAPITAL PROJECTS	\$2,543,605.81	\$0.00	\$0.00	\$2,543,605.81
INTERNAL SERVICE	\$0.00	\$0.00	\$0.00	\$0.00
TRUST	\$4,086,640.34	\$0.00	\$0.00	\$4,086,640.34
TOTALS	<u>\$48,617,158.84</u>	<u>\$0.00</u>	<u>\$2,000,000.00</u>	<u>\$46,617,158.84</u>

EXPENDITURES:	BUDGET	YTD	%
GENERAL GOVT	\$4,655,602	\$1,217,759	26.16%
POLICE	\$6,798,788	\$1,805,086	26.55%
FIRE	\$7,307,168	\$1,741,703	23.84%
PUBLIC WORKS	\$6,889,796	\$1,570,991	22.80%
PARK & REC	\$2,473,864	\$500,981	20.25%
CAPITAL PROJECTS	\$10,372,924	\$342,772	3.30%
DEBT SERVICE	\$9,377,519	\$8,626,092	91.99%
YTD TARGET	25.00%		

REVENUES:	BUDGET	YTD	%
GENERAL	\$29,658,293	\$15,875,688	53.53%

RESOLUTION

[CONDITIONAL USE PERMIT – 1665 MAIN STREET – CONSTRUCT A DETACHED GARAGE USING “R-TND” SETBACKS]

BE IT RESOLVED by the Common Council of the City of Stevens Point, Portage County, Wisconsin, that based upon the application and after reviewing the Plan Commission record and hearing the testimony of interested parties, the Common Council determines that all conditions required have been met, the property located at 1665 Main Street **(Parcel ID 281240832102017)** and described as LOT 2 CSM#011930 DOC-907488 BNG PRT LOTS 1, 2 & 3 BLK 14 SMITH BRIGGS & PHILLIPS ADD .381A 903666;907738;908084AOC, City of Stevens Point, Portage County, Wisconsin, is hereby granted a conditional use permit to construct a detached garage using setback requirements of the “R-TND” Traditional Neighborhood Overlay District, subject to the following conditions:

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

Approved: _____
Mike Wiza, Mayor

Attest: _____
Susan Pagel, City Clerk

Dated: May 5, 2025
Adopted: May 19, 2025

Drafted by: Adam Kuhn
Return to: City Clerk

Administrative Staff Report

Construct a Detached Garage Using Traditional Neighborhood Setbacks

1665 Main Street

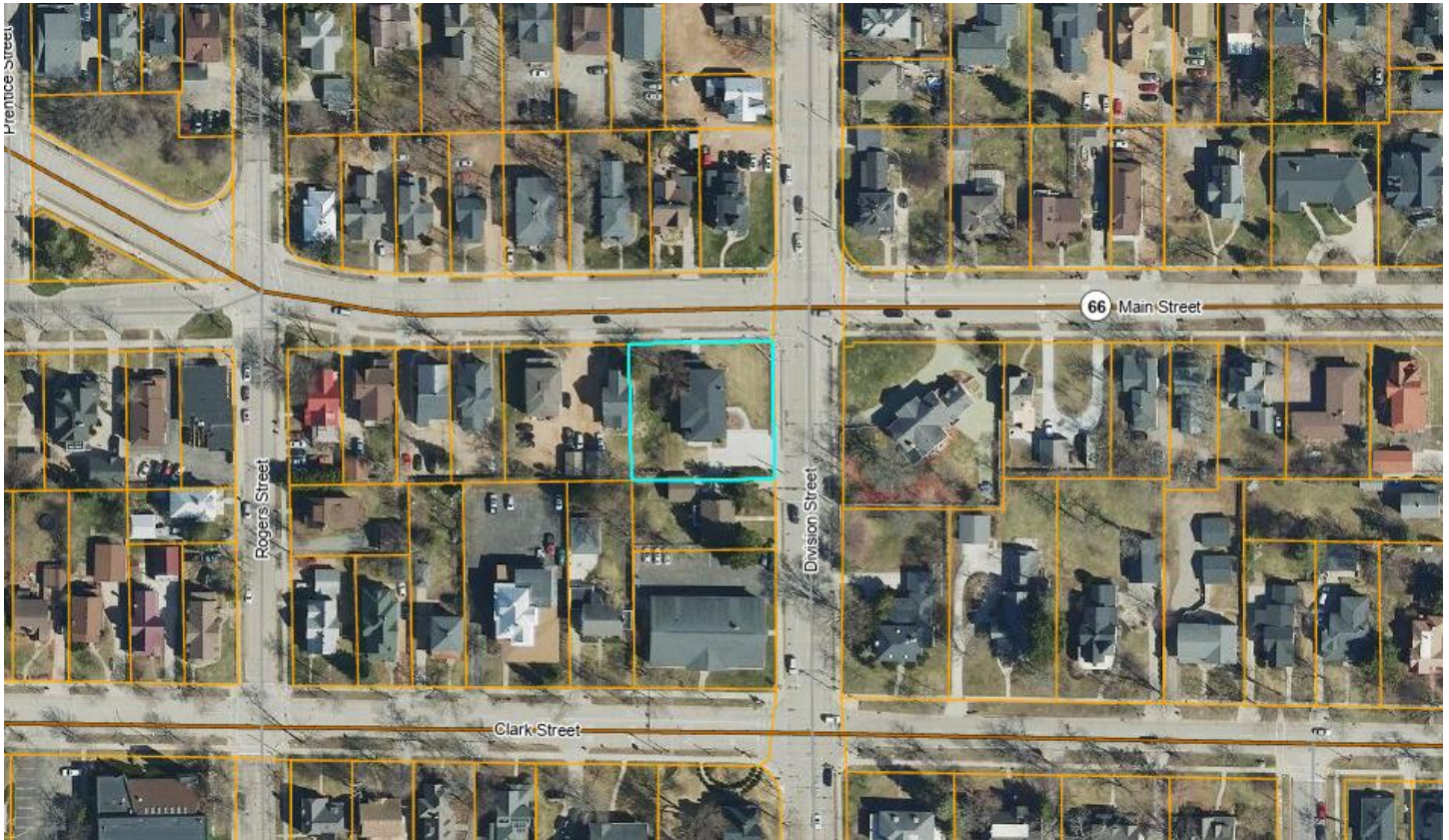
May 5, 2025



Department of Community
Development

Applicant(s): - Charles Koch, representing Koch-Taub Joint Revocable Trust Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240832102017 Zone(s): "R-3" Single- and Two-Family Residential Master Plan: - Residential Council District: - District 1 Ald. Christianson Lot Information: - Frontage: 258.57 ft. - Depth: 125.13 ft. - Lot Size: 16,584 sq. ft. (0.381 ac.) Current Use: - Single-family residence Applicable Regulations: 23.02(1)(h)(3)	Request - Public Hearing and action on a request from Charles Koch, representing Koch-Taub Joint Revocable Trust, for a conditional use permit to construct a detached garage with a reduced rear yard setback at 1665 Main Street (Parcel ID 281240832102017), consistent with Ch. 23.02(1)(h)(3). Attachment(s) - Application - Plans Findings of Fact - The applicant is requesting to construct a 720 square foot detached garage in the rear yard of the subject property. - Detached garages are required to have a minimum three-foot side yard and rear yard setback provided that the garage is set back at least ten feet from the principal structure on the subject property and does not exceed 15 feet in height. - A two-foot setback from the south lot line (rear yard lot line) is requested. - The subject property is located within the "R-TND" Traditional Neighborhood Overlay District. The "R-TND" District allows, via a conditional use permit, lesser setback requirements to construct detached garages. - The Plan Commission and Common Council may attach additional conditions onto this request as necessary. Staff Recommendation Approve the request 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 1665 Main Street (Parcel ID 281240832102017), subject to the following conditions: - A building permit shall be obtained prior to the start of construction. - Staff shall have the ability to approve minor amendments to the proposed project plan.
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Vicinity Map



Background

Overview: The applicant is requesting a conditional use permit to construct a 720 square foot detached garage in the rear yard of the subject property. The construction of accessory structures is required to meet the principal structure setback requirements for the zoning designation of the property for which the structure is proposed to be located. With that said, the City's Zoning Code provides modified setback requirements for accessory structures for all zoning districts. Section 23.01(10) of the City's Zoning Code allows a minimum three-foot side and rear setback for an accessory building provided that 1.) the structure is separated at least ten feet from the principal structure that is located on the property and 2.) that the height of the structure does not exceed 15 feet.

The subject property is located within the "R-TND" Traditional Neighborhood Overlay District. The "R-TND" Overlay District, created in the early-2000s as a result of then-newly adopted comprehensive planning and smart growth legislation in Wisconsin, is intended to allow for the development and redevelopment of land consistent with design principles found within a specific traditional neighborhood. For properties within the "R-TND" District, lesser setbacks are available, via a conditional use permit, to construct a detached garage. Said conditional use setback requirements are found below.

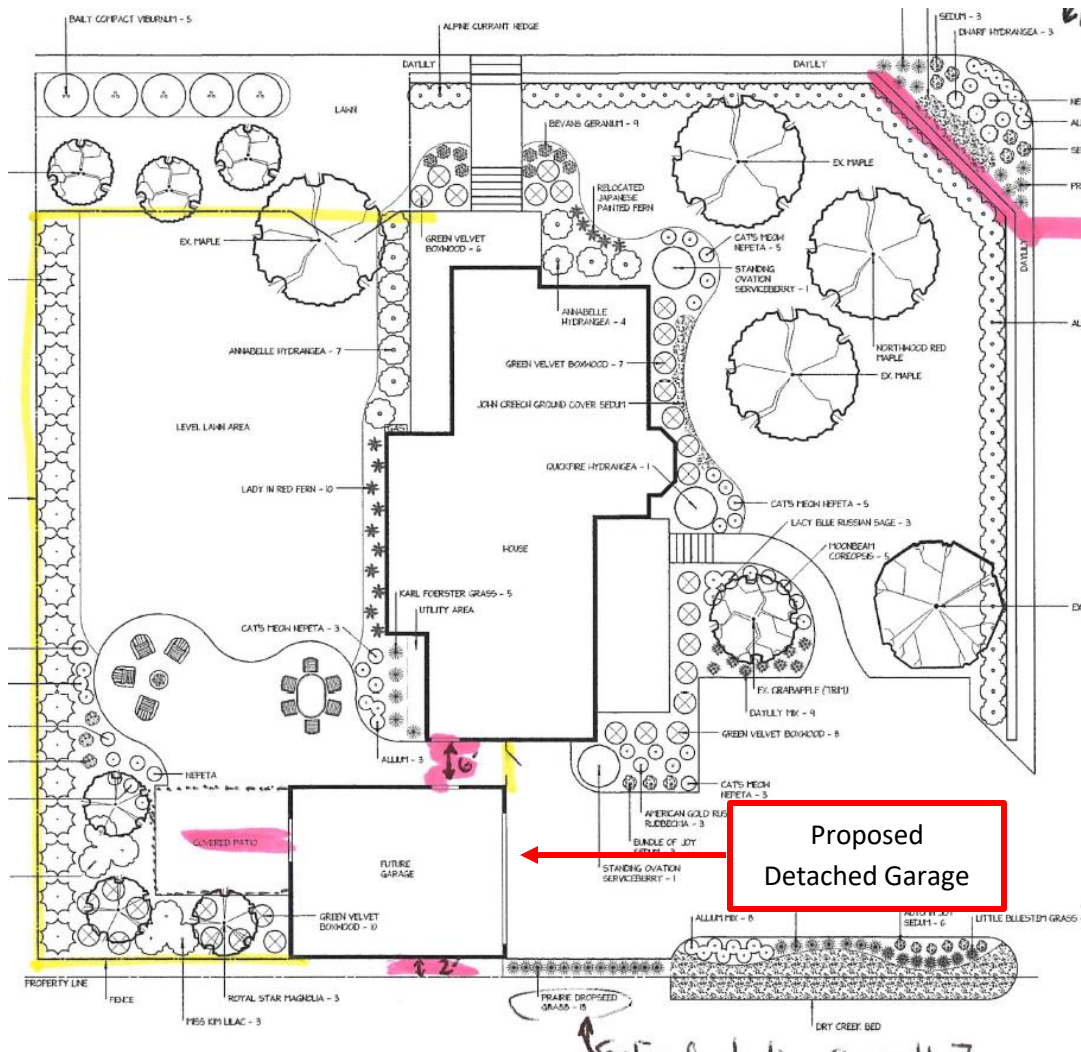
Ch. 23.02(1)(h)(3) Conditional Use Setback Requirements

Detached Garage

- *Street front setback – 20 feet*
- *Corner side yard – 12 feet, with no access to a public street*

- Interior side yard – 1 foot
- Rear yard – 1 foot

The applicant is requesting a two-foot setback from the south lot line. As the subject property is located within the “R-TND” District, a conditional use permit is required to allow for the requested setback. An analysis of this request relative to the City’s fourteen standards for reviewing a conditional use request are outlined below.



Standards of Review – Conditional Use Permit

1. The establishment, maintenance, or operation of the use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

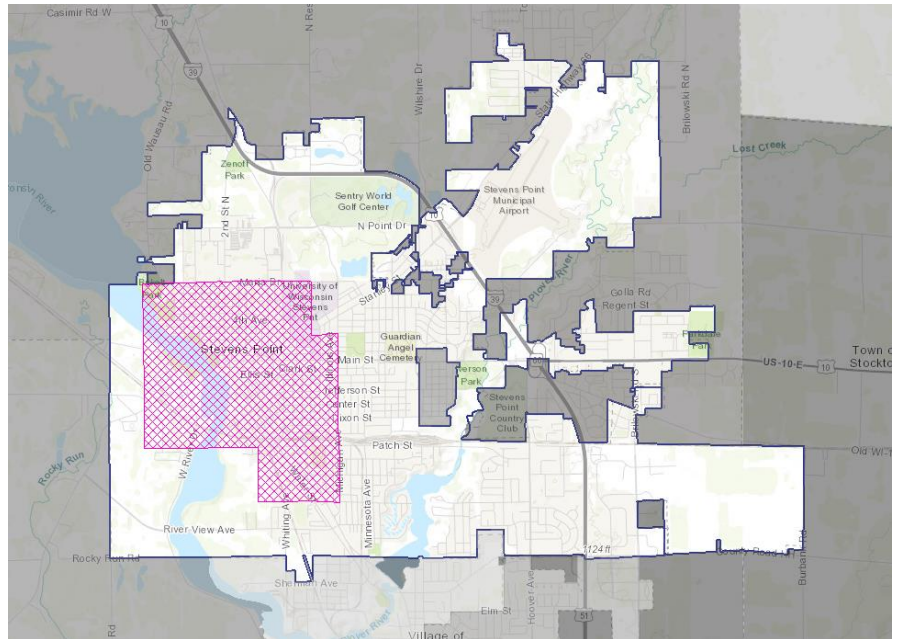
Analysis: The proposed use is consistent with the City’s Comprehensive Plan and the existing surrounding uses are unlikely to be negatively impacted by this request. The proposed detached garage is customary for residential uses in the city, and its location in the rear yard of the subject property will better shield its visibility from Main Street. While the garage would be visible from Division Street, the applicant is proposing a significant amount of fencing and landscaping to shield some visibility of the garage. Although the proposed garage would be two feet from the south lot line, building codes will apply for the construction of this garage to provide additional safeguards to the property owner of 1316 Division Street.

Findings: The subject property, zoned “R-3” Single- and Two-Family Residential, permits the construction of accessory structures so long as the cumulative size of all structures on the property do not exceed 900 square feet. Staff does not believe the proposed conditional use permit with the conditions outlined above would be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

2. **The use will not be injurious to the use and for the purpose already permitted, nor substantially diminish and impair property values.**

Analysis: The construction of a detached garage is permitted on the subject property so long as the size and location standards found within the Zoning Code are met.

Findings: Single- and two-family residential uses surround the subject property, most with their own detached garage. Staff believes that the construction of this detached garage would not be contrary to uses allowed within the “R-3” District.



“R-TND” Traditional Neighborhood Overlay District

3. **The establishment of the use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

Analysis: The respective area is in an established and developed area of the city. The City’s Comprehensive Plan identifies this area for residential uses (i.e., single-family and two-family residential uses).

Findings: See standards one and two above. The applicant’s proposal will not impede on the normal and orderly development and improvement of the surrounding area.

4. **The exterior architectural appeal and function plan of any proposed structure will not be variance with either the exterior architectural appeal and function plan, and scale of the structures already constructed or in the course of construction in the immediate neighborhood or in the character of the applicable district so as to result in a substantial or undue adverse effect on the neighborhood.**

Analysis: Vinyl siding and brick are proposed along the exterior of the garage. The brick located along the bottom 2' 8" of the garage would match the brick that is located on the house. One window is proposed near the peak of the garage, which would be visible from Division Street.

Findings: Staff believes that this standard is met. The purpose of the “R-TND” District, in part, is to ensure that street elevations on primary and accessory buildings does not consist of a blank wall, but rather architectural elements such as doors and windows. By having an overhead door on the east-facing wall of the proposed

garage, along with a variety of exterior wall materials and an improved fenestration pattern, staff believe that the appearance of this garage will be similar to garages constructed on other residential lots in the city.

5. Adequate utilities, access roads, drainage and/or facilities have been, or are being, provided.

Analysis: Utility connections are not planned as part of this development. If needed in the future, appropriate connections

exist off of Division Street. Access to the proposed garage will be via an existing driveway located off of Division Street. Given the size of the proposed garage (720 square feet), drainage issues are not anticipated that warrants additional stormwater controls on the subject property.

Findings: Staff believes that this standard is met.

6. Adequate measures have been, or will be taken, to provide ingress and egress so designed to minimize traffic congestion in the public streets.

Analysis: The proposed use will be serviced by an existing driveway off of Division Street.

Findings: Staff believes that access is appropriate and is not anticipated to incur additional traffic congestion on Division Street.

7. The proposed use is not contrary to the objectives of any duly adopted land use plan for the City of Stevens Point and any of its components.

Analysis: The City's 2005 Comprehensive Plan Future Land Use Map has identified the subject property for residential (i.e., single- and two-family) uses. The subject property is zoned "R-3" Single- and Two-Family Residential. According to the City's Zoning Code, the intent of the "R-3" District is to "provide for both single-family residences and two-family residences intended particularly to act as a transition district between lower intensity uses such as permitted in "C", "R-1" and "R-2" districts and higher intensity districts, consistent with the City's Comprehensive Plan. This district is intended to be provided for all lands where sewer and water is or will be required."

Findings: Staff believes that this request meets the intent of the "R-3" District as garages are intended to support single- and two-family residential living.



8. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the Plan Commission.

Analysis: This conditional use request is seeking to construct a detached garage with a two-foot setback off of the south lot line.

Findings: The regulations of the district are met provided that the above permit conditions are fulfilled.

9. The proposal will not result in result in an over-concentration of high-density living facilities in one area so as to result in a substantial or undue adverse effect on the neighborhood, on the school system, and the social and protective systems of the community.

Analysis: N/A

Findings: N/A

10. Access to the site shall be safe.

Analysis: Vehicular and pedestrian access to the site is off of Division Street.

Findings: As additional traffic is not anticipated as part of constructing a detached garage, staff believes that access to the property is appropriate.

12. There shall be adequate utilities to serve the site.

- a. The Public Works Director, Police Chief and Fire Chief shall determine whether there is adequate sanitary sewer, portable water, storm drainage, street capacity, emergency access, public protection services, and other utilities to serve the proposed development. They shall review the plan to ensure safety and access for safety vehicles.

Analysis: While utility connections for the subject property exists off of Division Street, access to utility infrastructure is not proposed as part of the proposed development.

Findings: This standard is met.

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

- a. Mechanical equipment including refuse storage shall be screened from neighboring properties.

Analysis: Mechanical equipment is not proposed as part of this proposed use.

Findings: This standard is met.

- b. Lighting shall be located to minimize intrusion onto neighboring properties.

Analysis: While exterior light fixtures are proposed on the garage's east-facing wall, the setback provided from Division Street should minimize light pollution onto the public right-of-way.

Findings: This standard is met.

- c. **Sources of noise shall be located in a manner that minimizes impact to neighboring properties.**

Analysis: The use will be operating within the confines of the building and property.

Findings: The use should not create excessive noise.

- 14. Principal – Applications for exclusive multi-family residential uses. Landscaping shall be provided, or existing landscape elements shall be preserved to maintain a sense of residential character, define boundaries, and to enhance the sense of enclosure and privacy.**

Analysis: N/A

Findings: N/A

Based on the findings above, staff would recommend approval of the conditional use permit with the conditions outlined on page one. Please keep in mind that recent State legislation has placed limitations on local jurisdictions regarding the denial of conditional use permits. Conditional use permits shall be reviewed by a means to permit a use under certain conditions applied to the use or property. For example, if a concern is raised regarding to a standard above, a condition can be applied to the permit to address the concern and grant the permit.

Site Photos





MEMORANDUM

To: Common Council

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: May 19, 2025

RE: **A request to operate a non-owner-occupied short-term rental at 1316 Ellis Street**

Background: On July 1, 2024, the City's Plan Commission recommended approval of a request from the property owner of 1316 Ellis Street to operate a non-owner-occupied short-term rental on the property. At the July 15, 2024 meeting of the Common Council, the Council postponed action on the conditional use permit request due to existing orders placed on the property to repair the degrading slate shingles on the steeple of the former church. Repair work on the steeple began this Spring following the burying of above-ground power lines by the Wisconsin Public Service Corporation, and I am pleased to state that the identified deficiencies on the steeple have been remedied.

As such, the requested conditional use permit is back on the May 2025 Council agenda for consideration. My recommendation is to approve the request, subject to the conditions enclosed in the resolution. Background information on this request can be found in the staff report presented last year.

Staff Recommendation: Staff recommends **APPROVAL** as presented.

www.stevenspoint.com

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.

RESOLUTION

[CONDITIONAL USE PERMIT – 1316 ELLIS STREET – OPERATE A NON-OWNER-OCCUPIED TOURIST ROOMING HOUSE]

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 1316 Ellis Street (**Parcel ID 281240832100711**) and described as LOT 1 CSM#10981-50-111 BNG LOTS 4,5,6,44 AND PRT 43 BLK 31 ELLIS ADD IN SENW & SWNE S32 T24 R8 .69A 831285;831385AOCCSM, City of Stevens Point, Portage County, Wisconsin, is hereby granted a conditional use permit to operate a non-owner-occupied tourist rooming house on the subject property, subject to the following conditions:

1. The establishment shall have a current license as required by the Wisconsin Department of Health Services, Wisconsin Administrative Code Chapter 195.
2. When applicable, the owner shall register with the Treasurer's Office to pay room tax as required under Section 4.13 of the City's Revised Municipal Code.
3. The property shall have a locally designated agent or property manager on file with the Zoning Administrator.
4. The building shall meet minimum building, fire and occupancy regulations.
5. A zoning permit shall be obtained prior to starting the short-term rental use.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Susan Pagel, City Clerk

Dated: May 5, 2025
Adopted: May 19, 2025

Drafted by: Adam Kuhn
Return to: City Clerk

Administrative Staff Report

Operate a Non-Owner-Occupied Tourist Rooming House

1316 Ellis Street

July 1, 2024



Department of Community
Development

Applicant(s): • Norman Myers Jr. Staff: • Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): • 281240832100711 Zone(s): • “R-5” Multiple Family II Residential Master Plan: • Institutional / Government Council District: • District 1 Ald. Christianson Lot Information: • Frontage: 362.54 ft. • Depth: 131.61 ft. • Lot Size: 29,991 sq. ft. (0.688 ac.) Current Use: • Single-Family Residential Applicable Regulations: • 23.02(1)(f)(3)(i)	Request 1. Public Hearing and action on a request from Norman Myers Jr, representing Point Paradise Family LP, for a conditional use permit to operate a non-owner-occupied tourist rooming house on the property located at 1316 Ellis Street (Parcel ID 281240832100711), consistent with Ch. 23.02(1)(f)(3)(i). Attachment(s) 1. Application 2. Plans Findings of Fact 1. The applicant is requesting to operate a non-owner-occupied tourist rooming house on the subject property. 2. A non-owner-occupied tourist rooming house is when the property owner is not occupying the residence at the time it is being utilized as a short-term rental. Homes considered as a short-term rental must be occupied for a period less than 30 consecutive days. 3. The subject property is zoned “R-5” Multiple Family II Residential. Within the “R-5” District, a non-owner-occupied tourist rooming house is a conditional use. 4. The Plan Commission and Common Council may attach additional conditions onto this request. Staff Recommendation Approve the conditional use permit to operate a non-owner-occupied tourist rooming house on the property located at 1316 Ellis Street (Parcel ID 281240832100711), subject to the following conditions: 1. The establishment shall have a current license as required by the Wisconsin Department of Health Services, Wisconsin Administrative Code Chapter 195. 2. When applicable, the owner shall register with the Treasurer’s Office to pay room tax as required under Section 4.13 of the City’s Revised Municipal Code. 3. The property shall have a locally designated agent or property manager on file with the Zoning Administrator. 4. The building shall meet minimum building, fire and occupancy regulations.
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|--|---|
| | 5. A zoning permit shall be obtained prior to starting the short-term rental use. |
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Vicinity Map



Background

Overview: The applicant is requesting a conditional use permit to operate a non-owner-occupied tourist rooming house on the subject property, providing up to five bedrooms as part of the proposed use. As the Commission may recall, amendments to the City’s tourist rooming house ordinance were adopted in 2020 to provide the distinction between tourist rooming houses operating with and without the property owner present. Starting within the “R-4” Multiple Family I Residence District, non-owner-occupied short-term rentals are allowed via a conditional use permit (zoning districts preceding the “R-4” District prohibit this type of land use). The following provides additional information on tourist rooming houses:

TOURIST ROOMING HOUSE - is a building or portion thereof, other than a hotel, motel, bed and breakfast establishment, or hostel, in which sleeping accommodations are offered for pay to tourists or transients.

In operating a non-owner-occupied tourist rooming house, several permits and approvals are needed from multiple agencies. For example, the Portage County Department of Health and Human Services must issue an operational lodging permit for all tourist rooming house requests prior to starting the use. Additionally, the City’s Zoning Code requires that tourist rooming house are up to date on paying local lodging taxes. At this time, the applicant has not finalized which platform(s) that will be used to advertise the property for rent. If the applicant would advertise the space on a platform that is a registered Marketplace Provider as classified by the Wisconsin Department of Revenue, no additional local lodging tax payments are required to be sent to the City. Should the applicant intend to advertise the property

independent of using other platforms, the applicant would need to pay the local lodging tax directly with the City's Treasurer's Office. Further information on the local lodging tax can be found within the following link:

<https://stevenspoint.com/1288/Room-Tax-Occupancy-Tax>.

Provided that the above requirements are met, along with providing proof of proper business insurance, a zoning permit is subsequently issued. Further information on the requirements for administering a tourist rooming house are shown below.

Ch. 23.01(13)(j) Non-Owner-Occupied Tourist Rooming Houses

Non-Owner-Occupied Tourist Rooming Houses are permitted consistent with Section 23.02 of this Zoning Code. Non-Owner-Occupied Tourist Rooming Houses shall be subject to the following provisions:

- 1) *Non-Owner-Occupied Tourist Rooming Houses shall require a City-issued permit issued by the Zoning Administrator.*
 - a) *Said permit shall provide evidence that the applicant has received all applicable State and County permits, and the proper documentation to collect and remit sales, use, and the local lodging tax, and that the operator has the proper business insurance. A responsible operator, who resides within Portage County, shall also be identified and provide appropriate contact information.*

Standards of Review – Conditional Use Permit

1. **The establishment, maintenance, or operation of the use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.**

Analysis: The proposed use is to rent out part of the building as a short-term rental (Tourist Rooming House). The subject parcel is a corner lot that abuts Church Street and Ellis Street. Due to the higher road classification of Church Street, it acts as a natural buffer to minimize possible conflicts with properties to the west. Additionally, the institutional use that exists directly east of the subject parcel better minimizes potential land use conflicts to single-family uses that exist within the vicinity.

Findings: While the property is proposed to act as a tourist rooming house, the intensity of the use will not necessarily increase due to the staggered time that the building will be occupied as a short-term rental. Additionally, the size of the building provides some greater protection to ensure that the proposed land use located within will not negatively impact surrounding property owners. Generally, the use should not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

2. **The use will not be injurious to the use and for the purpose already permitted.**

Analysis: The property is zoned "R-5" Multiple Family II Residential, which permits non-owner-occupied tourist rooming houses via a conditional use permit. The definition of the use is below.

TOURIST ROOMING HOUSE - is a building or portion thereof, other than a hotel, motel, bed and breakfast establishment, or hostel, in which sleeping accommodations are offered for pay to tourists or transients

TRANSIENT OR TOURIST - is a person who travels to a location away from his or her permanent address for a short period of time, not to exceed thirty days for vacation, pleasure, recreation, culture, business, or employment.

Findings: As required within the Zoning Code, the Portage County Department of Health and Human Services needs to inspect the space to ensure applicable health codes are met prior to beginning this proposed use. The applicant is currently working with the County Health Department to obtain these required inspections.

It is also important to note that the space may have more residents over a short period of time, but is not necessarily always occupied. Therefore, the use should not be injurious to the use and for the purpose already permitted.

3. The establishment of the use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

Analysis: The respective area is in an established and developed area of the city that has historically been utilized as a religious institution. In 2020, the Council granted a conditional use permit to the application to operate a single-family residential use on the subject property.

Findings: See standards one and two above. The applicant's request will not impede the normal and orderly development and improvement of the surrounding area.

4. The exterior architectural appeal and functional plan of any proposed structure will not be at variance with either the exterior architectural appeal and functional plan, and scale of the structures already constructed or in the course of construction in the immediate neighborhood or in the character of the applicable district so as to result in a substantial or undue adverse effect on the neighborhood.

Analysis: No exterior improvements are planned as part of this request. The Church of the Intercession is part of the City's Downtown Design Review District, which naturally has heightened architectural standards for buildings and site characteristics. As the building is also eligible for listing on the National Register of Historic Places, the building contains a high degree of architectural appeal for the public.

Findings: This standard is met.

5. Adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided.

Analysis: Utilities currently serve the building. Access into the subject property exists off of Ellis Street, with pedestrian accommodations also existing along Church Street.

Findings: With the proposed use, no additional access or utility work is needed to support the request.

6. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize congestion in the public streets.

Analysis: Access into the subject property exists off of Ellis Street, with pedestrian accommodations also existing along Church Street. The road classification of Church Street allows for a greater capacity of traffic volume and should not impact any neighboring streets.

Findings: It is not anticipated that this use will garner a significant traffic increase to the site.

7. The proposed use is not contrary to the objectives of any duly adopted land use plan for the City of Stevens Point, any of its components, and/or its environs.

Analysis: The "R-5" Multiple Family II Residence District is established "to provide a mixed-use district of high density living that permits hi-rise housing and also allows a variety of non-residential office-type or professional service uses. It is intended that this district will generally be acceptable as a buffer use between lower density residential uses and commercial industrial uses, and in areas capable of handling higher traffic volumes and areas subject to higher land values than in lower density residential zones with such districts located consistent with the City's Comprehensive Plan." The City's Future Land Use Map identifies the subject property for

institutional and governmental uses. Please note that as bible studies and other smaller religious gatherings occur on the property, retaining this future land use designation would be preferred.

Findings: The use is allowed via a conditional use permit within the City's Zoning Ordinance. Recall that it is likely that the space will be vacant for several days out of the year when it is not occupied. Further, the larger lot size, and adjacency to other commercial uses within the Downtown will assist in lessening any negative impacts from the use within the surrounding area. In fact, having a short-term rental on the subject parcel is arguably a gentle transition between the commercial uses to the west to the single-family residential uses to the east.

- 8. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the Plan Commission.**

Analysis: The subject property meets minimum density restrictions of the "R-5" District. Operating a short-term rental would not require additional lot size compared to an apartment unit, so staff believes that this performance standard would be met. Additionally, sufficient off-street and on-street parking options exist while the short-term rental use is occurring. Overall, staff believes that the proposed use does not conflict with the performance standards of the "R-5" District.

Findings: This standard is met.

- 9. The proposal will not result in an over-concentration of high density living facilities in one area so as to result in a substantial or undue adverse effect on the neighborhood, on the school system, and the social and protective services systems of the community.**

Analysis: The definition for 'household entity,' which regulates the number of unrelated persons allowed to reside within a household unit, does not apply to tourist rooming houses.

Findings: While it is conceivable that the occupancy of this space may be greater under a short-term rental use than under a long-term rental, it is important to note that there will be times when the space will be left unoccupied. Due to this, staff believes that the building's occupancy will balance out in a calendar year and, thus, will not but a substantial adverse effect on public services. Lastly, it is important to note that the City's Maintenance and Occupancy Code will still govern the property, thereby providing additional protection to other users of the building and surrounding area.

- 10. Principal -- Applications for exclusive multifamily residential uses: The view from the street should maintain a residential character. The view should be dominated by the building and not by garages, parking, mechanical equipment, garbage containers, or other storage.**

Analysis: N/A

Findings: N/A

- 11. Access to the site shall be safe.**

Analysis: Access to the property is off of Ellis Street, with pedestrian access off of Church Street.

Findings: Additional traffic from this use is expected to be marginal and will not negatively impact access to and from the property.

- 12. There shall be adequate utilities to serve the site.**

- a. The Public Works Director, Police Chief, and Fire Chief shall determine whether there is adequate sanitary sewer, potable water, storm drainage, street capacity, emergency access, public protection**

services, and other utilities to serve the proposed development. They shall review the plan to ensure safety and access for safety vehicles.

Analysis: The property currently exists with utilities serving the site.

Findings: This standard is met.

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

- a. Mechanical equipment including refuse storage shall be screened from neighboring properties.**

Analysis: Refuse storage within the building.

Findings: This standard is met.

- b. Lighting shall be located to minimize intrusion onto the neighboring properties.**

Analysis: No change in lighting is proposed.

Findings: Lighting is provided by the building.

- c. Sources of noise shall be located in a manner that minimizes impact to neighboring properties.**

Analysis: The use will be operating within the confines of the building and property.

Findings: This standard is met.

14. Principal – Applications for exclusive multifamily residential uses. Landscaping shall be provided or existing landscape elements shall be preserved to maintain a sense of residential character, define boundaries, and to enhance the sense of enclosure and privacy.

Analysis: N/A

Findings: N/A

Based on the findings above, staff would recommend approval of the conditional use permit with the conditions outlined on page one. Please keep in mind that recent State legislation has placed limitations on local jurisdictions regarding the denial of conditional use permits. Conditional use permits shall be reviewed by a means to permit a use under certain conditions applied to the use or property. For example, if a concern is raised regarding to a standard above, a condition can be applied to the permit to address the concern and grant the permit.

2.011396



City of Stevens Point
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481
P: (715) 346-1567 F: (715) 346-1498
communitydevelopment@stevenspoint.com
<http://stevenspoint.com>

APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted	6/3/24	Fee Required	\$ 300	Fee Paid	
Associated Applications if Any				Assigned Case Manager			
Pre-Application Conference Date				Conditional Use Permit Request	Use ☐	Amend ☐	

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	NORMAN A MYERS	Contact Name	
Address	1417 CHURCH ST.	Address	
City, State, Zip	STEVENS POINT WI 54481	City, State, Zip	
Telephone	715 252 9614	Telephone	
Fax		Fax	
Email	SKIPMYERSJR@CHARTER.NET	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER 2 INFORMATION (if Needed)	
Owner's Name	POINT PARADISE FLP (NORMAN MYERS & GAIL MYERS PARTNERS)	Owner's Name	
Address	1513 DIVISION ST.	Address	
City, State, Zip	STEVENS POINT WI 54481	City, State, Zip	
Telephone	715 252 9614	Telephone	
Fax		Fax	
Email	SKIPMYERSJR@CHARTER.NET	Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
Legal Description of Subject Property		
LOT 1 CSM # 10981-50-111 BNG LOTS 4, 5, 6, 44 AND PRT 43 BLOCK 31 AG ELLIS ADD IN SENW + SWNE S32 T24 RB. 69A 831285; 831385 A0 C C S M ACRES .0688		
Designated Future Land Use Category		Current Use of Property
		RESIDENTIAL HOME
Explain the land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
TOURIST ROOMING HOUSE (AIR B+B) THE PREMISES IS READY PRESENTLY.		
How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)		

CHARACTER OF - BUILDING + NEIGHBORHOOD WILL REMAIN THE SAME.

Outline steps that will be taken to reduce any negative impacts on adjacent property. (Use additional pages if necessary)

THERE WILL BE NO NEGATIVE IMPACTS ON ADJACENT PROPERTY

Current Zoning Surrounding Subject Property

North:	SCHOOL PLAYGROUND CATHOLIC CHURCH. COMMERCIAL	South:	SINGLE FAMILY COMMERCIAL
East:	CATHOLIC CHURCH COMMERCIAL	West:	SENTRY INSURANCE PARKING LOT

Current Land Use Surrounding Subject Property

North:	SCHOOL PLAYGROUND (FENCED)	South:	SINGLE FAM HOMES
East:	CATHOLIC CHURCH PARKING LOT + SCHOOL	West:	SENTRY INSURANCE PARKING LOT

EXHIBITS

Owner Information Sheet	☐	Additional Exhibits If Any:
Letter to District Alderperson	☐	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	☐	
Site Plan (designating primary, side, and service street frontages)	☐	
Building Elevations	☐	
Parking Plan (Location, number of spaces, reductions, and design and landscaping)	☐	
Street Plan with Cross-sections	☐	
Utility Plan	☐	
Landscape Plan (including any equivalent alternative landscaping requests)	☐	
Stormwater Plan	☐	
Outdoor Lighting Plan (location of fixtures, illumination levels)	☐	

CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
Norman G. Myers Jr.	6/3/24	Norman G. Myers Jr.	6/3/24

6/3/24

TO MARC CHRISTIANSON,

SUBJECT APPLICATION FOR A CONDITIONAL
USE PERMIT

THE OLD EPISCOPAL CHURCH AT 1417 CHURCH ST.
FOR A TOURIST ROOMING HOUSE (AIR B+B)

FROM : NORMAN MYERS

WE WOULD LIKE TO USE THE BUILDING
AS A 4 OR 5 BEDROOM
(AIR B+B)

WE HAVE APPLIED FOR THE PERMIT
WITH HEALTH AND HUMAN SERVICES

THE CHURCH WOULD MAKE A BEAUTIFUL
SETTING FOR PEOPLE TO STAY +
ENJOY ITS HISTORY AS THEY
VISIT STEVENS POINT.

THANK YOU FOR CONSIDERING THIS.

Norman Myers

NORMAN MYERS
1417 CHURCH ST.
ST. PT. WI
54481



MARC CHRISTIANSON
1641 CLARK ST.
STEVENS POINT WI
54481

Administrative Staff Report

Official Street Map Amendment

Starling Court

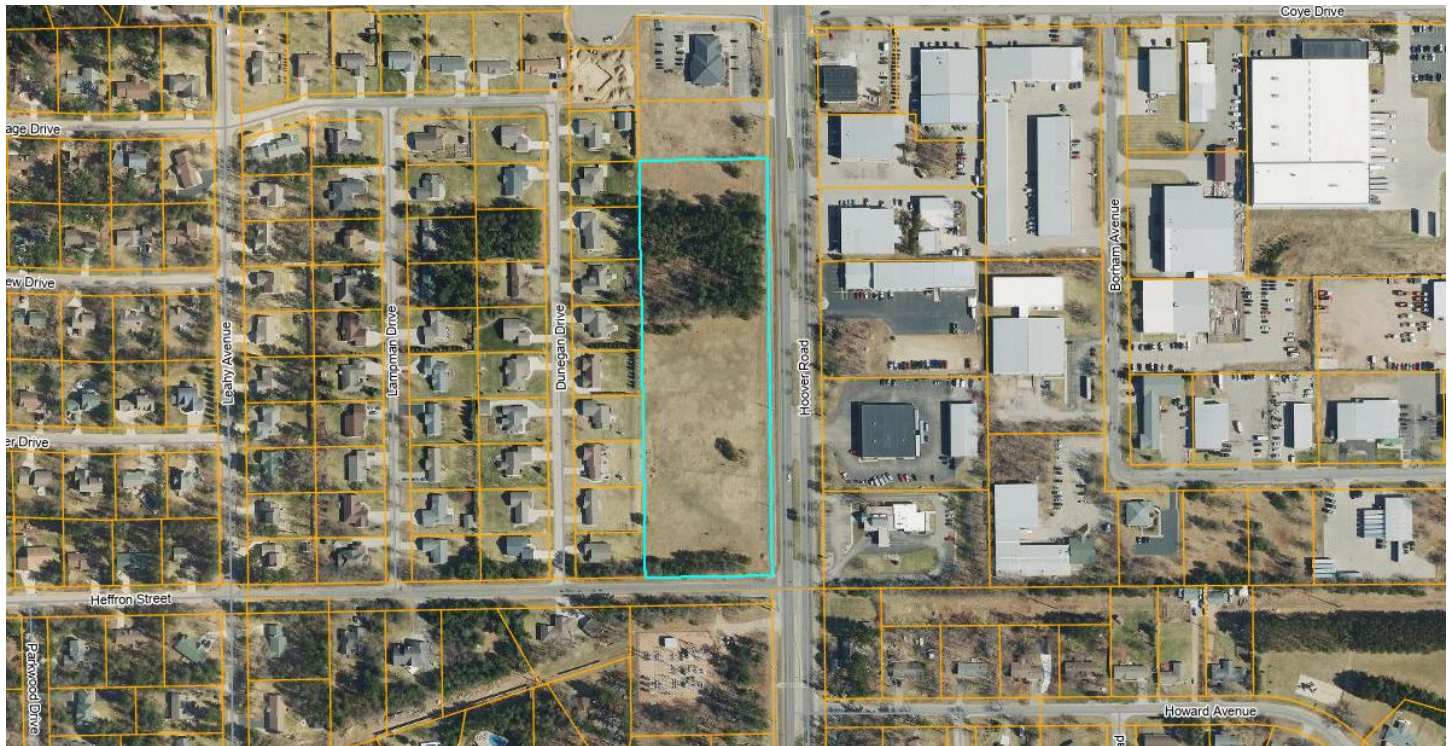
May 5, 2025



Department of Community
Development

Applicant(s): - City of Stevens Point Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281230803140102 Zone(s): "R-3" Single- and Two-Family Residential Master Plan: - Residential Council District: - District 6 Ald. Steinmetz Current Use: - Undeveloped	Request - Public Hearing and action on a request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point. Said request establishes Starling Court as a planned future public street within an unaddressed parcel bounded by Hoover Road and Heffron Street (Parcel ID 281230803140102). Attachment(s) - Official Street Map Exhibit Findings of Fact - Last month, the Common Council approved the subdivision plat for a planned 17-lot subdivision on the subject property. - Access to the proposed lots would be off of a new public street that will terminate into a cul-de-sac, named Starling Court. - The City's Official Street Map does not address Starling Court. Therefore, the Official Street Map will need to be amended prior to road construction. - As Starling Court has not been constructed yet, the Official Street Map will note this street as a planned future street. Once the road is constructed, the Official Street Map will be amended to remove the 'planned future street' designation. Staff Recommendation Approve the request to amend the Official Street Map of the City of Stevens Point for the purposes of establishing Starling Court as a planned future public street within an unaddressed parcel bounded by Hoover Road and Heffron Street (Parcel ID 281230803140102).
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Vicinity Map



Background

Overview: Last month, the Common Council approved a final subdivision plat review for a proposed 17-lot subdivision on the subject property. Most of the proposed lots would be roughly 12,000 square feet in size. Lots 1, 10 & 17 would be slightly larger – 15,095, 19,969 & 14,989 square feet, respectively. According to the applicant, the proposal is to construct duplexes on each of the proposed lots. Adequate lot width is proposed for the 17 lots under the proposed zoning designation to allow for zero-lot-line duplexes to exist.

Access to this planned subdivision is off of a public street named Starling Court, which will terminate into a cul-de-sac. Some explanation is beneficial as to why a cul-de-sac is recommended over having a road connection onto Hoover Road. Within transportation planning, it is a common principle that for development pads abutting two or more streets, access to said development area must be off of the street with a lower road classification. Hoover Road is considered a minor arterial road, while Heffron Street is a collector street. In layman's terms, collector streets have a lower road classification than arterial streets, resulting in access being prioritized off of Heffron Street for this proposed subdivision. Beyond that, as Hoover Road may see additional traffic should further development within the Industrial Park occur, traffic circulating towards Hoover Road should be prioritized at specific intersections – Heffron Street being one of them.

With Starling Court not being identified on the City's Official Street Map, this planning document will need to be amended to reflect this planned future street.

City staff have reviewed the request subject to the review standards listed above. The following section outlines staff findings.

Standards of Review – Official Street Map Amendment

1. Internal Consistency. Amendments shall be made so as to preserve the internal consistency of the entire Comprehensive Plan.

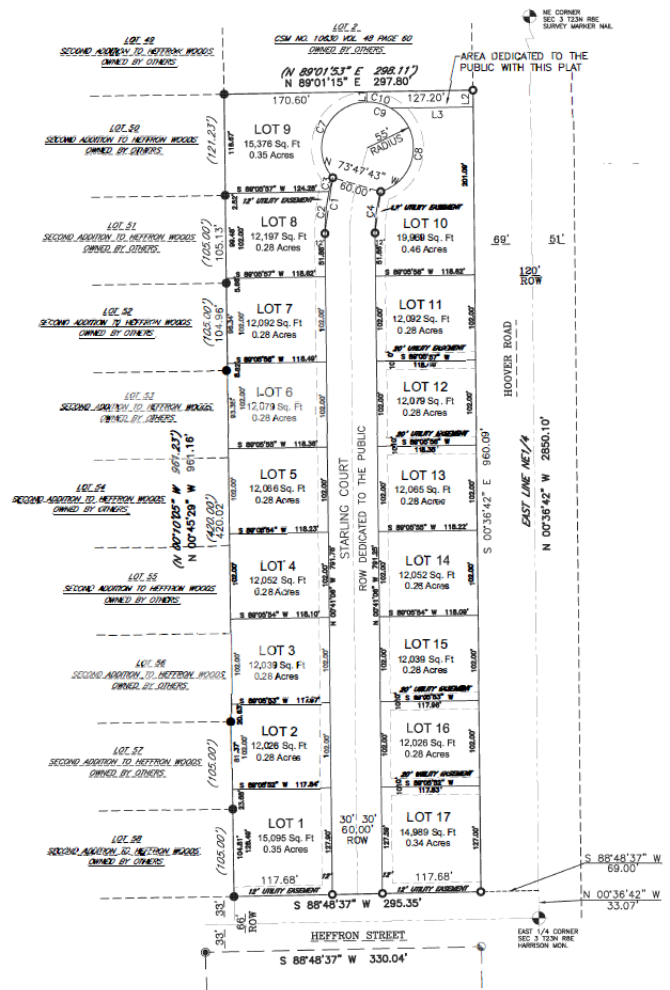
Analysis: The City's Official Street Map is intended to designate existing and planned future streets within City limits and within its extraterritorial jurisdiction. Last month, the Common Council approved a 17-lot subdivision that would be accessed by a new public street.

Finding: The Comprehensive Plan's Future Land Use Map was amended last month to allow for single- and two-family residential development on the subject property. By amending the Official Street Map, it is meeting the intent of the Comprehensive Plan by "allowing for an adequate supply of housing to meet the needs of all citizens" and prioritizing "compact and contagious growth." By creating a new public street to service new residential lots, staff believes that approving the Official Street Map amendment would better achieve housing goals outlined in the City's Comprehensive Plan.

2. Special Privileges or Placing Limitations Not Permitted. No amendment to change the Future Land Use Map shall contain special privileges or rights or any conditions, limitations, or requirements not applicable to all other lands in the district.

Analysis: Please see the previous discussion regarding the approved amendment to the future land use designation from Commercial/Office/Multi-Family to Residential. The proposed amendment to the Official Street Map allows for adequate access to 17 residential lots.

Findings: The amendment is consistent with the Transportation Element of the City's Comprehensive Plan. According to the Transportation Element's vision statement, "streets are designed and maintained to create a sense of place for residential and commercial neighborhoods and for the City. The use of parks, tree-lined boulevards, neighborhood signs or statutes, and the location of parking lots to the rear or sides of buildings all add to the positive visual experience of the community." With the construction of Starling Court, it provides connectivity to the approved residential development and better creates a sense of place. Based on this, staff believes that neither special privileges granted nor limitations were placed as part of the approved amendment to the Future Land Use Map.



3. The amendment shall not create an adverse impact on adjacent land uses.

Analysis: The planned street is to exist along single- and two-family residential uses to the west and south, with industrial uses located to the north and east. As existing streets occur along the periphery of the subdivision development (i.e., Hoover Road and Heffron Street), the planned development pattern for this area would warrant the creation of Starling Court to improve vehicular access.

Findings: Residential uses generally result in an increased level of traffic. With the creation of 17 residential units, having means of egress will allow for adequate traffic control. Lastly, the costs to install utility infrastructure have been planned as part of this subdivision development and will complement planned uses within this area.

4. The amendment shall not create an adverse impact on public facilities and services.

Analysis: Utilities currently exist within Hoover Road. With utility infrastructure planning to be extended off of Hoover Road to service the 17 residential lots, some infrastructure will cross the Starling Court Right-of-Way to service the residential lots west of the planned future street.

Findings: The proposed amendment should not create an adverse impact on public utilities and services.

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

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

SECTION I: That the Official Street Map and Extraterritorial Street Map of the City of Stevens Point be amended by adding the following described streets:

Starling Court

A 60 foot wide street from its intersection with Heffron Street extending to the north, described as follows and depicted on attached Exhibit 'A':

Being part of Sandstrom Subdivision, located in the Southeast Quarter of the Northeast Quarter of Section 3, Township 23 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin:

Evelyn Court

A 66 foot wide street from its intersection with Regent Street to its intersection with Golla Road, described as follows and depicted on attached Exhibit 'B':

Being part of Lot 1 of Portage County Certified Survey Map Number 011720, located in the Northeast Quarter of the Southeast Quarter of Section 26, Township 24 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin, described as follows:

*Commencing at the southeast corner of said Section 26; thence North 00 degrees 13 minutes 39 seconds West along the east line of said Southeast Quarter of Section 26 a distance of 1,354.26 feet to the easterly extension of the north right of way line of Regent Street; thence South 89 degrees 51 minutes 11 seconds West along said easterly extension and said north right of way line of Regent Street 1,106.58 feet to the **point of beginning**; thence continuing South 89 degrees 51 minutes 11 seconds West along said north right of way line 66.00 feet; thence North 00 degrees 14 minutes 41 seconds West 331.94 feet; thence northwesterly 78.22 feet along the arc of a 150.00 foot radius curve, tangent with the last described course, center to the west, the chord bears North 15 degrees 11 minutes 01 second*

West 77.34 feet; thence North 30 degrees 07 minutes 20 seconds West 37.44 feet to the south right of way line of Golla Road; thence northeasterly along said south right of way line 47.92 feet along the arc of a 750.73 foot radius curve, not tangent with the last described course, center to the north, the chord bears North 61 degrees 10 minutes 31 seconds East 47.92 feet; thence continuing North 59 degrees 20 minutes 47 seconds East along said south right of way line 18.10 feet; thence South 30 degrees 07 minutes 20 seconds East 36.52 feet; thence southeasterly 112.64 feet along the arc of a 216.00 foot radius curve, tangent with the last described course, center to the west, the chord bears South 15 degrees 11 minutes 01 second East 111.36 feet; thence South 00 degrees 14 minutes 41 seconds East 332.05 feet to the **point of beginning** and there terminating.

Joe Street

A 66 foot wide street from its intersection with Regent Street to its intersection with Golla Road, described as follows and depicted on attached Exhibit 'B':

Being part of Lot 1 of Portage County Certified Survey Map Number 011720, located in the Northeast Quarter of the Southeast Quarter of Section 26, Township 24 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin, described as follows:

Commencing at the southeast corner of said Section 26; thence North 00 degrees 13 minutes 39 seconds West along the east line of said Southeast Quarter of Section 26 a distance of 1,354.26 feet to the easterly extension of the north right of way line of Regent Street; thence South 89 degrees 51 minutes 11 seconds West along said easterly extension and said north right of way line of Regent Street 786.58 feet to the **point of beginning**; thence continuing South 89 degrees 51 minutes 11 seconds West along said north right of way line 66.00 feet; thence North 00 degrees 14 minutes 41 seconds West 611.20 feet to the south right of way line of Golla Road; thence northeasterly along said south right of way line 19.19 feet along the arc of a 294.68 foot radius curve, not tangent with the last described course, center to the south, the chord bears North 88 degrees 10 minutes 49 seconds East 19.19 feet; thence continuing South 89 degrees 57 minutes 13 seconds East along said south right of way line 46.82 feet; thence South 00 degrees 14 minutes 41 seconds East 611.60 feet to the **point of beginning** and there terminating.

SECTION II: The City Clerk shall file a copy of the ordinance with the Register of Deeds of Portage County, Wisconsin.

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

Approved: _____
Mike Wiza, Mayor

Attest: _____
Susan Pagel, City Clerk

Dated: April 22, 2025
Approved: May 19, 2025
Published: May 29, 2025

RETURN TO: Stevens Point City Clerk
Drafted by P. Fuehrer, City Engineering

There are no objections to this plat with respect to
Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2),
Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

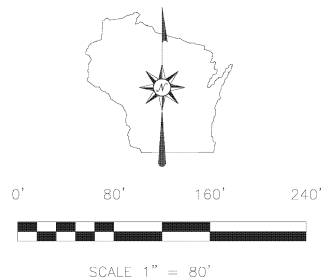
Department of Administration



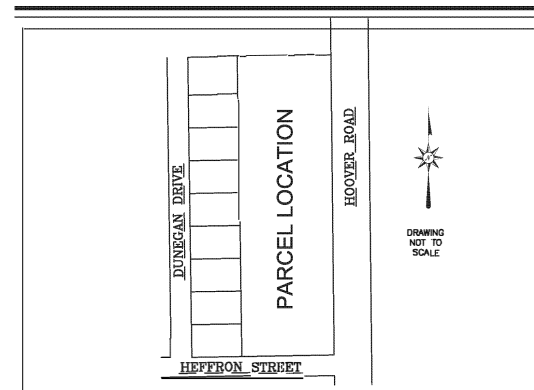
SANDSTROM SUBDIVISION

A SUBDIVISION BEING A PART OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER SECTION 3, TOWNSHIP 23 NORTH, RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN.

OFFICIAL STREET MAP AMENDMENT EXHIBIT 'A'



VICINITY MAP



LOCATED IN THE SE1/4 OF THE NE1/4, SECTION 3 TOWNSHIP 23 NORTH RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTRY, WISCONSIN.

LINE TABLE

LINE	BEARING	DISTANCE
1	N 00°58'45" W	12.00'
2	S 00°36'42" E	20.00'
3	N 89°01'15" E	98.54'

CURVE DATA TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	230.00'	67.80'	67.55'	N 07°45'36" E	16°53'23.00"
C2	230.00'	50.54'	50.44'	N 05°36'38" E	12°35'27.24"
C3	230.00'	17.26'	17.25'	N 14°03'20" E	4°17'55.76"
C4	170.00'	50.11'	49.93'	N 07°45'36" E	16°53'23.00"
C7	55.00'	124.58'	99.61'	N 24°09'10" E	129°47'03.81"
C8	55.00'	127.52'	100.82'	S 06°43'36" W	132°50'41.70"
C9	55.00'	282.11'	60.00'	S 73°47'43" E	293°53'18.74"
C10	55.00'	30.01'	29.64'	S 75°19'31" E	31°15'33.23"

UTILITY EASEMENTS

NO POLES OR BURIED CABLES ARE TO BE PLACED SUCH THAT THE INSTALLATION WOULD DISTURB ANY SURVEY STAKE OR OBSTRUCT VISION ALONG ANY LOT LINE OR STREET LINE. THE DISTURBANCE OF A SURVEY STAKE BY ANYONE IS A VIOLATION OF s. 236.32 OF THE REVISED WISCONSIN STATUTES. UTILITY EASEMENTS ARE HEREIN SET FORTH ARE FOR THE USE OF PUBLIC BODIES AND PRIVATE PUBLIC UTILITIES HAVING THE RIGHT TO SERVE THE AREAS.

THE UTILITY EASEMENT INCLUDES THE RIGHT OF THE UTILITY TO TRIM OR REMOVE ANY OR ALL TREES WITHIN THE EASEMENT WHICH WOULD INTERFERE WITH THE CONSTRUCTION OR MAINTENANCE OF THE UTILITY.

BASE FOR BEARING

BASE FOR BEARING IS THE EAST LINE OF THE NORTHEAST QUARTER 1/4 OF SEC. 3 T23N R8E, CITY OF STEVENS POINT, PORTAGE COUNTRY, WISCONSIN. ASSUMED TO BEAR N 00°36'42" W

NOTES

- 12' UTILITY EASEMENT IS PARALLEL TO RIGHT OF WAY LINES, LINES SHALL LENGTHEN AND SHORTEN TO PROVIDE CONTINUITY.
- 20' UTILITY EASEMENT IS PARALLEL TO AND LYING 10' EACH SIDE OF THE LOT LINES

LEGEND

- CONTROL POINT
- 3/4" IRON BAR FOUND
- 1" IRON PIPE FOUND
- 1" IRON ROD FOUND
- 1 1/4" X 18" 4.30lbs/ft REBAR SET
- () RECORDED AS
- GOVERNMENT CORNER LOCATION

ALL OTHER LOT CORNERS SET WITH A
3/4" X 18" REBAR 1.50lbs/ft.

DEVELOPER

AM CONSTRUCTION LLC
1197 WILSHIRE DRIVE
STEVENS POINT, WI 54482

SURVEYOR

DARREN KRZANOWSKI, PLS #2663
RETTLER CORPORATION
3317 BUSINESS PARK DRIVE
STEVENS POINT, WI 54482
PHONE (715)341-2633
FAX (715)341-0431

REVISION DATE:

 ACCESSIBLE ALLEY
 NON-ACCESSIBLE ALLEY



Administrative Staff Report

Official Street Map Amendment

Joe Street & Evelyn Court

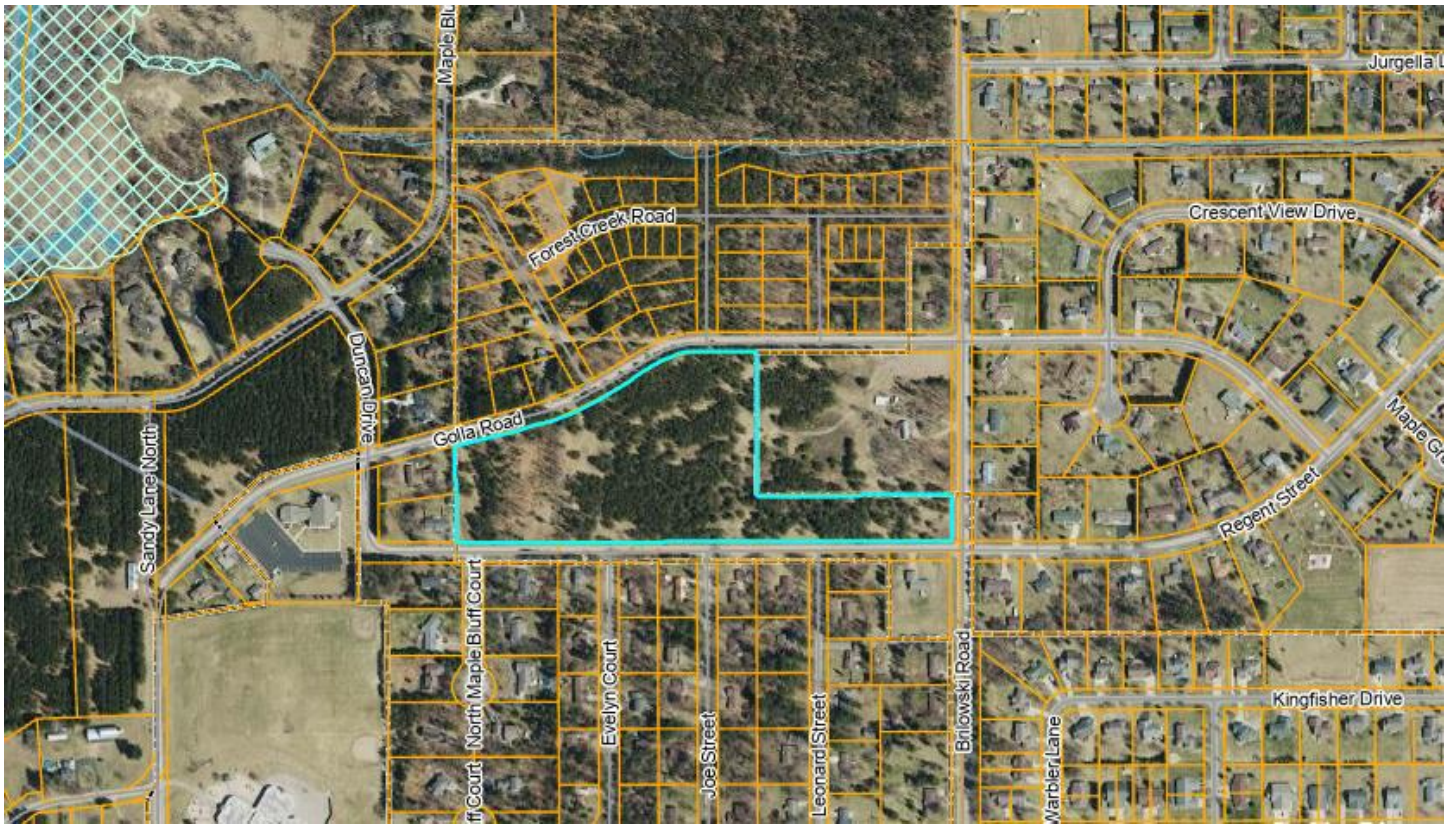
May 5, 2025



Department of Community
Development

Applicant(s): - City of Stevens Point Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240826400563 Zone(s): "R-LD" Low-Density Residential Master Plan: - Residential Council District: - District 7 Ald. Kneebone Current Use: - Undeveloped	Request - Public Hearing and action on a request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point. Said request extends Evelyn Court and Joe Street as a planned future public street within an unaddressed parcel bounded by Golla Road, Brilowski Road & Regent Street (Parcel ID 281240826400563). Attachment(s) - Official Street Map Exhibit Findings of Fact - Last year, the Common Council approved the subdivision plat for the Forest Creek Subdivision, located to the north of the subject property. - Along with acquiring the land that now is the Forest Creek Subdivision, the City purchased the subject property to annex both areas from the Town of Hull to the City of Stevens Point. The City purchased the subject property as a planned second phase of the Forest Creek Subdivision. - In order to assist with long-range planning efforts, this request seeks to extend Joe Street and Evelyn Court in the subject property to connect with its northern and southern street counterparts. These street extensions are intended to provide access to new residential lots when the land is subdivided in the future. - The City's Official Street Map does not address an extension of Joe Street and Evelyn Court. Therefore, the Official Street Map will need to be amended, preferably before a preliminary subdivision plat is produced. Staff Recommendation Approve the request to amend the Official Street Map of the City of Stevens Point for the purposes of extending Evelyn Court and Joe Street as a planned future public street within an unaddressed parcel bounded by Golla Road, Brilowski Road & Regent Street (Parcel ID 281240826400563).
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Vicinity Map



Background

Overview: Last year, the Common Council approved a final subdivision plat review for a proposed subdivision located north of the subject property, called the Forest Creek Subdivision. At the time when the City purchased the land that is now the Forest Creek Subdivision, the City also purchased the subject property. Acquiring the subject property was necessary to annex the Forest Creek Subdivision into City limits. Additionally, this land also serves as a potential second phase of subdivision development when the demand is needed.

As shown on the map above, Evelyn Court and Joe Street are located north and south of the subject property. In order to assist with long-term planning efforts for this area, this request seeks to extend Joe Street and Evelyn Court in the subject property to connect with its northern and southern street counterparts. Please note that amending the Official Street Map would only show a Joe Street and Evelyn Court extension as a planned future street – it does not mean that the street will be constructed. Additional approvals by the Plan Commission and Common Council, including right-of-way acceptance and a subdivision plat, will be needed before a street is ever constructed on the property.

City staff have reviewed the request subject to the review standards listed above. The following section outlines staff findings.

Standards of Review – Official Street Map Amendment

1. Internal Consistency. Amendments shall be made so as to preserve the internal consistency of the entire Comprehensive Plan.

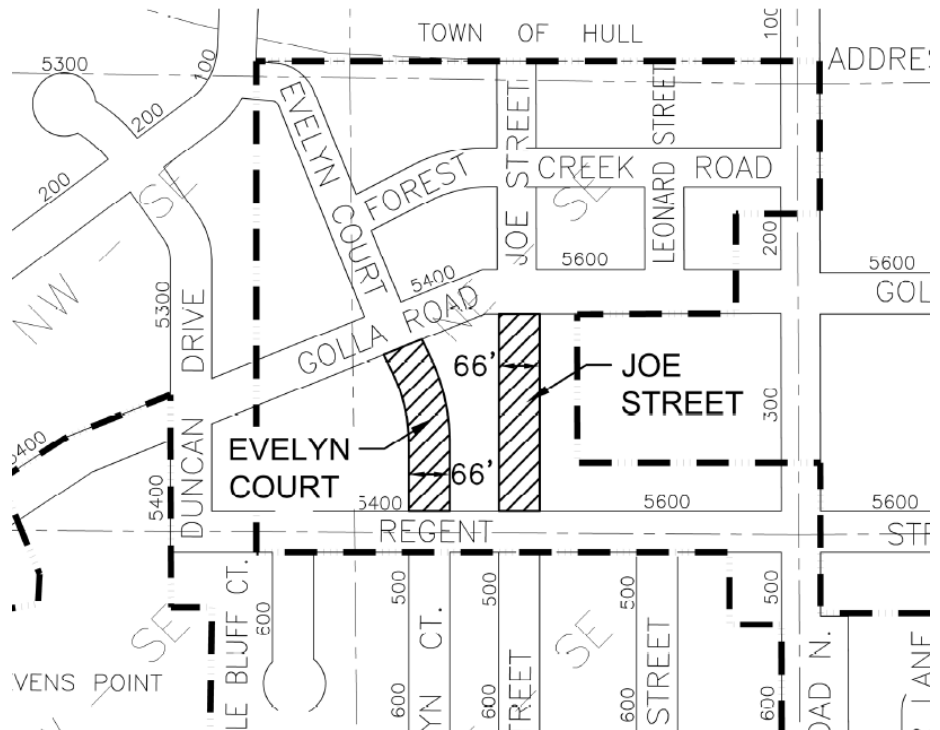
Analysis: The City's Official Street Map is intended to designate existing and planned future streets within City limits and within its extraterritorial jurisdiction. In 2023, the Common Council approved the acquisition of the subject property with the intention of serving as an additional subdivision.

Finding: The Comprehensive Plan's Future Land Use Map identifies the subject property for single- and two-family residential development. The future land use designation of the property meets the intent of the Comprehensive Plan by "allowing for an adequate supply of housing to meet the needs of all citizens" and prioritizing "compact and contagious growth." By extending two streets to service future residential lots, staff believes that approving the Official Street Map amendment would better achieve housing goals outlined in the City's Comprehensive Plan.

2. Special Privileges or Placing Limitations Not Permitted. No amendment to change the Future Land Use Map shall contain special privileges or rights or any conditions, limitations, or requirements not applicable to all other lands in the district.

Analysis: Please see the previous discussion regarding the future land use designation of the property. The proposed amendment to the Official Street Map would provide street connectivity to additional residential lots when they are platted in the future.

Findings: The amendment is consistent with the Transportation Element of the City's Comprehensive Plan. According to the Transportation Element's vision statement, "streets are designed and maintained to create a sense of place for residential and commercial neighborhoods and for the City. The use of parks, tree-lined boulevards, neighborhood signs or statutes, and the location of parking lots to the rear or sides of buildings all add to the positive visual experience of the community." With the extension of Joe Street and Evelyn Court, it provides connectivity for future residential lots and will aid in the planning of a future subdivision plat. Based on this, staff believes that neither special privileges granted nor limitations were placed as part of the approved amendment to the Future Land Use Map.



3. The amendment shall not create an adverse impact on adjacent land uses.

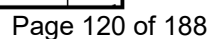
Analysis: The planned street is to exist along single- and two-family residential uses to the east and west. As existing streets occur along the periphery of this potential subdivision development (i.e., Golla Road, Regent Street, Brilowski Road, etc.), the planned development pattern for this area would warrant the street extensions to improve vehicular access with the additional residential lots.

Findings: Residential uses result in an increased level of traffic. With additional residential lots potentially being created, having means of egress will allow for adequate traffic control.

4. The amendment shall not create an adverse impact on public facilities and services.

Analysis: Utilities currently exist within Golla Road, with the ability for new utility infrastructure to be installed within the extended Joe Street and Evelyn Court.

Findings: The proposed amendment should not create an adverse impact on public utilities and services.



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 subsections 9.05(d)40., 9.05(d)41., 9.05(d)44., 9.05(d)53., 9.05(d)58., 9.05(d)74., 9.05(d)75., and 9.05(d)76. of the Revised Municipal Code, two hour parking, are hereby **repealed**.
- SECTION II:** That subsections 9.05(ag)3., 9.05(ag)4., 9.05(ag)6. through 9.05(ag)12, and 9.05(ag)21 of the Revised Municipal Code, two hour parking 7:00 A.M. to 5:00 P.M., are hereby **repealed**.
- SECTION III:** That the following Subsections of RMC 9.05(ae), Four Hour Parking, are hereby **created** as follows:

9.05(ae) FOUR HOUR PARKING

2. On the north side of Clark Street from a point 124 feet east of Third Street to a point 308 feet east of Third Street.
3. On the north side of Clark Street from a point 165 feet west of Strongs Avenue to a point 95 feet west of Strongs Avenue.
4. On the west side of Church Street from a point 75 feet south of Centerpoint Drive to a point 270 feet north of Main Street.
5. On the north side of College Court from Church Street to a point 105 feet east of Church Street.
6. On the east side of Church Street from a point 30 feet south of Main Street to a point 50 feet north of Clark Street.
7. On the south side of Clark Street from Second Street to a point 139 feet west of Strongs Avenue.
8. On the east side of Third Street from a point 150 feet south of Centerpoint Drive to a point 80 feet south of Centerpoint Drive.
9. On the north side of Clark Street from a point 80 feet east of Second Street to a point 60 feet west of Third Street.
10. On the north and south sides of Main Street from Water Street to Strongs Avenue.
11. On the south side of Main Street from Strongs Avenue to Church Street.
12. On the east side of Water Street from a point 155 feet north of Clark Street to a point

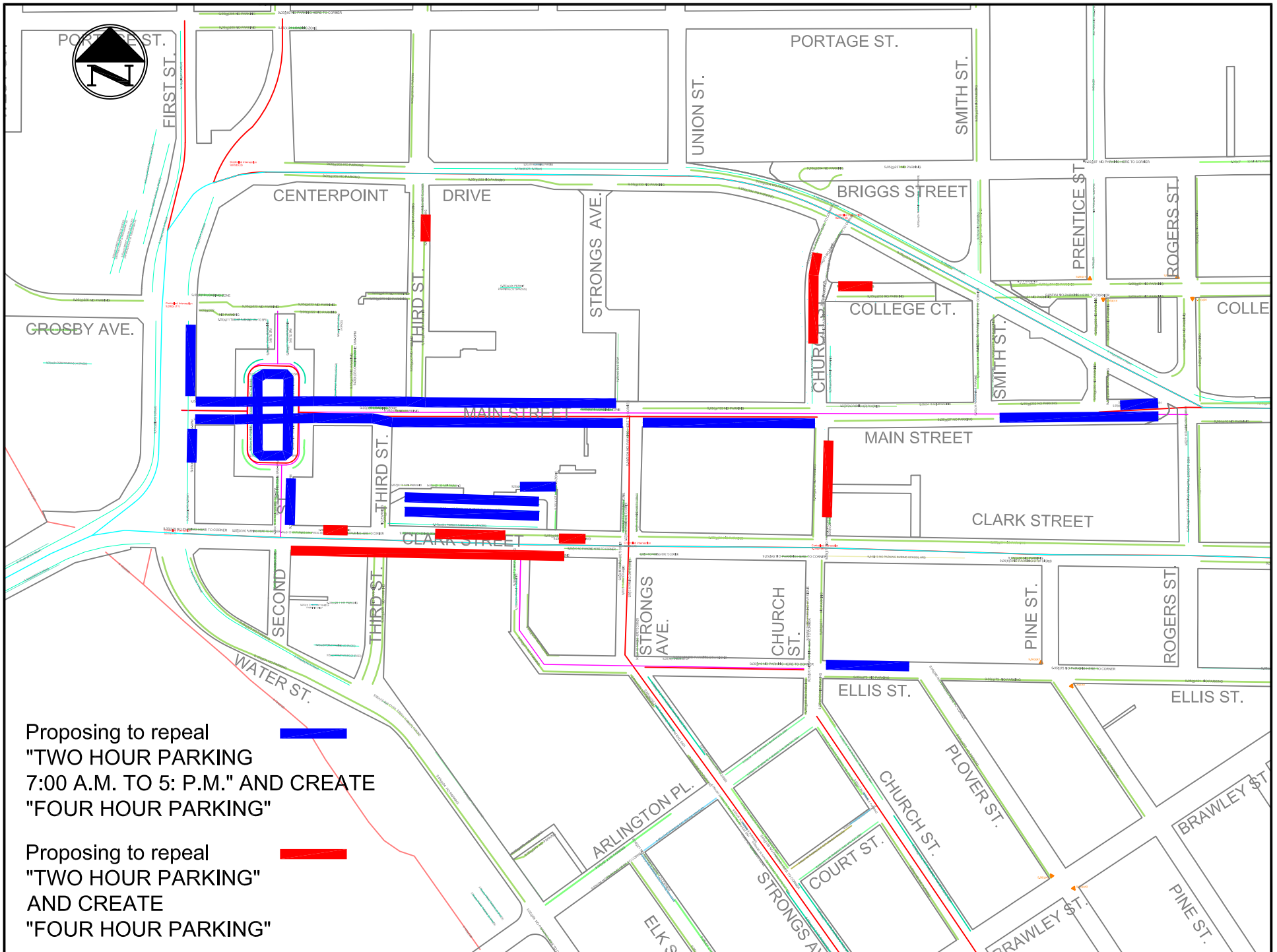
15 feet south of Main Street.

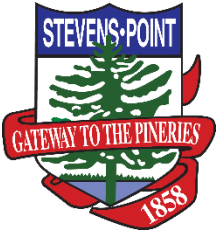
13. On the east side of Water Street from Main Street to a point 190 feet north of Main Street.
14. All quadrants of the Mathius Mitchell Public Square including all parking stalls within Municipal Parking Lot number 9, except for vehicle(s) engaged in the sale of products as part of the Farmers Market identified within RMC Chapter 12.
15. All remaining designated parking spaces in Municipal Parking Lot Number 12 which are not designated as 15 or 30 minute parking, reserved permit parking, accessible parking, loading zone, or other restrictions approved by the Common Council, except on Saturdays, Sundays, and holidays.
16. On the east side of Second Street from Clark Street to a point 122 feet north of Clark Street.
17. On the north side of Ellis Street from Church Street to a point 223 feet east of Church Street, except Saturdays, Sundays, and Holidays.

APPROVED: _____
Mike Wiza, Mayor

ATTEST: _____
Susan Pagel, City Clerk

Dated: May 14, 2025
Approved: May 19, 2025
Published: May 29, 2025





Memo

Chris Klesmith
Neighborhood Planner / Economic
Development Specialist

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
[715] 341-4171 | cklesmith@stevenspoint.com

To: Redevelopment Authority; Board of Park Commissioners; City Plan Commission;
Transportation Commission
From: Chris Klesmith
CC: Jarod Kivela; Joel Lemke; Scott Beduhn; Talin Scheuermann; Dan Kremer
Date: March 28, 2025
Subject: Adjustments to Downtown Targeted Area Master Plan

Commissioners,

In May of 2024, each of your commissions had reviewed and recommended approval of the Downtown Targeted Area Master Plan, which included conceptual plans for multiple sites throughout the Downtown. Since adoption, progress has been made towards the redevelopment of the Shopko site, Edgewater Manor site, and the Civic Campus. Upon further evaluation and discussion between multiple departments, a few modifications to plan are recommended in order to improve the rate of development, decrease development costs, and result in a good long-term outcome for the community.

Of note, there are two major revisions to the Downtown Targeted Area Master Plan for your review before recommending approval to the Common Council. These changes are not quite substantive, and all elements of the former concepts are retained, moved, or given an improved visual to communicate with community partners and developers to accelerate the completion of this plan. Revisions include an amendment to the Shopko redevelopment plan concept, and inclusion of an additional visual for the Riverfront Connection / West Downtown concept.

- Shopko Redevelopment Concept
 - Additional utility easements and locations were noted under the previously recommended bus transfer center, and groundwater contamination at the Building A site was found at more shallow depths than originally reported. Staff are recommending trading the bus transfer center with Residential Building A. Furthermore, staff are recommending a visual of a surface-level transfer center until further development occurs and future amenities are needed at the transfer center site, or if the upcoming needs assessment indicates additional uses.
 - Utilities extend from Main Street to the future College Court under the proposed park space. Staff recommend expanding the park the length of the block to accommodate first-floor businesses for an attractive retail and entertainment environment without incurring the cost of relocating utilities.
- Riverfront Connection Concept
 - A “bubble” concept was included in the adopted plan, indicating proposed uses for spaces, but without a visual representation. The aerial image presented now was not included originally due to concerns of Chase Bank’s permanence on the Wisconsin River. The aerial illustrates potential for the expansion of the arts center, additional housing options near a primary community feature, and public space that could become improved should Chase Bank proceed with the offer to purchase their property.

Attached to this memo are three pages that would replace the former Shopko conceptual site plan and added to the figures representing the riverfront connection. Staff feel these visual amendments are necessary to consistently communicate the plan to community partners and developers and achieve progress on the plans. If you have any questions regarding the reasoning or need to adjust the Downtown Targeted Area Master Plan, please call me at your earliest convenience and I would be happy to discuss. We hope the proposed amendments renew excitement and interest in downtown development as a primary community location in the City of Stevens Point.

Cheers,

A handwritten signature in cursive script, appearing to read "Chris Klesmith", with a long horizontal flourish extending to the right.

Christopher Klesmith
Neighborhood Planner & Economic Development Specialist
City of Stevens Point

SHOPKO SITE REDEVELOPMENT
VISION PLAN

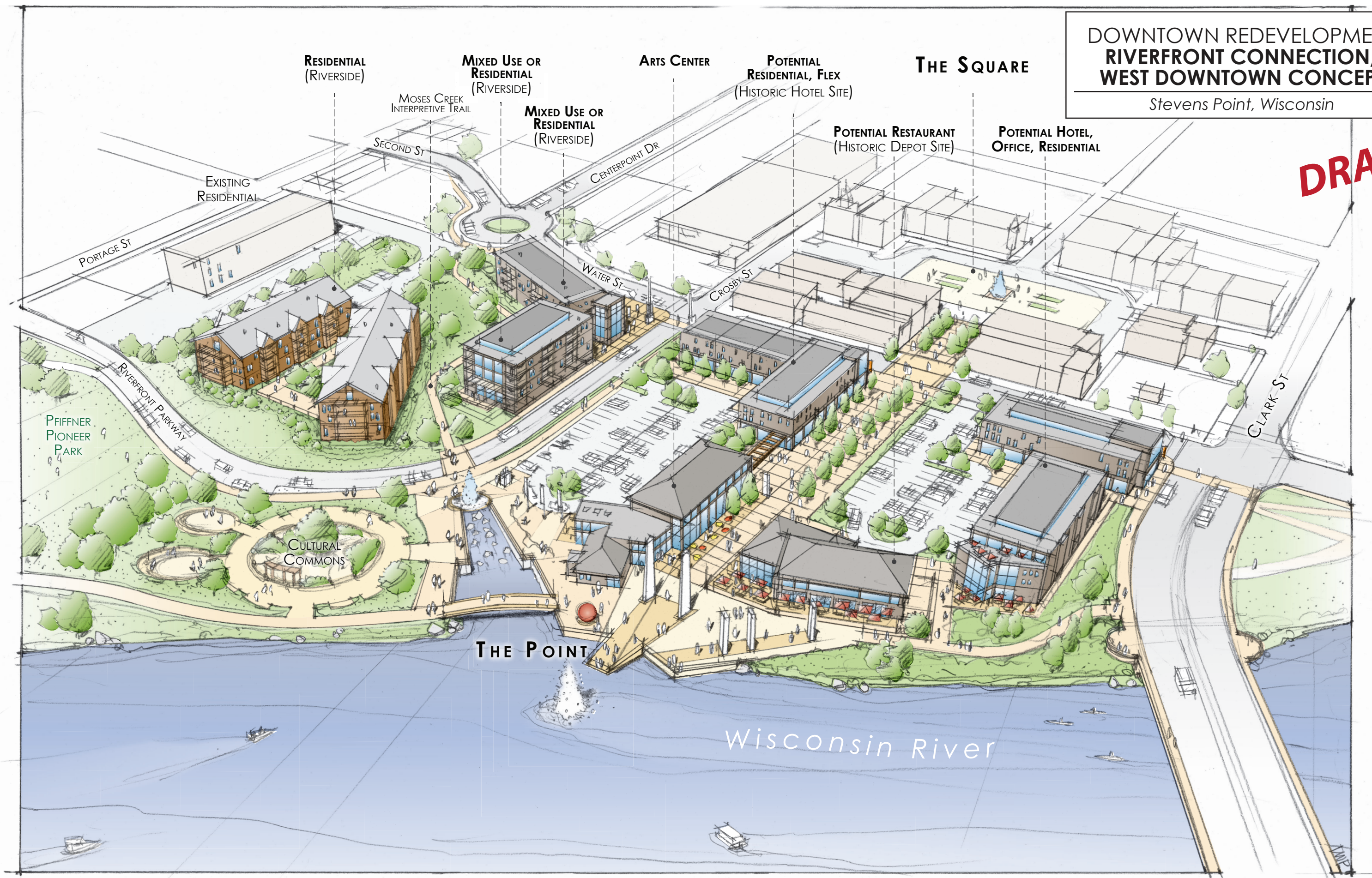
Stevens Point, Wisconsin



DOWNTOWN REDEVELOPMENT RIVERFRONT CONNECTION/ WEST DOWNTOWN CONCEPT

Stevens Point, Wisconsin

DRAFT



SHOPKO SITE REDEVELOPMENT
CONCEPT PLAN

Stevens Point, Wisconsin

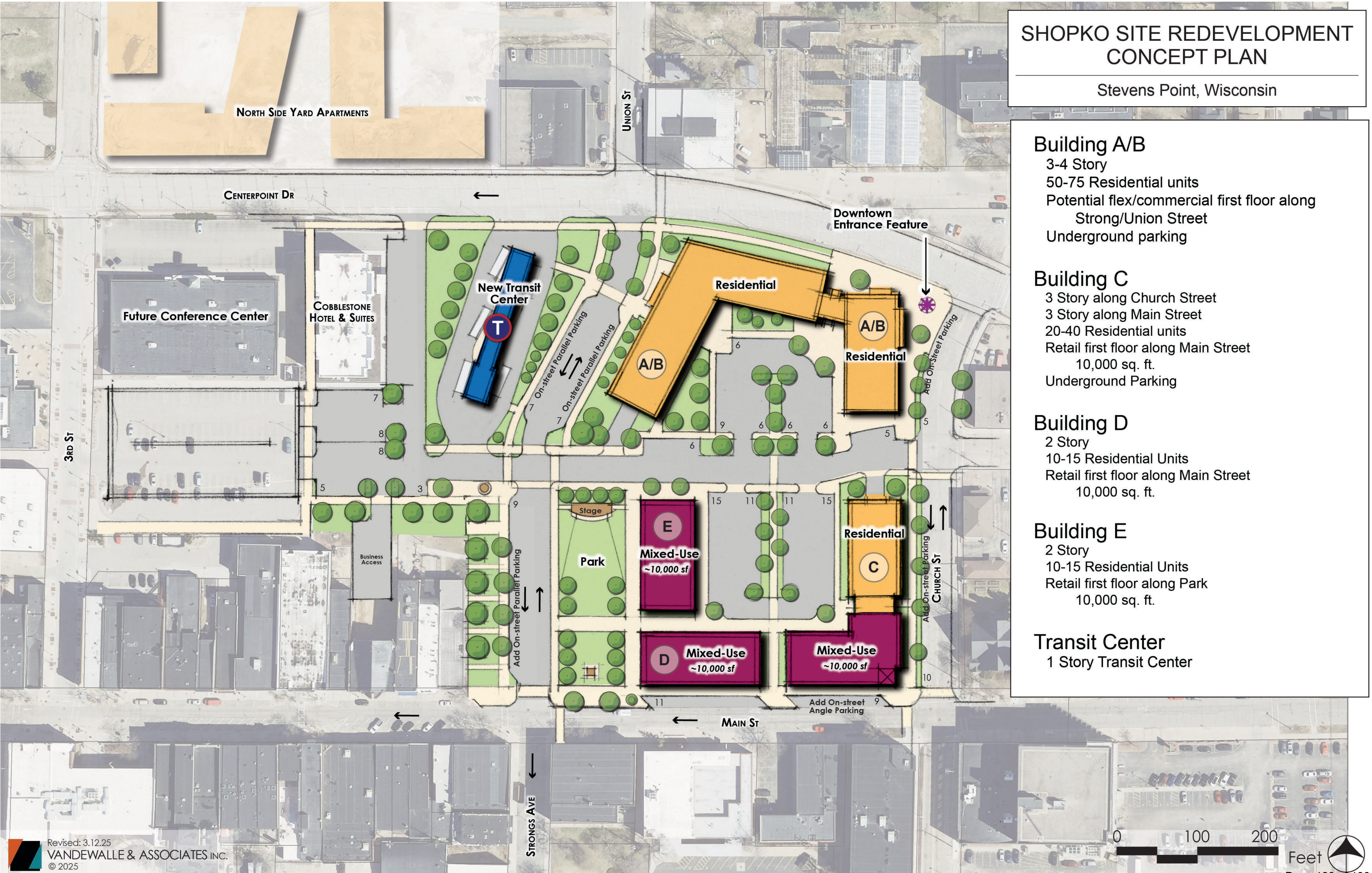
Building A/B
3-4 Story
50-75 Residential units
Potential flex/commercial first floor along
Strong/Union Street
Underground parking

Building C
3 Story along Church Street
3 Story along Main Street
20-40 Residential units
Retail first floor along Main Street
10,000 sq. ft.
Underground Parking

Building D
2 Story
10-15 Residential Units
Retail first floor along Main Street
10,000 sq. ft.

Building E
2 Story
10-15 Residential Units
Retail first floor along Park
10,000 sq. ft.

Transit Center
1 Story Transit Center





MEMORANDUM

To: Standing Committee Members and City Council

From: Jarod Kivela, Director of Community Development

Date: May 7, 2025

RE: **City-County Land Swap Agreement – 1039 Ellis Street and Associated Properties**

Overview:

Staff is providing this item as an update on the proposed land swap agreement between the City of Stevens Point and Portage County, which supports the City's long-term facility planning efforts, including the potential relocation of City Hall to 1039 Ellis Street.

Status of Approvals:

The proposed agreement has been reviewed and **recommended for approval** by the following bodies:

- City Plan Commission on May 5
- County Space and Properties Commission on May 6

The City Attorney is currently drafting a formal contract based on the terms outlined in the proposal. This contract is scheduled for:

- City Council consideration on May 19
- County Board consideration on May 20

Upon approval from both entities, the agreement will be executed and finalized by both parties.

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Open Records Information: 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.

Key Terms of the Proposed Agreement Include:

1. **Transfer of Land from County to City:**

Multiple parcels (listed in Exhibit A of the proposal) would be transferred to the City at no cost. The County will retain some areas for future parking and buffer needs.

2. **Transfer of City's 27% Ownership in Joint Facility to County:**

The City would relinquish its shared ownership of the facility on parcel 281240832100801, while retaining the right to occupy that space until no later than July 23, 2025.

3. **Easement for Access:**

The County will provide the City with an easement for ingress/egress on retained property, revocable only if construction begins on that land.

4. **County Storage Rights:**

The County may continue to use a portion of the facility for storage during and for up to one year after the City moves out.

5. **Transfer of Parcel from City to County:**

The City would transfer parcel 281240832101024 to the County at no cost.

6. **Right of First Refusal:**

The City will grant the County the right of first refusal on parcel 281240832202019, with a purchase price of \$50,000 if exercised.

Related Finance Committee Item:

This land swap agreement is accompanied by a sister item being presented to the Finance Committee. That item requests funding for additional architectural and engineering work related to 1039 Ellis Street, the subject of this agreement. That work will help inform the City's renovation or rebuild options.

Next Steps:

- Finalize and distribute the formal contract for consideration by the City Council (May 19) and County Board (May 20); obtain final signatures.
- Bring the companion funding request to the Finance Committee and Council for review and action.

OFFICIAL LAND SWAP AGREEMENT PROPOSAL

This Land Swap Agreement Proposal ("Agreement") would be made and entered into by and between Portage County ("County") and the City of Stevens Point ("City"), collectively referred to as "Parties."

1. Land Transfer from County to City: The County shall transfer to the City the portions of land outlined in Exhibit A, which include the following parcels:

- 281240832202013
- 281240832202014
- 281240832202015
- 281240832202048
- 281240832202017
- A portion of parcels 281240832202033, 281240832202053, 281240832202031, and 281240832202030

This transfer shall be at no cost to the City. The County intends to retain portions of parcels 281240832202033, 281240832202053, 281240832202031, and 281240832202030 to accommodate future expansion of parking spaces, site layout modifications, and space for vegetative buffers as appropriate. All land and buildings associated with the transferred parcels shall be maintained by the County until an official certified survey map and agreement are created and signed by both Parties.

2. Structure Ownership Transfer from City to County: The City shall transfer to the County its 27% ownership of the structure located on parcel 281240832100801, as shown in Exhibit B. This transfer shall be at no cost to the County. The City shall be allowed to maintain, occupy, and use the same 27% building space until such time as occupancy of a new location can be gained. The City will continue to pay its 27% share of the utilities and maintenance charges until the month the City vacates the building on the parcel referenced in this paragraph. The date of the City vacating its 27% ownership interest in and transferring it to the County will be determined and mutually agreed upon, but no later than July 23rd, 2025. This time will allow for the City's design work on 1039 Ellis referenced in paragraph 1 to be completed and approved, at which time the City will notify the County of a known and reasonable estimate for construction. Upon the City vacating its 27% building ownership interest in and transferring it to the County, the County will have authority to take all necessary security steps including single-point access to the entire building, facility, and structure referenced in this paragraph.

3. Easement for Ingress and Egress: The County shall provide the City with an easement, as a part of an official certified survey map, for the purpose of ingress and egress on the portion of parcel 281240832202053 that the County is retaining, as shown in Exhibit C. This easement shall be at no cost to the City and the County shall have the right and authority to terminate the easement upon the County breaking ground on building construction on or related to the easement location.

4. County's Right to Occupy Storage Space: The County shall retain the right to occupy and use a portion of the building located on parcel 281240832202053, as shown in Exhibit D, for storage purposes through any construction period and for up to one (1) year commencing after the City's occupancy of the building. Occupancy of this space shall be at no cost to the County. The County agrees to cooperate with the City if stored items need to be moved for construction or renovation purposes. The City agrees to coordinate with the County in advance to minimize operational impacts and provide sufficient time and space for the relocation of stored items. Any unutilized space may be used by the City upon the County's consent. The County may end its use of the space early, at the County's discretion.

5. Land Transfer from City to County: The City shall transfer to the County parcel 281240832101024, as shown in Exhibit E. This transfer shall be at no cost to the County and may occur immediately after the signing of an official agreement between the County and City.

6. Right of First Refusal on Parcel 281240832202019 The City shall grant to the County for no initial cost to the County a right of first refusal on parcel number 281-24-0832202019 at the corner of Water Street and Arlington Place, with such right of first refusal subject to the County's purchase price in the amount of \$50,000.

7. Disclaimer All information contained in this Agreement is subject to a formal written agreement detailing the proposal between the County and City. The final written agreement is subject to approval by the County Board and City Council at the appropriate time.

Attachments:

- Exhibit A (Land Transfer Map)
- Exhibit B (Structure Ownership Map)
- Exhibit C (Easement Map)
- Exhibit D (Storage Space Map)
- Exhibit E (County Parking Lot Transfer)
- Exhibit F (Parking Lot Option to Purchase)

Exhibit A

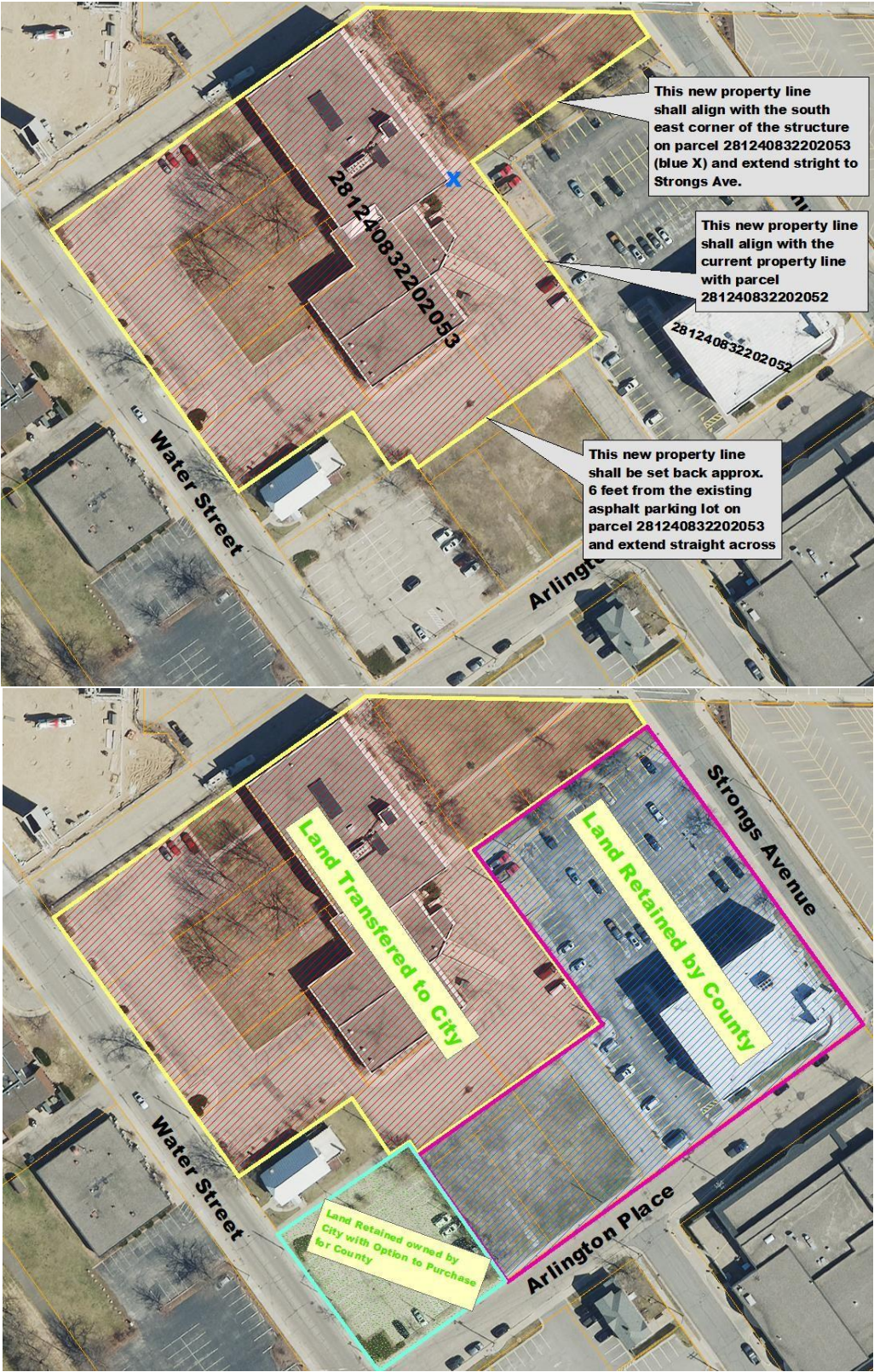


Exhibit B

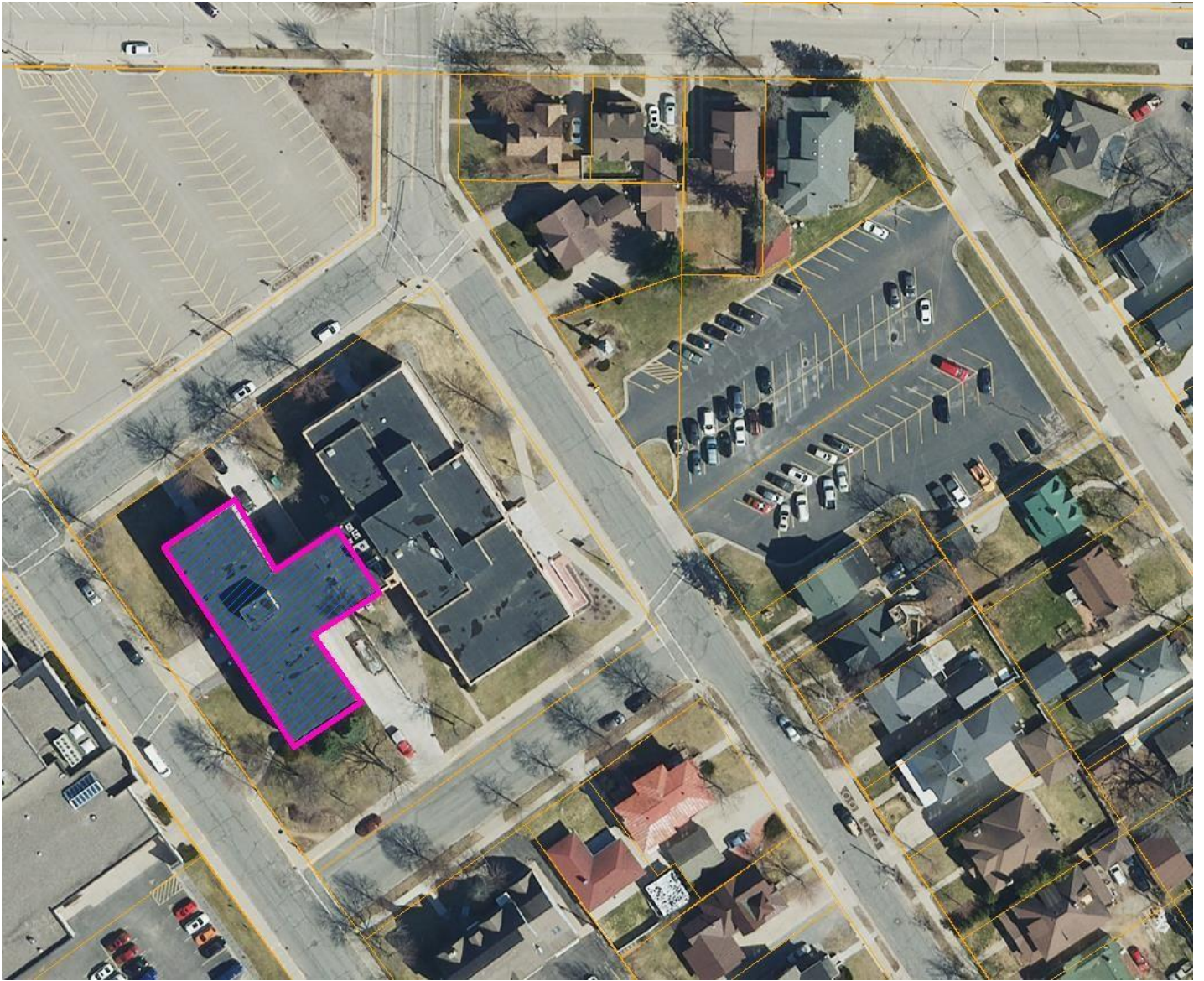


Exhibit C

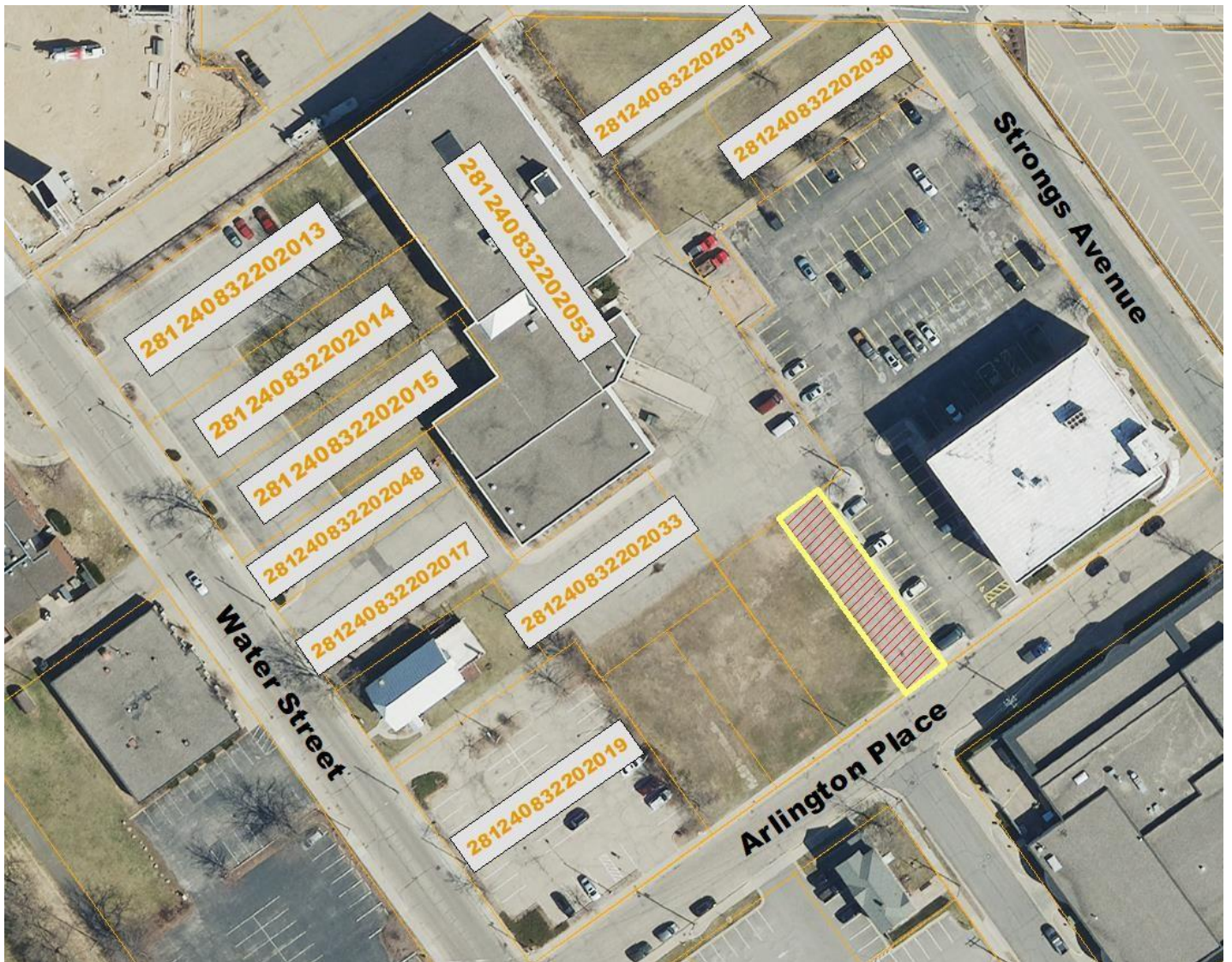


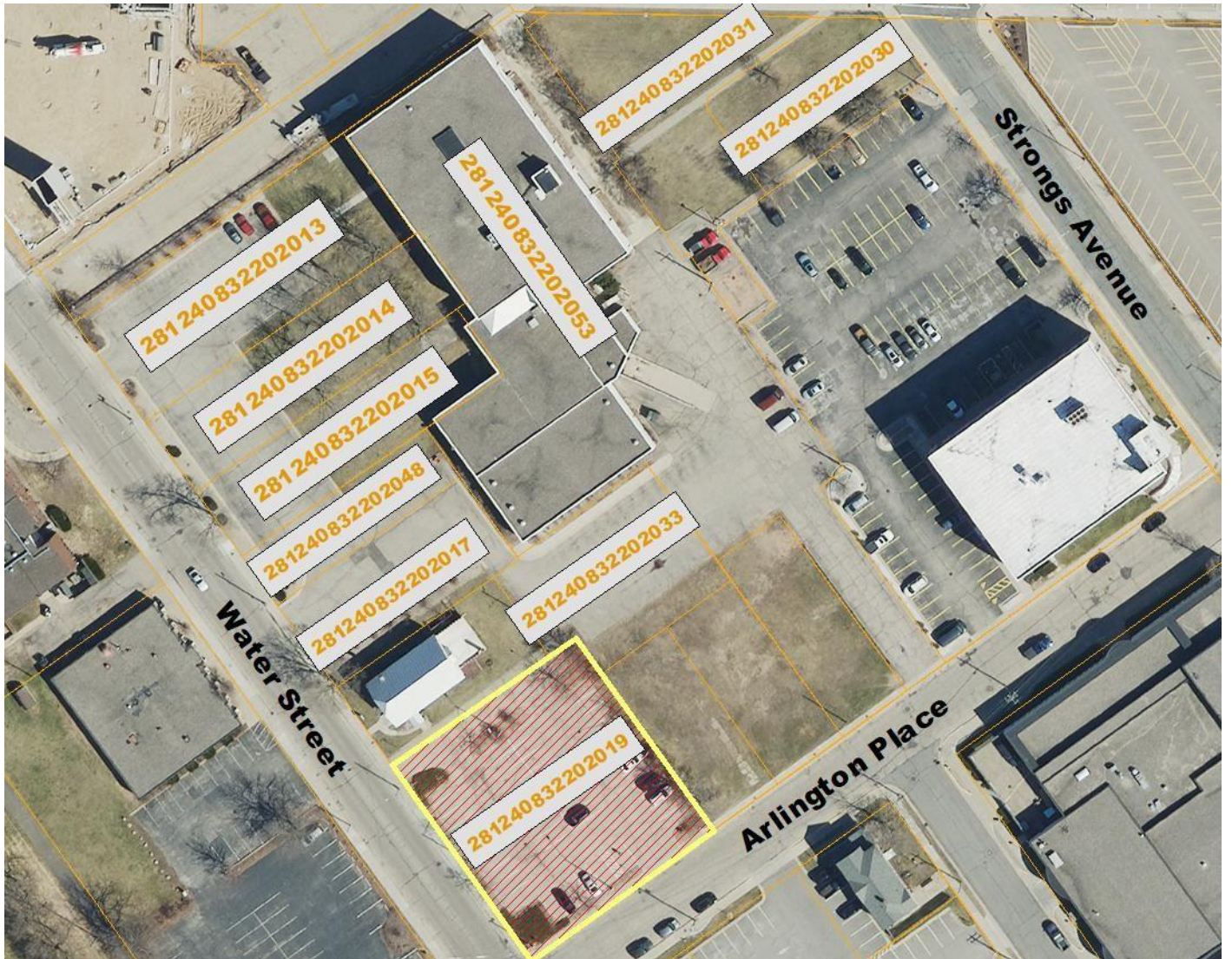
Exhibit D



Exhibit E



Exhibit F





MEMORANDUM

To: City Council

From: Jarod Kivela, Director of Community Development

Date: May 15, 2025

RE: **Recommendation for Preliminary Architectural Services – 1039 Ellis Street
(Future City Hall Site)**

Overview:

Staff is recommending approval of a contract with Somerville, Inc. – Architects and Engineers to complete preliminary architectural services associated with the evaluation and conceptual design of a future City Hall at 1039 Ellis Street based on their submitted quote (attached). These services will support the City's effort to determine whether a renovation or new construction approach is most suitable for the site. Staff evaluated and worked with 4 total firms throughout this process (Keller, River Valley Architects, Barrientos, and Somerville).

Firm Background and Evaluation:

Somerville, Inc. was one of the firms considered for this work. While their previous project with the Utilities Office addition was simple and matched the existing structure, it was also limited in scope and not reflective of their full capabilities. In the course of evaluating this proposal, staff noted several key strengths that make Somerville a strong fit for this project:

- Highly experienced and responsive team, with a broad range of in-house professionals including structural, mechanical, plumbing, and fire protection engineers and architects.
- Because of their staffing levels, it is felt that they will provide a more complete and coordinated submission, which will likely reduce future change orders.
- Experience with projects of this nature in our area and with City Staff, having completed work for:

- Stevens Point Utilities

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- Noble Clinic
 - Greenheck Turner Community Center (Wausau)
 - Various educational and institutional facilities throughout the region
 - Offering more collaborative meetings and engagement throughout the process.
 - Demonstrated ability to develop comprehensive, code-compliant plans suitable for complex public facilities.
-

Project Scope and Assessment Consideration:

While some structural and systems evaluation work has already been completed by City staff or previous consultants, Somerville has proposed an additional \$20,000 assessment to take a full second look at the building. Their intent is to ensure the design process is based on the most accurate and up-to-date information. Staff agree that this reassessment would:

- Allow their team to become fully familiar with the building and site.
 - Help produce accurate estimates and inform sound design decisions.
 - Ensure the City receives a clear, reliable comparison between renovation and new construction options.
-

Recommendation:

Staff recommends the City approve a contract with Somerville, Inc. – Architects and Engineers for preliminary architectural services for the 1039 Ellis Street project. This work will be funded within a not-to-exceed amount of \$75,000, recommended for approval by the Finance Committee and approved as a part of the consent agenda, which will also include any additional structural or engineering evaluation necessary for this phase.

This approval should be made contingent on the approval of the land swap agreement currently under review between the City and Portage County.

Review Team: Ximena Christianson (Building Inspector), Scott Omernik (Chief Building Official), Scott Beduhn (Director of Public Works), Greg Schanen (Public Works Engineer), and Jarod Kivela (Director of Community Development)



PROPOSAL FOR:

Facility
Condition
Assessment
and Conceptual
Design Services

**City of
Stevens Point**



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May 5, 2024

Jarod Kivela
Community Development Director
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

Dear Mr. Kivela,

The City of Stevens Point has started an exciting journey to ensure your facilities will continue to meet the needs of your staff and community for generations to come. Somerville’s team has the experience to study, plan, design, and deliver creative ideas and solutions that will **fit the budget and create consensus**. As professionals in the architecture and engineering sector in Northeast Wisconsin, we want to use our talents and efforts to do more than just design structures and environments, we want to help contribute to the success of our community for generations to come.

Somerville is one of Wisconsin's largest employee-owned providers of **integrated architecture, engineering, interior design**, and construction administration services. We have been in business since 1946 and have had the opportunity to serve many of Wisconsin’s cities, villages and municipalities, including the City of Stevens Point. One of Somerville’s greatest assets is the flexibility and sensitivity to respond to each individual aspect of your project. The expertise and talent of our professionals provides a strong foundation for every project. Our team balances technical expertise with decades of hands-on experience as facility planners and designers. As such, we will present for your consideration the most **current industry trends, design concepts, and engineering solutions**.

We hope the enclosed information adequately conveys our interest in your project, as well as our team's qualifications to execute it to your satisfaction. Somerville's expertise, long history, depth of staff, and solid financial stability will ensure that our firm and its personnel will be a resource to the City of Stevens Point for years to come.

Thank you for this opportunity.



Matthew J. Schachtner, NCARB, AIA
Principal-in-Charge | President
mschachtner@somervilleinc.com | 920-593-3839

 **Somerville, Inc.**
2100 Riverside Drive, Suite 300 | Green Bay, Wisconsin 54301
920.437.8136 | somervilleinc.com

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Appendix Previously Submitted
Letter Proposal

somerville QUALIFICATIONS





HEADQUARTERED
Green Bay
WISCONSIN

Somerville, Inc.
2100 Riverside Drive
Green Bay, WI 54301-2390

Phone 920.437.8136
Fax 920.437.1131

somervilleinc.com

EST. 1946
WE'VE BEEN IN
BUSINESS FOR
79 Years



EMPLOYEE-OWNED
CORPORATION



SOMERVILLE BUSINESS INFORMATION

At Somerville, we believe that design matters, not only for building systems and structures, but also in the assembly of our team. Our innovative, engaging, and creative projects begin with our outstanding staff. The idea "design matters" starts with a strong employee foundation, and a belief that each employee you interact with matters to you and your project.

PRINCIPALS

Matt Schachtner, NCARB, AIA
President
mschachtner@somervilleinc.com | 920.593.3839

Sara Kvitek
Executive Vice President
skvitek@somervilleinc.com | 920.593.3812

Melanie Parma
Senior Vice President & Education Studio Leader
mparma@somervilleinc.com | 920.593.3860

PRIMARY CONTACT

Rustin Schwandt, NCARB, AIA | Architect
rshwandt@somervilleinc.com | 920.593.3837

SOMERVILLE STAFFING

In-House Architectural Personnel

Registered Architects	10
Project Managers	5
Architectural Designers	3
Drafters	3
Interior Designers	2

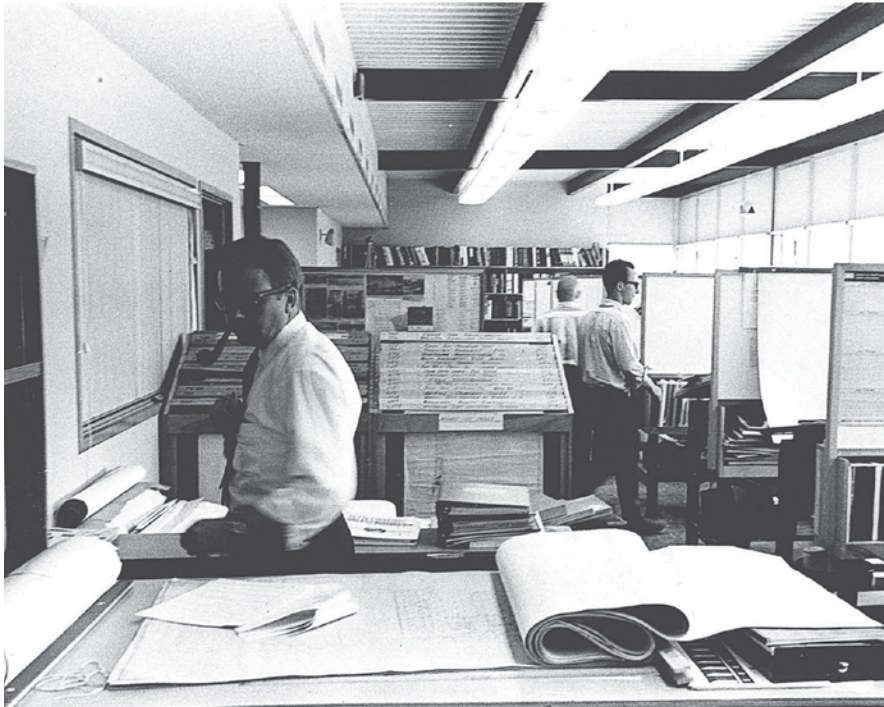
In-House Engineering Personnel

Mechanical	5
Electrical	4
Plumbing & Fire Protection	1
Drafters	4

Support Personnel

Construction Phase Services	2
Production/Quality Control	1
Marketing/Business Development	4
Administrative	3

Total Number of Employees **47**



our story

1946



Somerville, Inc. was founded in 1946 by **John E. Somerville** to deliver professional Architectural/Engineering (A/E) services and a quality customer experience.

Success was met early on by Somerville's dedicated team with the completion of numerous commercial and industrial projects. Word of our success quickly spread throughout northeast Wisconsin, expanding Somerville's client base to include civic, cultural, life, healthcare, corporate, and our largest market today, education.

Since 1946, our team has continued the tradition of **designing beautiful facilities that are landmarks in their communities**, the most notable being the original Lambeau Field built in 1957 and its 2003 renovation. Performing an important role in the growth of many of the Midwest's largest and most recognizable companies and organizations, Somerville's service base grew to fulfill the demands of diverse client base. We take great pride in the variety of projects we have completed, and our broad experience across different markets informs every design we create. We have built our reputation by designing **attractive, well-engineered, energy-efficient buildings** of all types while maintaining established budgets, schedules, and relationships.



► TODAY



One thing is for sure, **Somerville isn't your typical architectural and engineering firm.**

We've been in business for almost **eight decades**, and in that time, we've created thoughtfully-designed and inspiring buildings for clients in a wide range of industries. But we've also built something more important – a reputation for listening to our clients, responding with innovative designs and then completing projects on time and on budget. Maybe that's why **94% of our clients have returned to us** time and again, trusting us to complete more than 7,900 projects.

Of course, our clients also appreciate that we're **employee-owned** and that they know they can count on our team to take pride in designing solutions that will serve their needs now and well into the future. Many clients also point to **how easy we make the design and construction process** - Somerville offers a comprehensive range of architectural, engineering and interior design services all under one roof.

Whatever your reason for choosing Somerville for your next project, one thing is for sure – you'll be pleased with the results.

SOMERVILLE'S QUALIFICATIONS



ARCHITECTURE

Our approach to design is simple. You have a goal for your next building project, and our job is to help you achieve and even **exceed that goal** – often in ways you never dreamed possible.

To do that, we begin by getting to know you and your business or mission. **We ask questions.** We learn about your unique goals and challenges and we share our seven decades of insight learned through similar challenges and design.

Then **we respond with thoughtful and innovative design solutions** created especially for you. Our process is interactive; we take the time to listen again to your feedback and suggestions. In fact, we encourage that give-and-take throughout the design and construction process. Because we understand that, even as hard as we work to understand you and your needs, no one knows your business or mission like you do. In the end, we've created not only a great space but **a lasting relationship with you.** Perhaps that's why so many of our clients have returned to us for project after project.



ENGINEERING

It's simply not enough for a building to enhance your organization's image and purpose. It also has to be **comfortable, safe and as efficient** as possible to operate and maintain.

Our in-house staff includes LEED-accredited engineers and designers — from **electrical, plumbing and fire protection** design to **HVAC**, air quality, and sustainable "green" energy systems. Our engineers and architectural team collaborate and work closely with each other, applying the **latest systems and technology** to create a seamlessly integrated infrastructure plan for your building that provides maximum comfort, efficiency, and reliability.

What's more, **our engineers understand your needs can grow.** They design with an eye toward making future expansion easy and inexpensive – at Somerville, **we're always thinking ahead.**



INTERIOR DESIGN

It's one thing to design a space. It's quite another to **design an environment** – how the space feels, how people move through it, how the space can be used to promote productivity and contribute to your organizational goals.

Interior design is about **integrating your brand with the built environment** to create a memorable experience. Elements like material, image, color, texture, pattern, and illustration are aligned with architectural features to convey a specific feeling or create a specific experience.

Throughout the design process, we can help you **visualize the environment** and propose ideas, ensuring you get a real sense of how your final environment will look and feel before construction even begins.

Our interior design team provides **solutions that are creative**, environmentally progressive and provide a lasting impact unique to your vision, mission and goals.

ENVIRONMENTAL GRAPHICS

Environmental graphic design is about **integrating a story, or a brand with the built environment** to create a memorable experience.

Environmental graphic design in its most basic explanation **unites architecture with visual elements of a brand**. But it is much more than that. Environmental graphics help create a sense of comfort and inspiration in a hospital, provide words of encouragement to students in a school, and help businesses create eye-catching displays that promote their brand.

Images, color, patterns, illustrations, and typography are integrated with architectural features to **convey a specific message or create an experience**. The message and experience can vary greatly – from informing building occupants how to interact with the space, to inspiring people who inhabit that space.

Our team of environmental graphic designers help you **communicate stories, inform people, activate spaces**, and organize places for efficient navigation.

project team

ORGANIZATIONAL CHART



- MAIN POINT OF CONTACT
- SOMERVILLE TEAM
- CONSULTANTS AS NEEDED

Rustin Schwandt
NCARB, AIA
Architect

Matt Schachtner
NCARB, AIA
President &
Principal-In-Charge

Sam Graner
PE, QCxP
Vice President of
Engineering

Aaron Baumgartner
PE
Supervisor of
Engineering Drafting,
Senior Mechanical
Project Engineer

Sheila Downing
CPD, LEED AP BD+C
Senior Designer of
Plumbing
Engineering Systems

Mike Leibham
PE
Senior Electrical
Project Engineer

Adam Drefcinski
LEED® Green Associate
Vice President of
Operations /
Quality Control

**STRUCTURAL
ENGINEERING
CONSULTANT**

**CIVIL ENGINEERING
CONSULTANT**

PROFESSIONAL AND TECHNICAL SUPPORT



Matt Schachtner, NCARB, AIA
President | Principal-In-Charge

Matt Schachtner's natural inclination to roll up his sleeves and get his hands dirty has led him to the role of hands-on leader at Somerville.

Raised in a family of masons, homebuilders and structural engineers, Matt is a born designer still energized by the scent of sawdust and concrete. Building runs in his blood, and he fed that passion with summer jobs in masonry and homebuilding, a bachelor's degree in Architectural Studies and a Master of Architecture from the University of Wisconsin-Milwaukee. He followed that up with over 25 years of experience in the industry where he now leads an expert team with the sure hand of someone committed to innovative design and the power of relationships.

Today, Matt's steady leadership is marked by passionate problem solving – a desire to understand a client's challenges and co-create the solutions. He brings visionary planning to each project and provides the strategic direction to guide the expert team at Somerville through work that is unparalleled in client satisfaction. Matt has led a range of projects from high-end residential to health care facilities; from legendary sports venues like the crown jewel of the NFL in Green Bay to the city's transit center; from game-changing structures on La Crosse's riverfront to Green Bay's Automobile Gallery.

Although Matt is energized by his work, he doesn't take his foot off the pedal when the workday is done. At his family's more than 100-year-old Dyckesville house, he recently rebuilt a barn, and he and his wife stay busy with five children and a couple of horses. They raise lambs, pigs, chickens and turkeys and sit down each night to a dinner almost wholly supplied by their own hobby farm.

Personally and professionally, Matt values the relationships at the heart of it all. And he ensures no team operates more efficiently and with better results than Somerville. With his sleeves rolled up, Matt is the visionary leader ready to dive in.

EDUCATION / AFFILIATIONS

- **Master of Architecture**, University of Wisconsin – Milwaukee
- **Bachelor of Science in Architectural Studies**, University of Wisconsin – Milwaukee
- **Certificate in Historic Preservation**, University of Wisconsin – Milwaukee
- **Registered Architect** – Michigan, Wisconsin
- **National Council of Architectural Registration Boards (NCARB) Certified**
- **American Institute of Architects (AIA)**
- **Matt has been a part of the Somerville team since 1998**

PROJECT EXPERIENCE

- **Noble Community Clinic**
New Clinic
Stevens Point, Wisconsin
- **Brown County STEM Innovation Center**
New Building
Green Bay, Wisconsin
- **Green Bay Packers**
Don Hutson Center Facility Assessment, Lambeau Field Suites & Interior Remodel; Lambeau Field Redevelopment; Hall of Fame Renovation; Food Service & Concessions Remodel
Ashwaubenon, Wisconsin
- **Campbellsport School District**
Master Planning, Middle-High School Addition and Remodel; New STEM Addition
Campbellsport, Wisconsin
- **Mid-State Technical College**
Stevens Point Mall Campus Remodel
Stevens Point, Wisconsin



Rustin Schwandt, NCARB, AIA Architect

If you're working in one of Rustin Schwandt's buildings and you pause at your desk to gaze out the window at the snowfall, then he's got you right where he wants you.

People often notice a building's design when it doesn't work for them. He's there to ensure it does – and that you notice. Design matters, and when it works, it sparks emotions. It causes people to stop and stare, to look around.

Creating special moments like those throughout a building is Rustin's goal on each project. He was hammering nails at 3 years old, helping his dad renovate their houses and learning from his grandfather's experiences from his construction business in Wautoma. You could say construction is in his DNA.

Always curious about how things are put together, he strives to create value by thinking about design as a whole: not how one room functions, but how that room interacts with the rest of the building. And how that room's users interact with its functionality.

Focusing on K-12 schools, technical colleges and other higher education projects, his day-to-day can include site visits, progress meetings, building information modeling work and community events. Though he spent some time in Chicago after college, he found himself drawn back to the area he considers home, where he shares travel and outdoors adventures with his family, embraces the changing seasons and considers it his responsibility to help make this community the best it can be.

Rustin is motivated by the knowledge that buildings last, and his work will be part of the community for years to come. That lasting impact will be a positive one if Rustin has anything to say about it.

EDUCATION / AFFILIATIONS

- **Bachelor of Science in Architectural Studies,** University of Wisconsin-Milwaukee
- **Masters Degree in Architecture,** University of Wisconsin-Milwaukee
- **Registered Architect** – Wisconsin
- **National Council of Architectural Registration Boards (NCARB) Certified**
- **American Institute of Architects (AIA)**
- **Experienced in Revit, Lumion**
- **Rustin has been a part of the Somerville team since 2013**

PROJECT EXPERIENCE

- **City of Stevens Point**
Water Utility Office - Addition and Remodel
Conceptual Design
Stevens Point, Wisconsin
- **Noble Community Clinic**
New Clinic
Stevens Point, Wisconsin
- **City of De Pere**
Voyager Park Multi-Use Building Design
De Pere, Wisconsin
- **Brown County STEM Innovation Center**
New Building
Green Bay, Wisconsin
- **City of Marinette**
Community Sports & Event Center
Marinette, Wisconsin
- **Campbellsport School District**
Facility Study, Master Planning,
Pre-Referendum Services, Middle-High School
Addition and Remodel
Campbellsport, Wisconsin



Sam Graner, PE, QCxP
Vice President of Engineering

Sam Graner is hoping you never notice all his hard work.

If all goes well, his efforts stay behind the scenes; his team doesn't get much credit. That means everything was done right.

Designing heating and cooling systems is less flashy, less visible than some of the more noticeable pieces of any project. But that's no testament to its importance, which you'll truly understand only if something goes wrong.

And Sam ensures it doesn't by putting design first. He considers design the most important aspect of a project: Good design minimizes risk and ensures the result is exactly what the client is looking for. It's good engineering practice that meets codes and regulations while keeping within a budget and masterfully coordinating with the electrical, plumbing and structural engineers and architects.

Sam's not in this for the credit. He's not in it for time spent in the office, looking at lines on paper. It's the field work – troubleshooting in a loud, hot mechanical room – that's more his style. It helps him appreciate what he's working on and allows for a better understanding of the system – and a better connection with the contractors installing his pieces. The hands-on experience allows him to better understand problems and how to manage them. Sam's listening to the maintenance folks, the ones who have to live with the work for 30 years. If he can make them happy, make their jobs easier, he's done his job.

Ideally, no one notices or cares about his work because it's been done so well. A bit of a thankless job, but one that he takes great pride in.

EDUCATION / AFFILIATIONS

- **Bachelor of Science, Mechanical Engineering**, University of Wisconsin – Madison
- **Registered Professional Engineer** – Wisconsin
- **American Society of Heating, Refrigeration, and Air Conditioning** (ASHRAE)
- **Qualified Commissioning Process Provider** (QCxP)
- **Sam has been a part of the Somerville team since 2017**

PROJECT EXPERIENCE

- **Shawano County**
Library Building Study
Shawano, Wisconsin
- **State of Wisconsin - Dept. of Corrections**
Green Bay Correctional Institution Cell Hall Upgrades, Green Bay Correctional Institution Freezer Floor Repair/Replacement
Green Bay, Wisconsin
- **Noble Community Clinic**
New Clinic
Stevens Point, Wisconsin
- **Brown County**
Jail Expansion & New Medical Examiners Office; STEM Innovation Center; Jail Domestic Water Booster Pump Replacement; Jail Boiler Replacement, Community Treatment Center - Airborne Infection Isolation Room Renovation, Neville Public Museum - DDC Controls Upgrade & Steam Boiler Replacement, Sheriff's Office Rooftop Unit Replacement, East Branch Library, Community Treatment Center Addition
Green Bay, Wisconsin
- **Kewaunee County**
Health and Human Services - Administration Buildings Facility Condition Assessment
Kewaunee, Wisconsin



Aaron Baumgartner, PE
Supervisor of Engineering Drafting I
Senior Mechanical Project Engineer

As an established member of Somerville's technical design team, Aaron Baumgartner has significant experience creating HVAC, plumbing and fire protection systems for buildings that help people feel at ease and comfortable.

In other words, similar to how working at Somerville makes Aaron feel. Following his 2011 graduation from the prestigious Milwaukee School of Engineering (MSOE), Aaron set his sights on returning to Green Bay to work at Somerville because of the company's unique team-driven culture. It's a spirit that Aaron believes stems from the fact that Somerville is employee-owned, fostering a highly collaborative approach to design.

It's also a big reason Somerville always goes the extra mile to deliver an exceptional client experience.

But Aaron isn't always completely comfortable while on the job. One of his clients is Lambeau Field and Aaron is a lifelong Packers fan. "I've been inside Lambeau Field dozens of times working on various projects," says Aaron. "But occasionally, I look around and still get goosebumps."

EDUCATION / AFFILIATIONS

- **Bachelor of Science in Architectural Engineering**, Milwaukee School of Engineering, Milwaukee, Wisconsin
- **Registered Professional Engineer** – Wisconsin
- **American Society of Heating, Refrigeration, and Air Conditioning** (ASHRAE)
- **Experienced in Revit, AutoCAD, Navisworks, Carrier HAP**
- **Aaron has been a part of the Somerville team since 2012**

PROJECT EXPERIENCE

- **Kewaunee County**
Health and Human Services - Administration
Buildings Facility Condition Assessment
Kewaunee, Wisconsin
- **Noble Community Clinic**
New Clinic
Stevens Point, Wisconsin
- **Green Bay Packers**
Don Hutson Center Facility Assessment,
Lambeau Field Suites & Interior Remodel; Lambeau Field Redevelopment; Hall of Fame Renovation;
Packer Pro Shop
Ashwaubenon, Wisconsin
- **City of Marinette**
Community Sports & Event Center
Marinette, Wisconsin
- **Marinette School District**
Feasibility Study, Master Planning,
Pre-Referendum Services, Park & Merryman Elementary Schools Additions & Remodeling
Marinette, Wisconsin
- **Mid-State Technical College**
Stevens Point Mall Campus Remodel
Stevens Point, Wisconsin



Sheila Downing, CPD, LEED AP® BD+C
Associate | Senior Designer of Plumbing
Engineering Systems

It's fair to say Sheila Downing stands out from the crowd.

After all, she's one of just a few female licensed plumbing designers in all of Wisconsin. But it's her LEED-accreditation, impressive knowledge of plumbing design and broad experience with a diverse array of projects that really set her apart.

Over the course of her career with Somerville, she's masterfully handled just about every type of plumbing design project—from medical gas and compressed air systems to sustainable water usage systems and specialty waste management.

Sheila's skills were even called upon to assist with the formidable challenge of cleaning up the Fox River, helping to design the complex plumbing systems within the barge to filter harmful sediment and hazardous materials out of the basin over a 10-mile span.

Not surprisingly, Sheila enjoys activities that set her apart from the typical as well (or at least many of her female counterparts)—she shoots trap, hunts and delights in the beauty of the great outdoors. One thing's for sure—clients who see firsthand Sheila's commitment to designing efficient, reliable and worry-free plumbing solutions know she's more than someone who stands out. She's outstanding.

EDUCATION / AFFILIATIONS

- **Bachelor of Science**, University of Wisconsin – Stevens Point
- **Registered Designer of Plumbing Systems** – Wisconsin
- **Certified Plumbing Designer** (CPD)
- **LEED® Accredited Professional** for Building Design and Construction
- **Experienced in Revit MEP**
- **Sheila has been a part of the Somerville team since 1994**

PROJECT EXPERIENCE

- **Shawano County**
Courthouse & Jail Facilities Condition Assessment, Huber Center and Radio Towers Facility Condition Assessment
Shawano, Wisconsin
- **State of Wisconsin - Department of Corrections**
Green Bay Correctional Institution Cell Hall Upgrades
Green Bay, Wisconsin
- **Brown County**
STEM Innovation Center; Jail Expansion & New Medical Examiners Office
Green Bay, Wisconsin
- **Kewaunee County**
Fairgrounds Facilities Assessment, New Expo Hall
Kewaunee, Wisconsin
- **City of De Pere**
City Hall Addition and Remodeling to City Hall and Safety Building
De Pere, Wisconsin
- **Mid-State Technical College**
Stevens Point Mall Campus Remodel, Building Addition & Remodel
Stevens Point, Wisconsin



Mike Leibham, PE
Senior Electrical Project Engineer

A young Mike Leibham had no real post-high school plans, but his mom wasn't going to let him get away with not going to college. So, he thought about his interests and skills and chose Electrical Engineering as his major.

He didn't realize he was signing up for years of calculus homework, science classes, and more credits than most majors required. But in the end, it was the right call. Once out of college, he gained experience in everything from selling electrical items at a distribution company to engineering sales, and eventually as a project engineering consultant.

With that wide variety of experience, Mike to built a base of knowledge as well as a broad perspective, and with Somerville, that background drives his creativity and vision.

At the end of the day, relationships are at the heart of the work, and Mike is, first and foremost, a people person.

Drawn to Somerville's genuine culture of care for their clients and their team, Mike came on board as a bit of a veteran in the industry and sees his role as adding skills steeped in project work. While mentoring the next generation of engineers, he brings an experienced approach and a career of successful projects – including design of the lighting for the bridges along the Fox River in the City of Green Bay, a very visible contribution to his community. Mike loves complex projects and creating "wow" spaces for clients.

Born and raised in Milwaukee, Mike moved first to the Fox Valley and then to the Green Bay area for job opportunities. Today his children and grandchildren are no more than a few hours away, and he enjoys the chance to just "play." For him, that might mean hiking, golfing or playing the drums; for Grandpa Mike it may be watching the little ones zoom around his living room.

EDUCATION / AFFILIATIONS

- **Bachelor of Science in Electrical Engineering**,
University of Wisconsin, Milwaukee
- **Registered Professional Engineer** – Wisconsin
- **Mike has been a part of the Somerville team since 2025**

PROJECT EXPERIENCE

- **Wisconsin Public Service***
Multiple Facility Assessments
Green Bay, Wisconsin
- **City of Green Bay***
Multiple Fire Stations Facility Assessments, Bus
Garage Remodel
Green Bay, Wisconsin
- **Oscar G. Johnson VA Memorial Hospital***
Master Planning and Campus Facility Assessments
Iron Mountain, Michigan
- **St Mary's Hospital (Decatur, IL)***
Facility Assessment
Decatur, Illinois
- **YMCA of Green Bay***
Facility Assessment
Green Bay, Wisconsin
- **YWCA of Green Bay***
Facility Assessment
Green Bay, Wisconsin

** work performed while at previous employer*



**BORN & RAISED IN
STEVENS POINT**

Adam Drefcinski, LEED® Green Associate
Vice President of Operations | Quality Control

Much has changed in Adam's time with Somerville, but a key aspect of what he appreciates most about the work has not: The talented team of hard-working individuals who embrace the opportunity to learn and grow, and who assist each other personally and professionally.

Those qualities are the same that motivate him every day in his role in providing quality control, mentorship, support, and client advocacy at Somerville.

Adam has always loved sketching and building, and he recognized early on that his skills married well with architecture – particularly with a firm where relationships are so critical to success. He worked in the field after high school, gaining knowledge of the construction industry and hands-on experience, before obtaining his architecture degree. He then worked his way up from the plot room to an architectural designer, and then as a project manager. He credits that growth and development to early mentors who gave him guidance, absorbing everything he could. To this day he draws upon those years of knowledge gained from those before him, while now doing his best to serve in that same role for newcomers.

Adam says he has dedicated himself to the work in part because he takes such pride in being part of a company with a legacy of high-caliber quality and service that clients expect and deserve.

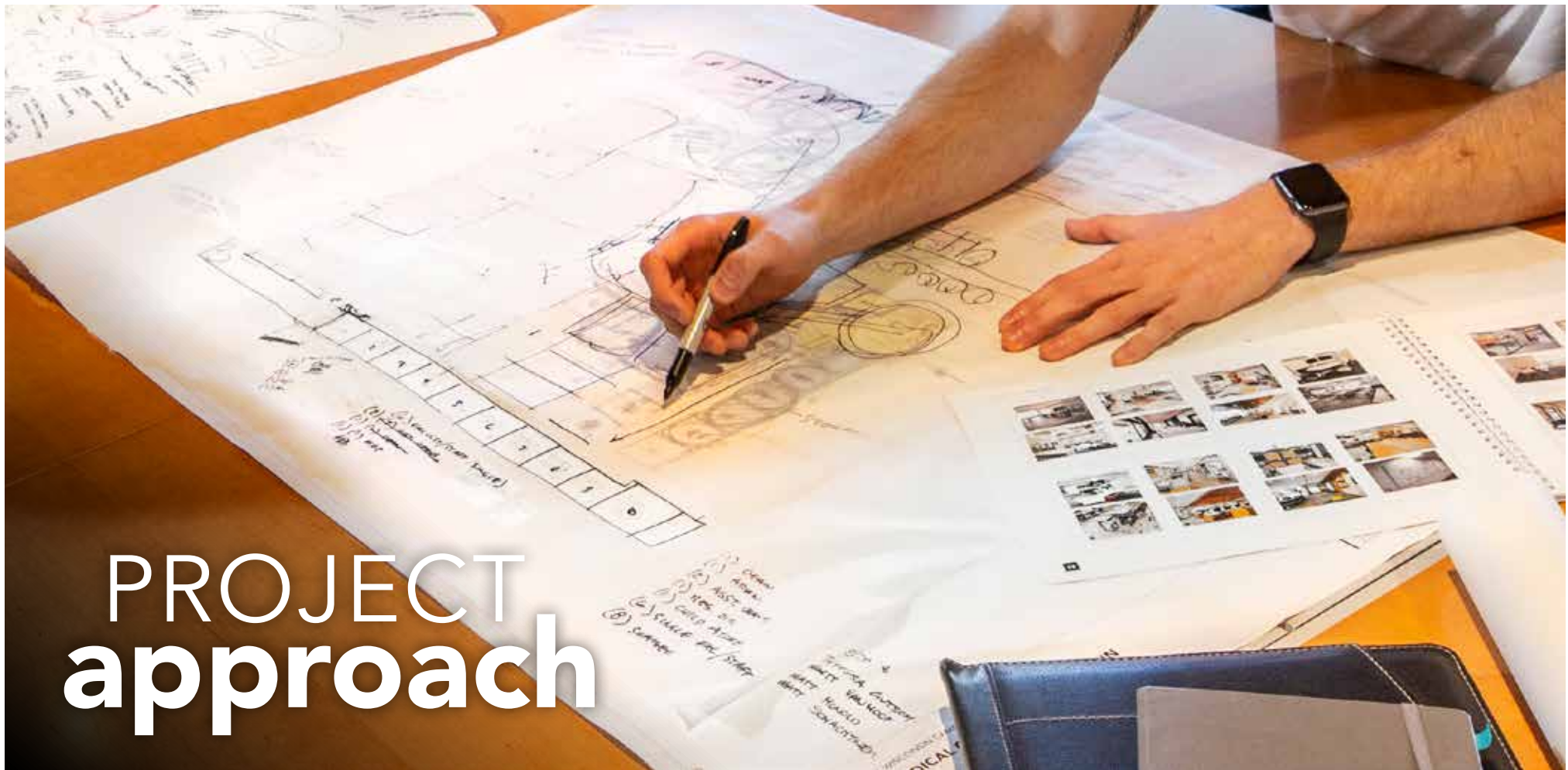
He's an avid woodworker designing and creating projects for family, friends and various charitable fundraisers. He also enjoys spending time in the outdoors, hunting and fishing, participating in local running events, cooking and walking the dog with his wife.

EDUCATION / AFFILIATIONS

- **Bachelor of Science, Architectural Studies**,
University of Wisconsin – Milwaukee
- **LEED® Green Associate**
- **Experienced in Revit, AutoCAD, and Navisworks**
- **Adam has been a part of the Somerville team since 1998**

PROJECT EXPERIENCE

- **Noble Community Clinic**
New Clinic
Stevens Point, Wisconsin
- **Mid-State Technical College**
Stevens Point Mall Campus Remodel, Marshfield Addition/Remodel, Wisconsin Rapids Building 'E' Protective Services Remodel, Wisconsin Rapids Building 'I' Welding Lab Remodel
Wisconsin
- **Stevens Point Area Public School District**
Additions and Remodels, Facilities Upgrades, New Alternate School, High School - New Elevator, Fieldhouse Floor Replacement, Elementary School Study, Transportation Facility, Pool Upgrade
Stevens Point, Wisconsin
- **D.C. Everest Area School District**
Greenheck Turner Community Center
Weston, Wisconsin
- **Green Bay Packers**
Lambeau Field Suites and Interior Remodel, Security Office Addition / Remodel, Scoreboard Control Room Remodel, Recovery Room Remodel, Don Hutson Center Facility Assessment, Lambeau Field Redevelopment; Hall of Fame Renovation; Food Service & Concessions Remodel
Ashwaubenon, Wisconsin



PROJECT approach

It takes a lot more than concrete and steel to create a great space.

It takes a well-defined plan, consistent and **clear communication and the ability to anticipate and solve potential challenges** before they become problems.

At Somerville, we begin with a kick-off meeting where expectations and responsibilities are clearly defined and communicated. Then, throughout the project, we provide regular updates along with comprehensive and timely administration of all project related documentation and information.

Timelines get met. Budgets get kept. Surprises get eliminated. It's an approach that doesn't just create great buildings. It serves as the foundation for great relationships.

For the City of Stevens Point, Somerville will draw upon the experience of our talented group of architects and engineers. Over our long history, Somerville has planned for and designed many municipal projects with a variety of challenges.

Every municipality faces unique challenges, which guides our efforts, and in turn, our findings, recommendations, and solutions. Every project has multiple options that need to be reviewed and analyzed along with the associated costs.

Somerville is excited to work with the City of Stevens Point team to find the best solutions that will meet your needs and goals.

PHASE ONE

facility condition assessment

We will begin the process by meeting with your team to affirm the mission, vision, goals and objectives for the City of Stevens Point.

As a group, we will establish a mission statement for the project, and as we work through each stage of the process, all decisions can be weighed against the mission statement that was created. The initial meeting will establish a communication protocol and a project milestone schedule with key dates. **Throughout all phases of the project, Somerville is committed to engaging stakeholders in the process.**

A Facility Condition Assessment is an architectural and engineering assessment of your building and its systems. Somerville's architectural and engineering team will visit the facility and devote their time to evaluating the building envelope, infrastructure, systems, and site. **Our goal is to provide information that will help the City of Stevens Point with decision making, identify projects that are currently needed, and determine the long-term viability of the building systems, and determine if the building can support the City's goals.** The facility condition assessment also determines the level of maintenance needed and costs required to keep your building running at it's peak performance.

As a part of the Facility Condition Assessment, Somerville will **provide the following services** as part of the full report:

■ **Review of existing drawings** (as applicable)

■ **Conduct on-site observation of facility to identify:**

- Possible code deficiencies, if observed
- Building and Systems conditions for architectural, fire protection, plumbing, HVAC and electrical systems
- Major building systems equipment life expectancy

■ **Preparation of a Facility Assessment Report, including identification of current building issues, photos, suggested solutions and estimated associated costs including:**

ARCHITECTURAL:

- Exterior Envelope Construction
- Indoor Finishes
- Windows and Doors
- Roof Construction
- ADA Observations

SITE / CIVIL:

- Parking Lots
- Sidewalks
- Observations only. Any analysis and calculations that are requested/required would be additional services and fee and require approval by Owner before proceeding with Work.

STRUCTURAL:

- Observations only. Any structural analysis and calculations that are requested/required would be additional services and fee and require approval by Owner before proceeding with Work.

PLUMBING:

- Domestic Water Supply
- Storm and Sanitary Sewer
- Fixtures and Equipment

HVAC:

- Heating and Cooling Infrastructure Equipment
- Terminal Devices
- HVAC Controls

ELECTRICAL:

- Electrical Service / Power Distribution
- Emergency Power
- Fire Alarm
- Lighting / Lighting Controls
- Information Technology / Communications and Security

PHASE TWO

conceptual design



In Phase 2, Somerville will **develop conceptual design solutions that directly respond to the needs identified in Phase 1.** Our team will provide detailed recommendations for building improvements, long-term maintenance considerations, and strategic remodeling opportunities. These recommendations will serve as the foundation for modernizing the facility and aligning it with the City's operational goals.

As part of this phase, Somerville will prepare conceptual floor plans, including preliminary options for building, different configurations/placement on site relative to the existing building located at 1039 Ellis Street. The goal is to provide the City with flexible and future-ready solutions that reflect functional needs, cost-efficiency, and long-term value.

TWO PRIMARY OPTIONS WILL BE EXPLORED:

OPTION 1: Renovation of Existing Building

This approach includes the renovation of the existing facility, approximately 60,000 square feet, to accommodate City Hall functions. Under this option:

- The first and second floors will be designed to support City of Stevens Point administrative operations.
- The third floor will be planned as shelled space to accommodate potential future tenant lease opportunities, offering long-term flexibility and possible revenue generation

OPTION 2: New City Hall Building with Existing Garage Integration

This option envisions the construction of a new City Hall facility on the site, strategically designed to connect to the existing garage, which will be retained.

- This option allows for a fully modernized, purpose-built environment tailored specifically to the City's long-term space needs.

DELIVERABLES TO INCLUDE THE FOLLOWING:

- Building code review
- Conceptual site analysis and planning
- Space programming and adjacencies discussion
- Attend (4) meetings with City Department heads to review and evaluate design (2 in-person, 2 virtual)
- Conceptual floor plans (including preliminary options for building demonstrating different configurations/ placement on site relative to the existing building)
- Exterior three-dimensional massing model views of preliminary design concepts
- Exterior Conceptual Renderings
- Opinion of Probable Cost (OPC) – construction costs, as well as coordination with City of Stevens Point to estimate other costs (e.g. soft costs, fixtures, furniture and equipment, approval fees, etc.)
- Attend one public information meeting to gather input from citizens regarding the proposed development
- Provide approximate design and construction schedule



HELPING
OUR CLIENTS
**DREAM
BIG**

stakeholder participation

Somerville is committed to engaging all stakeholders in our design process. Our first step in every project is to **listen to you**, your staff, administration, and even the community you serve.

We believe in a **collaborative team approach** that involves our internal design team, as well as the City's staff and stakeholders. Throughout the process our team will engage with the City of Stevens Point stakeholders - leadership, staff, and even community members - at various times to inform them of our findings, elicit feedback, and collaborate on options. We will work with your leadership team to confirm the right time to involve stakeholders at each phase, to ensure we are valuing everyone's time.

Throughout the life of every project with Somerville, there are multiple milestones in which we will **require stakeholder participation** - from the initial kick-off meeting, to visioning sessions, and from owner page-turns to close-out procedures, it is our goal to involve the City of Stevens Point's team in every step in the process.

INCORPORATING **BEST PRACTICES** INTO **our process**

Somerville believes that there are certain 'best practices' that should be reviewed with every client and incorporated into every planning, design and constructed project. Some of these best practices include:

EXPANDABILITY

In all planning and design exercises we consider the possibility of future expansion. Even if future expansion appears to be unlikely, we endeavor to make sure to consider the ramifications of designing for expandability through external additions, horizontal connections, vertical additions, and internal expansion or reconfiguration. In some cases we will consider the possibility of shelled space that can be finished for future use. Each type of expansion has design and cost considerations that should be accounted for in the earliest planning stages.

BALANCING INDIVIDUAL STAKEHOLDER NEEDS

Balancing individual stakeholder needs with current technology, best practices, and budget restraints can be difficult. When individuals are involved, it is human nature to project individual interests and focus on individual needs, sometimes without fully understanding the needs of the whole. Our experience in similar governmental settings leads us to believe we can use our expertise to successfully **guide the stakeholders to a project that balances the needs of all.**

We have found that the best way to create balanced solutions is developing **open lines of communication** and providing **transparency of all information** gathered and presented. We have also found that by doing this in **interactive meetings**, everyone involved is able to have a voice. When stakeholders are given a forum to discuss their goals, missions, and are allowed to question and be questioned, healthy debates ensue and ultimately **consensus building** occurs.





references

DOOR COUNTY

421 Nebraska Street, Sturgeon Bay, WI 54235

Wayne Spritka, Buildings & Grounds Director
wspritka@co.door.wi.us; 920-746-2211

CITY OF MARINETTE

1905 Hall Avenue, Marinette, WI 54143

Steve Genisot, Mayor
sgenisot@marinette.wi.us; 715-732-5139

BROWN COUNTY

515 Pine Street, Green Bay, WI 54301

Heather Reif, Facilities Planning and Project Manager
Heather.Reif@Browncountywi.gov; (920) 448-4554

RELATED **project experience**



City governments are constantly challenged to **do more with less.**

In turn, government entities at all levels and in many different areas have looked to Somerville to assess, plan, and design buildings that can be built faster, provide greater functionality and **cost less to operate and maintain.**

Working closely with public officials, administrators and facilities staff, our team has the skills and creativity to respond with innovative, cost-effective solutions that answer the toughest budget and timeline challenges.

At Somerville, each solution is uniquely tailored to you - meaning, we do not promote any single design solution, but rather an approach and process that delivers the best solutions and results for each client.

The list to the right is a sample of the Wisconsin municipalities and governments that we have worked with over the last 79 years:

EXPERIENCE WITH **governmental entities**

GOVERNMENT CLIENTS

- Bad River Band of Lake Superior Tribe of Chippewa Indians
- Bay Area Rural Transit
- Brown County
- City of Berlin
- City of Brillion
- City of Clintonville
- City of De Pere
- City of Green Bay
- City of Hartford
- City of Ironwood
- City of La Crosse
- City of Manawa
- City of Manitowoc
- City of Marinette
- City of Merrill
- City of Ripon
- City of Shawano
- **City of Stevens Point**
- City of Sturgeon Bay
- City of Two Rivers
- City of Waupaca
- City of Wisconsin Rapids
- Dickinson County
- Door County
- Green Bay Metropolitan Sewerage District
- Hannahville Indian Community
- Kewaunee County
- Lac du Flambeau Tribe
- Langlade County
- Manitowoc County
- Marathon County
- Marinette County
- Marquette County
- Menominee Tribe of Wisconsin
- Morrison Fire Department
- Oconto County
- Oneida Nation
- Ozaukee County Transit Services
- Portage County
- Richland County
- Shawano County
- Sheboygan County
- Sparta Police Department
- State of Wisconsin
- Stockbridge-Munsee Community
- Town of Allouez
- Town of Armstrong Creek
- Town of Baileys Harbor
- Town of Menasha
- Town of Scott
- Village of Allouez
- Village of Ashwaubenon
- Village of Bellevue
- Village of Howard
- Village of Luxemburg
- Village of Mishicot
- Village of Suamico
- Wood County

Facilities Condition Assessment SHAWANO COUNTY Shawano, Wisconsin

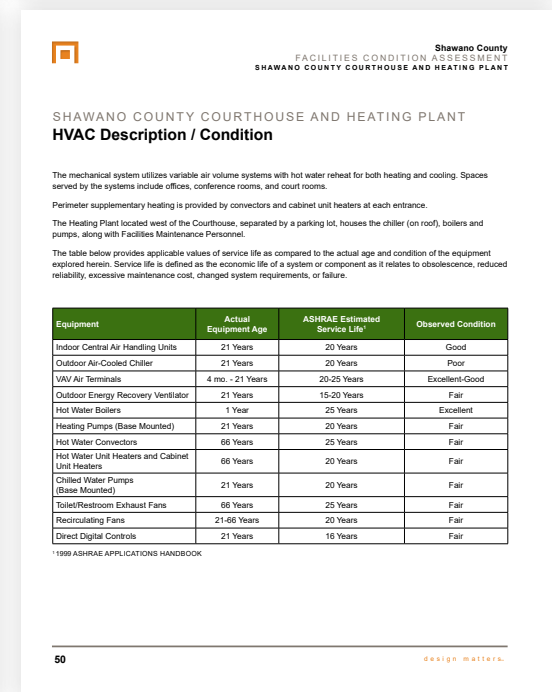
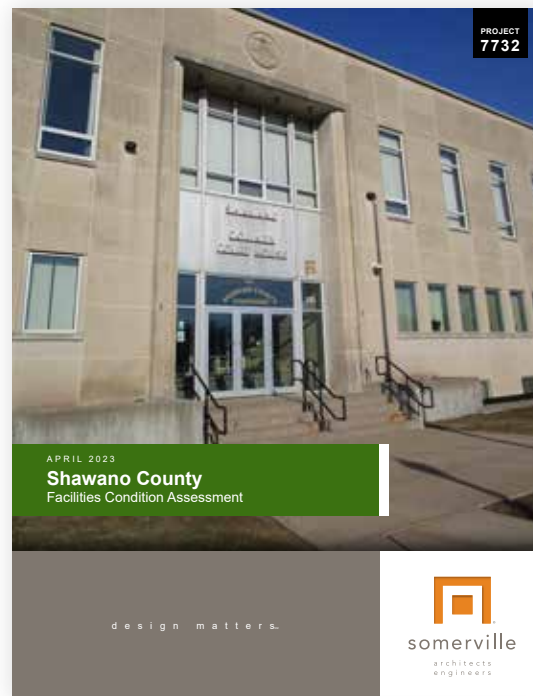
Somerville was hired by Shawano County to provide a Facilities Condition Assessment (FCA) to a variety of the County facilities since 2023.

The purpose of the Facilities Condition Assessment was to assist Shawano County in ascertaining the condition of their existing buildings and to have a better understanding of the current and future replacement and/or repair needs for building components and systems. The assessment has been broken into two separate sections for each the respective buildings. Additionally, base line cost estimates are provided to help the County prepare for ongoing capital costs or for future master planning efforts.

During our site visits we visually observed the buildings' conditions, and infrastructure systems that were exposed to view or accessible above a suspended ceiling. The assessments provided detailed descriptions of equipment life and provided recommendations to correct deficiencies.

The facilities we have studied include:

- Courthouse & Heating Plant
- Sheriff's Department & Jail
- Highway Department - Shawano Shop
- Highway Department - West Shop
- Highway Department - East Shop
- County Work Release Facility
- County Radio Communication Tower Shelters



Public Health & Human Services Building and Administration Center Facility Assessment KEWAUNEE COUNTY

Kewaunee, Wisconsin

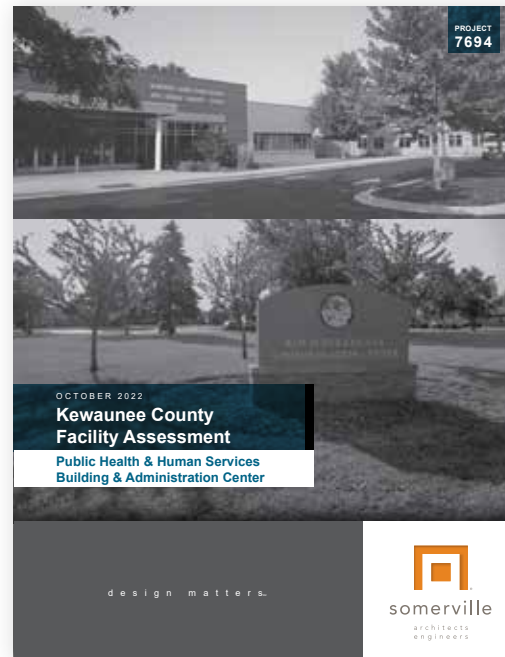
Somerville was hired by Kewaunee County to provide a Facility Assessment of the County Administration Center and the Public Health and Human Services Center.

The purpose of the Facility Assessment was to assist the County in assessing the condition of their existing buildings and to provide a better understanding of the current and future replacement and/or repair needs for building components and systems. The assessment was broken into two separate sections for each respective building. Additionally, base line cost estimates were provided to help the County prepare for ongoing capital costs or for future master planning efforts.

During our site visit we visually observed the buildings and inherent systems that were exposed to view or accessible above a suspended ceiling. The findings of this report helped the County to address immediate maintenance deficiencies and planning for future capital expenditure budgeting.

Project Highlights

- Completion Date: October 2022



KEWAUNEE COUNTY FACILITY ASSESSMENT Public Health & Human Services Building | Administration Center

Roofing Concerns

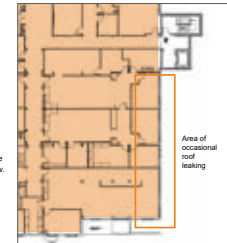
- 1,273 sf. of EPDM over the main entry and conference room pre-dates the 2005 renovation. There are areas of staining that denote areas of standing water due to insufficient roof pitch. A few patches are delaminating from the membrane, which increases the potential for a leak due to the lack of roof pitch.
- There is also noticeable efflorescence on the brick wall at the main entrance. Efflorescence is caused by moisture being pulled out from the interior of the wall. The white dust is crystalline salts from the mortar, brick, and cap stone, which is left behind as the moisture evaporates. We believe the poor condition of the roof membrane flashing against the cap stone is allowing water into the brick wall below.
- Staff reports that there is occasional leaking along the southeast offices.

Roofing Recommendations

- The roofing membrane above the main entry and conference room should be replaced and tapered insulation added to increase the pitch to the drain and gutter. The cap stone should be removed so that proper flashing can be placed under the entire stone, then reinstalled. New roof flashing at the cap stone will eliminate water getting behind the brick and stop the efflorescence on the wall surface. Allow a budget of \$16,000 - \$20,000 for this work.
- Although roof leaks in general are sometimes hard to pinpoint, the gravel layer on the top of bitumen roofing makes it harder to zero in on areas of possible leaking. Typically locations where items penetrate the roof are the first to be suspected. This would include pipes, HVAC equipment, and walls above the roof level. A qualified roofing contractor should be contacted to aid in locating roof leaks in the bitumen roofing.

COMMUNITY RESOURCE ROOM

The Community Resource Room used by the County Board contains vinyl wall covering dating back to 2005. While in good shape overall, the seams are opening up and beginning to delaminate from the gyp board wall.



Somerville Architects & Engineers | October 2022

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KEWAUNEE COUNTY FACILITY ASSESSMENT Public Health & Human Services Building | Administration Center

Exterior Recommendations

- Replacement of the cracked bricks is possible, but it might be best to monitor the condition for further delamination before beginning this repair. Allow a budget of \$3,000 - \$5,000 for this work to include brick removal and replacement.
- Sealant in the brick vents should be removed after the site drainage issues have been addressed. Allow a budget of \$1,000 for a contractor to remove the sealant and replace the brick vents.

DOORS / FRAMES

Exterior doors are aluminum with full glass panels. Interior doors are wood with most having full glass panels set into painted hollow metal frames. Doors throughout the building have the proper ADA hardware and panic devices where required. Overall, these are all in good shape.



WINDOWS

The windows were installed as part of the 2005 renovation. They are double pane, aluminum frame, operable casements by Tisco, a division of Kawneer. The spacer between the glass panes on some of the southeast-facing elevation have bulged up. Staff reports that some windows were replaced under warranty. Manufacturer data shows this spacer above the actual window air space seal. As long as there is no visible condensation between the glass panes, the window system is OK. The only way to repair this would be to replace the entire glass unit.

ROOFING

The building contains three types of roofing: 4-ply built-up asphalt, EPDM, and standing seam metal. 14,658 sf. of 4-ply built-up bitumen asphalt was installed in 2008 with a 10 year warranty and a life expectancy of 20 - 25 years, putting its scheduled replacement between 2028 and 2033, depending on a review of its actual performance. 2,792 sf. of fully adhered EPDM was installed as in 2005 as part of the renovation. It has a life expectancy of 25-35 years, putting its scheduled replacement between 2030 and 2040, depending on a review of its actual performance. 192 sf. of standing seam metal roofing over the building front entries was installed in 2005.

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KEWAUNEE COUNTY FACILITY ASSESSMENT Public Health & Human Services Building | Administration Center

KEWAUNEE COUNTY ADMINISTRATION CENTER HVAC Description / Condition

The Kewaunee County Administration Center was constructed in 1959 with a significant renovation conducted in 2005. The mechanical system utilizes a variable air volume system for both heating and cooling. Perimeter supplementary heating is provided by finned tube radiation. Spaces served include offices, conference rooms, and public/community areas.

The Table below provides applicable values of service life as compared to the actual age and condition of the equipment in question. Service life is defined as the economic life of a system or component as it relates to obsolescence, reduced reliability, excessive maintenance cost, changed system requirements, or failure.

EQUIPMENT	ACTUAL EQUIPMENT AGE	ASHRAE ESTIMATED SERVICE LIFE*	OBSERVED CONDITION
Packaged Rooftop Units	17 YEARS	20 YEARS	FAIR
Air Terminals	17 YEARS	20-25 YEARS	FAIR
Boilers	17 YEARS	20 YEARS	FAIR
Heating Pumps	17 YEARS	10 YEARS	FAIR

*1999 ASHRAE Applications Handbook

COOLING AND VENTILATION

The ventilation system comprises five (5) packaged rooftop units with gas furnaces for heating and DX compressors for cooling. All rooftop units are the same vintage, installed during the 2005 renovation project. Rooftop unit RTU-1 serves the Community Resource room and has a single zone, constant air volume configuration. RTU-5 serves the basement offices and has a multiple zone, constant air volume configuration. The remaining rooftop units RTU-2, -3, and -4 are a variable air volume configuration without reheat coils. Each zone receives the same temperature from the rooftop units, but is capable of varying the quantity of air provided to each zone. Reduction in airflow is achieved



Somerville Architects & Engineers | October 2022

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Don Hutson Center Facility Assessment

GREEN BAY PACKERS

Ashwaubenon, Wisconsin

Somerville, Inc. was hired by the Green Bay Packers, Inc. in 2018 to provide a Facility Assessment (FA) of the Don Hutson Training Center located at 841 Armed Services Drive in Ashwaubenon, Wisconsin.

The purpose of the Facility Assessment is to assist the Green Bay Packers in ascertaining the current condition of the facility and to have a better understanding of the current and future replacement and/or repair needs for building components and systems. Additionally, base line Opinion of Probable Costs (OPCs) were provided to help the organization understand and prepare for these on-going and required future capital costs as they relate to master planning efforts.

Project Highlights

- Completion Date: October 2018



Library Assessment & Design Options

SHAWANO COUNTY

Shawano, Wisconsin

Somerville's team was engaged by Shawano County in 2022 to evaluate the current library building and develop future options for the County's library. The objective was to determine whether to renovate and expand the existing space or to construct a new library for the community. Our team provided guidance on the size, location, design, and layout possibilities for the library.

In collaboration with Shawano County, we conducted comprehensive discussions to understand the current offerings, future aspirations, and strategic goals for the library. The County specified several key areas to be included in the design plan: Children's Area, Teen Area, Adult Area, Maker Space, Computer Services, Community Room, Kitchen, Study/Meeting Rooms, Soft Seating/Lounge/Reading Areas, Staff Areas, Garage, Outdoor Spaces, and a Drive-Thru Book Drop.

Our study addressed several critical topics to ensure a thorough assessment:

- **Concerns of New vs. Renovation:** Evaluating the pros and cons of renovating the existing building versus constructing a new facility
- **Current Functionality:** Identifying what aspects of the current library are working well
- **Library Visions and Goals:** Understanding the long-term vision and goals for the library
- **Potential Uses for Spaces:** Exploring other potential uses for the library spaces
- **Space Interactions:** Analyzing how different spaces within the library interact with each other
- **Library Services and Target Audience:** Defining what services the library will provide and for whom
- **Ultimate Goal:** Establishing the ultimate goal for the library project

Based on our analysis, we developed three distinct design options, each accompanied by detailed floorplans, site plans, and an Opinion of Probable Cost (OPC):

- **Option 1 – Existing Library Addition & Remodel:** This option involves renovating and expanding the current library building to meet the new requirements
- **Option 2 – New One-Story Building:** This option proposes constructing a new single-story library facility
- **Option 3 – New Two-Story Building:** This option suggests building a new two-story library to accommodate all specified areas and future growth

OPTION 1: ADDITION & RENOVATION OF EXISTING



OPTION 2: NEW ONE-STORY BUILDING



OPTION 3: NEW TWO-STORY BUILDING



Webster Avenue Streetscape Concepts

VILLAGE OF ALLOUEZ

Allouez, Wisconsin

All flourishing communities have a core district where residents can satisfy their primary needs to work, live, play, eat and shop. When joined together, these necessities form a centralized destination of activity, contributing to an overall sense of place. Through our research, our team found that this “place” was missing in the Village of Allouez – a true village center. Expanding on prior studies and the Village’s master plan, Somerville’s team took a closer look at the intersection of Webster Avenue and St. Joseph Street.

As one of the busiest intersections in the Village, the area has promising potential to become the “center” of attraction. Creating an identifiable center of a community involves the proper balance of landscape, buildings, pedestrian and motorist circulation and ability to support regular activity. The current environment has low density buildings with surface parking abutting the street edge; contributing to little visual intensity. Pedestrians walk on narrow sidewalks immediately adjacent to motorist lanes, without any regular destinations. What the area needs is more opportunities for community engagement, through residential and workplace anchors and purposeful attractions. Daytime, evening, weekdays and weekends, the revitalized streetscape concept aims to increase social intensity. The newly dubbed “Village Green” will provide a sense of arrival, promote interaction and give people a reason to stay.

Project Highlights

- Completion Date: December 2018





Corporate Office Addition and Renovation CAMPBELL WRAPPER / PARSONS-EAGLE De Pere, Wisconsin

Our team worked in coordination with Campbell Wrapper and Parsons-Eagle to **reimagine their existing office space** and develop an addition to meet their future growth needs. The goal of the renovation and addition was to create a better customer experience through an improved entry / lobby sequence and modern meeting spaces in order to expand collaboration between sales and engineering staff, while showcasing their packaging machinery. The final design included gutting their existing interior office spaces in exchange for a new open office concept with ample glass that draws in natural light and modern finishes to enhance the aesthetics of the office and meeting spaces. A **new centralized entry and lobby** welcomes guests, while the addition houses **flexible meeting spaces** of varying sizes.

Facility Highlights

- Project Cost: \$5.3 Million
- Completion Date: August 2023
- Total Square Feet: 12,893 SF renovation, 4,684 SF addition
- Building Type: Addition & Renovation
- Repurposing of existing structure
- Secured entry
- Flexible, open office environment
- Added collaboration and meeting spaces
- Greater access to natural light and visibility throughout the office spaces
- Corporate branding incorporated into interior and exterior material selections
- Improved the existing building thermal envelope with energy efficient glass and insulated metal panels
- Improved the exterior aesthetics and street presence
- Engaged the site with an inviting patio and entrance canopy to shield from inclement weather





Somerville Office Building

SOMERVILLE ARCHITECTS & ENGINEERS

Green Bay, Wisconsin

Our new office is a testament to thoughtful design and functionality, reflecting our commitment to creating inspiring and functional environments. The intentional orientation and massing of the building seamlessly blend contemporary and traditional architectural forms. The east/west axis is rotated 15 degrees from true east/west, maximizing natural light while reducing glare and solar heat gain.

With captivating views of the Fox River and a glimpse of Lambeau Field, our new building connects us to the surrounding landscape in a truly inspiring way. A timeless material and color palette of natural stone, brick and wood-look metal wall panels complement the scenic setting.

The two-story building, complete with a mezzanine and an outdoor terrace, is designed to foster collaboration and innovation. The building features eight private offices and large open studio areas, providing ample space for our team to work creatively and efficiently. Flexible furniture options allow for both standing and sitting desks, catering to the diverse needs of our employees.

The design incorporates eight private meeting rooms and two large gathering spaces to facilitate communication and teamwork. The breakroom/café, with access to the outdoor terrace, offers a perfect spot for relaxation and informal meetings. A cozy fireplace with casual seating opportunities adds a touch of warmth and comfort to our workspace.

Indoor parking, a large copy room, ample storage, a private lower-level restroom with a shower, and a wellness room are also part of the design, ensuring convenience and well-being for our team.

Our new office building is not just a place to work; it's a valuable investment in our community and a testament to our dedication to providing an inspiring and supportive environment where our staff can thrive and innovate for years to come.

Facility Highlights

- Completion Date: Summer 2025
- Total Square Feet: 35,000 SF
- Two-story office building with a mezzanine and outdoor terrace
- Eight (8) private offices
- Large open studio areas
- Eight (8) meeting rooms / two (2) large gathering/meeting spaces
- Breakroom/café with access to the outdoor terrace
- Fireplace with casual seating opportunities
- Indoor parking





Greater Green Bay Community Foundation Office Remodel

GREATER GREEN BAY COMMUNITY FOUNDATION

Green Bay, Wisconsin

Our design team worked with the Greater Green Bay Community Foundation to update their office space in the historic former Milwaukee Road Passenger Depot located in Green Bay, Wisconsin. The building was built in 1898 and it took on many uses over the years, before being placed on the National Register of Historic Places in 1996. Somerville worked closely with the Greater Green Bay Community Foundation team to revitalize the building and intentionally design it to fit their culture. In doing this, Somerville was able to help **improve functionality, accessibility, safety, energy efficiency, modernization and long range durability** throughout the space.

The final design included an exterior glass vestibule expansion and approximately 2,000 SF of interior remodeling. The space was designed with both new and timeless materials that accent the exposed masonry walls throughout the building, and help reinforce the specific branding strategies of the Greater Green Bay Community Foundation. The connection to the community was imperative throughout the design of this project. Keeping this in mind, Somerville helped create flexible gathering spaces that inspires collaboration and creativity, while also providing a welcoming space to build new relationships.

Facility Highlights

- Completion Date: June 2022
- Total Square Feet: 2,000 SF Renovation
- Project Cost: \$500,000
- Flexible gathering spaces
- Exterior plaza and gathering space
- Welcoming lobby and waiting area
- Revitalized space
- Center for impact and philanthropy
- Timeless materials
- Somerville services provided: architectural, mechanical, electrical, plumbing, fire protection, and interior design







GREEN BAY CORRECTIONAL INSTITUTION

Green Bay, Wisconsin

New Segregated Housing Unit & Inmate Processing Building

Somerville was contracted to provide design services for a new segregated housing unit and inmate processing building for Green Bay Correctional Institution. This one story structure eliminated inmate handling on stairs and provides added security both for staff and inmate. The project also provided space for administration, food distribution, and health screening, a new inmate processing building, a new 150-cell segregation building, renovation of vehicle sally port, extension of all utilities, secure entrance for staff, and associated physical and electronic security systems.

As part of the project, the existing 5KV switchgear was required to be modified to provide additional distribution space for new feeders and larger generator capacity. The new switchgear was added adjacent to the existing switchgear and tied back to the existing system. The new switchgear was also tied into the existing control and relay equipment. New duct banks, manholes and terminations were installed throughout the facility to tie the new buildings into the existing systems.

During the equipment switchover the utility feeder transformers and conductors required extremely accurate coordination of work with the User Agency, the utility, and the contractors. Many temporary generators were required to be tied at each of the service points to insure complete back-up to the Correctional Facility during the equipment changes. Somerville was on-site during the switchover to ensure a seamless transition.

- Project Cost: \$6.7 Million
- Completion Date: March 1999

Cell Hall Upgrades

Somerville has completed updating the North and South Cell Halls.

The project included:

- Replacing and upgrading the antiquated 1950's electrical systems
- Modernizing lighting with energy efficient security fixtures
- Installing new security electrical outlets and raceways
- Adding an electronic intercom system, improving security and safety
- Replacing the antiquated plumbing fixtures with modern, water-use efficient security fixtures
- Replacing supply and sanitary piping as required
- Modernizing HVAC systems to meet code and provide the proper air changes and make-up air for the exhaust systems
- Modernizing control systems to maximize energy efficiency through digital controls and computer monitoring
- Re-routing utilities as required
- Integrating fire detection, HVAC controls and security systems through the new digital control system
- Phasing construction to accommodate limited vacating of cells
- Project Cost: \$22.2 Million
- Completion Date: May 2023

Levels 1-4 - Cell Door Welding

Somerville was contracted to provide security upgrades to each of the existing cell doors (592 doors) in the north and south cell halls.

- Project Cost: \$190,000
- Completion Date: October 2024

Freezer Floor Repair & Replacement

Somerville was contracted to investigate the cause of the heave in the freezer floor at Green Bay Correctional Institution, and develop a plan for the repair of the floor and to correct the cause of the issue.

- Project Cost: \$536,000
- Completion Date: March 2025

New Municipal Center CITY OF STURGEON BAY Sturgeon Bay, Wisconsin

Functionality is at the forefront of this facility. The Building Committee was presented with multiple design options to review before a final design was chosen. Having full committee support behind one design helped accelerate the often-lengthy public approval process and resulted in a successful Council vote. Somerville designed a building that combines the City's police station, city hall and fire station—all while staying under budget.

The two-story Municipal Center, constructed of exterior precast insulated wall panels with brick inserts, provides high aesthetic value while keeping budgets in mind. The apparatus garage was designed to provide proper ventilation from diesel exhaust and much needed space to enable a quick and safe response. A four-bay heated Police garage, vehicle impound garage and four-bay drive-through fire apparatus garage were also included in the facility. The design increased energy-efficiency of the facility while providing the desired functionality of multiple departments.

Facility Highlights

- Project Cost: \$5.5 Million
- Completion Date: August 2006
- Total Square Feet: 48,400 SF
- Combination City Hall /Police Station / Fire Station
- City Administrative Offices
- City Council Chambers
- Fire Department Offices
- Police Department Offices
- Interrogation rooms
- Weapons handling area
- 4-bay heated Police garage
- Vehicle impound garage
- 4-Bay drive through fire apparatus garage
- Insulated, precast exterior wall panels afforded rapid enclosure of the building

"Because many public projects are controversial, we needed an Architectural firm that could guide us through the process. **Somerville was the right choice.** Their ability to communicate and listen not only to staff but also the elected officials and the public is what made our project a reality. Somerville's willingness to provide realistic options throughout the design phase, well-coordinated construction documents has given us a building that we believe is effective, functional and under budget."

Tim Herlache
Fire Chief / Project Manager



HVAC Project

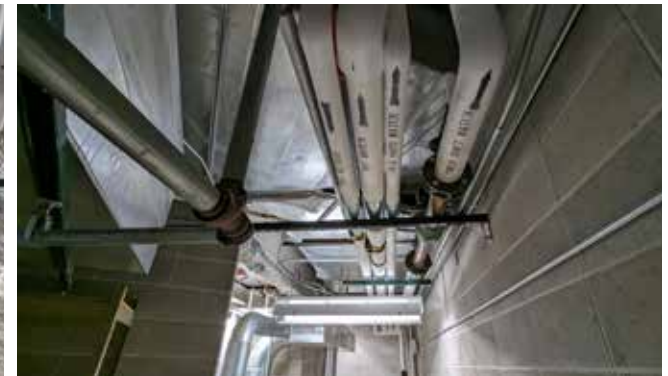
DOOR COUNTY JUSTICE CENTER

Sturgeon Bay, Wisconsin

Somerville and Door County are currently in the design phase of providing HVAC, architectural, and electrical design and drafting services to add an energy recovery ventilator in the South Secure Pod at the Door County Justice Center. Our team will work in the secure facility to verify and model existing conditions, provide an opinion of probable cost, and prepare construction documents and specifications that will improve the ventilation in the South pod. Our team will also assist with bidding and perform construction administration for the project including responding to RFIs, preparing requests for proposals, reviewing shop drawings and pay apps, conducting site visits, documenting the construction process, and performing punch list walk-throughs.

Project Highlights

- Project Cost: \$260,000
- Completion Date: Summer 2025 (est)



Jail Expansion, New Medical Examiner's Office and Community Treatment Center Addition

BROWN COUNTY

Green Bay, Wisconsin

The Brown County Jail Expansion, new Medical Examiner's Office, and Community Treatment Center addition project was recently completed, and Somerville's team is responsible for the plumbing, fire protection, and mechanical engineering, as well as the interior design.

The two-story, 28,000 SF **jail expansions allows the facility to hold an additional 128 inmates** and has dormitory-style rooms as well as both medium and maximum-security wet cells. The addition contains separate dayrooms for populations of different security classifications, flex and multi-purpose spaces, an exercise area and a central officer's station. The new wet cells are provided with combination toilet/lavatory fixtures and security grilles for supply and exhaust air openings. The existing hot water heating plant was revised to accommodate additional heating load on the facility and to improve performance of the heating system. Each of the 11 hot water, chilled water, and condenser water pumps were replaced with variable speed pumps to more closely match facility demand for heating and cooling. In addition, renovations throughout the existing jail facility were performed to separate male and female inmates, improve inmate circulation for detox cells, and improve the existing smoke management system.

The new 16,000 SF medical examiners (ME) office building houses an office area, medical/autopsy lab, and deceased body receiving area. The new ME office building is located at the northeast corner of the existing County Jail site with its own separate main entrance, guest parking, employee parking, receiving area and on-site storm water pond. The new facility provides staff with a state-of-the-art facility to perform autopsies and with the added privacy and security that their staff requires. The office includes an autopsy viewing and dictating area which includes many provisions for staff security due to its public access. The receiving area is equipped for ventilation with operating vehicles and includes a snowmelt system for improved access during winter months. Several unique plumbing applications are present, such as direct-connected autopsy tables, flushing floor drains, and zone laundry system.

The Community Treatment Center addition houses the County's Crisis Center to provide remote and in-person counseling services to the community. The addition will interface directly with an existing facility which includes both I-2 (Mental Health and Nursing Home) and B (Clinic and Administration) Occupancy types. The addition includes both public and private areas with varying degrees of security including ligature resistant fixtures.

Facility Highlights

- Project Cost: \$18.74 Million
- Completion Date: October 2021
- Total Square Feet: 28,000 SF





fee PROPOSAL

Somerville, Inc. will provide professional services to the City of Stevens Point as outlined within this proposal for the following fee structure:

PHASE ONE	
Facility Condition Assessment.....	\$20,000

PHASE TWO	
Conceptual Design Services	\$34,500

SERVICES INCLUDED:

See pages 19 & 20 for a description of services included.

Reimbursable expenses are in addition to the stated fees and will be billed with a 10% markup. Reimbursable expenses include the following:

- Printing and reproduction.
- Travel expenses associated with the project. Mileage to and from the project site will not be billed.
- Other project related expenses.

Services not included but can be provided by Somerville as additional services are as follows:

- Fundraising materials

Services not included which are performed by the owner or others include but not limited to:

- Site Survey of existing site, including utilities and grades
- Geotechnical investigation services
- Asbestos and hazardous material survey and removal (if applicable)
- Security evaluation and planning
- Specialty consultants

2025 SOMERVILLE, INC. HOURLY RATES & INSURANCE

(For additional services requested & authorized by the owner. Billing rates are adjusted annually effective on the first day of January.)

Architecture

Senior Project Architect - Level III	\$177
Senior Project Architect - Level II	\$172
Senior Project Architect - Level I	\$167
Project Architect - Level III.	\$162
Project Architect - Level II	\$157
Project Architect - Level I	\$152
Architect - Level III.	\$147
Architect - Level II	\$142
Architect - Level I	\$137
Senior Designer - Level III	\$115
Senior Designer - Level II	\$112
Senior Designer - Level I.	\$109
Designer - Level III.	\$106
Designer - Level II	\$103
Designer - Level I	\$100
Senior Drafter - Level III	\$97
Senior Drafter - Level II	\$94
Senior Drafter - Level I.	\$91
Drafter - Level III.	\$88
Drafter - Level II	\$85
Drafter - Level I	\$82

Project Management

Senior Project Manager - Level III	\$162
Senior Project Manager - Level II	\$156
Senior Project Manager - Level I.	\$150
Project Manager - Level III.	\$144
Project Manager - Level II	\$138
Project Manager - Level I	\$132

Interior Design & Environmental Graphics

Senior Interior Designer - Level III.	\$123
Senior Interior Designer - Level II	\$115
Senior Interior Designer - Level I	\$107
Interior Designer - Level III	\$99
Interior Designer - Level II.	\$91
Interior Designer - Level I	\$83
Environmental Graphics / Graphic Design	\$106

Engineering

Senior Project Engineer - Level III	\$185
Senior Project Engineer - Level II	\$177
Senior Project Engineer - Level I	\$169
Project Engineer - Level III.	\$164
Project Engineer - Level II	\$159
Project Engineer - Level I	\$154
Engineer - Level III.	\$149
Engineer - Level II	\$144
Engineer - Level I	\$139
Senior Designer of Engineering Systems - Level III	\$145
Senior Designer of Engineering Systems - Level II	\$141
Senior Designer of Engineering Systems - Level I.	\$137
Designer of Engineering Systems - Level III.	\$133
Designer of Engineering Systems - Level II	\$129
Designer of Engineering Systems - Level I	\$125
Senior Designer - Level III	\$123
Senior Designer - Level II	\$120
Senior Designer - Level I.	\$117
Designer - Level III.	\$114
Designer - Level II	\$111
Designer - Level I	\$108
Senior Drafter - Level III	\$105
Senior Drafter - Level II	\$102
Senior Drafter - Level I.	\$99
Drafter - Level III.	\$96
Drafter - Level II	\$93
Drafter - Level I	\$90

Principal	\$245
Vice President - Engineering.	\$208
Vice President - Operations	\$187

Business, Umbrella, Automobile, Workers Comp and Professional Liability Insurance

Somerville, Inc. carries the insurance limits, listed on page 45, as standard coverage. Premiums for insurance limits beyond that identified on the following page which are required by the Owner will be charged as a reimbursable expense.



SOMEARC-01

HUSN1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Baer Insurance Services, Inc. 9701 Brader Way, Suite 101 Middleton, WI 53662	CONTACT NAME: PHONE (A/C, No, Ext): (608) 830-5800 E-MAIL ADDRESS: baer@baerinsurance.com FAX (A/C, No): (608) 830-5877
INSURED Somerville Inc 2100 Riverside Drive Green Bay, WI 54301	INSURER(S) AFFORDING COVERAGE INSURER A: RLI Insurance INSURER B: Arch Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC #

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☒ PRO ☒ LOC OTHER:		PSB0003664	8/1/2024	8/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED ONLY ☐ SCHEDULED AUTOS ONLY HIRING ONLY ☐ NON-OWNED AUTOS ONLY		PSA0001848	8/1/2024	8/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB CLAIMS-MADE		PSE0002089	8/1/2024	8/1/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	PSW0002721	8/1/2024	8/1/2025	PER STATUTE E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liab.		PAAEP0169700	8/1/2024	8/1/2025	Per Claim/Aggregate
A	Excess Umbrella		PSE0003183	8/1/2024	8/1/2025	Aggregate \$ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

For Proposal Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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THE SOMERVILLE **difference**

MEETING DEADLINES

RESPECTING BUDGETS

exceeding expectations

We hope that our proposal displays our passion - a passion for design that improves the experience and lives of all that enter the buildings we design. Our **full-service team** has the experience, knowledge, and dedication to help the City of Stevens Point achieve your goals. We have assembled a team of highly-experienced and seasoned professionals, all of whom have previous experience working on master planning projects. Our team has a reputation of "digging in" to facilities, understanding what is working and what isn't, **listening to our clients' needs** and developing creative and engaging solutions unique to each clients program.

Central to Somerville's approach is the belief that architecture/engineering is a constant balance between art, science, and sustainability. **Our goal is to produce functional yet creative solutions for the City of Stevens Point.** This approach underscores our firm's philosophy that Design Matters to each individual client - for every client's individual needs.

Advantages of the Somerville Team

- **Full-service team:** architectural, interior design, mechanical, electrical, plumbing & fire protection engineering, plus environmental graphics – **What this means to you** is that our team of designers understand the importance of the whole building, not just architecture, but the **importance of integrated MEP systems**
- We have been in business for 79 years and have a time-tested process that will bring success to the City of Stevens Point
- We bring creative solutions with no preconceived ideas
- We design attractive, cost-effective and functional facilities
- **100% employee-owned**
- **We want to continue to be a resource to the City of Stevens Point for years to come**



somerville

architects
engineers