

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**

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

OR

Zoom Teleconferencing

Meeting ID: 867 6848 0394 | Passcode: 999003

By Computer: [Zoom Link](#)

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

Agenda

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

Consideration and Possible Action on the Following:

5. Consent Agenda:
 - a. Minutes of the Common Council Meeting of June 16, 2025 and Special Common Council Meeting of July 9, 2025.
 - b. Minutes of the Police and Fire Commission special meeting of May 28, 2025.

Minutes and Actions of the Police and Fire Commission meeting of June 5, 2025:

3. Approval of Minutes.
4. Confirmation of Bills.

Minutes and Actions of the Police and Fire Commission special meeting of June 24, 2025:

2. Approval of Minutes.
3. Discussion, with possible action, on moving forward with the employment of entry-level Firefighters/Paramedics.

Minutes and Actions of the Police and Fire Commission meeting of July 10, 2025:

3. Approval of Minutes.

4. Confirmation of Bills.
 6. Discussion, with possible action, to approve Officer Lucas Hughes to permanent status, effective August 5th, upon successful completion of his 1.5 year probational period.
 7. Discussion, with possible action, to approve a conditional offer of employment from the Stevens Point Police Department to Daniel King and Kayla Chaffin upon successful completion of their psychological and medical exams.
 8. Discussion, with possible action, to accept a donation from Giving Back, Inc. (a non-profit organization), to assist with the purchase of epi pens for police officers and squad cars.
 12. Enter into open session to take action on closed session Item A (Discussion on refunding costs of preliminary employment screening to a former FD employee) and Item B (Discussion of possible joint development partnership and sharing of building space for a new emergency services training facility).
- c. Minutes and Actions of the Plan Commission meeting of July 7, 2025:
 2. Report of the June 2, 2025 meeting of the City Plan Commission.
 8. Director's Report.
 - d. Minutes and Actions of the Board of Water and Sewerage Commissioners meeting of July 14, 2025:
 2. Approval of minutes.
 3. Approval of department claims.
 4. 2024 Audit Presentation by Baker Tilly.
 6. Purchase of new mowing equipment.
 8. Use of unspent wages on contracted services.

Minutes and Actions of the Board of Water and Sewerage Commission meeting of July 16, 2025:

 2. Consideration and possible action on the purchase of property located at and adjacent to 1909 Cypress Ave.
 - e. Minutes and Actions of the Airport Commission meeting of July 14, 2025:
 2. Approval of minutes.
 3. Approval of department claims.
 4. 2024 Audit Presentation by Baker Tilly.
 - f. Minutes and Actions of the Transportation Commission of July 14, 2025:
 2. Approval of June 9, 2025 Minutes.
 3. Approval of June 2025 Financial/Claims Report.
 4. Approval of Title VI Plan.
 - g. Minutes and Actions of the Personnel Committee meeting of July 14, 2025:
 2. Request to renew onsite annual flu vaccine services with Aspirus Health Group, Inc.
 - h. Minutes of the Board of Public Works meeting of July 14, 2025.
 - i. Minutes and Actions of the Public Policy and General Government meeting of July 14, 2025:
 2. License List.
 3. Request to Hold Event/Street closing.
 - j. Minutes and Actions of the Finance Committee meeting of July 14, 2025:

5. Approval of funding for the repair of a gate at the Forest Cemetery.
 6. Approval of funding for Badger Books election equipment.
 7. Approval of contract renewal with Forward Appraisal LLC for property assessment services.
 8. Approval of contract with Forward Appraisal LLC for conducting a citywide revaluation.
 9. Approval of modifications to the relocation assistance program for former Edgewater Manor residents.
 10. Approval of change order with AECOM to extend the project limits of the Business 51 North segment reconstruction to Briggs Street.
 11. Approval of Claims Paid.
 12. Discussion of possible joint development partnership and sharing of building space for a new emergency services training facility.
- k. Statutory Monthly Financial Report by Comptroller/Treasurer.
6. Resolution for the adoption of the Stevens Point Urban Area Sewer Service Area Plan 2040.
 7. A request to enter into a sponsor-only agreement with the Wisconsin Bureau of Aeronautics for the Airports current Master Plan Project.
 8. Revised right of way plat and relocation order for the south segment of Business 51/Church Street.
 9. To approve the Relocation Order and Right-of-Way Plat to extend the Business 51 Reconstruction Project limits on the north segment between Franklin Street and Briggs Street.
 10. To award the Pavement Maintenance Project #25-104 to Fahrner Asphalt Sealers of Wisconsin in an amount not to exceed \$195,988.75.
 11. Request for Limited-Term Increase in Hours – Cody Hoffman, Electrical Inspector.
 12. A request from the City of Stevens Point to acquire the property located at 1909 Cypress Street (Parcel ID 281240832300402) and two unaddressed parcels off of Cypress Street (Parcel ID 281240832300303 & 281240832300403).
 13. 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.
 14. Disallowance of Claim-Suhyoon Bae-Damage to vehicle from rocks.
 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**

**June 16, 2025
7:00 PM**

OR

Zoom Teleconferencing

1. Roll Call.

Present:

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

Others Present:

Mayor Wiza, Clerk Pagel, C/T Ladick, Executive Assistant Dowling, Director Kivela, Chief Kussow, Director Lemke, Attorney Beveridge, Director Kremer, H/R Manager Frasch, Neighborhood Planner/Economic Development Specialist Klesmith.

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.

Ron MacDonald, 1909 Main Street, spoke about a concern regarding trees being trimmed and brush being left by individuals that identified themselves as Spectrum.

Mayor Wiza spoke about cable companies having a prescriptive easement, thus allowing the trimming without permits. The Mayor will be in contact with Mr. MacDonald to further discuss.

Consideration and Possible Action on the Following:

5. Consent Agenda:

- a. Minutes of the Common Council Meeting of May 19, 2025 and Special Common Council Meeting of June 6, 2025.**
- b. Actions of the Park Commission meeting of June 4, 2025:**
 - 3. Approval of master plan concept A and concept B for Zenoff Park.**
 - 4. UWSP Athletics requests permission to sell alcohol inside Community Stadium and the KB Willett Arena for Pointer home football and hockey games.**
 - 6. Naming of parcel #'s 281240832403401, 281240832403305, and 281240832403308 (approximately 1.2 acres) to Leary Park in honor of Herb and Theresa Leary, as requested by the Friends of 2713 and John Kedrowski.**
 - 7. Recreation Division presentation by Recreation Superintendent, Anne Hylla.**
 - 8. Directors Report.**

- c. **Minutes and Actions of the Plan Commission meeting of June 2, 2025:**
 - 2. Report of the May 5, 2025 meeting of the City Plan Commission.
 - 3. Report of the May 14, 2025 meeting of the City Plan Commission.
 - 5. A request from the City of Stevens Point to enter into an Encroachment Agreement with Stevens Point 5609 Carrie Frost WI, LLC on the property located at 5609 Carrie Frost Drive (Parcel ID 281230801300005).
 - 8. Director's Report.
- d. **Actions of the Transportation Commission of June 9, 2025:**
 - 2. Approval of April 14, 2025 minutes.
 - 3. Approval April and May 2025 Financial/Claims Report.
 - 4. Nomination and Election of Transportation Commission Chairperson.
 - 5. Nomination and Election of Transportation Commission Vice-Chairperson.
 - 7. Approval to provide lifelong bus passes to employees retiring with a minimum of 20 years of service.
- e. **Minutes and Actions of the Personnel Committee meeting of June 9, 2025:**
 - 2. Request for Merit Pay consistent with Administrative Policy 2.13 "Pay for Performance."
 - 3. Request to approve proposed Audiogram service agreement with Advanced Physical Therapy and Sports Medicine.
 - 4. Request to approve proposed FSA, HSA, COBRA service agreements with Associated Bank.
- f. **Minutes and Actions of the Board of Public Works meeting of June 9, 2025:**
 - 3. Approval of the request from William Schierl and Schutte Movers to move the house to 1656 Main Street is required.
- g. **Minutes and Actions of the Public Policy and General Government meeting of June 9, 2025:**
 - 2. License List.
 - 3. Request to Hold Event/Street Closing.
- h. **Minutes and Actions of the Finance Committee meeting of June 9, 2025:**
 - 2. Authorization to Apply for WEDC Brownfield Grant Program for Centerpoint Apartments Affordable Housing Project.
 - 3. Approval of Planning and Guidelines for Capital Projects, Debt Capacity, Overall Financial Planning, and Tax Levy Impacts. (Follow-up from last month's presentation).
 - 4. Approval of Claims Paid.
- i. **Statutory Monthly Financial Report by Comptroller/Treasurer.**

Ald. Guthrie requested that item d7, approval to provide lifelong bus passes to employees retiring with a minimum of 20 years of service, be pulled for further consideration.

Ald. Morrow moved, Ald. Lang seconded, to approve the consent agenda except for item d7.

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

Ald. Guthrie spoke against item d7 due to it being inequitable and the preference to provide universal services across all departments.

Ald. Christianson requested a point of clarification and asked if this would only be for Transit employees.

Mayor Wiza answered yes.

Director Lemke spoke about his support for providing free bus rides to all twenty-year retirees of the city. Director Lemke also spoke about the logistics of implementing the lifelong bus pass and requested it be upon request.

Ald. Lang questioned if this would be retroactive for those that had already retired with twenty years of service.

Ald. Christianson spoke about the term "upon request" and that they preferred that addition.

Ald. Morrow questioned if enough prior discussion had occurred to finalize the details of the vote.

Mayor Wiza made a request to postpone for further discussion to allow staff time to review the request.

Ald. Guthrie moved, Ald. Lang seconded, to extend item d7 to include all city retirees with 20 years of service upon request.

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

6. Dedicating three existing city-owned properties containing the train display (parcels #281240832403401, 281240832403305, and 281240832403308) to City Park as requested by the Friends of 2713 and John Kedrowski.

Director Kremer gave a brief overview surrounding the train display, discussed the recommendations that included renaming the parcels to Leary Park, as well as the process proceeding forward.

Ald. Morrow moved, Ald. Birr seconded, to approve the dedication.

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

7. Ordinance Amendment - A request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point. Said request identifies Lilac Court as an existing street on the property located at 1900 Lilac Lane (Parcel ID 281240820140101).

Ald. Morrow spoke about Lilac Court being within district eleven and the needed amendment.

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

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

8. A request from the City of Stevens Point to adopt a Public Participation Plan and Resolution to update the City of Stevens Point Comprehensive Plan.

Ald. Kneebone commended the staff for a clear and concise participation plan.

Ald. Lang spoke about how big of a project this is and the need for citizens to participate.

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

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

9. Consideration and possible action on the 2024 Compliance Maintenance Report.

Director Lemke gave a brief overview of the Compliance Maintenance Report.

Ald. Keymer moved, Ald. Christianson seconded, to place on file.

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

10. Approval of an agreement with AECOM to prepare a Traffic Signal Improvement Implementation Plan for an amount of \$27,150.

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

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

11. Ordinance Amendments - Approval of the amendments in Chapter 9, Section 9.05 relating to parking.

Ald. Christianson moved, Ald. Shuda seconded, to approve the ordinance.

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

12. Resolution to Support the Continuation of the Knowles-Nelson Stewardship Program.

North Central Conservancy Trust Executive Director Chris Radford spoke in favor of the resolution and discussed the importance of the Knowles-Nelson Stewardship Program. Mr. Radford highlighted key areas of the Knowles-Nelson Stewardship funds that support conservation initiatives, land trusts, playgrounds, camping areas, fishing piers, invasive species control, Ice Age Trail, Green Circle Trail, fisheries, and habitat improvement projects. Mr Radford spoke about the North Central Conservancy Trust as being a part of a statewide coalition that supports this funding and due to a stall on an assembly bill, the funding is at risk of lapsing.

Ald. Morrow spoke about how this program provided funding for the weed harvester for McDill Pond and the impact within our community.

Mayor Wiza spoke about the importance of funding and requested that citizens reach out to state legislature and urge them to fund this program.

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

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

13. Consideration of and possible action on a Development Agreement with Door2Dreams, Inc. for a project to be located on a portion of Parcels 281240829240033 and 281240829240047.

Mark Petersen, 2316 Falcons Cove, spoke in favor of the Development Agreement due to an inadequate amount of housing for the Intellectually and Developmentally Delayed (IDD) population. Mr. Petersen spoke about housing being a first step in a strong foundation for building life skills which can reduce cost over time for this population while also building autonomy.

Community Foundation Chief Executive Officer Jenny Riggerbach, 3301 Glacier Drive, spoke about Door2Dreams launching a fund with them as it is a viable resident-led project and the connection of donor Judge Flugaur and his wife Sharon's legacy within the IDD population.

Ald. Broderick spoke about the thoughtfulness of the design and expressed excitement about the project.

Ald. Christianson spoke about the hard work and perseverance that it took to advance the project forward and commended Neighborhood Planner/Economic Development Specialist Chris Klesmith.

Ald. Broderick moved, Ald. Guthrie seconded, to approve the development agreement.

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

14. Adjournment.

Adjourned at 7:54 p.m.

**CITY OF STEVENS POINT
SPECIAL COMMON COUNCIL MEETING MINUTES**

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

**July 9, 2025
5:30 PM**

**OR
Zoom Teleconferencing**

1. Roll Call.

Present:

Ald. Christianson, Guthrie, Keymer, Broderick, Birr, Kneebone, Shuda, Lang, Buse.

Morrow arrived at 5:39pm.

Unexcused:

Ald. Steinmetz.

Consideration and Possible Action on the Following:

- 2. Presentation by Somerville Inc. on the preliminary planning and design progress for a potential new City Hall, with 1039 Ellis Street currently under consideration as a possible site.**

Somerville, Inc., Project Architect, Justin Marquis presented their program investigation for City Hall. Mr. Marquis PowerPoint presentation slides are attached within the minutes.

- 3. Discussion on preliminary planning and design progress for a potential new City Hall, with 1039 Ellis Street currently under consideration as a possible site.**
- 4. Adjournment.**

Adjourned at 6:07 p.m.



Wednesday, July 9th, 2025 | 7967

City of Stevens Point New City Hall



project scope + goals

New City Hall | City of Stevens Point

2 | 7967 | July 9th 2025

© 2025 Somerville, Inc. All Rights Reserved.



project scope

- facility **condition assessment** and **conceptual design** for **new city hall** for the City of Stevens Point.
- identify **opinion of probably cost** (OPC) & projected **project timeline** to help determine project feasibility.
- (2) new facility opportunities to explore:
 - 1: **reuse of existing** building located at **1039 Ellis St**
 - 2: **new construction** on site located at **1039 Ellis St**

project goals

- provide a **warm, welcoming, and efficient** building to house **all city services** currently at 1515 Strongs Ave.
- city hall is “**customer service for the community**” so the building needs to be **easily navigable** for **residents**.
- building needs to be **pleasant and effective** space for **staff**.

current facility conditions

New City Hall | City of Stevens Point

5

7967 | July 9th 2025

© 2025 Somerville, Inc. All Rights Reserved.





current facility space



lower floor ~ 7,600 sf

- **current building**

- shared building with other tenants
- city uses **approx. 16,400 sf.** gross of building.
 - Sharing toilets, chases, mechanical, ect.
- departments are not efficiently connected & not easily identifiable



first floor ~ 8,800 sf

programming

- somerville met with Stevens Point staff over **several meetings** to **understand needs** and develop program.
- staff interviewed/consulted to develop **preliminary program** includes:
 - Mayor- Mike Wiza
 - Community Development Director – Jarod Kivela
 - City Clerk – Susan Pagel
 - Director of Public Works – Scott Beduhn
 - City Attorney – Logan Beveridge
 - Comptroller / Treasurer – Corey Ladick
 - Police Chief – Bob Kussow
 - Fire Chief – JB Moody
 - IT Manager – Lexi Van Dreel
 - HR Manager – Sandy Frasch
 - Community Media Manager – John Quirk

programming

- interviews with department heads and staff for **requested** room sizes, adjacencies, and uses while factoring in **future growth**.

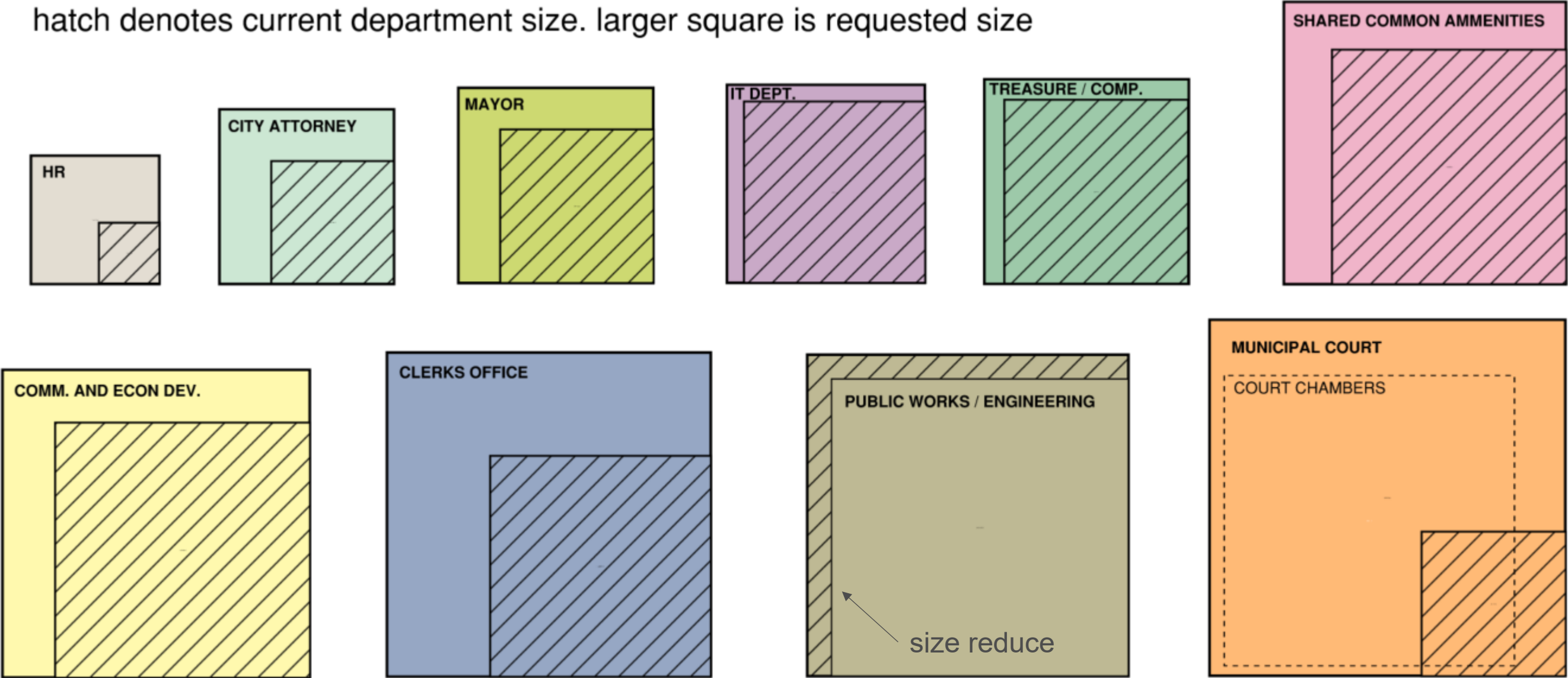
Room/Space Name	Number of Occupants	Number of Rooms	Room Size	Room Dimensions	Total Area of Rooms (s.f.)	Shared	Comments
CITY ATTORNEY							
Need for sound attenuation for private conversations for offices, door bottom/seals							
Dept Head Office		1	320	16 x 20	320		Meetings in office 5-6 people, table for layout of documents
Office		1	120	10 x 12	120		Paralegal
Office (Future)		1	120	10 x 12	120		Assistant Attorney, part time (30 hours per week)
Meeting		1	192	12 x 16	192		10-12 people, litigants, attorneys (minimal use, will use office for primary meetings)
Storage		1	16	4 x 4	16		Hardcopies of documents, minimal equipment
Net Subtotal					768		Net Square Footage
net-to-gross factor					1.55	1,190	Department Gross Square Footage
DGSF-to-gross area factor					1.13	1,345	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.
CLERK'S OFFICE							
On same floor as Treasurer and Community Development. Need separate service lines that do not interfere with each other							
Dept Head Office		1	320	16 x 20	320		Ability to see counter from desk
Work Area		2	255	15 x 17	510		Layout for elections, need counters. Shared area with work stations is ok.
Public Counter		1	36	3 x 12	36		Need area for computer and printer
ADA Counter		1	36	3 x 12	36		Standing countert - Seated counter would be additional, would like a computer and printer at counter
Workstation		2	120	10 x 12	240		Layout for elections, need extra desk space
LTE		1	128	8 x 16	128		Data entry - 2 computers
Voting Room		1	336	14 x 24	336		30-40 people, two doors (in and out), will be used for voting, voting machine testing, training, absentee voting, and mac
Secure Storage (adjacent to voting room)		1	672	24 x 28	672		Storage for (33) Carts - 4'x3' & (12) Tabulator Machines - 3'x3' and election supplies storage
Mail Room w/ drop area for deliveries		1	180	10 x 18	180		Door between clerk office and mail room, badge access, copier for batch printing, storage for paper supplies, flat mail
scanner area w/ computer & scanner		1	32	4 x 8	32		in close proximity to both desks
Storage Area		1	128	8 x 16	128		
Library (humidity controlled)		1	384	24 x 16	384		Permanently kept books/documents/contracts - shelves, filing cabinets, (1) table/desk, computer and a few chairs.
Net Subtotal					3,002		Net Square Footage
net-to-gross factor					1.55	4,653	Department Gross Square Footage

programming

current departments

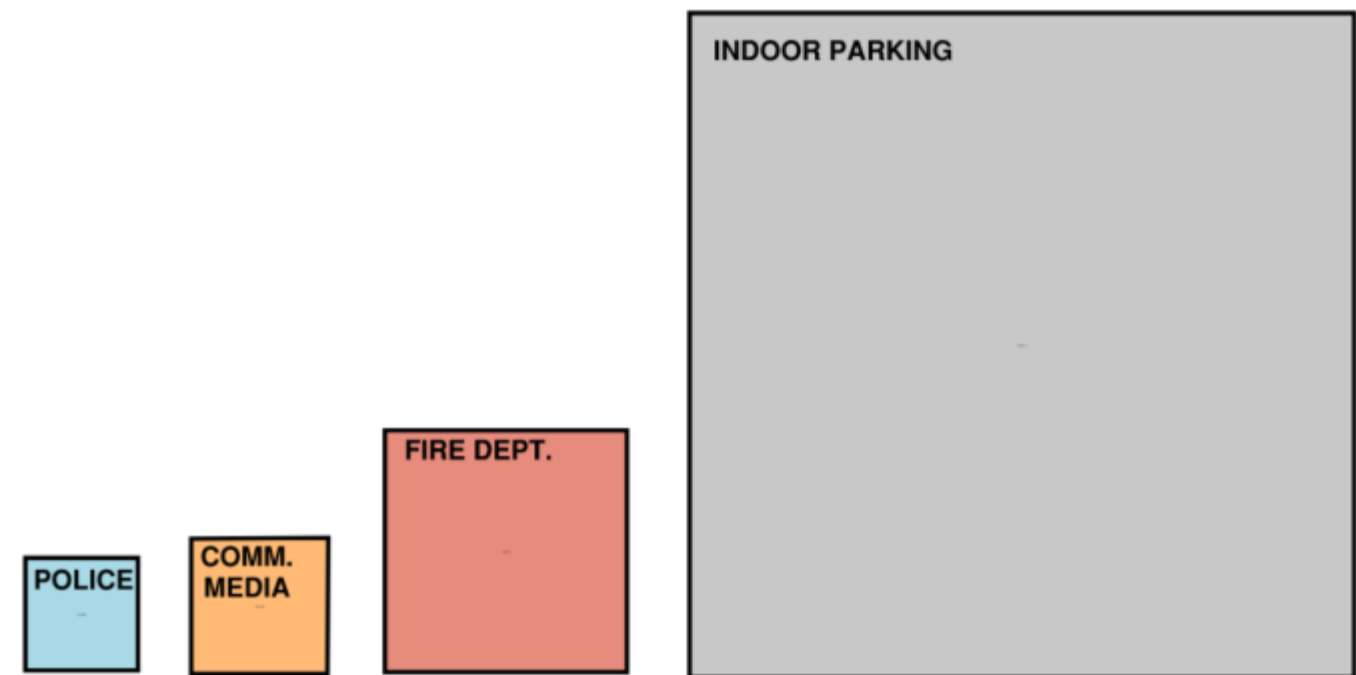
- all but (1) department requested **more space** than current

hatch denotes current department size. larger square is requested size



programming new departments

- (4) new departments are requested to be included in new space that are **not housed in current facility**.



programming

total departments

current departments

- mayor's office
- city clerk
- city attorney
- treasurer / comptroller
- community & econ. development
- public works / engineering
- municipal court
- HR / IT / support spaces

new spaces/departments

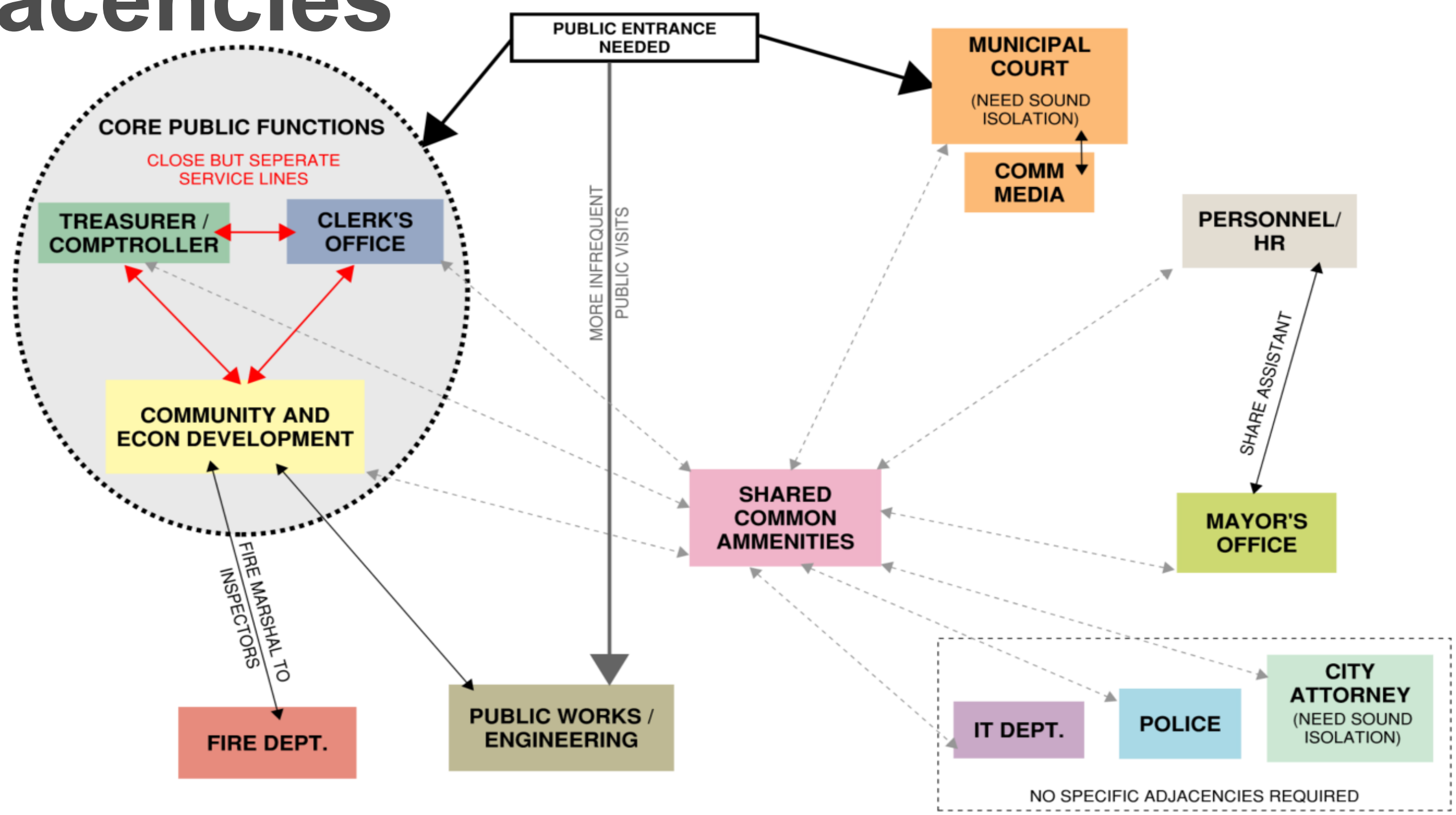
- **council chamber & community media** (apart of municipal court)
- **indoor parking**
- **fire department**
- **police department** (workstation)

programming area breakdown

- **requested** square footage breakdown
 - ~**27,300** of **net** square footage for **departments**
 - 1.55 net-to-gross factor used (typical for office buildings)
 - ~**41,900 gross** square footage for **spaces**
 - 1.13 area factor (mechanical, stairs, toilets, etc.)
 - ~**46,900 total** square footage for **building**

- **current** square footage breakdown
 - ~**16,400 gross** square footage for **spaces**

programming adjacencies

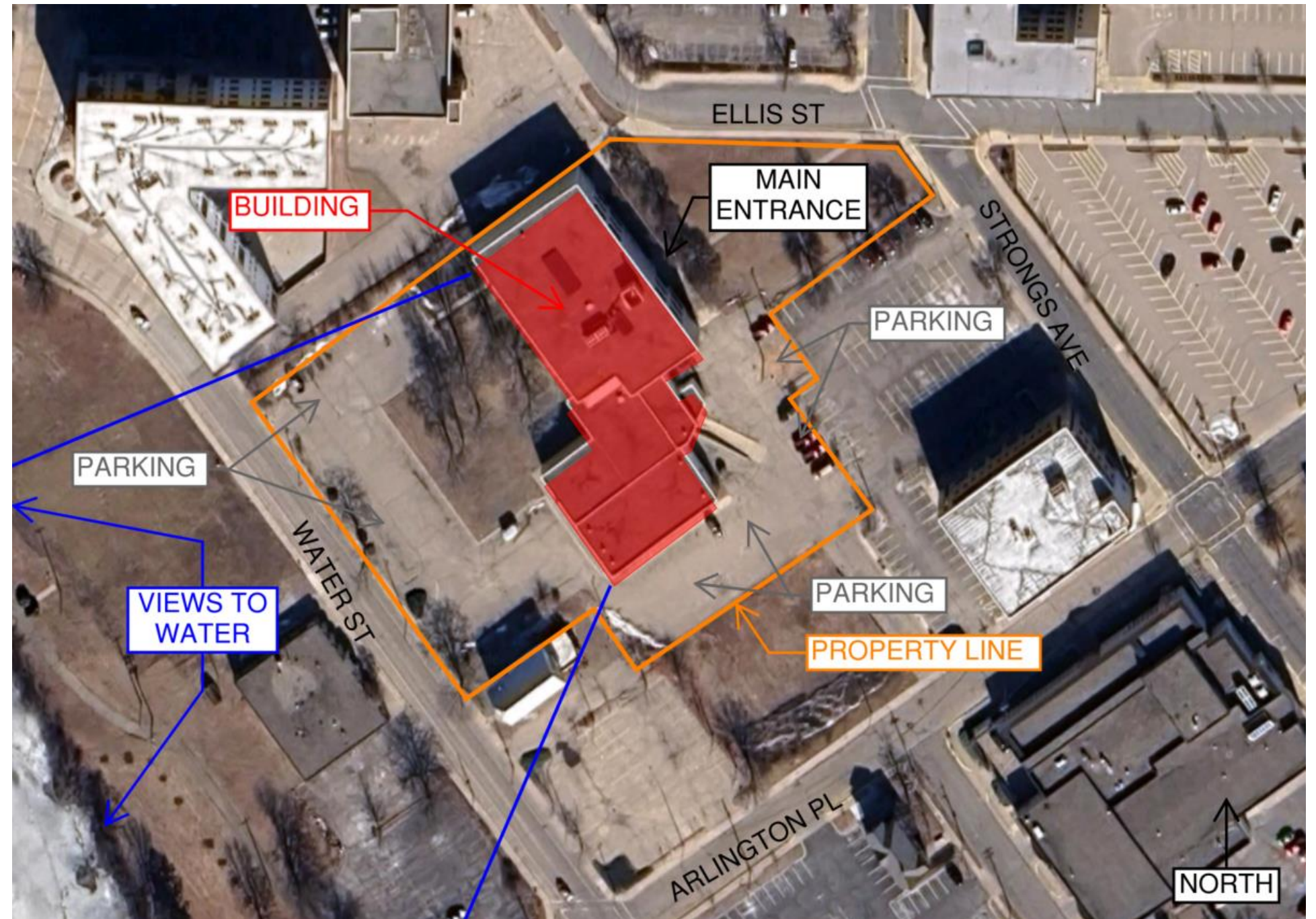






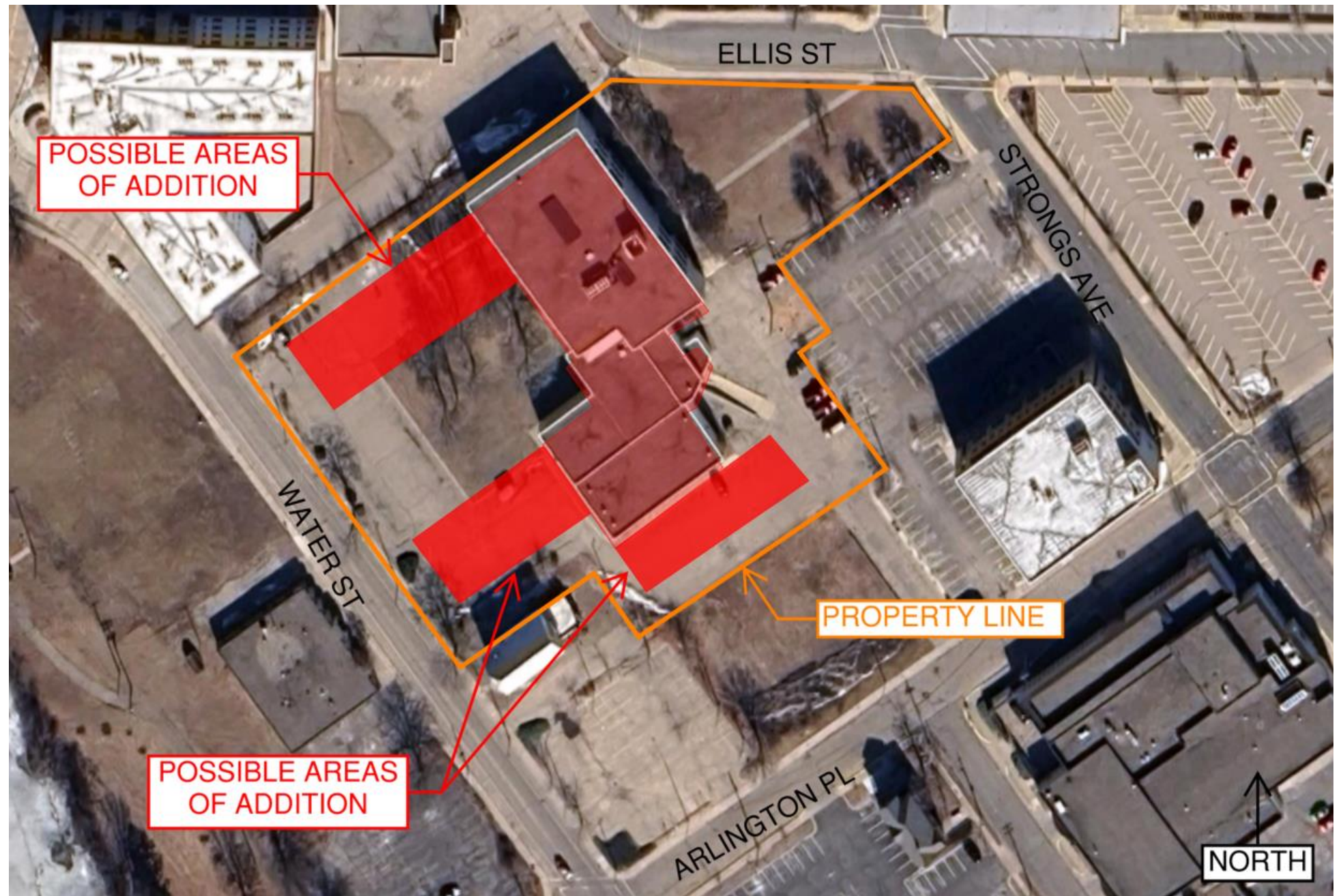
proposed facility

- Existing facility located **1039 ellis st**
- **(3) floors** with total of approx. **57,800 sf**
- somerville currently performing evaluation of building systems



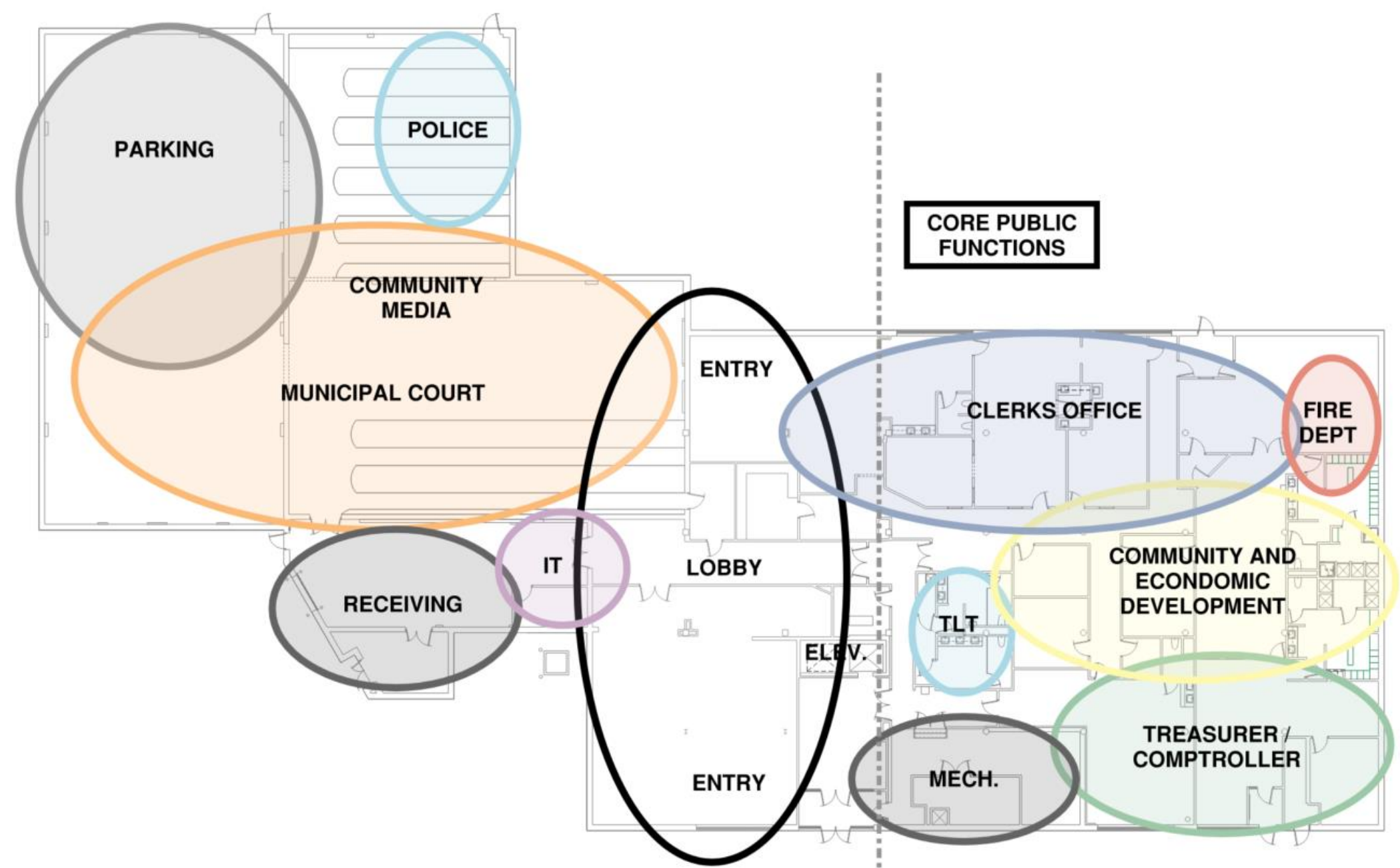
proposed facility

- Building affords multiple locations for future expansion



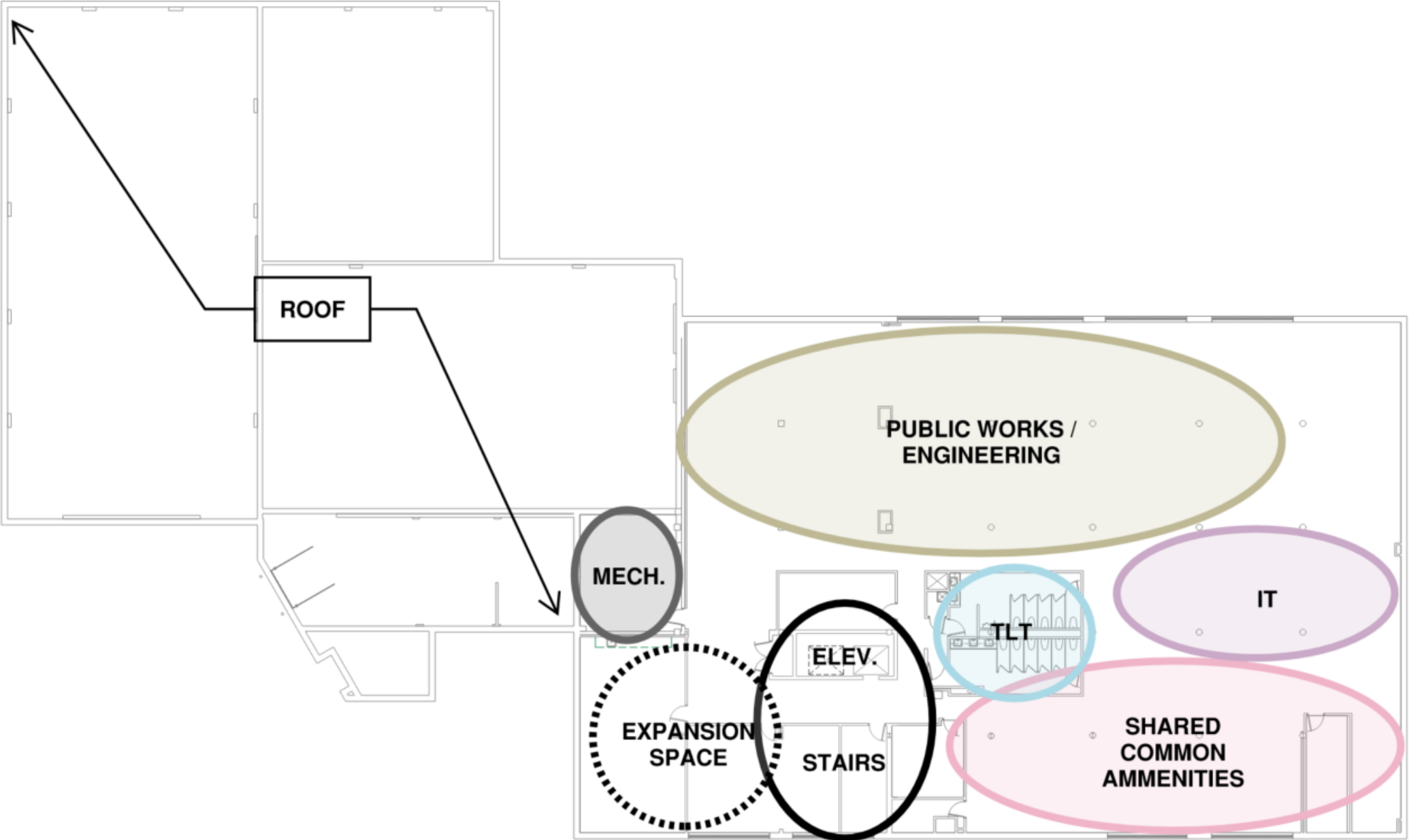
conceptual bubble diagram

first floor



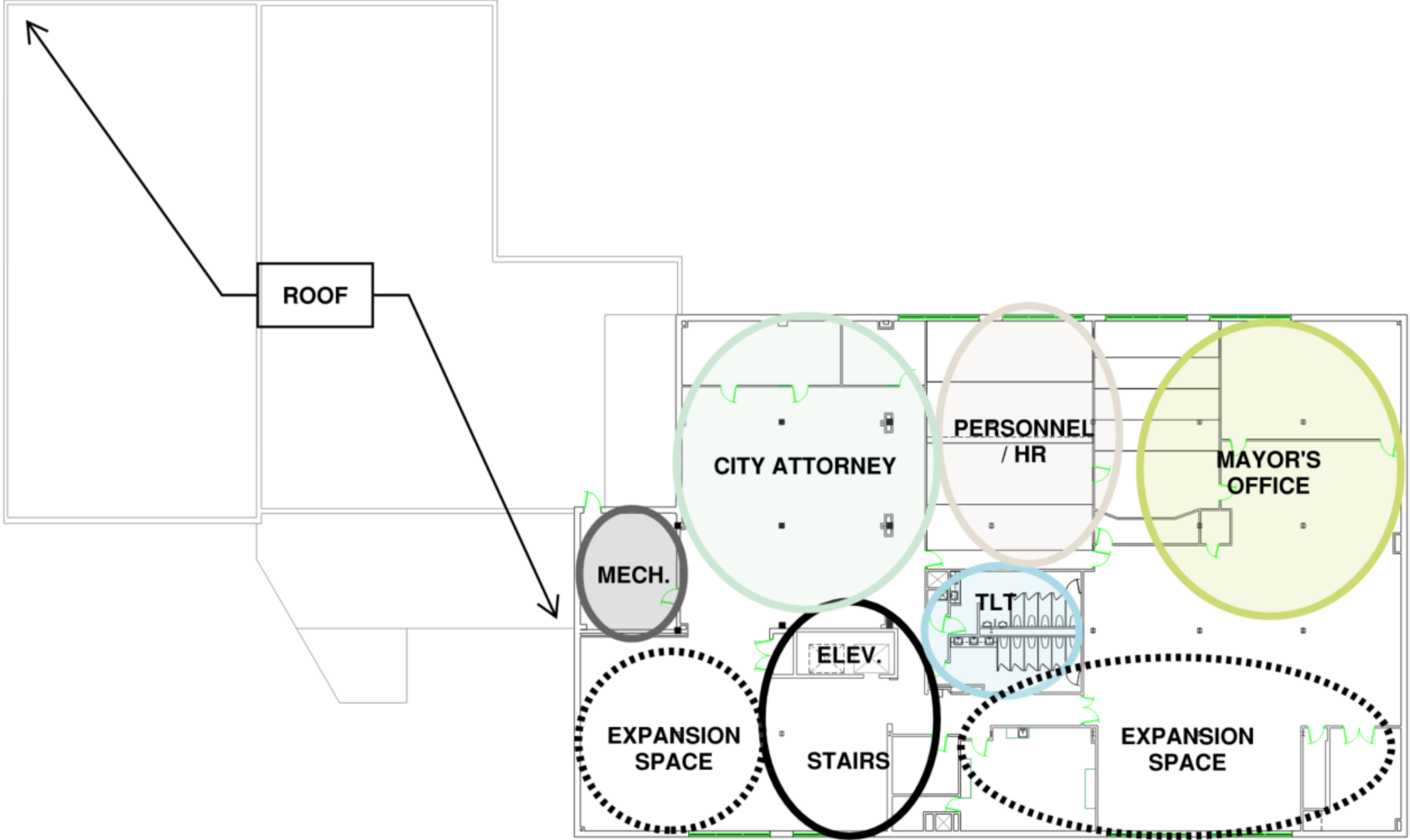
conceptual bubble diagram

second floor



conceptual bubble diagram

second floor



Room/Space Name	Number of Occupants	Number of Rooms	Room Size	Room Dimensions	Total Area of Rooms (s.f.)	Shared	Comments	Revision	Author
CITY ATTORNEY									
Need for sound attenuation for private conversations for offices, door bottom/seals									
Dept Head Office		1	320	16 x 20	320		Meetings in office 5-6 people, table for layout of documents		
Office		1	120	10 x 12	120		Paralegal		
Office (Future)		1	120	10 x 12	120		Assistant Attorney, part time (30 hours per week)		
Meeting		1	192	12 x 16	192		10-12 people, litigants, attorneys (minimal use, will use office for primary meetings)		
Storage		1	16	4 x 4	16		Hardcopies of documents, minimal equipment		
Net Subtotal					768		Net Square Footage		
				net-to-gross factor	1.55	1,190	Department Gross Square Footage		
				DGSF-to-gross area factor	1.13	1,345	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		
CLERK'S OFFICE									
On same floor as Treasurer and Community Development to share staff.									
Dept Head Office		1	320	16 x 20	320				
Work Area		2	255	15 x 17	510		Layout for elections, need counters. Shared area with work stations is ok.		
Public Counter		1	36	3 x 12	36		Need area for computer and printer		
ADA Counter		1	36	3 x 12	36		Registrations, permits, etc. Need seat for elderly or other needs		
Workstation		2	64	8 x 8	128		Flex employees, elections, etc.		
LTE		1	128	8 x 16	128		Data entry		
Voting Room		1	280	14 x 20	280		15 -20 people, two doors (in and out), see existing conference room for size		
Secure Storage (adjacent to voting room)		1	672	24 x 28	672		Voting Machines (3'x3' - 12 carts, tabulator machines), Servicing, future space savings if downsizing equipment		
Mail Room w/ drop area for deliveries		1	180	10 x 18	180		Door between clerk office and mail room, badge access, copier for batch printing, storage for paper supplies, flat mail slots 4" each		
Net Subtotal					2,290		Net Square Footage		
				net-to-gross factor	1.55	3,550	Department Gross Square Footage		
				DGSF-to-gross area factor	1.13	4,011	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		
MUNICIPAL COURT									
Sound attenuation, door seals, etc.									
Judge's Office		1	320	16 x 20	320		Partition off workstation space for clerk		
Workstation (future)		1	64	8 x 8	64				
Court /Council Chambers		1	2400	40 x 60	2,400		75 People Capacity, elevated bench (with door behind into court office), 11 council members, mayor, clerk, dept heads		
Closed Meeting		1	384	16 x 24	384		15 people, juvenile sessions, off main court room		
"The Vault" - climate controlled storage		1	384	24 x 16	384		Conditioned space for document rentnetion. No specialty equipment required, but humidity control needed.		
Storage		1	64	8 x 8	64		Files, supplies		
Net Subtotal					3,616		Net Square Footage		
				net-to-gross factor	1.55	5,605	Department Gross Square Footage		
				DGSF-to-gross area factor	1.13	6,333	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		
COMMUNITY AND ECONOMIC DEVELOPMENT / INSPECTION									

Room/Space Name	Number of Occupants	Number of Rooms	Room Size	Room Dimensions	Total Area of Rooms (s.f.)	Shared	Comments	Revision Author
Inspection close to Fire Marshals, close to entrance/exit for staff / public								
Dept Head Office		1	320	16 x 20	320		Jarod	
Office		8	120	10 x 12	960		Assessors, Assistant Assessor, Inspectors,	
Office (Future)		3	120	10 x 12	360			
Workstation		2	64	8 x 8	128		Grouped w/ front reception area	
Workstation (future)		2	64	8 x 8	128		Interns, future	
Meeting		1	192	12 x 16	192		10-12 People	
Commons Space		1	192	12 x 16	192		Cabinets, layout space for large tables, two printers (full size style), folding machine, laminating machine, table space for coffee - review location with overall c	
Storage		1	64	8 x 8	64			
Long Term Storage		1	400	20 x 20	400			
Vehicle Storage		1	0	x	0		6-7 vehicles, currently outdoor parking	
Net Subtotal					2,744		Net Square Footage	
			net-to-gross factor	1.55	4,253		Department Gross Square Footage	
			DGSF-to-gross area factor	1.13	4,806		Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.	
COMMUNITY MEDIA								
Adjacent to council chambers								
Equipment Storage		1	64	8 x 8	64		For electronics, media storage of video systems for meetings.	
Net Subtotal					64		Net Square Footage	
			net-to-gross factor	1.55	99		Department Gross Square Footage	
			DGSF-to-gross area factor	1.13	112		Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.	
COMPTROLLER								
Notes about department								
Dept Head Office		1	320	16 x 20	320			
Office		2	120	10 x 12	240			
Workstation		2	64	8 x 8	128			
Meeting		1	192	12 x 16	192			
Storage		1	64	8 x 8	64			
Net Subtotal					944		Net Square Footage	
			net-to-gross factor	1.55	1,463		Department Gross Square Footage	
			DGSF-to-gross area factor	1.13	1,653		Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.	
IT Dept								
Notes about department								
Office		2	120	10 x 12	240		Secure spaces	
Workstation		2	64	8 x 8	128		Future employees	
Commons Space		1	192	12 x 16	192		Equipment work area, repair, counters/tables	
Equipment Storage		1	400	20 x 20	400			
Climate Controlled Server Room		1	120	10 x 12	120		wifi, VOIP, network core	
Net Subtotal					1,080		Net Square Footage	

Room/Space Name	Number of Occupants	Number of Rooms	Room Size	Room Dimensions	Total Area of Rooms (s.f.)	Shared	Comments	Revision	Author
net-to-gross factor					1.55	1,674	Department Gross Square Footage		
DGSF-to-gross area factor					1.13	1,892	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		
FIRE DEPARTMENT									
Adjacent to Community Development / Inspectors									
Office		2	168	12 x 14	336		Fire Marshal, Deputy Marshal, Space for meeting with 2-3 people		
Office		1	168	12 x 14	168		Future office, could use as meeting space for time being		
Storage		1	64	8 x 8	64				
Net Subtotal					568		Net Square Footage		
net-to-gross factor					1.55	880	Department Gross Square Footage		
DGSF-to-gross area factor					1.13	995	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		
MAYOR'S OFFICE									
Adjacent to HR									
Mayor's Office		1	520	20 x 26	520				
Office		1	120	10 x 12	120		Mayor's Assistant - open to HR for shared assistant		
Office		1	120	10 x 12	120		Spare Office		
Meeting		1	192	12 x 16	192		6-8 People		
Reception Area		1	252	14 x 18	252		2-3 People Waiting		
Storage		1	64	8 x 8	64				
Net Subtotal					1,268		Net Square Footage		
net-to-gross factor					1.55	1,965	Department Gross Square Footage		
DGSF-to-gross area factor					1.13	2,221	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		
PERSONNEL / HUMAN RESOURCES									
Shared assistant with Mayor, need to be adjacent, meetings with up to 50 people occur in council chambers									
Department Head		1	320	16 x 20	320				
Office		1	120	10 x 12	120				
Meeting (shared with Mayor)		0	192	12 x 16	0		6-8 People (training would be at larger facility)		
Storage (convert to future office)		1	120	10 x 12	120		staffing records for all employees		
Net Subtotal					560		Net Square Footage		
net-to-gross factor					1.55	868	Department Gross Square Footage		
DGSF-to-gross area factor					1.13	981	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		
POLICE DEPARTMENT									
Notes about department									
Office		1	120	10 x 12	120		(2) work stations, access to report system		
Car Park		0	64	8 x 8	0		Space for vehicle(s) in garage		

Room/Space Name	Number of Occupants	Number of Rooms	Room Size	Room Dimensions	Total Area of Rooms (s.f.)	Shared	Comments	Revision Author
Net Subtotal					120	Net Square Footage		
			net-to-gross factor	1.55	186	Department Gross Square Footage		
			DGSF-to-gross area factor	1.13	210	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		

PUBLIC WORKS / ENGINEERING								
Able to be on second floor, 4 visits weekly from public, access to entrance/exit for staff, work with community development most and GIS.								
Department Head		1	320	16 x 20	320			
Large Office		3	168	12 x 14	504		Larger office w/ 2 chairs for internal meetings.	
Office		5	120	10 x 12	600			
Office / workstations		1	120	10 x 12	120		Interns, near commons	
Office (future)		1	120	10 x 12	120			
Reception		1	252	14 x 18	252		Copier, Service Counter, space for 1-2 people waiting,	
Layout / Commons Space		1	252	14 x 18	252		Plotters, printers, table space for layout of documents	
Meeting		1	192	12 x 16	192		8-10 People, 4x a week used, Monday huddle plus additional team meetings, 45 -60mins. Space could be larger if needed.	
Storage (some equipment in garage)		1	200	10 x 20	200		Traffic camera equipment, survey equipment, safety equipment, etc.	
Vehicle Storage		1	0	x	0		6 Vehicles	
Net Subtotal					2,560	Net Square Footage		
			net-to-gross factor	1.55	3,968	Department Gross Square Footage		
			DGSF-to-gross area factor	1.13	4,484	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		

TREASURY								
Adjacent to Clerk's office and Community Development to share staff.								
Dept Head Office		1	320	16 x 20	320			
Office		2	120	10 x 12	240		Deputy Comptroller, Senior Accountant	
Workstations		2	64	8 x 8	128		Near reception counter	
Office (Future)		1	120	10 x 12	120		Would be used immediately for tax season, focused work area	
Reception Counter (ADA)		1	48	4 x 12	48		Need space for computers to process payments for permits, licenses, etc.	
Document Processing Workstation		1	64	8 x 8	64		High capacity scanning	
Meeting		0	0	0 x 0	0		Shared use with common meeting spaces, used intermittently	
Storage		1	144	12 x 12	144		Office supply, records, city apparel, safe	
ATM Alcove		1	16	4 x 4	16		Near office, public lobby	
Night Dropbox		1	1	1 x 1	1		Exterior wall, located near public entrance	
Net Subtotal					1,081	Net Square Footage		
			net-to-gross factor	1.55	1,676	Department Gross Square Footage		
			DGSF-to-gross area factor	1.13	1,893	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		

SHARED COMMON SPACES								
Adjacent to Clerk's office and Community Development to share staff.								
Main Reception - Shared w/ all departments, cross staff at		1	480	20 x 24	480		Add tech, kiosks, small workstations for permits/applications (counter with computer, papers, etc.).	
City Hall Office Supplies		1	192	12 x 16	192			
Fitness room		1	192	12 x 16	192		Confirm equipment needs	
Fitness Shower/Toilet		1	80	8 x 10	80			

Room/Space Name	Number of Occupants	Number of Rooms	Room Size	Room Dimensions	Total Area of Rooms (s.f.)	Shared	Comments	Revision Author
PT Room		1	120	10 x 12	120			
Wall Space for Informational Materials		1	0	0 x 0	0		review lineal feet required	
Huddle Rooms		1	120	10 x 12	120		(4) People Huddle Area	
Wellness Room		2	80	8 x 10	160		Nursing mothers, injections, sink, open for future refig.	
Break Room		1	0	24 x 36	864		For all departments, (2) micro, (2) ref, vending, coffee makers, variety of seating	
Large Conference		1	0	14 x 18	252		11 People currently	
Net Subtotal					2,460		Net Square Footage	
			net-to-gross factor	1.40	3,444		Department Gross Square Footage	
			DGSF-to-gross area factor	1.13	3,892		Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.	
SUPPORT SPACES								
Loading Dock/Receiving		1	600	- x -	600			
Mechanical		1	3000	- x -	3,000			
Electrical		1	500	- x -	500			
Plumbing / Fire Protection		1	288	12 x 24	288			
Toilet Rooms		4	300	- x -	1,200			
ADA / Staff Toilets		4	80	8 x 10	320			
Net Subtotal					5,908		Net Square Footage	
			net-to-gross factor	1.40	8,271		Lower Level Gross Square Footage	
			DGSF-to-gross area factor	1.13	9,346		Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.	
					44,175		Total Building Square Footage	

**CITY OF STEVENS POINT
POLICE AND FIRE COMMISSION MINUTES
SPECIAL MEETING OF MAY 28, 2025 at 10:00 AM**

1. **Roll Call:** Commissioners Behrendt, Kirschling, Mrozek, Zenner
(Commissioner Pingel in attendance after meeting went into closed session)
- Also Present:** Police Chief Kussow, Fire Chief Moody, Ast. Chief Gemza, Ast. Chief Zvara, City Attorney Beveridge, Alderperson Kneebone, Alderperson Lang, RB Supervisor Tork

2. **Adjourn into closed session pursuant to Wis. Stats. 19.85(1)(f) (Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations) and Art. I, Sec. 9m of the Wisconsin Constitution (rights of victims of crimes) for the following:**

– Discussion on internal investigation of a former Stevens Point Fire Dept. employee.

Roll call vote to adjourn into closed session – Behrendt, yes; Kirschling, yes; Mrozek, yes; Zenner, yes; (Pingel not present yet).

Chapter IV – Open Meetings and Public Records from the Handbook for Wisconsin Police and Fire Commissioners (League of Wisconsin Municipalities):

Commission meeting minutes need not recount what was discussed in a closed session, but any formal action taken by the commission while in closed session, including each motion made, the identity of members offering or seconding a motion, and how each member present voted on the motion, must be recorded in the minutes and may be subject to disclosure under the public records law. (Wisconsin Statutes § 19.88(3))

3. **Adjournment.**

The meeting adjourned at 3:09 p.m.

**CITY OF STEVENS POINT
POLICE AND FIRE COMMISSION MINUTES
MEETING OF JUNE 5, 2025, at 1:00 PM**

- 1. Roll Call:** Commissioners Behrendt, Kirschling, Mrozek, Zenner

Also Present: Police Chief Kussow, Fire Chief Moody, Ast. Chief Williams, Ast. Chief Gemza, Ast. Chief Zvara, Lt. Mueller, MPO/PM Thomson, FF/PM Kratzke, Alderperson Kneebone, RB Supervisor Tork

- 2. President's Report**

- 3. Approval of Minutes**

Commissioner Zenner moved, seconded by Commissioner Mrozek, to approve the minutes of the May 8, 2025, meeting as presented.

Ayes, all; nays, none. Motion carried.

- 4. Confirmation of Bills**

Commissioner Mrozek moved, seconded by Commissioner Kirschling, to approve the confirmation of the May 2025 bills.

Ayes, all; nays, none. Motion carried.

- 5. Police Chief Report**

Commissioner Mrozek moved, seconded by Commissioner Zenner, to approve the Police Chief report and place it on file for May 2025.

Ayes, all; nays, none. Motion carried.

- 6. Motion to enter into closed session pursuant to Wis. Stats. 19.85(1)(c) (considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility) for the following:**

- Discussion, with possible action, to approve Probationary Firefighter/Paramedic Luke Kratzke to the position of Firefighter/Paramedic with the completion of his probation, effective June 8, 2025.

Roll Call into closed session: Commissioners Behrendt, Kirschling, Mrozek, Zenner

Chapter IV – Open Meetings and Public Records from the Handbook for Wisconsin Police and Fire Commissioners (League of Wisconsin Municipalities):

Commission meeting minutes need not recount what was discussed in a closed session, but any formal action taken by the commission while in closed session, including each motion made, the identity of members offering or seconding a motion, and how each member present voted on the motion, must be recorded in the minutes and may be subject to disclosure under the public records law. (Wisconsin Statutes § 19.88(3))

Roll Call into open session: Commissioners Behrendt, Kirschling, Mrozek, Zenner

Commissioner Kirschling moved, seconded by Commissioner Behrendt, to approve Probationary Firefighter/Paramedic Luke Kratzke to the position of Firefighter/Paramedic with the completion of his probation, effective June 8, 2025.

Ayes, all; nays, none. Motion carried.

7. Fire Chief Report/EMS Report/EM Report

Commissioner Mrozek moved, seconded by Commissioner Zenner, to approve the Fire Chief/EMS/EM reports and place them on file for May 2025.

Ayes, all; nays, none. Motion carried.

8. Adjournment.

The meeting adjourned at 1:36 p.m.

**CITY OF STEVENS POINT
POLICE AND FIRE COMMISSION MINUTES
MEETING OF JUNE 24, 2025, at 10:00 AM**

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

Also Present: Police Chief Kussow, Fire Chief Moody, Ast. Chief Gemza, Ast. Chief Zvara, City Attorney Beveridge, Alderperson Kneebone, RB Supervisor Tork

2. **Approval of Minutes (special meeting of May 28, 2025)**

Commissioner Zenner moved, seconded by Commissioner Mrozek, to approve the minutes of the May 28, 2025, special meeting as presented.

Ayes, all; nays, none. Motion carried.

3. **Discussion, with possible action, on moving forward with the employment of entry-level Firefighters/Paramedics.**

Commissioner Mrozek moved, seconded by Commissioner Kirschling, to move forward with the employment of entry-level Firefighters/Paramedics (six offers).

Ayes, all; nays, none. Motion carried.

4. **Adjourn into closed session pursuant to Wis. Stats. 19.85(1)(f) (Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations) and Art. I, Sec. 9m of the Wisconsin Constitution (rights of victims of crimes) for the following:**

– **Discussion on internal investigation of a former Stevens Point Fire Dept. employee.**

Roll Call into closed session: Commissioners Behrendt, Kirschling, Mrozek, Pingel, Zenner

Chapter IV – Open Meetings and Public Records from the Handbook for Wisconsin Police and Fire Commissioners (League of Wisconsin Municipalities):

Commission meeting minutes need not recount what was discussed in a closed session, but any formal action taken by the commission while in closed session, including each motion made, the identity of members offering or seconding a motion, and how each member

present voted on the motion, must be recorded in the minutes and may be subject to disclosure under the public records law. (Wisconsin Statutes § 19.88(3))

5. Adjournment.

The meeting adjourned at 1:25 p.m.

**CITY OF STEVENS POINT
POLICE AND FIRE COMMISSION MINUTES
MEETING OF JULY 10, 2025, at 1:00 PM**

- 1. Roll Call:** Commissioners Behrendt, Kirschling, Mrozek, Pingel, Zenner

Also Present: Police Chief Kussow, Fire Chief Moody, Ast. Chief Rottier, Ast. Chief Williams, Ast. Chief Zvara, Division Chief Sinner, Division Chief Ewing, EM Coordinator Malin, City Attorney Beveridge, Comptroller/Treasurer Ladick, Alderperson Kneebone, Alderperson Christianson, RB Supervisor Tork, Jerry Moore, Dr. Shelly Mondeik, Kurt Heuer, Brandi Makuski - Point/Plover Metro Wire

- 2. President's Report**

- 3. Approval of Minutes**

Commissioner Mrozek moved, seconded by Commissioner Zenner.

Ayes, all; nays, none. Motion carried.

- 4. Confirmation of Bills**

Commissioner Kirschling moved, seconded by Commissioner Mrozek.

Ayes, all; nays, none. Motion carried.

- 5. Recognition of Fire Chief Jb Moody's article in the Point/Plover Metro Wire, dated June 24, 2025.**

- 6. Discussion, with possible action, to approve Officer Lucas Hughes to permanent status, effective August 5th, upon successful completion of his 1.5 year probational period.**

Commissioner Zenner moved, seconded by Commissioner Behrendt.

Ayes, all; nays, none. Motion carried.

- 7. Discussion, with possible action, to approve a conditional offer of employment from the Stevens Point Police Department to Daniel King and Kayla Chaffin upon successful completion of their psychological and medical exams.**

(Kayla Chaffin has been removed from the employment process.)

Commissioner Zenner moved, seconded by Commissioner Mrozek, to approve a conditional offer of employment from the Stevens Point Police Department to Daniel King upon successful completion of his psychological and medical exams.

Ayes, all; nays, none. Motion carried.

8. **Discussion, with possible action, to accept a donation from Giving Back, Inc. (a non-profit organization), to assist with the purchase of epi pens for police officers and squad cars.**

Commissioner Kirschling moved, seconded by Commissioner Pingel.

Ayes, all; nays, none. Motion carried.

9. **Police Chief Report (including the 2024 SPPD Annual Report and recognition of Lt. Rob Roser's and Sgt. Ross Wierzba's successfully completed probation).**

Commissioner Mrozek moved, seconded by Commissioner Zenner.

Ayes, all; nays, none. Motion carried.

10. **Presentation by Comptroller/Treasurer Corey Ladick regarding the idea of a joint Fire Department with Park Ridge.**
11. **Enter into closed session pursuant to Wis. Stats. 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) and Wis. Stats. 19.85(1) (considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations) for the following:**
 - A. **Discussion on refunding costs of preliminary employment screening to a former FD employee.**
 - B. **Discussion of possible joint development partnership and sharing of building space for a new emergency services training facility.**

Roll Call into closed session: Commissioners Behrendt, Kirschling, Mrozek, Pingel, Zenner

Chapter IV – Open Meetings and Public Records from the Handbook for Wisconsin Police and Fire Commissioners (League of Wisconsin Municipalities):
Commission meeting minutes need not recount what was discussed in a closed session, but any formal action taken by the commission while in closed session, including each motion

made, the identity of members offering or seconding a motion, and how each member present voted on the motion, must be recorded in the minutes and may be subject to disclosure under the public records law. (Wisconsin Statutes § 19.88(3))

Roll Call into open session: Commissioners Behrendt, Kirschling, Mrozek, Pingel, Zenner

- 12. Enter into open session to take action on closed session Item A (Discussion on refunding costs of preliminary employment screening to a former FD employee) and Item B (Discussion of possible joint development partnership and sharing of building space for a new emergency services training facility).**

12A – Commissioner Mrozek moved, seconded by Commissioner Zenner, to refund \$3274.25 to a former Fire Department employee who resigned during the probationary period.

Behrendt – Aye; Kirschling – Aye; Mrozek – Aye; Pingel – Aye; Zenner – Aye. Motion carried.

12B – Commissioner Mrozek moved, seconded by Commissioner Pingel, to grant permission to explore a joint development partnership for a new station and public safety center and its funding.

Behrendt – Aye; Kirschling – Aye; Mrozek – Aye; Pingel – Aye; Zenner – Aye. Motion carried.

- 13. Fire Chief Report/EMS Report/EM Report**

Commissioner Mrozek moved, seconded by Commissioner Zenner.

Ayes, all; nays, none. Motion carried.

- 14. Adjournment.**

The meeting adjourned at 4:49 p.m.



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:	July 7, 2025 6:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u>
			<u>Zoom Teleconferencing</u>
			Meeting ID: 828 2249 0311
			Passcode: 317789
			<u>By Computer:</u>
			https://us02web.zoom.us/j/82822490311?pwd=6u8bmhXDImEpnUGRoh2
			<u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

- Meeting called to order at 6:00PM by Director Kivela
- Members Present: Kneebone, Arntsen, Beacom, Miskowiak, Rice, Schuler
- Members Excused: Wiza
- In absence of Mayor Wiza, Alder Kneebone is nominated by Beacom to chair the meeting. Arntsen seconds the nomination. No other nominations received; Kneebone unanimously approved to chair.

Discussion and Possible Action on:

2. Report of the June 2, 2025 meeting of the City Plan Commission.

- Background: Report of the June 2, 2025, meeting of the City Plan Commission included in the agenda packet.
- Motion: Arntsen moves approval
- Second: Schuler 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: None
 - Vote: Unanimous approval.
3. A request from the City of Stevens Point to approve a right-of-way plat and relocation order from Briggs Street to Franklin Street as part of the Business 51 Street Reconstruction Project.
 - Background: Director Beduhn provides background information regarding the right-of-way plat and relocation order, including utilities conflicts best resolved by extending the project to Briggs Street.
 - Motion: Schuler moves to approve the request
 - Second: Miskowiak seconds the motion.
 - Discussion: Schuler asks if tables and figures have been verified; Director Beduhn confirms.
 - Vote: Unanimous approval.
 4. A request from the City of Stevens Point to acquire the property located at 1909 Cypress Street (Parcel ID 281240832300402) and two unaddressed parcels off of Cypress Street (Parcel ID 281240832300303 & 281240832300403).
 - Background: Director Lemke provides background information regarding the request to acquire the properties identified in the agenda packet to accommodate the facilities needs of the Public Utilities department.
 - Motion: Arntsen moves to approve the request as presented.
 - Second: Schuler seconds the motion.
 - Discussion: No further discussion.
 - Vote: Unanimous approval.
 5. Staff Update: Zoning Code Rewrite.
 - Background: Associate Planner / Zoning Administrator Kuhn provides background information regarding progress made on the Zoning Code rewrite project.
 - Discussion:
 - Kneebone inquires about the responses to the Housing survey
 - Schuler asks about the content of the discussion
 6. Staff Update: Comprehensive Plan Issues & Opportunities Draft Chapter and Summary
 - Background:
 - Motion:
 - Second:
 - Discussion:
 - Schuler provides comments on several sections of the second draft and requests a red-lined copy between reviews.
 - Arntsen, Beacom, Miskowiak, Kneebone approve of remarks made by Schuler; Kneebone shares approval of the summary document.
 - Page 7
 - Adjust summary of public input activities to an appendix, and that the summary in the chapter includes the public input process that was approved.
 - Data Sources section: “Do data” – “no data”
 - Valuable reinsertion from Draft 1 regarding the census data; reinsert sentence “trends are analyzed 2010-23”

- Last paragraph insert “self reporting...” after “each data source.”

- Page 8

-

- Vote:

7. Staff Update: UWSP Planning Capstone Project - Sisters of Saint Joseph Parish Adjacent Lands
 - Background: Klesmith introduces the capstone project report.
 - Discussion: Schuler and Kneebone give positive remarks on the report.
8. Director's Report.
 - Background: Director Kivela provides oral summary of the Director's Report.

Closing Section:

9. Adjourn
 - Meeting adjourned at 6:51PM.

**City of Stevens Point
Board of Water and Sewerage Commissioners
July 14, 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, Anna Haines, Mae Nachman and Ray Schmidt

EXCUSED ABSENCE: Carl Rasmussen

ALSO PRESENT: Joel Lemke, Jennifer Schmeiser, Shane Kohnen, Chris Lefebvre, Jason Draheim, Jaime Zdroik and Ald. Shuda

2. Approval of Minutes

Motion made by Anna Haines, seconded by Mae Nachman to approve the May 12, 2025 meeting minutes of the Board of Water & Sewerage Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Mae Nachman, seconded by Anna Haines to approve the department claims for the months of May and June 2025 as audited and read.

Ayes all. Nays none. Motion carried.

4. 2024 Audit Presentation by Baker Tilly

Jodi Dobson of Baker Tilly presented the 2024 Audits for Water, Sewer, Storm and Fiber.

WATER: Operating revenues exceed the operating expenses but margins did decrease in 2024. The rate of return for 2024 was at 1.71%. The authorized rate of return is 4.9%. We are currently working on a rate study.

The Water Utility continues to have adequate cash reserves on hand, 8.93 months. We are also continuing to meet our debt coverage, required is 1.10 and we are at 2.56.

Only 22% of the existing infrastructure is financed with outstanding debt. Well below the 50/50 benchmark.

SEWER: Operating revenues outpacing expenses. Operating expenses decreased in 2024 allowing for a little more income. That impacts the cash reserves. The cash reserved increased from 3.05 months of cash on hand in 2023 to 7.65 months of cash on hand. The GFOA recommends a minimum of 3 months cash on hand.

The Sewer Utility has exceeded the required debt coverage for the last five years.

40% of the existing infrastructure is financed with outstanding debt. This is not uncommon with the major upgrades done to the plant. Still below the 50/50 benchmark.

STORM: Operating revenues continue to exceed operating expenses. Storm had 3.66 months of cash on hand in 2024. That is down some due to some investments in capital.

Debt coverage was at 1.43 which meets the 1.10 required.

Stormwater Utility has 31% outstanding debt. Well below the 50/50 benchmark.

FIBER: The graphs for this utility look awkward because it is a relatively new utility. The last two years revenues exceeded expenses. The cash reserves was at 59.29 months of cash on hand.

The Fiber Utility has no debt.

Overall, the utilities are in a good financial position.

Anna questioned the internal control matters. Jodi explained the utility does not have the staff to do a complete segregation of duties. That would be the same for preparing year-end financials.

Motion made by Mae Nachman, seconded by Anna Haines to approve the 2024 Audit for all utilities prepared by Baker Tilly.

Ayes all. Nays none. Motion carried.

5. Water Supply and Distribution Reports - Eric Southworth

Commission reviewed reports.

6. Purchase of new mowing equipment-Joel Lemke

One of the mowers is over 20+ years old and needs to be replaced. It was not listed on the Capital Operations and Maintenance Plan because we didn't want to replace it until it was needed. Research into what it would cost to purchase a new mower that would be comparable to the two new mowers we have would be approximately \$24,000 or less. They will also see what they can get for a trade-in on the current mower.

Motion made by Ray Schmidt, seconded by Anna Haines to purchase a new mower in an amount not to exceed \$24,000.00.

Ayes all. Nays none. Motion carried.

7. Sewage Treatment Operations Report - Chris Lefebvre

Chris stated all permit requirements were met for the months of May and June. We received our new WPDES Permit on July 1st. No major changes, but there will be a large increase in lab analysis for the next five years with more ammonia sampling, but the big cost-wise one will be sampling for PFAS.

On June 8th, we had a hose break on the transport system for the silo. This resulted in losing approximately 4 cubic yards of biosolids on the asphalt. Normally, we could've gotten it cleaned up, but it was raining. The water seeped through the pile and ended up going into the storm drain, causing what would be considered a spill, so it was reported to the DNR. Everything was cleaned up and taken care of as directed by the DNR. We did not realize we had to notify the public, so that was missed. So we did get a notice of noncompliance for it. It is now on the City website. So we are now back in compliance. We are now looking at making that area a containment area so if that happens again, the rainwater would go into the head of the WWTP and not the storm drain. This will involve engineering and construction, so it will take some time. In the meantime, we will put a cover on storm drain to hold water there, and it can be released when we are ready to.

Last Thursday we had a fire in the biosolids dryer. The Fire Department came there and helped us handle that, and they did a phenomenal job. So the biosolids dryer is down while figure out what caused the fire. For now, the biosolids will be taken to the landfill. The biosolids dryer needs to be cleaned out so it can be inspected.

8. Use of unspent wages on contracted services - Joel Lemke

Joel stated we have asked to do this before on specific cases. The most recent was when we lost GIS staff. We are currently three employees down in the utilities and needing to use some contracted services to keep up on things that do get reported like catch basin cleaning.

Joel wanted to bring forward the idea that when we are short on staff that we be able to use the difference of wages and benefits on contracted services so we can keep up.

Paul asked what an approximate cost would be annually for this. Joel said it depends on a lot of things, but approximately \$50,000.00.

Staff is proposing that there be a standing allowance to use contracted services in an amount equal to the unspent wages of any vacancies that may occur to facilitate quick responses to staff shortages.

Motion made by Mae Nachman, seconded by Anna Haines to approve on an ongoing basis, as needed, the use of unspent wages on contracted services.

Ayes all. Nays none. Motion carried.

9. Sewer Service Area Planning Document and Resolution - Joel Lemke

Joel stated the document was worked on by the Stevens Point Urban Area Sewer Service Advisory Committee, Portage County Planning and Zoning, and the North Central Wisconsin Regional Planning Commission.

Joel showed the Commission the map of the new sewer service area.

The boundaries changed a little.

Motion made by Ray Schmidt, seconded by Anna Haines to approve the Sewer Service Area Planning Document and Resolution.

Ayes all. Nays none. Motion carried.

10. Construction and Maintenance Report - Shane Kohnen

Shane stated it has been business as usual for the crews. Repaired some leaks, working on swales on Dan's Drive and other maintenance items. Nothing more to add.

Joel stated one of the contractors on the construction projects had three or four crews working.

Paul commended Shane on his monthly reports.

11. Directors Report - Joel Lemke

We are working on a rate study for water and sewer. This will be brought back to the Commission once it is completed. There will also need to be a public hearing notice as well.

Our annual Consumer Confidence Report is out, and it has its own link on the City's website. Editorial information was taken out because the Public Works Department has a website on construction progress. The CCR will be bi-annually in 2026.

We had our lead and copper inventory filed with the DNR. The inventory provided the DNR with our service laterals and their pipe material type. It also provided them with the private side of the service line for their pipe material type. We have 161 out of over 7,000 on the private side that we don't have an inventory of their service line pipe material type. So we are mailing out letters with required EPA information that state we don't know what material your service line is made of. Please call us and schedule an appointment so we can take a look and take record of it to be in compliance with the EPA.

Joel stated we might have to have another meeting on Wednesday, but he will let the Commissioners know.

12. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:49 P.M.

**City of Stevens Point
Board of Water and Sewerage Commissioners
July 16, 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/82945883434>

By Phone: (303) 715-8592

MINUTES

Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Mae Nachman and Ray Schmidt

ALSO PRESENT: Joel Lemke, Jennifer Schmeiser and Jaime Zdroik

EXCUSED ABSENCE: Carl Rasmussen & Anna Haines

**2. The purchase of property located at and adjacent to 1909 Cypress Avenue -
*Joel Lemke***

Joel showed the Commissioners where the three parcels were located on the map.

These parcels are all property of the Estate of Dave Sobczak, a former employee of ours. The estate came to us because we have had a long-standing acknowledgment of the fact we would like to acquire the property when possible because it is adjacent to us, and we have specific needs for it.

Joel stated Parcel #1 the family would like to donate to us. That parcel has an estimated fair market value of \$3,600. Parcel #2 with the house on it has an estimated fair market value of \$141,600. Parcel #3 has an estimated fair market value of \$16,100. When the family was presented with those dollar amounts, they were fine with it as is and just wanted to proceed with an offer to purchase and a closing with the numbers as prepared. Joel thanked Steve Shepro and Maria Mohr for their work on this.

This item was taken to the Plan Commission, which acted on this item and approved it. They did not approve dollars, just that it was a reasonable acquisition.

So we are requesting funding for this purchase and the accepting of the donation.

Motion made by Ray Schmidt, seconded by Mae Nachman to accept the donation of Parcel #1 for \$3,600.00 and to approve the funding to purchase Parcel #2 in the amount of \$141,600.00 and Parcel #3 in the amount of \$16,100.00.

Ayes all. Nays none. Motion carried.

3. Adjournment.

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:09 P.M.

REPORT TO THE JUNE 9, 2025
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

WATER DEPARTMENT

FINANCES:

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

\$	3,898,202.46
\$	201,790.75
\$	4,099,993.21

CHECKS ISSUED MAY 2025:

60090	Central States H & W Fund	Health Insurance Premiums	37,429.18
60091	City Of Stevens Point	Workers Comp Premiums	1,483.19
60092	First Supply LLC -Plover	Inventory	253.20
60093	Idexx Laboratories Inc	Lab supplies	774.06
60095	Petty Cash	Conference expenses, Postage	455.59
60100	USA Blue Book	Padlock	36.48
60101	Vestis	Rugs	46.82
60102	ZMAC Transportation Solutions	Refund Check 028007-000, 1101 Brilowski Rd Ste A	43.64
60104	Employee Resource Center	Monthly EAP Fees	50.83
60105	Ferguson Waterworks #1476	Meter coupling	866.50
60106	Springbrook Holding Company LLC	Civic Pay Transaction Fee	1,641.00
60110	Mae Nachman	Salary	64.41
60112	Community Foundation of Central WI	Employee Contribution	10.00
60113	United Way Of Portage County	United Way	67.69
60114	Aspirus Medical Group, Inc.	Wellness Education	34.00
60115	Avineon, Inc.	GIS Support	91.67
60116	Baker Tilly Virchow Krause LLP	2024 Audit	14,495.09
60117	CDW Government	Switch phone for A. Bula	42.50
60118	CORE & MAIN LP	Measuring insert with bearing	290.96
60122	Lou's Gloves	PPE	106.00
60123	Mastercard	Allen wrench, Office & cleaning supplies, Well supplies, Steel toed waterproof boots	607.37
60124	Securian Financial	MN Life Insurance Policy #002832L	224.42
60125	Springbrook Holding Company LLC	Professional Services for work orders	800.00
60126	USA Blue Book	Lab supplies	649.33
60127	Warning Lites of Appleton Inc.	Traffic control for utility work	1,710.80
60128	WI State Laboratory of Hygiene	Fluoride testing	31.00
60129	Wimme Sand & Gravel, Inc.	Yard material	463.91
60130	Aspirus Medical Group, Inc.	Wellness Program	127.50
60131	City Of Stevens Point	Retirement, insurance, IT, fuel & phone	23,785.55
60132	First Supply LLC -Plover	Inventory	83.76
60133	Wolter, Inc.	Supplies for Utility Garage	999.40
60135	Metron-Farnier LLC	Meters/shipping	21,180.76
60138	Candlewood Property Management	Refund Check 041737-000, 1412 River View Ave	11.75
60139	CDW Government	New laptop - Jaime Z	771.75
60140	Edward Haasl	Refund Check 005285-000, 2801 Indiana Ave	2.06
60142	Hawkins Inc	Chemicals	3,754.77
60143	INFOSEND INC	Statement & notice printing	2,460.89
60144	Jamar Company	Replaced actuator, UV Eye Replacement	1,072.47
60146	Strand Associates Inc	Professional Services 4/1-4/20/25 Well #12	15,695.65
60147	Vestis	Rugs	46.82
60152	Community Foundation of Central WI	Employee Contribution	10.00
60153	United Way Of Portage County	United Way	67.69
60154	AnSer	After hours answering service	185.00
60155	Clark Dietz	Professional Services 3/29-4/25 2025 Street Project	7,674.06
60156	Heartland Business Systems, LLC	Monthly Billing	405.58
60158	Metron-Farnier LLC	Metron meters & shipping	23,780.64
60161	Strand Associates Inc	Professional Services 4/1-4/30, 2025 Michigan Ave Improvements	426.67
60162	Teamsters Union Local 662	Union Dues	1,888.00
60163	Mastercard	Paint wand & bug spray, Misc job materials, AWS for GIS Server, Flags for locates, Payment scanner annual software maintenance, Notary stamp, Shop supplies, WIAWWA, Conference & training expenses, Treat bags for Public Works Days	6,347.52
	Background Check	Background Check	7.00

Bank Fees	Bank Fees	1,952.76	
WPS	Utility Charges	22,976.71	
Payroll	Payroll	35,470.96	
IRS & DOR PR Tax	Payroll Taxes	46,090.61	
Verizon Cell & iPad Charges	Phone & iPad Charges	691.59	
DOR Garnishment	Garnishment	9.66	
HRA Admin Fees	Renewal & Admin Fees	30.00	
TOTAL EXPENSES LISTED		\$ 280,777.22	\$ 280,777.22
BALANCE ON HAND MAY 31, 2025			\$ 3,819,215.99
	Balance on Hand		\$ 3,819,215.99
	Plus uncleared checks		\$ 6,347.52
	Less checks previously written clearing this month		\$ (38,527.09)
	Ending Cash Balance matching Bank Statements		\$ 3,787,036.42

REPORT TO THE JULY 14, 2025
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

WATER DEPARTMENT

FINANCES:

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

\$	3,786,774.59
\$	243,697.26
\$	4,030,471.85

CHECKS ISSUED JUNE 2025:

60165	Mae Nachman	Salary	64.41
60166	Community Foundation of Central WI	Employee Contribution	10.00
60168	3K Custom Apparel	Employee T-shirts, Hats for employees	374.75
60170	American Asphalt Of WI	Asphalt patch for water main break on Division St.	6,730.00
60171	Batteries Plus LLC	Batteries	88.25
60172	Jerry or Laurie Bybee	Refund Check 025332-000, 711 Union St.	119.10
60173	Candlewood Investments LLC	Refund Check 041738-000, 1414 River View Ave.	12.55
60174	Central States H & W Fund	Health Insurance Premiums	52,264.62
60175	Myranda Cherney	Refund Check 040768-000, 2835 Soo Marie Ave.	67.90
60176	City Of Stevens Point	Workers Comp Premiums	1,491.88
60178	Dakota Supply Group	Inventory-Pipe	348.73
60179	eGauge Systems LLC	Energy meter	1,742.51
60180	Employee Resource Center	Monthly EAP Fees	50.83
60181	Esch Construction Supply, Inc.	Job Tools	1,448.52
60182	Fastenal Company	PPE	153.46
60183	Ferguson Waterworks #1476	Inventory	4,713.00
60185	H&S Protection Systems Inc	Annual Well 11 Alarm Monitoring	1,024.68
60188	Lincoln Contractors Supply Inc	Job Tools	582.60
60189	LiveWire Systems, LLC	Axis transit server replacement	1,666.80
60190	Martelle Water Treatment	Aquadene Chemicals	7,144.18
60192	Metron-Farnier LLC	2" companion flange	1,700.00
60194	NAPA	Grease fittings, battery for truck #24	257.47
60198	Ruekert Mielke Inc	Professional services for new pressure zone pre-design	3,914.70
60201	USA Blue Book	Chemicals	414.25
60202	Van Horn Nissan of Stevens Point LLC	Maintenance on Leaf car #14	25.93
60203	Vestis	Rugs	46.82
60204	Water Environment Federation	WEF Membership-Joel Lemke	364.00
60205	Westrum Leak Detection	2025 Leak Detection Survey	7,300.00
60206	WI Central	Sanitary Pipe Line Lease	125.00
60207	Joel Lemke	AWWA ACE Conference expenses Joel Lemke	1,189.00
60208	Jared Batzler	Refund Check 041246-000, 1417 Briggs St.	71.69
60209	City Of Stevens Point	2025 Street Improvement Project #25-101 April & May 2025, 2024 Street Improvement Project #24-01 April & May 2025	245,203.06
60210	Ronald Radoll	Refund Check 016313-000, 3725 Jordan Lane	53.91
60211	Jeremy Schroeder	Refund Check 024003-000, 3328 Alder St.	145.85
60213	Aspirus Medical Group, Inc.	Wellness Education	34.00
60214	Baker Tilly Virchow Krause LLP	2024 Audit, Rate Study	3,720.00
60215	Batteries Plus LLC	Battery for garage door opener	4.49
60216	CDW Government	Troubleshoot Jaime's Phone	170.00
60217	Central Door Solutions, LLC	Garage door repairs	852.67
60218	City Of Stevens Point	Retirement, fuel, phone, insurance	23,041.85
60219	Cooper Oil Company Inc	Grease	197.70
60220	Fastenal Company	PPE	68.83
60223	Hawkins Inc	Lab supplies	3,939.27
60224	Integrity Fire Protection Inc.	Annual Fire Line Inspection - Utility Garage & Well 11	434.67
60225	Jamar Company	Troubleshoot chiller, replacement of exhaust damper, Test CO2 & NO2 Alarms	1,512.59
60227	Multi Media Channels, LLC	Flushing Notice	29.17
60228	Mastercard	Wire & couplings, Office supplies, supplies for Utility Garage, Amazon Prime renewal	392.21
60230	Springbrook Holding Company LLC	Civic Pay Transaction Fee	1,314.00
60231	Star Business Machines	Troubleshoot Jen's Printer	180.00
60232	Strand Associates Inc	Professional Services May 1-May 31, 2025 - Well #12	23,615.68

60234	Vestis	Rugs	46.82		
60235	WI State Laboratory of Hygiene	Fluoride Testing	31.00		
60236	Aspirus Medical Group, Inc.	Wellness Program	90.00		
60237	Malise Beduhn	Salary	247.61		
60238	Warren Worzalla	Salary	692.53		
60241	Ferguson Waterworks #1476	Inventory	20,300.00		
60242	H&S Protection Systems Inc	Update Alex number in alarm panel at office	25.00		
60243	INFOSEND INC	Statement & notice printing	2,695.42		
60244	John Fabick Tractor Co	#8 Backhoe Service	1,324.86		
60248	US Postmaster	20 rolls of Forever Stamps	1,460.00		
60250	Vestis	Work shirts	176.81		
60251	Community Foundation of Central WI	Employee Contribution	10.00		
60252	United Way Of Portage County	United Way	67.69		
60253	AnSer	After hours answering service	165.00		
60254	Securian Financial	MN Life Insurance Policy #002832L	251.23		
60255	Teamsters Union Local 662	Union Dues	1,753.00		
60257	Clark Dietz	Professional Services April 26-May 30 2025 Street Imp	915.00		
60260	Heartland Business Systems, LLC	Monthly Billing	204.33		
60261	Metron-Farnier LLC	Gaskets	154.79		
60263	Kristopher J Spindler	Boot allowance, Jean reimbursement	171.40		
60264	Strand Associates Inc	Professional Services May 1-May 31, 2025 Michigan Ave Imp, Professional Services 12/1/24-5/31/25 2024 Street Imp	833.34		
60265	Mastercard	Tools, conference expenses, AWS charge for GIS server, supplies	1,898.10		
60268	US Postmaster	CCR Mailing	2,841.73		
60269	Aquatic Informatics Inc	Tokay Support	1,600.00		
60270	Central States H & W Fund	Health Insurance Premiums	32,870.12		
60271	Dakota Electric Services Inc	Troubleshoot GFI Circuit	76.18		
60272	Jamar Company	Removed leaking circulation pump & resealed, Upgrade controls at Utility Garage	1,866.67		
60274	Metron-Farnier LLC	Meters/shipping	28,267.75		
60275	Multi Media Channels, LLC	Subscription Renewal	129.00		
60276	Northern Lake Services Inc	Drinking water required testing	153.60		
60277	TACHICK LLC	Refund Check 036848-000, 717 Walker St.	153.16		
60279	Vestis	Rugs	46.82		
60281	Petty Cash	Office supplies & stamps	24.82		
	Bank Fees	Bank Fees	1,292.37		
	WPS	Utility Charges	11,044.81		
	Payroll	Payroll	41,720.70		
	IRS & DOR PR Tax	Payroll Taxes	49,863.32		
	Verizon Cell & iPad Charges	Phone & iPad Charges	661.36		
	DOR Garnishment	Garnishment	9.66		
	HRA Admin Fees	Renewal & Admin Fees	30.00		
	TOTAL EXPENSES LISTED		\$ 606,583.58	\$ 606,583.58	
	BALANCE ON HAND JUNE 30, 2025			\$ 3,423,888.27	
		Balance on Hand		\$ 3,423,888.27	
		Plus uncleared checks		\$ 76,169.77	
		Less checks previously written clearing this month		<u><u>\$ (6,347.52)</u></u>	
		Ending Cash Balance matching Bank Statements		\$ 3,493,710.52	

REPORT TO THE JUNE 9, 2025
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS
SEWAGE DEPARTMENT

FINANCES:

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

\$	6,869,538.27
\$	362,770.94
\$	7,232,309.21

CHECKS ISSUED IN MAY 2025:

60090	Central States H & W Fund	Health Insurance Premiums	26,700.82	
60091	City Of Stevens Point	Workers Comp Premiums	1,048.61	
60094	NCL of Wisconsin Inc	Lab supplies	890.78	
60095	Petty Cash	Lunch for WET testing	6.32	
60096	Rasmussen Plumbing & Heating	Lateral replacement fund payment	2,849.59	
60099	Stevens Point Public Utilities	Quarterly Water Charges	2,197.32	
60101	Vestis	Rugs & laundry services	218.39	
60102	ZMAC Transportation Solutions	Refund Check 028007-000, 1101 Brilowski Rd Ste A	38.52	
60103	Badgerland Windows	Down payment for replacement of windows in lab office	3,500.00	
60104	Employee Resource Center	Monthly EAP Fees	23.92	
60108	Staab Construction Corp	UV Replacement	76,095.00	
60109	Wayne's Drains LLC	Fix sewer lateral bored through by AT&T	738.50	
60111	NOL-TEC Systems Inc.	Valve	359.37	
60114	Aspirus Medical Group, Inc.	Wellness Education	34.00	
60115	Avineon, Inc.	GIS Support	91.67	
60116	Baker Tilly Virchow Krause LLP	2024 Audit	12,448.41	
60117	CDW Government	Switch phone for A. Bula	42.50	
60120	Fastenal Company	Supplies	132.08	
60121	Hawkins Inc	Chemicals	580.65	
60123	Mastercard	Steel toed waterproof boots, supplies-Shelly	173.94	
60124	Securian Financial	MN Life Insurance Policy #002832L	76.99	
60125	Springbrook Holding Company LLC	Professional Services for work orders	800.00	
60129	Wimme Sand & Gravel, Inc.	Yard material	463.91	
60130	Aspirus Medical Group, Inc.	Wellness Program, Drug & Alcohol Testing	274.00	
60131	City Of Stevens Point	Retirement, insurance, IT, fuel & phone	11,108.02	
60134	Chris Lefebvre	Boot allowance	125.00	
60136	AT&T	Phone Charges	44.98	
60137	Brenntag Great Lakes LLC	Ferric Chloride	15,915.01	
60138	Candlewood Prop Management	Refund Check 041737-000, 1412 River View Ave	12.75	
60139	CDW Government	New laptop - Jaime Z	771.75	
60141	Harter's Fox Valley Disposal	Dumpster Service	702.63	
60144	Jamar Company	Replaced actuator, UV Eye Replacement	1,072.46	
60145	McMaster-Carr Supply Co	Discharge Chute	651.97	
60147	Vestis	Rugs & laundry services	219.13	
60148	WI DNR - Environmental Fees	Annual lab certification fee	19,934.60	
60149	Mark Zalewski	2024-25 Boot Allowance	250.00	
60155	Clark Dietz	Professional Services 3/29-4/25 2025 Street Project	1,918.51	
60156	Heartland Business Systems, LLC	Monthly Billing	405.58	
60159	Schierl Inc	Service work for Truck #35	780.80	
60160	Staab Construction Corp	UV Replacement - Payment No. 2	65,930.00	
60161	Strand Associates Inc	Professional Services 4/1-4/30, 2025 Michigan Ave Imp	106.67	
60163	Mastercard	Push mower, flags for locates, AWS IT pipes, office supplies, muriatic acid & supplies	2,487.23	
60164	Vacuum, Pump & Compressor, Inc.	Repair kit for Brewery pumps	5,409.70	
	Badger Labs	Invoice	60.00	
	HRA	HRA Admin Fee	30.00	
	Verizon Charges	Verizon Charges	602.30	
	WPS Utility Charges	Gas & Electric	23,851.89	
	Sewer Payroll	Payroll	60,108.63	
	Payroll Taxes	Payroll Taxes	3,995.72	
	Bank Fees	Bank Fees	1,952.74	
	TOTAL OF EXPENSES LISTED		\$ 348,233.36	\$ 348,233.36
	BALANCE ON HAND MAY 31, 2025			\$ 6,884,075.85
		Balance on Hand		\$ 6,884,075.85
		Plus uncleared checks		\$ 18,402.24
		Less checks previously written clearing this month		\$ (15,012.33)
		Ending Cash Balance matching Bank Statements		\$ 6,887,465.76

Less Restricted Balance \$ (5,710,481.46)
 \$ 1,176,984.30

*Additional restricted cash of \$250,000.00 is invested in CDs.
 ** Lateral Replacement fund \$36,235.85

REPORT TO THE JULY 14, 2025
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS
SEWAGE DEPARTMENT

FINANCES:

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

\$	6,887,465.76
\$	852,888.87
\$	7,740,354.63

CHECKS ISSUED IN JUNE 2025:

60168	3K Custom Apparel	Employee T-shirts, Hats for employees	250.00
60172	Jerry or Laurie Bybee	Refund Check 025332-000, 711 Union St.	104.93
60173	Candlewood Investments LLC	Refund Check 041738-000, 1414 River View Ave.	13.55
60174	Central States H & W Fund	Health Insurance Premiums	9,119.01
60175	Myranda Cherney	Refund Check 040768-000, 2835 Soo Marie Ave.	99.75
60176	City Of Stevens Point	Workers Comp Premiums	992.47
60177	CT Laboratories	Biosolids Analysis	454.00
60179	eGauge Systems LLC	Energy meter	1,742.51
60180	Employee Resource Center	Monthly EAP Fees	23.92
60181	Esch Construction Supply, Inc.	Job Tools	1,448.52
60184	First Aid Corp	Black nitrile gloves	358.18
60186	Hach Company	Lab supplies	1,023.13
60187	Hawkins Inc	Chemicals	556.15
60189	LiveWire Systems, LLC	Axis transit server replacement	1,666.80
60191	MC Tools and Repair LLC	Sewer jetting parts	394.27
60193	Midstate Lock & Safe LLC	WWTP Garage Doors	520.00
60195	NCL of Wisconsin Inc	Lab supplies	3,072.39
60196	Pace Analytical Services Inc	2nd Quarter Mercury Samples	567.80
60197	PBBS Equipment Corp	Replace actuator	1,984.27
60199	Service Motor Company	Mower filters	56.61
60200	Spee Dee Delivery Service Inc.	Shipping Charges	25.46
60203	Vestis	Rugs & laundry services	219.13
60206	WI Central	Sanitary Pipe Line Lease	125.00
60208	Jared Batzler	Refund Check 041246-000, 1417 Briggs St.	98.00
60209	City Of Stevens Point	2024 Street Improvement Project #24-01 April & May 2025, 2025 Street Imp Project #25-101 April & May	229,106.43
60210	Ronald Radoll	Refund Check 016313-000, 3725 Jordan Lane	58.82
60211	Jeremy Schroeder	Refund Check 024003-000, 3328 Alder St.	234.15
60212	Airgas USA, LLC	Nitrogen	2,563.36
60213	Aspirus Medical Group, Inc.	Wellness Education	34.00
60214	Baker Tilly Virchow Krause LLP	Rate study, 2024 Audit	2,280.00
60216	CDW Government	Troubleshoot Jaime's Phone	170.00
60217	Central Door Solutions, LLC	Garage door repairs	852.67
60218	City Of Stevens Point	Retirement, fuel, phone, insurance	9,338.36
60219	Cooper Oil Company Inc	Fuel for lawn mower	9.50
60221	H&S Protection Systems Inc	Replacement batteries	108.00
60222	Harter's Fox Valley Disposal	Dumpster Service	702.63
60224	Integrity Fire Protection Inc.	Annual Fire Line Inspection - WWTP & Utility Garage	703.67
60225	Jamar Company	Replacement exhaust damper, Test CO2 & NO2 Alarms, Troubleshoot Chiller	1,512.58
60226	MacQueen Equipment	Televising Equipment	139.49
60229	Kathleen Prior	Lateral Replacement Fund Payment	485.00
60233	Verona Safety Supply	Repair Tripod Winch	1,350.00
60234	Vestis	Rugs & laundry services	219.13
60236	Aspirus Medical Group, Inc.	Wellness Program	90.00
60239	AT&T	Phone charges	44.98
60240	Donohue & Associates, Inc.	Engineering Services-Lift Station Replacement	46,737.40
60245	McMaster-Carr Supply Co	Pipe Support DAF	529.07
60246	Mulcahy Shaw Water Inc	DAF Pump Rebuild Kit	4,531.20
60247	NAPA	Fan belts	161.94
60249	Staab Construction Corp	UV Replacement	3,040.00
60254	Securian Financial	MN Life Insurance Policy #002832L	97.34
60256	Aquachem of America Inc.	Aquachem	15,180.00
60257	Clark Dietz	Professional Services April 26-May 30 2025 Street Imp	228.75
60258	First Supply LLC -Plover	Heat pump mechanical seal	670.48
60259	H&S Protection Systems Inc	Annual alarm monitoring-Treatment Plant	1,803.00
60260	Heartland Business Systems, LLC	Monthly Billing	204.33
60262	NCL of Wisconsin Inc	Lab supplies	898.59

60264	Strand Associates Inc	Professional Services 12/1/24-5/31/25 2024 Street Imp,	208.33		
		Professional Services May 1-May 31, 2025 Michigan Ave			
		Imp			
60265	Mastercard	Regulator rebuild kit, AWS charge for GIS Server, LED	2,352.03		
		Lights, AWS-IT Pipes, Conference Expenses			
60266	E&B Scale Services, Inc.	Maintenance	150.00		
60267	Grainger	Supplies	167.28		
60270	Central States H & W Fund	Health Insurance Premiums	9,119.01		
60271	Dakota Electric Services Inc	Troubleshoot GFI Circuit	76.18		
60272	Jamar Company	Upgrade controls at Utility Garage, Removed leaking	1,866.67		
		circulation pump & resealed			
60277	TACHICK LLC	Refund Check 036848-000, 717 Walker St.	222.33		
60278	USA Blue Book	UVT Sensor	2,577.63		
60279	Vestis	Rugs & laundry services	219.13		
60280	Aquachem of America Inc.	Aquachem	15,180.00		
60281	Petty Cash	Conference expenses - A. Clark	183.60		
	Replacement Fund	Transfer	474,649.80		
	HRA	HRA Admin Fee	30.00		
	Verizon Charges	Verizon Charges	559.04		
	WPS Utility Charges	Gas & Electric	22,163.71		
	Sewer Payroll	Payroll	58,561.76		
	Payroll Taxes	Payroll Taxes	4,022.74		
	Bank Fees	Bank Fees	1,292.36		
	TOTAL OF EXPENSES LISTED		\$ 942,602.32	\$	942,602.32
	BALANCE ON HAND JUNE 30, 2025			\$	6,797,752.31
		Balance on Hand		\$	6,797,752.31
		Plus uncleared checks		\$	33,847.47
		Less checks previously written clearing this month		\$	(18,402.24)
		Ending Cash Balance matching Bank Statements		\$	6,813,197.54

<u>Less Restricted Balance</u>	\$	(5,256,618.24)
	\$	1,556,579.30

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

** Lateral Replacement fund \$36,235.85

REPORT TO THE JUNE 9, 2025
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

STORM WATER DEPARTMENT

FINANCES:

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

\$	1,389,928.05
\$	112,021.16
\$	1,501,949.21

CHECKS ISSUED MAY 2025:

60091	City Of Stevens Point	Workers Comp Premiums	643.74	
60097	Reinders Inc	Lawn seed mix	325.50	
60098	Schichtel's Nursery, Inc.	Tree planting	12,222.00	
60104	Employee Resource Center	Monthly EAP Fees	14.95	
60114	Aspirus Medical Group, Inc.	Wellness Education	34.00	
60115	Avineon, Inc.	GIS Support	91.66	
60116	Baker Tilly Virchow Krause LLP	2024 Audit	12,439.02	
60117	CDW Government	Switch phone for A. Bula	42.50	
60119	Dave's Body Shop II	Truck #33	1,481.98	
60123	Mastercard	Chain oil, steel toed waterproof boots	169.61	
60124	Securian Financial	MN Life Insurance Policy #002832L	41.24	
60125	Springbrook Holding Company LLC	Professional Services for work orders	800.00	
60129	Wimme Sand & Gravel, Inc.	Yard material	463.90	
60130	Aspirus Medical Group, Inc.	Wellness Program	127.50	
60131	City Of Stevens Point	Retirement, insurance, IT, fuel & phone	7,483.42	
60139	CDW Government	New laptop - Jaime Z	771.75	
60144	Jamar Company	UV Eye Replacement, Replaced Actuator	1,072.46	
60148	WI DNR - Environmental Fees	2025 MS4 Permit	4,000.00	
60150	McKay Nursery Co	Trees	15,174.75	
60151	Jason Pliska	Boot allowance	250.00	
60155	Clark Dietz	Professional Services 3/29-4/25 2025 Street Project	1,918.51	
60156	Heartland Business Systems, LLC	Monthly Billing	405.58	
60157	Jeff Hoffman	Jean allowance	55.37	
60161	Strand Associates Inc	Professional Services 4/1-4/30, 2025 Michigan Ave Imp	106.66	
60163	Mastercard	Flags for locates, AWS GIS Server	550.80	
	Bank Fees	Bank Fees	1,952.74	
	Verizon	iPad & cell phone charges	508.28	
	Payroll	Payroll	27,781.89	
	IRS	Payroll Taxes	2,419.98	
	WPS	Monthly Utility Charges	474.13	
TOTAL OF EXPENSES LISTED			\$ 93,823.92	\$ 93,823.92
BALANCE ON HAND MAY 31, 2025				\$ 1,408,125.29

Balance on Hand	\$ 1,408,125.29
Plus checks written after the end of this month	\$ -
Plus uncleared checks	\$ 550.80
Less checks previously written clearing this month	\$ (7,193.70)
Ending Cash Balance matching Bank Statements	\$ 1,401,482.39

REPORT TO THE JULY 14, 2025
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

STORM WATER DEPARTMENT

FINANCES:

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

\$	1,401,482.39
\$	133,907.45
\$	1,535,389.84

CHECKS ISSUED JUNE 2025:

60168	3K Custom Apparel	Employee T-shirts	238.00	
60169	Affordable Tree Service	Removal of trees on Dan's Drive for swales	1,950.00	
60174	Central States H & W Fund	Health Insurance Premiums	18,778.87	
60176	City Of Stevens Point	Workers Comp Premiums	685.41	
60180	Employee Resource Center	Monthly EAP Fees	11.96	
60181	Esch Construction Supply, Inc.	Job Tools	1,448.52	
60189	LiveWire Systems, LLC	Axis transit server replacement	1,666.80	
60209	City Of Stevens Point	2025 Street Improvement Project #25-101 April & May 2025,	172,372.34	
		2024 Street Improvement Project #24-01 April & May		
60210	Ronald Radoll	Refund Check 016313-000, 3725 Jordan Lane	24.76	
60213	Aspirus Medical Group, Inc.	Wellness Education	34.00	
60214	Baker Tilly Virchow Krause LLP	2024 Audit	720.00	
60216	CDW Government	Troubleshoot Jaime's Phone	170.00	
60217	Central Door Solutions, LLC	Garage door repairs	852.66	
60218	City Of Stevens Point	Retirement, fuel, phone, insurance	6,091.76	
60220	Fastenal Company	Supplies	1.84	
60224	Integrity Fire Protection Inc.	Annual Fire Line Inspection - Utility Garage	108.66	
60225	Jamar Company	Replacement exhaust damper	1,512.56	
60228	Mastercard	Waterproof boots - Jason, Tools & supplies	273.45	
60236	Aspirus Medical Group, Inc.	Wellness Program	90.00	
60237	Malise Beduhn	Salary	247.61	
60238	Warren Worzalla	Salary	692.53	
60254	Securian Financial	MN Life Insurance Policy #002832L	42.79	
60257	Clark Dietz	Professional Services April 26-May 30 2025 Street Imp	228.75	
60260	Heartland Business Systems, LLC	Monthly Billing	204.33	
60264	Strand Associates Inc	Professional Services May 1-May 31, 2025 Michigan Ave Imp,	208.33	
		Professional Services 12/1/24 to 5/31/25 Street Improvement		
60265	Mastercard	AWS charge for GIS Server	465.86	
60270	Central States H & W Fund	Health Insurance Premiums	18,778.87	
60271	Dakota Electric Services Inc	Troubleshoot GFI Circuit	76.17	
60272	Jamar Company	Removed leaking circulation pump & resealed, upgrade controls at Utility Garage	1,866.66	
60273	Metal Crafters Inc	Parts for Storm Vac Truck #33	12,120.29	
60277	TACHICK LLC	Refund Check 036848-000, 717 Walker St.	55.25	
	Bank Fees	Bank Fees	1,292.35	
	Verizon	iPad & cell phone charges	448.42	
	Payroll	Payroll	30,050.62	
	IRS	Payroll Taxes	2,703.01	
	WPS	Monthly Utility Charges	169.40	
TOTAL OF EXPENSES LISTED			\$ 276,682.83	\$ 276,682.83
BALANCE ON HAND JUNE 30, 2025				\$ 1,258,707.01
			Balance on Hand	\$ 1,258,707.01
			Plus checks written after the end of this month	\$ -
			Plus uncleared checks	\$ 23,749.89
			Less checks previously written clearing this month	\$ (550.80)
Ending Cash Balance matching Bank Statements				\$ 1,281,906.10

REPORT TO THE JUNE 9, 2025
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

FIBER (COMMUNITY AREA NETWORK)

FINANCES:

Bank balance as of May 1, 2025

\$ 361,249.50

Bank deposits recorded in May 2025

\$ 254.20

\$ 361,503.70

CHECKS ISSUED MAY 2025:

60163 Mastercard

Flags for locates

103.30

TOTAL OF EXPENSES LISTED

\$ 103.30 \$ 103.30

BALANCE ON HAND MAY 31, 2025

\$ 361,400.40

Balance on Hand

\$ 361,400.40

Plus checks written after the end of this month

\$ -

Plus uncleared checks

\$ 103.30

Less checks previously written clearing this month

Ending Cash Balance matching Bank Statements

\$ 361,503.70

REPORT TO THE JULY 14, 2025
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

FIBER (COMMUNITY AREA NETWORK)

FINANCES:

Bank balance as of June 1, 2025

\$ 361,503.70

Bank deposits recorded in June 2025

\$ 244.68

\$ 361,748.38

CHECKS ISSUED JUNE 2025:

TOTAL OF EXPENSES LISTED

\$ -

BALANCE ON HAND JUNE 30, 2025

\$ 361,748.38

Balance on Hand

\$ 361,748.38

Plus checks written after the end of this month

\$ -

Plus uncleared checks

Less checks previously written clearing this month

\$ (103.30)

Ending Cash Balance matching Bank Statements

\$ 361,645.08

**City of Stevens Point
Airport Commission
July 14, 2025 - 12:49 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, Anna Haines, Mae Nachman and Ray Schmidt

EXCUSED ABSENCE: Carl Rasmussen

ALSO PRESENT: Joel Lemke, Jennifer Schmeiser, Shane Kohnen, Chris Lefebvre, Jason Draheim, Jaime Zdroik and Ald. Shuda

2. Approval of Minutes

Motion made by Ray Schmidt, seconded by Anna Haines to approve the May 12, 2025 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Mae Nachman, seconded by Anna Haines to approve the department claims for the months of May and June 2025 as audited and read.

Ayes all. Nays none. Motion carried.

4. 2024 Audit Presentation by Baker Tilly

Jodi Dobson of Baker Tilly presented the 2024 Audit for the Airport.

Jodi stated 2024 revenues were up a little from the previous year. The expenses were higher than the revenues however, a large portion of that is the depreciation expense. Cash reserves have been maintained in previous years but dropped slightly below the 3-month benchmark due to some one-time items. If that continues to go down, we will have to look at the Airport budgets. Capital activity can cycle from year to year. We will have to monitor the trend going forward.

Motion made by Ray Schmidt, seconded by Mae Nachman to approve the 2024 Audit completed by Baker Tilly.

Ayes all. Nays none. Motion carried.

5. Sponsor-only memo for master plan effort-Joel Leme, Jason Draheim

Joel explained the "Sponsor-only" agreement is required by the Bureau of Aeronautics for the Master Plan project to continue. We typically, depending on funding, have to pay between 2.5 to 5% of the project. Recently, it was just lowered to 2.5%. The way they handle cash between FAA and the BOA is until the bureau has cash in hand and allocated/designated for that project, they can't move forward on the project. To keep going with the project, we would need to enter into an agreement. Once the funds come in, the "Sponsor-only" agreement becomes null and void. Even if that money didn't come in we have other funding sources available through the BOA for this project. If we would ask them to use that funding for this project it might change the order of other future projects and we don't want to do that.

The option is to approve this, and we continue going on with our Master Plan, or don't, recognizing that there is a chance that the \$477,000 doesn't come through from BOA. What this says is, we will pay it if we have to.

Joel and Jason are confident we aren't exposing the Airport operation or the City for that dollar amount.

Motion made by Anna Haines, seconded by Mae Nachman to approve the Sponsor-Only Memo for the Master Plan effort.

Ayes all. Nays none. Motion carried.

6. Written/Verbal Report - Jason Draheim

Reports were reviewed by the Commission. Jason had nothing to add.

7. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:59 P.M.

REPORT TO THE JUNE 9, 2025
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of May 1, 2025

\$	200,489.93
----	------------

Bank deposits recorded in May 2025

\$	25,915.42
\$	226,405.35

CHECKS ISSUED IN MAY 2025

3010	City of Stevens Point	Workers Comp Premiums	353.46	
3011	Metal Crafters Inc.	Parts for snow machine	600.14	
3012	Titan Aviation Fuels	Fuel purchase	21,336.73	
3013	Employee Resource Center	Monthly EAP Fees	5.98	
3014	Abel Ruga	April Cleaning Service	175.00	
3015	Baker Tilly Virchow Krause LLP	2024 Audit	1,958.59	
3016	City of Stevens Point	Retirement, Insurance, FMLA & Fuel	7,491.26	
3017	Securian Financial	MN Life Insurance Policy #002832L	10.14	
3018	Stevens Point Public Utilities	Pump fuel tanks	202.07	
3019	Titan Aviation Fuels	Ground reel/freight	458.66	
3020	Heartland Business Systems, LLC	Monthly Billing-April	152.09	
3021	Mastercard	Rugs, internet & supplies	1,000.57	
EFT	Payroll	May 2024	8,864.84	
	Bank Fee	Fees	56.23	
	Delta Dental	Premium Charges	71.38	
	Wisconsin Public Service	Utility Charges	3,164.33	
	IRS & WI Dept of Revenue	Payroll Taxes	3,754.25	
	Gen Aviation	Gen Aviation	154.14	
	TOTAL EXPENSES LISTED		\$ 49,809.86	\$ 49,809.86
	BALANCE ON HAND MAY 31, 2025			\$ 176,595.49

Balance on Hand	\$ 176,595.49
Plus checks written after end of month	\$ -
Plus uncleared checks	\$ 1,000.57
Less checks previously written clearing this month	\$ (884.33)
Ending Cash Balance matching Bank Statements	\$ 176,711.73

REPORT TO THE JULY 14, 2025
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of June 1, 2025

\$	176,711.73
----	------------

Bank deposits recorded in June 2025

\$	55,240.15
\$	231,951.88

CHECKS ISSUED IN JUNE 2025

3022	City of Stevens Point	Workers Comp Premiums	355.23	
3023	eGauge Systems LLC	Energy Meter	1,447.40	
3024	Employee Resource Center	Monthly EAP Fees	5.98	
3025	LiveWire Systems LLC	Axis server replacement	625.05	
3026	Abel Ruga	May Cleaning Services	175.00	
3027	Baker Tilly Virchow Krause LLP	2024 Audit	480.00	
3028	City of Stevens Point	Retirement, insurance & phone, IT Invoices	6,947.09	
3029	Stevens Point Public Utilities	Verizon iPad	10.13	
3031	Securian Financial	MN Life Insurance Policy #002832L	16.00	
3032	BlueGlobes LLC	Airfield Lighting Supplies	511.68	
3033	Century Fence Company	Auto Lift Access Gate Repair	1,225.00	
3034	Heartland Business Systems, LLC	Monthly Billing for June	76.62	
3035	Point Heating & Cooling	Annual HVAC Service	825.00	
3036	Reinders Inc	Mower blades	123.97	
3037	Schierl Tire & Service	Tractor Maintenance	1,099.90	
3038	Security Fence & Supply Co., Inc.	Perimeter Fence Repair	789.00	
3039	Stevens Point Public Utilities	Mowing for Airport	533.76	
3040	Mastercard	Internet, supplies & rugs	1,628.87	
3041	ULINE	Office supplies	272.44	
EFT	Payroll	June 2024	8,791.23	
	Delta Dental	Premium Charges	71.38	
	Wisconsin Public Service	Utility Charges	2,019.84	
	IRS & WI Dept of Revenue	Payroll Taxes	3,721.86	
	Gen Aviation	Gen Aviation	334.56	
TOTAL EXPENSES LISTED			\$ 32,086.99	\$ 32,086.99
BALANCE ON HAND JUNE 30, 2025				\$ 199,864.89

Balance on Hand	\$ 199,864.89
Plus checks written after end of month	\$ -
Plus uncleared checks	\$ 3,589.51
Less checks previously written clearing this month	\$ (1,000.57)
Ending Cash Balance matching Bank Statements	\$ 202,453.83

**City of Stevens Point
Transportation Commission Meeting**

July 14, 2025 - 5:00pm
2700 Week Street, Stevens Point, Wisconsin
Or
Zoom Teleconferencing

Minutes

1. Roll Call

Present: Karalyn Peterson, Neil Prendergast, Ald. Jacqui Guthrie, Tom Bertram, Ald. Allison Birr
Not present: Heidi Oberstadt, Nichole Lysne
Others Present: Talin Scheuermann, Tom Carroll

2. Approval of June 9, 2025 Minutes

Ald. Jacqui Guthrie made a motion to approve the June 9, 2025 minutes. Karalyn Peterson seconded. All in favor; none opposed. Motion carried.

3. Approval of June 2025 Financial/Claims Report

Karalyn Peterson made a motion to approve the June 2025 financial/claims report. Ald. Allison Birr seconded.

4. Approval of Title VI Plan

Tom Bertram made a motion to approve the Title VI plan. Ald. Allison Birr seconded. All in favor; none opposed. Motion carried.

5. Next Meeting Date

August 11, 2025, 5:00pm

6. Adjournment

5:09pm

PERSONNEL COMMITTEE
July 14, 2025 - 6:00 PM
Community Room
933 Michigan Avenue, Stevens Point, WI
OR
Zoom Teleconferencing

MINUTES

Discussion and Possible Action on:

1. Roll Call.

Present: Ald. Steinmetz, Guthrie, Broderick, Kneebone.

Others Present: Clerk Pagel, C/T Ladick, Deputy C/T Peterson, HR Manager Frasch, Chief Kussow, Chief Moody, Director Kremer, Director Beduhn, Director Kivela, Ald. Christianson, Ald. Keymer, Ald. Birr, Ald. Shuda, Ald. Buse, Ald. Morrow.

2. Request to renew onsite annual flu vaccine services with Aspirus Health Group, Inc.

H/R Manager Frasch gave an overview of the request.

Ald. Steinmetz moved, Ald. Guthrie seconded, to approve the request.

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

3. Ordinance Amendment - Request to amend Section 3.29 of the Revised Municipal Code, Board of Police and Fire Commissioners - Compensation for Police and Fire Commissioners.

This item was pulled. No action taken.

4. Adjournment.

Adjourned at 6:02 p.m.

CITY OF STEVENS POINT

BOARD OF PUBLIC WORKS MEETING

July 14, 2025 - 6:11 PM

Community Room

933 Michigan Avenue, Stevens Point, WI

MINUTES

Roll Call

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

OTHERS PRESENT **Directors:** Scott Beduhn - Public Works, Jarod Kivela - Community Development and Inspections, and Dan Kremer - Parks and Recreation. **City Staff:** C/T Corey Ladick, Finance Manager Marcy Peterson, City Clerk Susan Pagel, Human Resource Manager Sandy Frasch, Police Chief Robert Kussow, and Fire Chief Jb Moody. **Alderspersons:** Marc Christianson - District 1, Jacqui Guthrie - District 2, Lara Broderick - District 4, Allison Birr - District 5, Dale Steinmetz - District 6, and Sam Lang - District 9. **Others Present:** Brandi Makuski - Metro Wire, Paul Piotrowski - 510 West Street, Bill Bushman - 5516 Elmwood Avenue, and Justin Hoagland - Baker Tilly.

Informational

1. **Director's Report**
 - a. **Division and Church Streets Reconstruction Project.**

Director Beduhn briefly updated on the Division and Church Streets Reconstruction Project.

Discussion and Possible Action

2. **To award the Pavement Maintenance Project #25-104 to Fahrner Asphalt Sealers of Wisconsin in an amount not to exceed \$195,988.75.**

Ald. Morrow **moved**, Ald. Shuda **seconded**, to award the Pavement Maintenance Project #25-104 to Fahrner Asphalt Sealers of Wisconsin for an amount not to exceed \$195,988.75.

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

3. **To approve the Relocation Order and Right of Way Plat to extend the Business 51 Reconstruction Project limits on the north segment between Franklin Street and Briggs Street.**

Ald. Buse **moved**, Ald. Morrow **seconded**, to approve the Relocation Order and Right-of-Way Plat to extend the Business 51 Reconstruction Project limits on the north segment between Franklin Street and Briggs Street.

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

Adjourn

Adjourned at 6:15 p.m.

**CITY OF STEVENS POINT
PUBLIC POLICY AND GENERAL GOVERNMENT COMMITTEE MINUTES
July 14, 2025 - 6:04 PM**

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

**OR
Zoom Teleconferencing**

Discussion and Possible Action on:

1. Roll Call.

PRESENT Ald. Keymer, Birr, Steinmetz, Buse.

EXCUSED Ald. Lang.

OTHERS Mayor Wiza, Clerk Pagel, C/T Ladick, Deputy C/T Peterson, HR Manager
PRESENT Frasch, Chief Kussow, Chief Moody, Director Kremer, Director Beduhn,
Director Kivela, Ald. Christianson, Guthrie, Broderick, Kneebone, Shuda,
Morrow.

2. License List:

A. Taxicab Company License: Courtesy Cab at 5622 County Road B, Stevens Point, Kathleen Sankey.

B. Taxicab Driver License:

- 1. Alexander Acosta for Courtesy Cab at 2142 Patch Street, Stevens Point, WI 54481.**
- 2. Mary Colella for Courtesy Cab at 4101 Hoover Avenue #38, Plover, WI 54467.**
- 3. Janice Dyer for Courtesy Cab at 420 Sherman Avenue, Stevens Point, WI 54481.**
- 4. Bruce Fletcher for Courtesy Cab at 5622 County Road B, Stevens Point, WI 54482.**
- 5. Michelle Kluck for Courtesy Cab at 5283 State Highway 66, Stevens Point, WI 54482.**
- 6. Robert Komperda for Courtesy Cab at 3080 Lexington Place, Plover, WI 54467.**
- 7. Dennis Provisor for Courtesy Cab at 5675 Crescent View Drive, Stevens Point, WI 54482.**

8. Kathleen Sankey for Courtesy Cab at 5622 County Road B, Stevens Point, WI 54482.
 9. Edmund Sarrazin for Courtesy Cab at 1901 Texas Avenue, Apartment 126, Stevens Point, WI 54481.
 10. Mark Zajackowski for Courtesy Cab at 812 County Road North South, Milladore, WI 54454.
- C. Temporary Class “B” Beer License: Wonderful Water Run, PO Box 465, Plover, Wisconsin 54467, Wonderful Water Run on September 27, 2025 at Pfiffner Pioneer Park, Stevens Point.
 - D. Temporary Class “B” Beer & “Class B” Wine License:
 1. North Central Conservancy Trust, Inc, 301 West Cedar Street, Stevens Point, Bike Ride for Conservation on August 31, 2025 at Bukolt Lodge, 100 Bukolt Avenue, Stevens Point.
 2. ***North Central Conservancy Trust, Inc, 301 West Cedar Street, Stevens Point, NCCT’s Annual Harvest Dinner Fundraiser, & Friend-raiser on September 25, 2025 at Pfiffner Building, 425 Franklin Street, Stevens Point.
 - E. Temporary “Class B” Wine License: Stevens Point Downtown Business Improvement District, 1105 Main Street, Suite A, Stevens Point, Stevens Point Downtown Wine Walk on August 15, 2025 at 12 Downtown Locations (See Attached).

Chief Kussow wanted to remind participants in the Bike Ride for Conservation event, 2D1 on August 31, 2025, to obey all traffic laws when on the roadway. He also added that he will reach out to organizers of the Stevens Point Downtown Wine Walk, 2E on August 15, 2025, to remind them that the use of glass is against city Ordinance.

Ald. Birr **moved**, Ald. Buse seconded, to approve the licenses.

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

3. Request to Hold Event/Street Closing:
 - A. National Night Out on August 5, 2025 (Recurring).
 - B. Wine Walk on August 15, 2025 (Recurring).
 - C. North Central Conservancy Trust Bike Ride for Conservation on August 31, 2025 (New Event).
 - D. Pink Game for Charity with UWSP Athletics on September 10th, 2025 (Recurring).
 - E. Pacelli Homecoming Parade on October 17, 2025 (Recurring).
 - F. Halloween Trick or Treating on October 25, 2025 (Recurring).
 - G. Ki Mobility Company Picnic on August 15, 2026 (Recurring).

Ald. Buse **moved**, Ald. Steinmetz seconded, to approve the events.

Chief Kussow stated that Pacelli Homecoming Parade event is requesting Police and Police Auxiliary, which he will make available. He will have the Police Auxiliary attend the Halloween Trick or Treating event, and also stated that the KiMobility Company Picnic event is requesting a contractual officer for their event in 2026.

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

4. Adjournment.

Adjourned at 6:10 p.m.

CITY OF STEVENS POINT

FINANCE COMMITTEE AGENDA

July 14, 2025 - 6:17 PM

Community Room
933 Michigan Avenue, Stevens Point, WI

OR

Zoom Teleconferencing

Meeting ID: 831 9742 4142 | Passcode: 926754

By Computer: [Zoom Link](#)

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

MINUTES

Non-Action Items:

1. Roll Call.

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

OTHERS PRESENT C/T Ladick, Mayor Wiza, Clerk Pagel, Directors Lemke, Kivela, Kremer and Beduhn, HR Manager Frasch, Fire Chief Moody, Police Chief Kussow, Alderpersons Kneebone, Birr, Steinmetz, Buse and Guthrie, Deputy C/T Peterson, Paul Piotrowski, County Clerk Maria Davis, Bill Bushman, Shelly Mondik, Justin Hoagland and Taylor Voegeli

2. Presentation of the fiscal year 2024 financial statement audit results.

Justin Hoagland from Baker Tilly presented via zoom the 2024 financial statement audit results. The City is in a good financial position in regards to debt capacity and fund balance amounts. The storm water fund and the airport fund both operated in a deficit and should be monitored. Exit Hoagland.

3. Presentation on the possibility of creating a Joint Fire Department/District with Park Ridge.

C/T Ladick had a presentation on the possibility of creating a joint fire department/district with the Village of Park Ridge. There are a lot of different parts to this proposal that would need to be explored more. Creating a district would allow for a levy limit exception which would give the city more flexibility for budgeting.

Discussion and Possible Action on:

4. Consideration of Claim-Suhyoon Bae-Damage to vehicle from rocks.

Ald. Keymer moved, Ald. Morrow seconded, to deny the claim from Suhyoon Bae for damage to their vehicle from rocks.

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

5. Approval of funding for the repair of a gate at the Forest Cemetery.

Ald. Shuda moved, Ald. Keymer seconded, to approve funding for the repair of a gate to the Forest Cemetery.

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

6. Approval of funding for Badger Books election equipment.

Ald. Keymer moved, Ald. Broderick seconded, to approve funding for Badger Books election equipment.

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

7. Approval of contract renewal with Forward Appraisal LLC for property assessment services.

Ald. Morrow moved, Ald. Broderick seconded, to approve a contract renewal with Forward Appraisal LLC for property assessment services.

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

8. Approval of contract with Forward Appraisal LLC for conducting a citywide revaluation.

Ald. Morrow moved, Ald. Keymer seconded, to approve a contract with Forward Appraisal LLC to conduct a citywide revaluation. Discussion ensued as to if this should be postponed for a year to make it a five-year event as previous discussions indicated. Director Kivela indicated that the City was at 80% at this time.

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

9. Approval of modifications to the relocation assistance program for former Edgewater Manor residents.

Ald. Shuda moved, Ald. Morrow seconded, to approve modifications to the relocation assistance program for former Edgewater Manor residents as presented.

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

10. Approval of change order with AECOM to extend the project limits of the Business 51 North segment reconstruction to Briggs Street.

Ald. Keymer moved, Ald. Broderick seconded, to approve the change order with AECOM to extend the project limits of the Business 51 North segment reconstruction to Briggs Street.

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

11. Approval of Claims Paid.

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

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

12. Adjourn into closed session (approximately 7:25 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. Discussion of possible joint development partnership and sharing of building space for a new emergency services training facility.

B. Update on negotiating the purchase of real estate and temporary limited easements for the Business 51 reconstruction project, and providing direction to staff for negotiations going forward.

Ald. Morrow moved, Ald. Broderick seconded, to move to closed session as per WI SS 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 to discuss the possible joint development partnership and sharing of building space for a new emergency services training facility and to update the negotiating of the purchase of real estate and temporary limited easements for the Business 51 reconstruction project and providing direction to staff for negotiations going forward. Roll call vote. Ayes: Morrow, Shuda, Keymer, Broderick and Christianson. No: None. Meeting moved to closed session.

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

Ald. Morrow moved, Ald. Broderick seconded, to move to open session. Roll call vote. Ayes: Keymer, Broderick, Christianson, Morrow and Shuda. No: None. Meeting moved to open session.

Ald. Keymer moved, Ald. Morrow seconded, to approve further exploration of a possible joint development partnership and sharing of building space for a new emergency services training facility.

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

Closing Section:

14. Adjournment

Meeting adjourned at 9:28 pm.

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

	Bal May 1, 2025	Receipts	Disbursements	Bal May 31, 2025
GENERAL OPERATING CASH	\$3,249,345.38	\$7,603,010.13	\$8,729,117.81	\$2,123,237.70
UTILITIES & TRANSPORTATION (Cash and Investments)	\$14,889,084.60	\$1,110,044.23	\$1,361,952.39	\$14,637,176.44

INVESTMENTS	Bal May 1, 2025	TRANSFER IN	TRANSFER OUT	Bal May 31, 2025
GENERAL	\$43,989,234.59	\$927,500.66	\$4,000,000.00	\$40,916,735.25
SPECIAL REVENUE	\$815,635.97	\$0.00	\$0.00	\$815,635.97
DEBT SERVICE	\$167,136.05	\$0.00	\$0.00	\$167,136.05
CAPITAL PROJECTS	\$2,570,069.20	\$0.00	\$0.00	\$2,570,069.20
INTERNAL SERVICE	\$0.00	\$0.00	\$0.00	\$0.00
TRUST	\$4,201,530.19	\$0.00	\$0.00	\$4,201,530.19
TOTALS	<u>\$51,743,606.00</u>	<u>\$927,500.66</u>	<u>\$4,000,000.00</u>	<u>\$48,671,106.66</u>

EXPENDITURES:	BUDGET	YTD	%
GENERAL GOVT	\$4,655,602	\$2,179,778	46.82%
POLICE	\$6,798,788	\$2,828,351	41.60%
FIRE	\$7,307,168	\$2,746,305	37.58%
PUBLIC WORKS	\$6,889,796	\$2,724,238	39.54%
PARK & REC	\$2,473,864	\$859,025	34.72%
CAPITAL PROJECTS	\$10,372,924	\$1,064,251	10.26%
DEBT SERVICE	\$9,377,519	\$8,990,539	95.87%
YTD TARGET	41.66%		

REVENUES:	BUDGET	YTD	%
GENERAL	\$29,658,293	\$18,638,654	62.84%



July 10, 2025

MEMO

RE: Sewer Service Area Planning

Commissioners,

Attached is a resolution for the adoption of the "Stevens Point Urban Area Sewer Service Area Plan 2040" document. This 117 page document can be found by navigating to StevensPoint.com/SSA. I have attached the first section of the plan to this memo to introduce you to the document and it's contents.

The new document was worked on by the Stevens Point Urban Area Sewer Service Advisory Committee, Portage County Planning and Zoning Department, and the North Central Wisconsin Regional Planning Commission over the course of many months.

We respectfully request approval of the resolution and associated "Stevens Point Urban Area Sewer Service Area Plan 2040" document.

Best Regards,



Joel Lemke
Director

RESOLUTION

A Resolution wherein the Common Council of the City of Stevens Point adopts the Stevens Point Urban Area Sewer Service Area Plan 2040 Update.

WHEREAS, The City of Stevens Point adopted the current Sewer Service Area Plan in 2007 as required by the Federal Clean Water Act legislation and State Administrative Code N.R. 121 to protect water quality; and

WHEREAS, in order to continue compliance with these regulations the Stevens Point Urban Area Sewer Service Advisory Committee, with assistance from the North Central Wisconsin Regional Planning Commission has undertaken the necessary planning process to update the Stevens Point Urban Area Sewer Service Area Plan; and

WHEREAS, through meetings of the Advisory Committee, including a public hearing, information was provided, analyzed, and considered for inclusion in the Plan Update; and

WHEREAS, the Plan Update identifies environmentally sensitive areas and proposes environmentally sound sewer service extension goals, objectives, and policies that will protect water quality within the sewer service area boundary; and

WHEREAS, the Plan Update also identifies policies and procedures to make future amendments to the Plan;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Stevens Point, Wisconsin having considered the input of the Stevens Point Urban Area Sewer Service Advisory Committee and comments heard at the public hearing, hereby adopts the Stevens Point Urban Area Sewer Service Area Plan 2040 Update.

ADOPTED: _____
Mike Wiza, Mayor

ADOPTED: _____
Sue Pagel, Clerk



STEVENS POINT URBAN AREA SEWER SERVICE AREA PLAN 2040 UPDATE

Final Draft for Approvals (v3.0)

Prepared with the assistance of the North Central Wisconsin Regional Planning Commission



STEVENS POINT URBAN AREA SEWER SERVICE AREA PLAN 2040

prepared for:

Stevens Point Urban Area Sewer Service Advisory Committee

by:

North Central Wisconsin Regional Planning Commission

Approved by Advisory Committee on :

August 22, 2023

This Plan was prepared at the request and under the supervision of the Stevens Point Urban Area Sewer Service Advisory Committee and Portage County Planning & Zoning Department by the North Central Wisconsin Regional Planning Commission (NCWRPC). For more information, contact:

NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
210 McCLELLAN STREET, SUITE 210
WAUSAU, WI 54403



Telephone: 715-849-5510

FAX: 715-849-5110

email: staff@ncwrpc.org

www.ncwrpc.org

TABLE OF CONTENTS

		<u>PAGE</u>
SECTION	1 INTRODUCTION	1
	1.1 Purpose	1
	1.2 Description of the Study Area	2
	1.3 Reasons for Update to 2007-2027 SSA Plan	2
	1.4 Federal and State Legislative Framework	3
	1.5 Water Quality Management Roles and Responsibilities	3
	1.6 Interrelationships: Sewer Service Area Plan, Facilities Plans and Wisconsin River Watershed Plans	4
	1.6.1 Watershed Plans	5
	1.6.2 Facilities Plans	6
	1.6.3 Sewer Service Area Plans	6
	1.7 Guidelines for Preparation of the SSA Plan	6
	1.8 Overview of Planning Process and Public Involvement	6
SECTION	2 LOCAL PLANS FOR WASTEWATER FACILITIES	10
	2.1 Background on Facilities Plans	10
	2.2 Existing Wastewater Treatment & Collection Systems	10
	2.2.1 City of Stevens Point Collection and Treatment System	11
	2.2.2 Village of Plover Collection and Treatment System	12
	2.2.3 Village of Whiting Collection and Treatment System	14
	2.3 Status of the Local Wastewater Facilities Plans	14
	2.4 Planning Considerations for Non-Sewered Areas	15
SECTION	3 AREAWIDE WATER QUALITY MANAGEMENT PLANNING AND LOCAL WATER QUALITY CONDITIONS	17
	3.1 Background on AWQMP Planning	17
	3.2 Wisconsin River Total Maximum Daily Load (TMDL)	18
	3.3 Discussion of Water Conditions in the Stevens Point Area	19
	3.3.1 Wisconsin River Basin	20
	3.3.2 Mill Creek Watershed	21
	3.3.3 Little Plover/Plover River Watershed	21
SECTION	4 PLANNING AREA GROWTH PROJECTIONS	23
	4.1 Introduction	23
	4.2 Historical Population Growth	23
	4.3 Population Projections	24
	4.4 Urban Area Land Use Projections	25

	4.4.1	Introduction	25
	4.4.2	Residential Land Requirements	26
	4.4.2A	Average Household Size	26
	4.4.2B	Average Residential Density	27
	4.4.2C	Residential Land Requirements	27
	4.4.3	Commercial and Industrial Land Requirements	28
	4.4.4	Public and Institutional Land Requirements	29
	4.4.5	Park and Outdoor Recreation Land Requirements	29
	4.4.6	Right-of-Way Land Requirements	30
	4.4.7	Allowance for Market Factors	30
	4.4.8	Total Urban Area Land Requirements	31
	4.4.9	Infill and Redevelopment of Vacant Lands	31
	4.4.10	SSA Additional Land Area Needs By Community 2040	32
SECTION	5	ENVIRONMENTALLY SENSITIVE AREAS	31
	5.1	Delineation of Environmentally Sensitive Areas	33
	5.2	Floodways	35
	5.3	Wetlands	35
	5.4	Steep Slopes	36
	5.5	Protection of ESAs and Related Areas	38
SECTION	6	URBAN AREA COMPREHENSIVE PLANS	40
	6.1	Introduction	40
	6.2	Urban Area Comprehensive Plans	40
SECTION	7	SEWER SERVICE AREA PLAN GOALS, OBJECTIVES & POLICIES	43
	7.1	Introduction	43
	7.2	Goals of the Sewer Service Area Plan	43
	7.3	Additional Sewer Service Policies	45
	7.3.1	Selection of Development Limitations Criteria Which Will Identify Lands Not Conducive to Sewered Development	45
	7.3.2	Specific Exceptions for Areas with Use Restrictions	45
	7.3.3	Specific Exceptions for Areas with Physical Limitations	46
	7.3.4	Individual Jurisdiction Policies	47
	7.3.5	Gaining Access to Serviceable Land	47
	7.3.6	Replacement of Existing Sewers	47
	7.3.7	Designated Health Hazard Conditions in Sewer Service Area	47
	7.3.8	Undesignated Health Hazard Areas	48
SECTION	8	SEWER SERVICE AREA BOUNDARY PLAN	49
	8.1	Introduction	49

	8.2	2040 Sewer Service Area Boundary Map	49
SECTION	9	PLAN IMPLEMENTATION AND INSTITUTIONAL PROCEDURES	53
	9.1	Introduction	53
	9.2	Procedures and Review Requirements for Sewer Extensions	53
	9.3	Review of Plumbing Plans Submitted for State Approval	54
	9.4	Other Reviews	56
	9.5	Procedures and Standards for Amending the Sewer Service Area Boundary	56
	9.5.1	Boundary Amendment Procedures	56
	9.5.2	Boundary Amendment Standards	60
	9.6	Other Plan Amendments	61
	9.7	Appeals	61
	9.8	Notification of Large-Scale On-Site Waste Disposal Systems	62
	9.9	Sewer Service Area Plan Update	62
	9.10	Institutional Structure for Continuing Plan Implementation	62
	9.11	Public Participation and Hearing Requirements	63

List of Maps

1	Study Area	8
2	Water Quality Plan Relationships	9
3	Environmentally Sensitive Areas	37
4	2040 Sewer Service Area Boundary Map	52

List of Figures

1	WRB Total Maximum Daily Load (TMDL)	19
2	Sewer Extension Review Flowchart	55
3	Type I Amendment Process Flowchart	57
4	Type II Amendment Process Flowchart	58

List of Tables

1	Capacity/Loading Info. Area Treatment Plants	10
2	Pop. Trends 1970-2020 Stevens Point Area	24
3	WI DOA Projected Pop. For Stevens Point Urban	25
4	WI DOA Projected Pop. For Adjacent Towns	25
5	Projected Change in Ave. Persons Per Household	26
6	Average Residential Development Density	27
7	Residential Land Requirements for Urban Core	28

8	Commercial Land Requirements for Urban Core	28
9	Industrial Land Requirements for Urban Core	29
10	Public/Institutional Land Requirements for Urban Core	29
11	Park/Outdoor Rec. Land Requirements for Urban Core	30
12	ROW Land Requirements for Urban Core	30
13	Total Additional Land Area Requirements for Urban Core	31
14	Additional Land Area Needs by Community for Urban Core	32
15	Environmentally Sensitive Area (ESA) Guidelines	34
16	Sewer Service Area Boundary Allocations	51

Appendix

- A. Stevens Point Urban Area Sewer Service Advisory Committee Bylaws
- B. Planning Process Documentation
- C. Community Future Land Use Maps
- D. Community Sewer System Maps
- E. Previous SSA Boundary Map

SECTION 1.0 INTRODUCTION

1.1 PURPOSE

This plan updates and supersedes the 2007-2027 Steven Point Urban Area Sewer Service Area Plan, which is a formal element of Wisconsin's Areawide Water Quality Management Plan (AWQMP) for the Wisconsin River Basin. This plan was prepared by the North Central Wisconsin Regional Planning Commission (NCWRPC) with the support of the Portage County Planning & Zoning Department. This plan delineates the sewer service boundary for the Stevens Point Urban Area and lists the institutional structures, policies and procedures to implement the Sewer Service Area Plan.

The sewer service boundary identifies the geographic land area within which sanitary sewer service is acceptable, including delineation of environmentally sensitive areas to be excluded from sewered development to protect water quality, and intergovernmental jurisdictional issues and processes to enable cost-effective sewer service through the year 2040.

In addition to delineating a sewer service boundary, the Sewer Service Area Plan provides a framework for future planning at each individual municipal level. The data, trends, projections and findings developed in this Plan are consistent with the community plans for the City of Stevens Point, the Villages of Park Ridge, Plover and Whiting, and the Towns of Linwood, Hull, Plover and Stockton. The goals and policies updated during this planning process update and supersede those of the previous sewer service area plan and are to be used in the development of local policies concerning land use within these communities.

The Sewer Service Area Plan:

- establishes the geographic boundaries for possible sanitary sewer service to the year 2040;
- updates the existing institutional structure and processes for reviewing boundary and plan amendments and for conducting conformance reviews for sewer extensions at the local level;
- serves as a framework for community land development decisions;
- identifies environmentally sensitive areas (ESA) excluded from publicly sewered development to protect water quality in accordance with federal law and state statutes and administrative code. ESA delineations influence community development patterns, directing growth outside of these areas to protect water quality. Preserving environmental amenities also enhances and builds upon existing social, cultural and economic value in local communities.
- is a formal element of Wisconsin's Areawide Water Quality Management Plan and its implementation is therefore required to be in conformance with the state's water quality management plans and Wisconsin River Total Maximum Daily Load (TMDL) documents and implementation plans.

1.2 DESCRIPTION OF THE STUDY AREA

The planning area for the Stevens Point Urban Area 2040 Sewer Service Area Plan is shown in Map 1. This area includes the communities with public sewer systems, the City of Stevens Point and the Villages of Plover and Whiting, along with the surrounding communities into which sewer service might be extended over the time horizon of the plan. These communities include the Towns of Linwood, Hull, Plover and Stockton. The Village of Park Ridge is currently served by the Stevens Point system. All of the communities lie within Portage County. The planning area identifies the area of study for data collection and mapping and encompasses a total land area of approximately 124,330 acres. An understanding of the growth and development trends affecting the surrounding communities is necessary for a good planning process.

1.3 REASONS FOR AN UPDATE TO THE 2007-2027 SEWER SERVICE AREA PLAN

The existing sewer service area plan was not causing any issues for new developments in the urban area and no boundary amendments have been required. However, the plan is reaching its planning horizon, and local officials deemed it was time for an update. This would allow for the reassessment of new development over last 15 years and account for current growth trends.

For example, both the previous Sewer Service Area Plan and local community comprehensive plans identify that future development will expand into “good agricultural land” around the fringe of the urban area.

Since the previous SSA plan, some additional “good agricultural land” has been developed, primarily in relation to continued expansion of the Portage County Business Park and the Crossroads Commons retail center just to the east of Interstate 39. However, this has been relatively limited, consisting of primarily lower tier ag-lands that would require intensive irrigation. The bulk of the prime ag-land lies further east of the urban area.

Long-term as the urban area continues to grow, it will likely experience the need to expand further into some of these prime agricultural lands. This factor is recognized in the sewer service area planning. Good agricultural lands are specifically not defined as environmentally sensitive areas for the purposes of the SSA plan based on findings that development limitations on these lands are not deemed significant enough to preclude sewered development and are not restricted from the sewer service area. This is not to detract from the importance and value of these types of lands to the culture and economy of the County and local communities. Preservation and protection of ag-lands remains a local policy decision that is implemented through comprehensive planning, zoning and the Wisconsin Farmland Preservation Program.

1.4 FEDERAL AND STATE LEGISLATIVE FRAMEWORK

Federal legislation for areawide water quality planning was enacted under the Federal Water Pollution Control Act Amendment of 1972 (Public Law 92-500), commonly known as the Clean Water Act and subsequent amendments in 1977 and 1987. These Acts set the framework for state and national water quality management programs with the goal of making the nation's waters safe for fish and aquatic life uses, recreational use, and human consumption (e.g., fishable, swimmable and drinkable). Congress mandated that this goal be achieved through a comprehensive program of water quality planning, municipal wastewater treatment facilities, and a national discharge permit program for municipal and industrial wastewater discharges. A key section of the Act(s) requires the preparation and implementation of Areawide Water Quality Management Plans.

Pursuant to these congressional mandates, the Wisconsin Legislature created chapters 281.11, 281.12 and 283.83 of the Wisconsin Statutes which gives the Wisconsin Department of Natural Resources (WDNR) the state-level authority to act in the role of a delegated agency for the USEPA in the implementation of the Clean Water Act. Under this authority, Chapter NR121 of the Wisconsin Administrative Code was established specifying the policies, procedures and requirements for Wisconsin's Areawide Water Quality Management Plan program.

Under this framework, the USEPA together with the state of Wisconsin, has designated three water quality planning areas: Dane County, the seven county Southeastern Wisconsin Regional Planning Area, and the Fox Valley Water Quality Planning Area. Within these "designated planning areas" every community with sanitary sewer is required to participate in sewer service area planning. Outside of these heavily populated metropolitan areas, there are 26 "undesignated" sewer service areas with populations over 10,000. In the Central Wisconsin River Basin, sewer service area planning is conducted by Marshfield, Merrill, Stevens Point, Wausau and Wisconsin Rapids. All plans (often referred to as 208 or sewer service area (SSA) plans) developed under this program must be approved by the WDNR and certified as amendments to the state's AWQMP through formal action by USEPA.

1.5 WATER QUALITY MANAGEMENT PLANNING ROLES AND RESPONSIBILITIES

Under NR 121.03 (8) "designated management agency" means any agency in an areawide water quality management plan having responsibility for implementing specific plan policies or duties. This may be done through direct activities of the designated management agency or through delegation to other agencies or units of government. Within the context of the Stevens Point Urban Area Sewer Service Area Plan, the following agencies are involved:

City of Stevens Point/Village of Plover/Village of Whiting – As owners of the local wastewater treatment facilities, these communities serve as the designated management agencies for the purpose of sewer service area planning. The municipal wastewater utilities provide primary oversight of sewer service area administration; however, their Council/Boards have final approval authority.

Stevens Point Urban Area Sewer Service Advisory Committee - is made up of representatives from the City of Stevens Point, the Villages of Park Ridge, Plover and Whiting, and the surrounding towns, including: Linwood, Hull, Plover and Stockton. The advisory committee provides oversight on the development of the Sewer Service Area Plan updates and continues to act on recommendations for boundary amendments other plan amendments (non-boundary) and plan updates. See the Appendix for the Bylaws created to provide the organizational structure for the committee.

Portage County Planning and Zoning Department - acts as the administrative agent for the Sewer Service Area Plan implementation. Responsibilities include reviewing proposed sewer extensions for plan compliance and providing recommendations regarding service area amendments.

North Central Wisconsin Regional Planning Commission (NCWRPC) - conducts plan update development processes for the sewer service area plan. Acts as a neutral third party in coordinating between the communities and Portage County.

1.6 INTERRELATIONSHIPS: SEWER SERVICE AREA PLANS, FACILITIES PLANS, WISCONSIN RIVER WATERSHED PLANS

In Wisconsin, the WDNR is the delegated agency for Clean Water Act implementation. WDNR implements water quality programs in part through the Areawide Water Quality Management Plan (AWQMP) Framework, which is a compilation of guidance and programs to implement the Clean Water Act.

Certain elements have individual processes that are automatically certified as part of the state's AWQMP, and other elements are transmitted in annual letters from the WDNR to the USEPA as formal updates to the state's AWQMP. This process varies in terms of public participation, time frames and procedures. All elements are connected, and the Agency strives for consistency and continuity of programs for quality resource management.

Federal regulations (40 CFR 130.6) require that the AWQMP Programs address the following elements:

- Total maximum daily loads—learn more about [TMDLs](https://dnr.wi.gov/topic/tmdls/).
(<https://dnr.wi.gov/topic/tmdls/>)

- Effluent limitations—effluent limits are covered under the [WPDES program](https://dnr.wi.gov/topic/Wastewater/DischargeTypes.html) administered by WDNR.
(<https://dnr.wi.gov/topic/Wastewater/DischargeTypes.html>)
- Municipal and industrial waste treatment—see DNR's [Wastewater Program](https://dnr.wi.gov/topic/wastewater/) for more information. (<https://dnr.wi.gov/topic/wastewater/>)
- Nonpoint source management and control—learn more about DNR's [Nonpoint Source Pollution Program](https://dnr.wi.gov/topic/Nonpoint/aboutNPSprogram.html).
(<https://dnr.wi.gov/topic/Nonpoint/aboutNPSprogram.html>)
- Management agencies—see information about applicable laws, policies, guidance, and memoranda of agreement/understanding. [[Regional Planning Agency and local SSA Planning](https://dnr.wi.gov/topic/SurfaceWater/planning/ssapanning.html)].
(<https://dnr.wi.gov/topic/SurfaceWater/planning/ssapanning.html>)
- Implementation measures—DNR implements various measures to carry out the AWQMP within the individual [water quality programs](https://dnr.wi.gov/topic/SurfaceWater/index.html).
(<https://dnr.wi.gov/topic/SurfaceWater/index.html>)
- Dredge or fill program—DNR certifies dredge and fill permits (issued by the US Army Corps of Engineers) through its §401 certification program.
- Ground water—visit DEQ's [Ground Water Program](https://dnr.wi.gov/topic/Groundwater/index.html) for more information.
(<https://dnr.wi.gov/topic/Groundwater/index.html>)
- [Watershed plans](https://dnr.wi.gov/topic/surfacewater/wqmplanning.html)—learn more about assessments and surface water planning.
(<https://dnr.wi.gov/topic/surfacewater/wqmplanning.html>)

These elements are addressed in numerous programs that span WDNR's water division. Additional components of the state's AWQMP include integrated reports, administrative rules, surface water monitoring and assessment programs, water quality standards and wastewater treatment programs.

Locally, these elements are reflected through a variety of planning requirements, including: watershed plans, facilities plans and sewer service area plans. The relationships between these plans within Central Wisconsin is described below and illustrated in Map 2.

1.6.1 WATERSHED PLANS

The Central Wisconsin River Basin is one of 32 major river basins in the State. The basin is comprised of the watersheds for each of the tributaries that drain into the Wisconsin River. Watershed plan development is on-going around the state in the highest priority areas based on the levels of water quality impairment. The primary purpose of watershed plans is as a management guide for federal, state and local actions such as grant awards, conditions for waste treatment discharge permits and identification of specific local planning and action recommendations.

1.6.2 FACILITIES PLANS

In contrast with the regional character of watershed plans, the facilities plans are limited to a local area within a major river basin. The facilities plans deal with the planning and preliminary design related to the construction of municipal sewage treatment plants. Through a systematic evaluation of alternatives, the facilities plan is intended to assure that only cost-effective and environmentally sound treatment facilities are constructed.

1.6.3 SEWER SERVICE AREA PLANS

The Sewer Service Area Plan is also a local area plan that outlines procedures, land areas and decision criteria for ensuring cost-effective provision of public sanitary sewer. Unlike the facilities plan, which is an engineering plan for the treatment plant and collection system, the Sewer Service Area Plan identifies land areas projected for development with public sewer based on population projections, community growth trends and natural resource constraints.

1.7 GUIDELINES FOR PREPARATION OF THE SEWER SERVICE AREA PLAN

- 1) The Sewer Service Area Plan shall be consistent with the requirements of Wisconsin Administrative Code NR121 "Areawide Water Quality Management Plans".
- 2) The Plan shall be generally consistent with the land use policies and recommendations of locally adopted comprehensive plans.
- 3) The Stevens Point Urban Area Sewer Service Advisory Committee shall oversee the development of the Plan and be responsible for all public policy aspects of the Plan.
- 4) Opportunities for public participation, including a public hearing per NR121.08, will be provided as part of the development of the Sewer Service Area Plan.
- 5) Portage County Planning and Zoning will serve as the designated agent for administration of sewer extension reviews and sewer service area amendments.

1.8 OVERVIEW OF PLANNING PROCESS AND PUBLIC INVOLVEMENT

This Sewer Service Area Plan update was conducted by the North Central Wisconsin Regional Planning Commission (NCWRPC) in conjunction with Portage County. Development was overseen by the Stevens Point Urban Area Sewer Service Advisory Committee which is made up of duly designated representatives of each community in the service area, as follows:

- Joel Lemke, City of Stevens Point
- Steve Kunst, Village of Plover
- Jake Wilcox, Village of Whiting

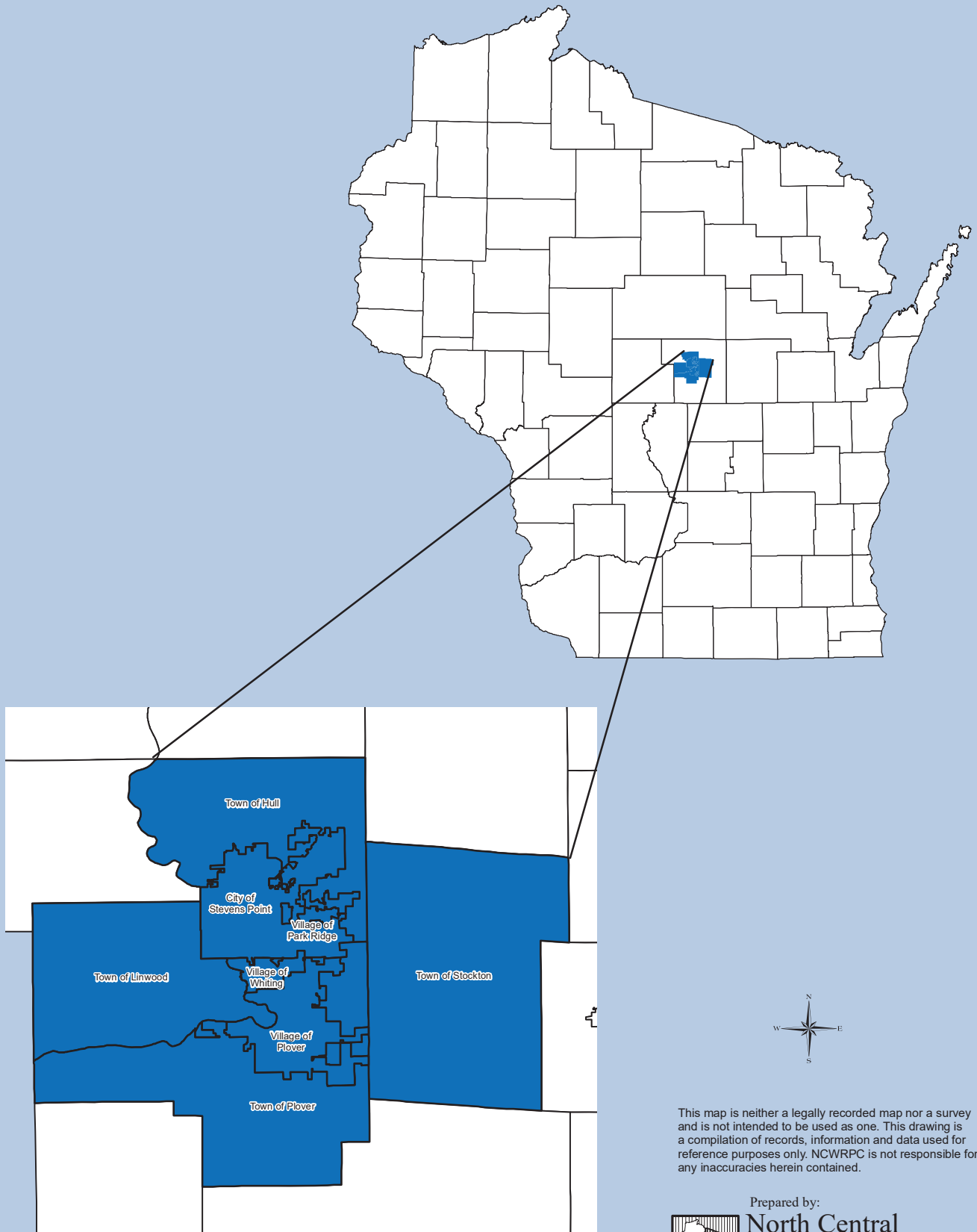
- Steve Menzel, Village of Park Ridge
- Dave Wilz, Town of Hull
- Howard Krieski, Town of Linwood
- James Garbe, Town of Plover
- Jeanne Dodge, Town of Stockton

The process involved planning meetings of the Advisory Committee to develop a draft plan update. The committee also held a formal public hearing on the proposed plan. The committee meetings and the public hearing were open to the public and posted per Portage County standard notice procedures. Documentation of these meetings can be found in Appendix B

The final plan adoption process involves the local communities moving the plan through committees/commissions to full Board/Council at regularly scheduled, open and noticed meetings. Approval process documentation will be added to Appendix B as it is completed.

DRAFT

Map 1
Stevens Point Urban Area Sewer Service Area
Study Area



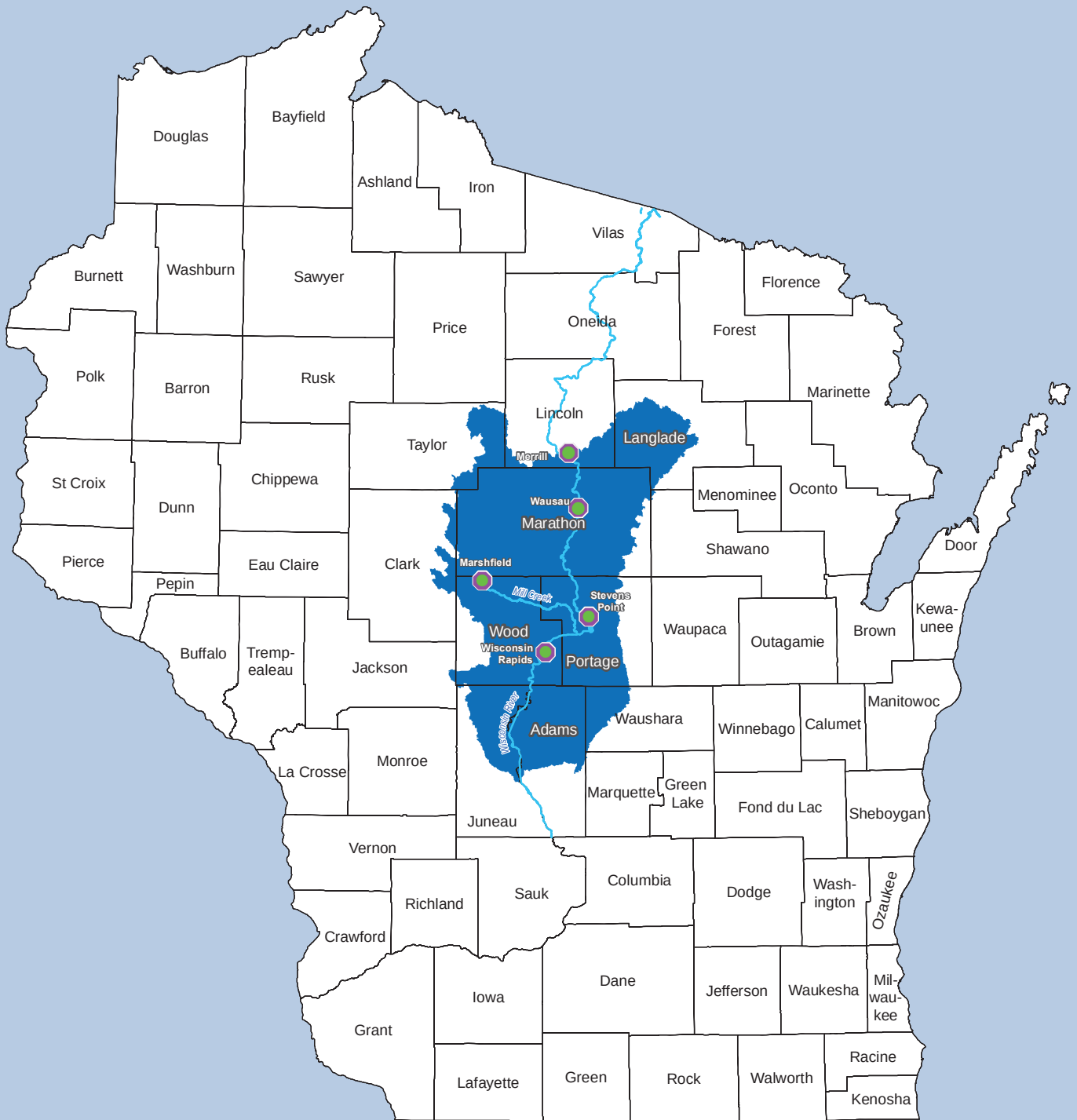
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information and data used for reference purposes only. NCWRPC is not responsible for any inaccuracies herein contained.

Prepared by:
**North Central
Wisconsin Regional
Planning Commission**
210 McClellan Street, Suite 210, Wausau, Wisconsin 54403
(715) 849-5510 www.ncwrpc.org

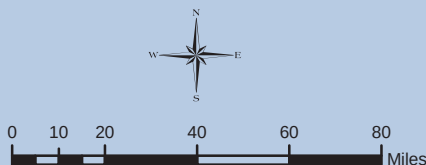


DRAFT

Map 2
Stevens Point Urban Area Sewer Service Area
Water Quality Plan Relationships



- Facilities plans for municipal wastewater treatment
- Sewer Service Area Plans
- County Boundaries
- Central Wisconsin River Basin Planning Area



This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information and data used for reference purposes only. NCWRPC is not responsible for any inaccuracies herein contained.



Prepared by:
**North Central
Wisconsin Regional
Planning Commission**
210 McClellan Street, Suite 210, Wausau, Wisconsin 54403
(715) 849-5510 www.ncwrpc.org



July 10, 2025

TO: Airport Commission

RE: Sponsor-only project

Commissioners,

In order to maintain a desired timeline on the Airport's current Master Plan project, we are requesting the ability to enter in to a "sponsor-only" agreement with the Wisconsin Bureau of Aeronautics for the project.

A sponsor-only agreement serves to recognize that not all of the money needed for the state's share of the project is authorized, which would require that no work takes place. The funds are expected to be authorized, and there are other sources of funding available if they should fail to be authorized, but the way we continue is by indicating that we will fund the project in lieu of the timely authorization by the FAA and BOA. We've done the before for a \$5M runway project without issue.

Our current Master Plan project is expected to have a total cost of around \$477,000 with the local share expected to be \$22,750. The City agreeing to the sponsor-only agreement technically means we agree to foot the entire bill, but as previously stated, there are other funds available that would come into play if needed – it would just bump the rest of our projects into future years.

Staff is requesting permission to enter into a sponsor-only agreement until such a time when funds are fully allocated to this project and the sponsor-only agreement becomes void.

Best Regards,

A handwritten signature in black ink, appearing to read "Joel Lemke". The signature is fluid and cursive, with the first and last names being clearly legible.

Joel Lemke
Director

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



Public Works

Engineering Department:
Phone: 715-346-1561
Fax: 715-346-1650

Streets Department:
Phone: 715-346-1537
Fax: 715-346-1687

July 9, 2025

To: Common Council

From: Scott Beduhn, Director of Public Works

Re: Bus 51 – South Segment Right of Way Plat and Relocation Order revision

The Bus 51 – South segment Right of Way Plat and Relocation Order was revised because of a change in ownership resulting in a split to Parcel number 13. In doing so, Parcel number 28 was created. Because the entire plat is considered one document, a single change requires a revision date or revision date NC (no change) affixed to each sheet. The plat itself does not need to be resigned; however, the new Relocation Order will need to be signed and filed along with the revised Right of Way Plat with the Portage County Clerk's office.

If there are any questions, please do not hesitate to contact me.

Thank you

RELOCATION ORDER

lpa1708 08/2011 (Replaces LPA3006)

Project 6998-13-01	Road name Business 51 Urban Reconstruction South City Limits to Michigan Avenue	Highway Business 51 (Church Street)	County Portage
Right of way plat date 2/10/2025	Plat sheet number(s) 4.01 through 4.09	Previously approved Relocation Order date 4/22/2025	

Description of termini of project:

Beginning at a point on the reference line which is 78.99 feet North and 393.52 feet West of the South Quarter (1/4) Corner of Section 4, T23N, R8E and ending at a point 2493.37 feet North and 1965.95 feet West of the South Quarter (1/4) Corner of Section 4, T23N, R8E.

Beginning Coordinates: Y = 193539.032, X = 169230.972 , Sta. 12+61.57

Ending Coordinates: Y = 195953.412, X = 167658.541 , Sta. 41+76.72

Wisconsin County Coordinate System (WCCS), Portage County - NAD83 (1997)

To properly establish, lay out, widen, enlarge, extend, construct, reconstruct, improve, or maintain a portion of the highway designated above, it is necessary to relocate or change and acquire certain lands or interests in lands as shown on the right of way plat for the above project.

To effect this change, pursuant to authority granted under Section 62.22, Wisconsin Statutes, the City of Stevens Point orders that:

1. The said road is laid out and established to the lines and widths as shown on the plat.
2. The required lands or interests in lands as shown on the plat shall be acquired by: City of Stevens Point
3. This order supersedes and amends any previous order issued by the: City of Stevens Point

Approved: Mike Wiza, Mayor

Date

Attest: Susan Pagel, Clerk

Date

CONVENTIONAL SYMBOLS			
SECTION LINE		SECTION CORNER SYMBOL	
QUARTER LINE		R/W MONUMENT (TO BE SET)	
SIXTEENTH LINE		NON-MONUMENTED R/W POINT	
NEW REFERENCE LINE		FOUND IRON PIN (1-INCH UNLESS NOTED)	
NEW R/W LINE		GEODETIC SURVEY MONUMENT	
EXISTING R/W OR HE LINE		SIXTEENTH CORNER MONUMENT	
PROPERTY LINE		SIGN	
LOT, TIE & OTHER MINOR LINES		OFF-PREMISE SIGN	
SLOPE INTERCEPT		COMPENSABLE	
CORPORATE LIMITS		NON-COMPENSABLE	
UNDERGROUND FACILITY (COMMUNICATIONS, ELECTRIC, ETC)		ELECTRIC POLE	
NEW R/W (FEE OR HE) (HATCHING VARIES BY OWNER)		TELEPHONE POLE	
TEMPORARY LIMITED EASEMENT AREA		PEDESTAL (LABEL TYPE) (TV, TEL, ELEC, ETC.)	
EASEMENT AREA (PERMANENT LIMITED OR RESTRICTED DEVELOPMENT)		ACCESS RESTRICTED BY ACQUISITION	
TRANSMISSION STRUCTURES		NO ACCESS (BY STATUTORY AUTHORITY)	
BUILDING		ACCESS RESTRICTED (BY PREVIOUS PROJECT OR CONTROL)	
TO BE REMOVED		NO ACCESS (NEW HIGHWAY)	
BRIDGE		PARCEL NUMBER (25)	
CULVERT		UTILITY NUMBER (40)	
		PARALLEL OFFSETS	

CONVENTIONAL UTILITY SYMBOLS

WATER	—W—
GAS	—G—
TELEPHONE	—T—
OVERHEAD TRANSMISSION LINES	—OH—
ELECTRIC	—E—
CABLE TELEVISION	—TV—
FIBER OPTIC	—FO—
SANITARY SEWER	—SAN—
STORM SEWER	—SS—
ELECTRIC TOWER	—X—

CONVENTIONAL ABBREVIATIONS

ACCESS RIGHTS	AR	POINT OF COMPOUND CURVE	PCC
ACRES	AC	POINT OF INTERSECTION	PI
AHEAD	AH	PROPERTY LINE	PL
ALUMINUM	ALUM	RECORDED AS	(100')
AND OTHERS	ET AL	REEL / IMAGE	R/I
BACK	BK	REFERENCE LINE	R/L
BLOCK	BLK	REMAINING	REM
CENTERLINE	C/L	RESTRICTIVE DEVELOPMENT	RDE
CERTIFIED SURVEY MAP	CSM	EASEMENT	
CONCRETE	CONC	RIGHT	RT
COUNTY	CO	RIGHT OF WAY	R/W
COUNTY TRUNK HIGHWAY	CTH	SECTION	SEC
DISTANCE	DIST	SEPTIC VENT	SEPV
CORNER	COR	SQUARE FEET	SF
DOCUMENT NUMBER	DOC	STATE TRUNK HIGHWAY	STH
EASEMENT	EASE	STATION	STA
EXISTING	EX	TELEPHONE PEDESTAL	TP
GAS VALVE	GV	TEMPORARY LIMITED	TLE
GRID NORTH	GN	EASEMENT	
HIGHWAY EASEMENT	HE	TRANSPORTATION PROJECT PLAT	TTP
IDENTIFICATION	ID	UNITED STATES HIGHWAY	USH
LAND CONTRACT	LC	VOLUME	V
LEFT	LT		
MONUMENT	MON		
NATIONAL GEODETIC SURVEY	NGS		
NUMBER	NO		
OUTLOT	OL		
PAGE	P		
POINT OF TANGENCY	PT		
PERMANENT LIMITED EASEMENT	PLE		
POINT OF BEGINNING	POB		
POINT OF CURVATURE	PC		

CURVE DATA ABBREVIATIONS

LONG CHORD	LCH
LONG CHORD BEARING	LCB
RADIUS	R
DEGREE OF CURVE	D
CENTRAL ANGLE	Δ/DELTA
LENGTH OF CURVE	L
TANGENT	T
DIRECTION AHEAD	DA
DIRECTION BACK	DB

NOTES:

POSITIONS SHOWN ON THIS PLAT ARE WISCONSIN COUNTY COORDINATE SYSTEM COORDINATES (WCCS), PORTAGE COUNTY, NAD83 (1997) IN US SURVEY FEET, AND IS ALSO THE CITY OF STEVENS POINT COORDINATE SYSTEM. VALUES SHOWN ARE GRID COORDINATES, GRID BEARINGS, AND GRID DISTANCES. GRID DISTANCES MAY BE USED AS GROUND DISTANCES.

ALL NEW RIGHT-OF-WAY MONUMENTS WILL BE TYPE 2 (TYPICALLY ¾" X 24" IRON REBARS), UNLESS OTHERWISE NOTED, AND WILL BE PLACED PRIOR TO THE COMPLETION OF THE PROJECT.

DIMENSIONING FOR THE NEW RIGHT-OF-WAY IS MEASURED ALONG AND PERPENDICULAR TO THE NEW REFERENCE LINES.

RIGHT-OF-WAY BOUNDARIES ARE DEFINED WITH COURSES OF THE PERIMETER OF THE HIGHWAY LANDS REFERENCED TO THE U.S. PUBLIC LAND SURVEY SYSTEM OR OTHER "SURVEYS" OF PUBLIC RECORD.

FOR THE CURRENT ACCESS/DRIVEWAY INFORMATION, CONTACT THE PLANNING UNIT OF THE CITY OF STEVENS POINT.

PARCEL AND UTILITY IDENTIFICATION NUMBERS MAY NOT POINT TO ALL AREAS OF ACQUISITION, AS NOTED ON THE DETAIL PAGES.

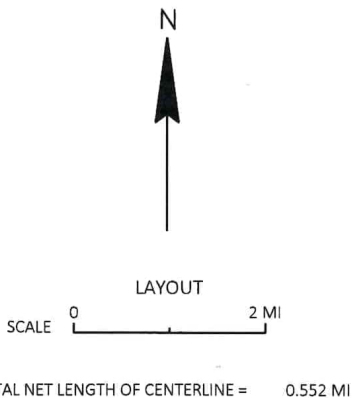
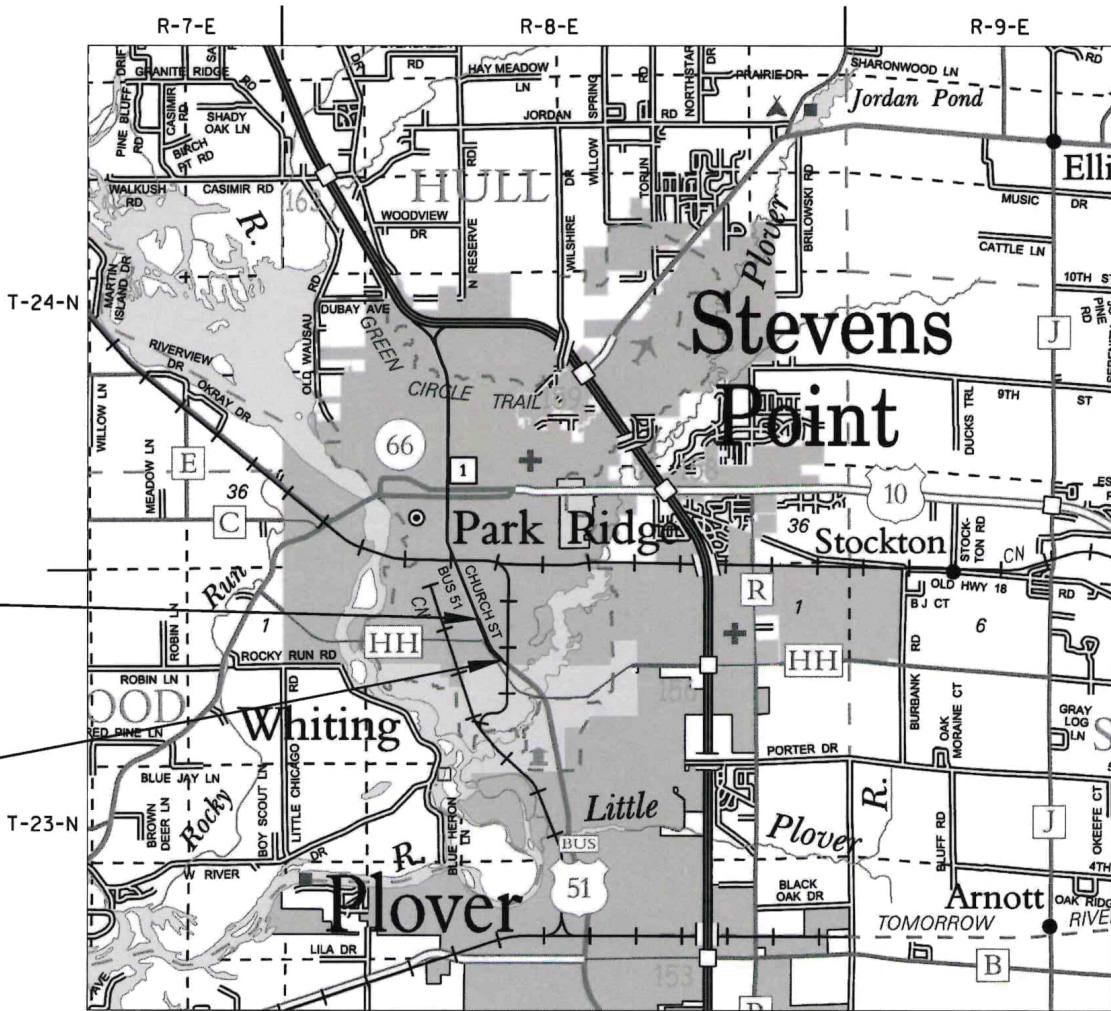
INFORMATION FOR THE BASIS OF EXISTING HIGHWAY RIGHT-OF-WAY POINTS OF REFERENCE AND ACCESS CONTROL ARE LISTED ON THE DETAIL PAGES.

END RELOCATION ORDER

STATION 41+76.72
2493.37' NORTH AND 1965.95' WEST
OF THE SOUTH QUARTER CORNER
OF SECTION 4, T23N, R8E.

BEGIN RELOCATION ORDER

STATION 12+61.57
78.99' NORTH AND 393.52' WEST
OF THE SOUTH QUARTER CORNER OF
SECTION 4, T23N, R8E.



R/W PROJECT NUMBER 6998-13-01	SHEET NUMBER	TOTAL SHEETS
FEDERAL PROJECT NUMBER	1	9
PLAT OF RIGHT OF WAY REQUIRED FOR BUSINESS 51 URBAN RECONSTRUCTION SOUTH CITY LIMITS - MICHIGAN AVENUE		
BUSINESS 51 / CHURCH STREET	PORTAGE	
CONSTRUCTION PROJECT NUMBER		

ORIGINAL PLAT PREPARED BY

AECOM



SIGNATURE: *Donald J. Buza*
DONALD J. BUZA, PLS-2338

DATE: 2/10/2025

THIS PLAT IS A GRAPHIC REPRESENTATION AND IS FOR REFERENCE PURPOSES ONLY. DEEDS MUST BE CHECKED TO DETERMINE PROPERTY BOUNDARIES AND ACCESS RIGHTS.

REVISION DATE 6/25/2025

CITY OF STEVENS POINT

APPROVED FOR THE CITY OF STEVENS POINT
DATE: 4/22/25 *Mike Wiza*
Mike Wiza, Mayor

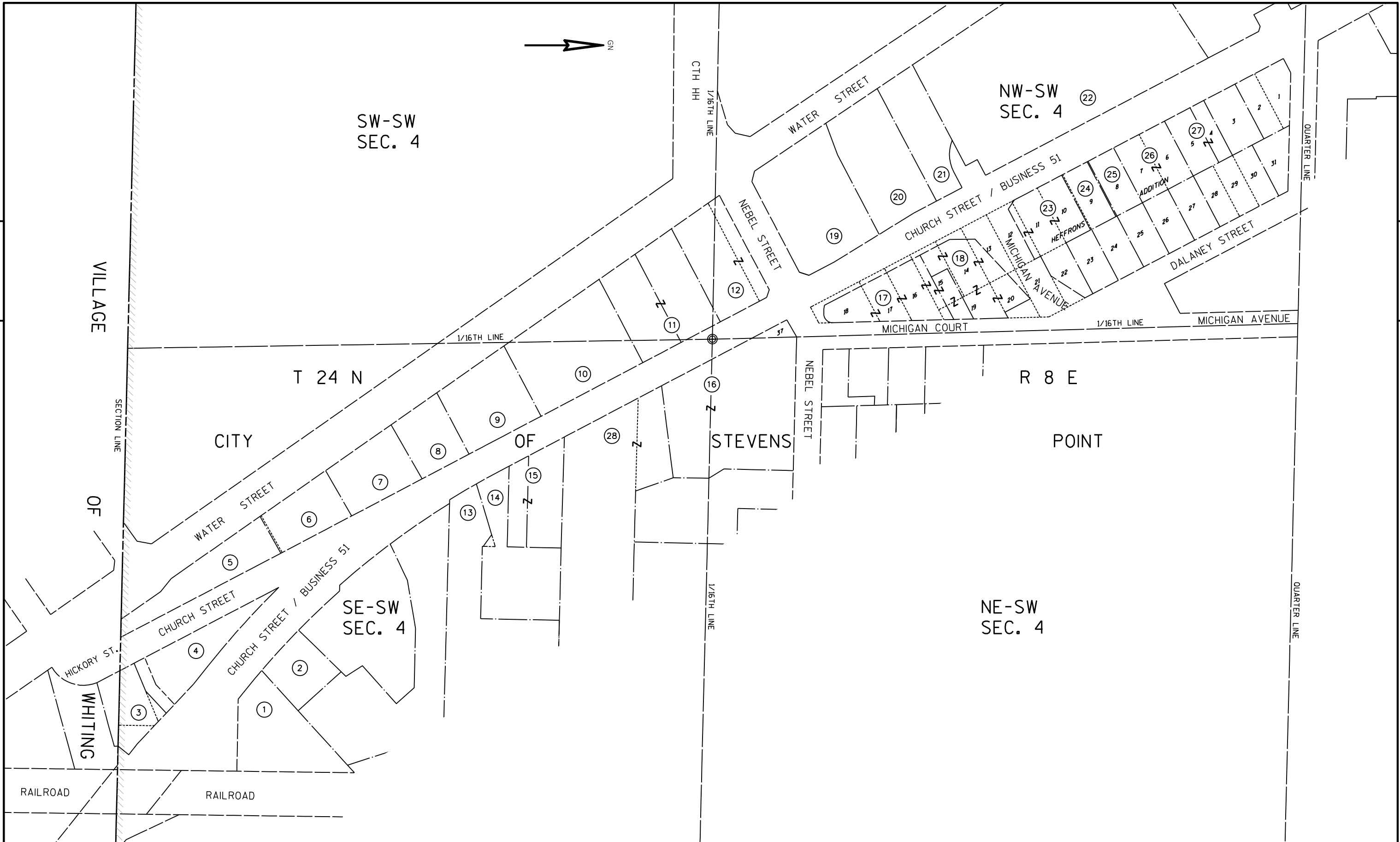
PARCEL NUMBER	SHEET NUMBER	OWNER (S)	INTEREST REQUIRED	R/W SO.FT. REQUIRED			TLE SO.FT.
				NEW	EXISTING	TOTAL	
1	4.04	JASON J. DAVIS AND KRISTI L. DAVIS AS JOINT TENANTS WITH RIGHTS OF SURVIVORSHIP	TLE	----	----	----	624
2	4.04, 4.05	BLUE TOP ENTERPRISES, LLC	TLE	----	----	----	347
3	4.04	NANETTE A. GRAWAY	TLE	----	----	----	678
4	4.04, 4.05	GABRIEL PEREZ & SILVIA-PATINO PEREZ, HUSBAND AND WIFE AS SURVIVORSHIP MARITAL PROPERTY	FEE, TLE	433	----	433	771
5	4.05	ONPOINT REAL ESTATE HOLDINGS, LLC, A WISCONSIN LIMITED LIABILITY COMPANY	TLE	----	----	----	409
6	4.05	MRM OF PORTAGE COUNTY, LLC	TLE	----	----	----	903
7	4.05, 4.06	STEVEN S. PETERSON AND JANELLE R. PETERSON, HUSBAND AND WIFE	TLE	----	----	----	899
8	4.06	RUSSELL J. DANIELSON, A SINGLE PERSON	FEE, TLE	98	----	98	1304
9	4.06	FLATOFF PROPERTIES , LLC, A WISCONSIN LIMITED LIABILITY COMPNAY	FEE, TLE	212	----	212	1735
10	4.06	AUTOZONE, INC., A NEVADA CORPORATION	TLE	----	----	----	2599
11	4.07	CAPITOL BANK	TLE	----	----	----	2466
12	4.07	THE ROBERT L. LABLANC AND SHARON A. LABLANC REVOCABLE LIVING TRUST	FEE, TLE	174	----	174	1666
13	4.05, 4.06	LAUREL M. SNYDER	TLE	----	----	----	590
14	4.06	NORBERT L. TEPP	TLE	----	----	----	803
15	4.06	REALTY INVESTMENTS, L.L.C., A WISCONSIN LIMITED LIABILITY COMPANY	TLE	----	----	----	1411
16	4.07	CF WAG PORTFOLIO DST, A DELAWARE STATUTORY TRUST	FEE, TLE	205	----	205	3444
17	4.07, 4.08	STEVENS POINT 3297 CHURCH WI, LLC, A WISCONSIN LIMITED LIABILITY COMPANY	FEE, TLE	88	----	88	2604
18	4.08	EVELYN KLUCK	FEE, TLE	37	----	37	947
19	4.07, 4.08	OPIPOZ, LLC	TLE	----	----	----	2567
20	4.08	MCBETH ENTERPRISES LLC, A WISCONSIN LIMITED LIABILITY COMPANY	TLE	----	----	----	749
21	4.08	KEN MUNDEE AND LYNN MUNDEE AS TRUSTEE OF THE KENN AND LYNN MUNDEE FAMILY TRUST	TLE	----	----	----	676
22	4.08, 4.09	SAYACO PARTNERSHIP, A CALIFORNIA PARTNERSHIP	TLE	----	----	----	3017
23	4.08	RALPH OLSEN	TLE	----	----	----	729
24	4.08, 4.09	SOMERSET ESTATES, LLC	TLE	----	----	----	325
25	4.08, 4.09	CRISTINE A. HOFFMAN	TLE	----	----	----	325
26	4.09	JABE INVESTMENTS, LLC	TLE	----	----	----	654
27	4.09	JUSTIN TUBBS	TLE	----	----	----	496
28	4.06	JOSEPH V. FONTI, WILLIAM P. FONTI, AND VINCENT W. FONTI, JR., EACH AN UNDIVIDED ONE-THIRD (1/3) INTEREST, AS TENANTS IN COMMON	TLE	----	----	----	2492

SCHEDULE OF LANDS & INTERESTS REQUIRED

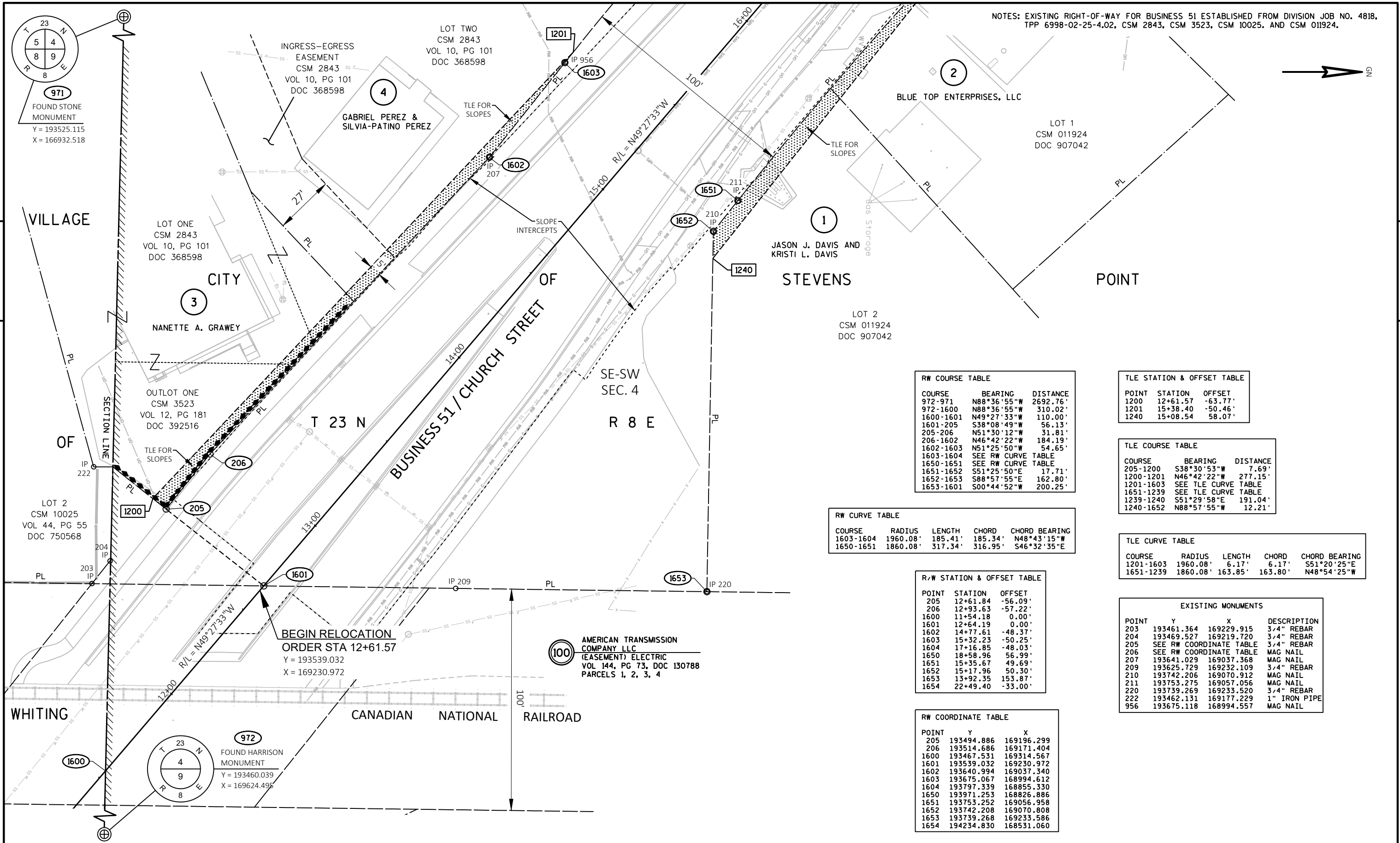
OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO THE CITY OF STEVENS POINT.

UTILITY INTERESTS REQUIRED			
PARCEL NUMBER	SHEET NUMBER (S)	OWNER (S)	INTEREST REQUIRED
100	4.04, 4.05 4.06	AMERICAN TRANSMISSION COMPANY LLC	RELEASE OF RIGHTS
101	4.08	WISCONSIN TELEPHONE COMPANY	RELEASE OF RIGHTS
102	4.07, 4.08	WISCONSIN PUBLIC SERVICE CORP.	RELEASE OF RIGHTS
103	4.08	CITY OF STEVENS POINT	RELEASE OF RIGHTS

REVISION DATE	6/25/2025	DATE	2/10/2025	SCALE, FEET	HWY: BUSINESS 51 / CHURCH STREET	STATE R/W PROJECT NUMBER	6998-13-01	PLAT SHEET	4.02	E
		GRID FACTOR	N/A		COUNTY: PORTAGE	CONSTRUCTION PROJECT NUMBER		PS&E SHEET	_____	



REVISION DATE 6/25/2025	DATE 2/10/2025	SCALE, FEET	HWY: BUSINESS 51 / CHURCH STREET	STATE R/W PROJECT NUMBER 6998-13-01	PLAT SHEET 4.03	E
	GRID FACTOR N/A		COUNTY: PORTAGE	CONSTRUCTION PROJECT NUMBER	PS&E SHEET	



NOTES: EXISTING RIGHT-OF-WAY FOR BUSINESS 51 ESTABLISHED FROM DIVISION JOB NO. 4818, TPP 6998-02-25-4.02, CSM 2843, CSM 3523, CSM 10025, AND CSM 011924.

RW COURSE TABLE		
COURSE	BEARING	DISTANCE
972-971	N88°36'55"W	2692.76'
972-1600	N88°36'55"W	310.02'
1600-1601	N49°27'33"W	110.00'
1601-205	S38°08'49"W	56.13'
205-206	N51°30'12"W	31.81'
206-1602	N46°42'22"W	184.19'
1602-1603	N51°25'50"W	54.65'
1603-1604	SEE RW CURVE TABLE	
1650-1651	SEE RW CURVE TABLE	
1651-1652	S51°25'50"E	17.71'
1652-1653	S88°57'55"E	162.80'
1653-1601	S00°44'52"W	200.25'

TLE STATION & OFFSET TABLE		
POINT	STATION	OFFSET
1200	12+61.57	-63.77'
1201	15+38.40	-50.46'
1240	15+08.54	58.07'

TLE COURSE TABLE		
COURSE	BEARING	DISTANCE
205-1200	S38°30'53"W	7.69'
1200-1201	N46°42'22"W	277.15'
1201-1603	SEE TLE CURVE TABLE	
1651-1239	SEE TLE CURVE TABLE	
1239-1240	S51°29'58"E	191.04'
1240-1652	N88°57'55"W	12.21'

RW CURVE TABLE				
COURSE	RADIUS	LENGTH	CHORD	CHORD BEARING
1603-1604	1960.08'	185.41'	185.34'	N48°43'15"W
1650-1651	1860.08'	317.34'	316.95'	S46°32'35"E

R/W STATION & OFFSET TABLE		
POINT	STATION	OFFSET
205	12+61.84	-56.09'
206	12+93.63	-57.22'
1600	11+54.18	0.00'
1601	12+64.19	0.00'
1602	14+77.61	-48.37'
1603	15+32.23	-50.25'
1604	17+16.85	-48.03'
1650	18+58.96	56.99'
1651	15+35.67	49.69'
1652	15+17.96	50.30'
1653	13+92.35	153.87'
1654	22+49.40	-33.00'

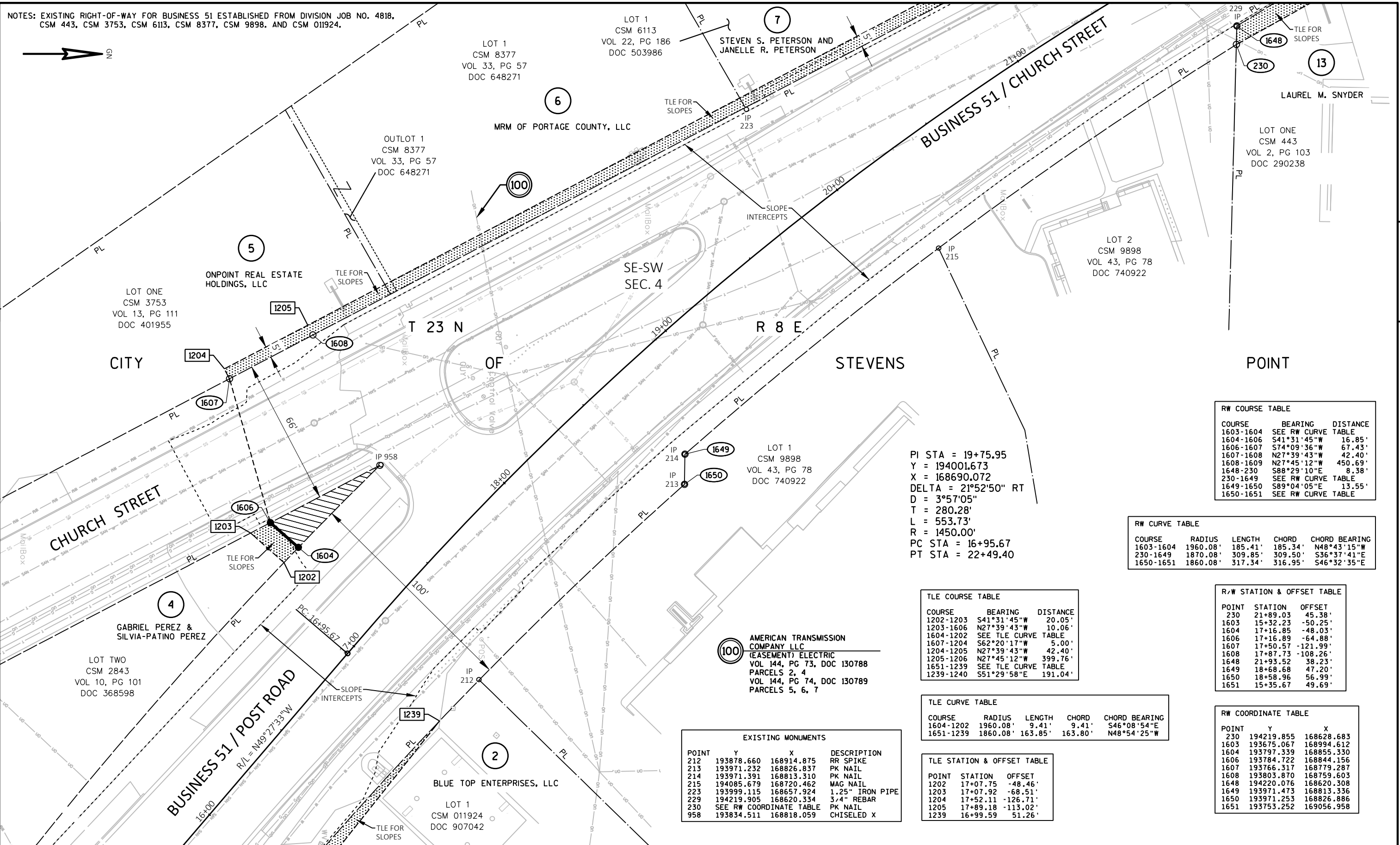
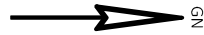
RW COORDINATE TABLE		
POINT	Y	X
205	193494.886	169196.299
206	193514.686	169171.404
1600	193467.531	169314.567
1601	193539.032	169230.972
1602	193640.994	169037.340
1603	193675.067	168994.612
1604	193797.339	168855.330
1650	193971.253	168826.886
1651	193753.252	169056.958
1652	193742.208	169070.808
1653	193739.268	169233.586
1654	194234.830	168531.060

TLE CURVE TABLE				
COURSE	RADIUS	LENGTH	CHORD	CHORD BEARING
1201-1603	1960.08'	6.17'	6.17'	S51°20'25"E
1651-1239	1860.08'	163.85'	163.80'	N48°54'25"W

EXISTING MONUMENTS			
POINT	Y	X	DESCRIPTION
203	193461.364	169229.915	3/4" REBAR
204	193469.527	169219.720	3/4" REBAR
205	SEE RW COORDINATE TABLE		3/4" REBAR
206	SEE RW COORDINATE TABLE		MAG NAIL
207	193641.029	169037.368	MAG NAIL
209	193625.729	169232.109	3/4" REBAR
210	193742.206	169070.912	MAG NAIL
211	193753.275	169057.056	MAG NAIL
220	193739.269	169233.520	3/4" REBAR
222	193462.131	169177.229	1" IRON PIPE
956	193675.118	168994.557	MAG NAIL

REVISION DATE 6/25/2025 NC	DATE 2/10/2025	SCALE, FEET 0 20 40	HWY: BUSINESS 51 / CHURCH STREET	STATE R/W PROJECT NUMBER 6998-13-01	PLAT SHEET 4.04
GRID FACTOR N/A			COUNTY: PORTAGE	CONSTRUCTION PROJECT NUMBER	PS&E SHEET E

NOTES: EXISTING RIGHT-OF-WAY FOR BUSINESS 51 ESTABLISHED FROM DIVISION JOB NO. 4818, CSM 443, CSM 3753, CSM 6113, CSM 8377, CSM 9898, AND CSM 011924.



RW COURSE TABLE		
COURSE	BEARING	DISTANCE
1603-1604	SEE RW CURVE TABLE	
1604-1606	S41°31'45"W	16.85'
1606-1607	S74°09'36"W	67.43'
1607-1608	N27°39'43"W	42.40'
1608-1609	N27°45'12"W	450.69'
1648-230	S88°29'10"E	8.38'
230-1649	SEE RW CURVE TABLE	
1649-1650	S89°04'05"E	13.55'
1650-1651	SEE RW CURVE TABLE	

RW CURVE TABLE				
COURSE	RADIUS	LENGTH	CHORD	CHORD BEARING
1603-1604	1960.08'	185.41'	185.34'	N48°43'15"W
230-1649	1870.08'	309.85'	309.50'	S36°37'41"E
1650-1651	1860.08'	317.34'	316.95'	S46°32'35"E

TLE COURSE TABLE		
COURSE	BEARING	DISTANCE
1202-1203	S41°31'45"W	20.05'
1203-1606	N27°39'43"W	10.06'
1604-1202	SEE TLE CURVE TABLE	
1607-1204	S62°20'17"W	5.00'
1204-1205	N27°39'43"W	42.40'
1205-1206	N27°45'12"W	399.76'
1651-1239	SEE TLE CURVE TABLE	
1239-1240	S51°29'58"E	191.04'

R/W STATION & OFFSET TABLE		
POINT	STATION	OFFSET
230	21+89.03	45.38'
1603	15+32.23	-50.25'
1604	17+16.85	-48.03'
1606	17+16.89	-64.88'
1607	17+50.57	-121.99'
1608	17+87.73	-108.26'
1648	21+93.52	38.23'
1649	18+68.68	47.20'
1650	18+58.96	56.99'
1651	15+35.67	49.69'

TLE CURVE TABLE				
COURSE	RADIUS	LENGTH	CHORD	CHORD BEARING
1604-1202	1960.08'	9.41'	9.41'	S46°08'54"E
1651-1239	1860.08'	163.85'	163.80'	N48°54'25"W

RW COORDINATE TABLE		
POINT	Y	X
230	194219.855	168628.683
1603	193675.067	168994.612
1604	193797.339	168855.330
1606	193784.722	168844.156
1607	193766.317	168779.287
1608	193803.870	168759.603
1648	194220.076	168620.308
1649	193971.473	168813.336
1650	193971.253	168826.886
1651	193753.252	169056.958

AMERICAN TRANSMISSION COMPANY LLC
(EASEMENT) ELECTRIC
VOL 144, PG 73, DOC 130788
PARCELS 2, 4
VOL 144, PG 74, DOC 130789
PARCELS 5, 6, 7

EXISTING MONUMENTS			
POINT	Y	X	DESCRIPTION
212	193878.660	168914.875	RR SPIKE
213	193971.232	168826.837	PK NAIL
214	193971.391	168813.310	PK NAIL
215	194085.679	168720.462	MAG NAIL
223	193999.115	168657.924	1.25" IRON PIPE
229	194219.905	168620.334	3/4" REBAR
230	SEE RW COORDINATE TABLE		PK NAIL
958	193834.511	168818.059	CHISELED X

TLE STATION & OFFSET TABLE		
POINT	STATION	OFFSET
1202	17+07.75	-48.46'
1203	17+07.92	-68.51'
1204	17+52.11	-126.71'
1205	17+89.18	-113.02'
1239	16+99.59	51.26'

REVISION DATE	6/25/2025	DATE	2/10/2025	SCALE, FEET	0 20 40	HWY: BUSINESS 51 / CHURCH STREET	STATE R/W PROJECT NUMBER	6998-13-01	PLAT SHEET	4.05
GRID FACTOR	N/A					COUNTY: PORTAGE	CONSTRUCTION PROJECT NUMBER		PS&E SHEET	E

NOTES: EXISTING RIGHT-OF-WAY FOR BUSINESS 51 ESTABLISHED FROM DIVISION JOB NO. 4818, CSM 443, CSM 3364, CSM 3538, CSM 6113, CSM 9898, AND CSM 011411.



100 AMERICAN TRANSMISSION
COMPANY LLC
(EASEMENT) ELECTRIC
VOL 144, PG 74, DOC 130789
PARCELS 7, 8

EXISTING MONUMENTS			
POINT	Y	X	DESCRIPTION
224	194158.099	168573.876	1-1/4" IRON PIPE
225	194321.194	168487.365	2" IRON PIPE
226	194426.885	168432.071	3/4" REBAR
227	194479.448	168478.532	1-1/4" IRON PIPE
228	194280.254	168583.891	3/4" REBAR
229	194219.905	168620.334	3/4" REBAR
230	SEE RW COORDINATE TABLE		
231	194646.113	168390.044	3/4" REBAR
232	194699.026	168362.366	1" IRON PIPE

PI STA = 19+75.95
Y = 194001.673
X = 168690.072
DELTA = 21°52'50" RT
D = 3°57'05"
T = 280.28'
L = 553.73'
R = 1450.00'
PC STA = 16+95.67
PT STA = 22+49.40

LOT 1
CSM 6113
VOL 22, PG 186
DOC 503986

STEVEN S. PETERSON AND
JANELLE R. PETERSON

RUSSELL J. DANIELSON

LAUREL M. SNYDER

LOT ONE
CSM 443
VOL 2, PG 103
DOC 290238

LOT 1
CSM 011411
DOC 866868

FLATOFF PROPERTIES, LLC

NORBERT L. TEPP

LOT 1
CSM 3538
VOL 12, PG 196
DOC 393123

SE-SW
SEC. 4

BUSINESS 51 / CHURCH STREET

REALTY INVESTMENTS, L.L.C.

AUTOZONE, INC.,
A NEVADA CORPORATION

JOSEPH V. FONTI, WILLIAM P. FONTI,
AND VINCENT W. FONTI, JR., EACH AN
UNDIVIDED ONE-THIRD (1/3) INTEREST,
AS TENANTS IN COMMON

LOT 1
CSM 3364
VOL 12, PG 22
DOC 385964

RW COURSE TABLE		
COURSE	BEARING	DISTANCE
1608-1609	N27°45'12"W	450.69'
1609-1610	N36°42'01"W	8.89'
1610-1654	SEE RW CURVE TABLE	
1654-1611	N27°34'43"W	206.06'
1611-1612	N22°31'37"W	10.04'
1612-1614	N27°45'48"W	549.83'
1612-1656	N27°45'48"W	438.02'
1646-1647	S27°45'48"E	413.53'
1647-1648	SEE RW CURVE TABLE	
1648-230	S88°29'10"E	8.38'

RW CURVE TABLE				
COURSE	RADIUS	LENGTH	CHORD	CHORD BEARING
1610-1654	1483.00'	28.33'	28.33'	N28°07'33"W
1647-1648	1877.08'	130.31'	130.28'	S29°45'07"E

R/W STATION & OFFSET TABLE		
POINT	STATION	OFFSET
230	21+89.03	45.38'
1608	17+87.73	-108.26'
1609	22+13.09	-31.78'
1610	22+21.70	-33.00'
1611	24+55.46	-33.00'
1612	24+65.46	-32.12'
1614	30+15.29	-33.89'
1646	27+38.72	33.00'
1647	23+25.19	34.34'
1648	21+93.52	38.23'
1654	22+49.40	-33.00'

RW COORDINATE TABLE		
POINT	Y	X
230	194219.855	168628.683
1608	193803.870	168759.603
1609	194202.716	168549.730
1610	194209.846	168544.415
1611	194417.477	168435.662
1612	194426.750	168431.816
1614	194913.284	168175.694
1646	194699.109	168363.027
1647	194333.182	168555.658
1648	194220.076	168620.308
1654	194234.830	168531.060

TLE COURSE TABLE		
COURSE	BEARING	DISTANCE
1205-1206	N27°45'12"W	399.76'
1206-1207	S60°08'26"W	5.00'
1207-1208	N27°45'12"W	70.42'
1208-1209	N41°47'23"W	20.62'
1209-1210	N27°45'12"W	29.98'
1210-1211	N21°10'56"W	43.69'
1211-1212	N27°45'48"W	400.35'
1212-1213	S62°15'50"W	5.00'
1237-1238	S27°45'48"E	785.51'
1238-230	S29°12'34"E	72.45'
230-1648	N88°29'10"W	8.38'

TLE STATION & OFFSET TABLE		
POINT	STATION	OFFSET
1206	21+63.59	-38.77'
1207	21+63.68	-43.77'
1208	22+32.06	-41.49'
1209	22+51.55	-46.44'
1210	22+81.53	-46.53'
1211	23+24.95	-41.66'
1212	27+25.29	-42.95'
1213	27+25.28	-47.95'
1237	30+48.86	42.00'
1238	22+63.36	44.54'

REVISION DATE 6/25/2025	DATE 2/10/2025	SCALE, FEET 0 20 40	HWY: BUSINESS 51 / CHURCH STREET	STATE R/W PROJECT NUMBER 6998-13-01	PLAT SHEET 4.06
	GRID FACTOR N/A		COUNTY: PORTAGE	CONSTRUCTION PROJECT NUMBER	PS&E SHEET

NOTES: EXISTING RIGHT-OF-WAY FOR BUSINESS 51 ESTABLISHED FROM DIVISION JOB NO. 6998-01-08, CSM 101, CSM 3282, CSM 8295, CSM 9247, AND HEFFRONS ADDITION. EXISTING RIGHT-OF-WAY FOR NEBEL STREET ESTABLISHED FROM STATE R/W PROJECT NO. 6998-01-21, AND CSM 8295, CSM 9247, AND HEFFRONS ADDITION.

RW COORDINATE TABLE

POINT	Y	X
237	195010.329	168106.645
241	195090.672	168082.723
1614	194913.284	168175.694
1615	194939.560	168146.304
1616	194939.817	168141.738
1619	195032.067	168113.410
1633	195066.676	168182.869
1634	195065.787	168189.867
1635	195065.525	168200.121
1636	195086.053	168220.624
1638	195003.953	168260.946
1639	194997.665	168241.428
1640	195004.160	168252.826
1641	194984.462	168218.258
1642	194979.990	168216.879
1643	194973.375	168220.334
1644	194964.280	168224.520
1646	194699.109	168363.027
1655	193492.577	168278.507
1656	194814.345	168227.778

RW COURSE TABLE

COURSE	BEARING	DISTANCE
972-971	N88°36'55"W	2692.76'
972-1655	N88°36'55"W	1346.38'
1655-233	N00°53'33"W	1321.32'
233-1656	N88°50'11"W	30.15'
233-1640	N01°31'58"W	190.49'
1612-1614	N27°45'48"W	549.83'
1612-1656	N27°45'48"W	438.02'
1656-1614	N27°45'48"W	111.81'
1614-1615	SEE RW CURVE TABLE	
1615-1616	N86°46'35"W	4.57'
1616-237	N26°27'32"W	78.76'
237-1619	N17°17'13"E	22.77'
1619-241	N27°38'17"W	66.15'
241-270	N31°36'31"W	210.26'
1632-1633	S28°08'53"E	153.71'
1633-1634	SEE RW CURVE TABLE	
1634-1635	S88°32'16"E	10.26'
1635-1636	SEE RW CURVE TABLE	
1636-1638	S26°09'25"E	91.47'
1638-1639	S72°08'36"W	20.51'
1639-1641	S60°19'29"W	26.67'
1641-1642	S17°08'12"W	4.68'
1642-1643	S27°34'43"E	7.46'
1643-1644	S24°42'58"E	10.01'
1644-1646	S27°34'46"E	299.17'
1640-1638	S88°32'16"E	8.12'
1640-1639	S60°19'29"W	13.12'

R/W STATION & OFFSET TABLE

POINT	STATION	OFFSET
237	31+33.77	-49.79'
241	32+15.90	-32.98'
1614	30+15.29	-33.89'
1615	30+52.19	-47.77'
1616	30+54.53	-51.70'
1619	31+49.75	-33.57'
1633	31+47.50	44.00'
1634	31+43.41	49.75'
1635	31+38.35	58.67'
1636	31+46.77	86.43'
1638	30+56.19	83.65'
1639	30+59.65	63.44'
1640	30+60.13	76.55'
1641	30+58.68	36.79'
1642	30+55.35	33.50'
1643	30+47.89	33.50'
1644	30+37.89	33.00'
1646	27+38.72	33.00'
1656	29+03.48	33.53'

RW CURVE TABLE

COURSE	RADIUS	LENGTH	CHORD	CHORD BEARING
1614-1615	150.00'	39.54'	39.42'	N48°12'09"W
1633-1634	35.00'	7.07'	7.05'	S82°45'15"E
1635-1636	20.00'	32.46'	29.01'	N44°57'53"E

WISCONSIN PUBLIC SERVICE CORP.
ELECTRIC (NO RECORD EASEMENT)
PARCEL 19

LOT 1
CSM 101
VOL 1, PG 101
DOC 273483

THE ROBERT L. LABLANC
AND SHARON A. LABLANC
REVOCABLE LIVING TRUST

LOT 2
CSM 101
VOL 1, PG 101
DOC 273483

LOT 1
CSM 3282
VOL 11, PG 240
DOC 383297

LOT 11
CAPITOL BANK

FOUND BRASS CAP
Y = 194813.733
X = 168257.922

CF WAG PORTFOLIO DST.
A DELAWARE STATUTORY TRUST

LOT 1
CSM 9247
VOL 39, PG 27
DOC 698097

LOT 3
CSM 8295
VOL 32, PG 125
DOC 640751

OPIOZ, LLC

STEVENS POINT 3297
CHURCH WI, LLC

BUSINESS 51 (CHURCH STREET)

STEVENS

MICHIGAN COURT

TLE COURSE TABLE

COURSE	BEARING	DISTANCE
1212-1213	S62°15'50"W	5.00'
1213-1214	N27°45'48"W	97.76'
1214-1215	N62°27'27"E	5.00'
1215-1216	N27°45'48"W	200.01'
1216-1217	N78°34'24"W	49.80'
1217-1616	N62°09'18"E	30.91'
237-1218	S62°17'13"W	99.42'
1218-1219	N27°42'47"W	10.00'
1219-1220	N62°17'13"E	95.28'
1220-1221	N17°17'13"E	14.49'
1221-1222	N27°38'17"W	133.88'
1223-1234	S27°43'03"E	309.44'
1234-1235	S88°32'16"E	29.65'
1638-1236	S88°32'16"E	11.22'
1236-1237	S60°19'29"W	51.49'
1237-1238	S27°45'48"E	785.51'

TLE STATION & OFFSET TABLE

POINT	STATION	OFFSET
1212	27+25.29	-42.95'
1213	27+25.28	-47.95'
1214	28+23.04	-48.27'
1215	28+23.04	-43.27'
1216	30+23.04	-43.91'
1217	30+54.39	-82.61'
1218	31+34.53	-149.21'
1219	31+44.53	-149.13'
1220	31+43.81	-53.86'
1221	31+53.97	-43.53'
1222	32+87.85	-42.34'
1234	31+53.13	52.89'
1235	31+38.48	78.67'
1236	30+50.74	93.46'
1237	30+48.86	42.00'

TLE CURVE TABLE

COURSE	RADIUS	LENGTH	CHORD	CHORD BEARING
1636-1235	20.00'	11.52'	11.36'	S14°57'53"W
1235-1635	20.00'	20.94'	20.00'	S61°27'44"W

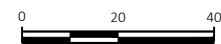
EXISTING MONUMENTS

POINT	Y	X	DESCRIPTION
232	194699.026	168362.366	1" IRON PIPE
234	194743.258	168265.388	1" IRON BAR
235	194656.570	168310.532	1" IRON PIPE
236	194941.940	168146.140	3/4" REBAR BENT
237	SEE RW COORDINATE TABLE		3/4" REBAR
241	SEE RW COORDINATE TABLE		3/4" REBAR
243	195063.448	168281.476	1-1/4" IRON PIPE

REVISION DATE 6/25/2025 NC

DATE 2/10/2025

SCALE, FEET



HWY: BUSINESS 51 / CHURCH STREET

STATE R/W PROJECT NUMBER 6998-13-01

PLAT SHEET 4.07

GRID FACTOR N/A

COUNTY: PORTAGE

CONSTRUCTION PROJECT NUMBER

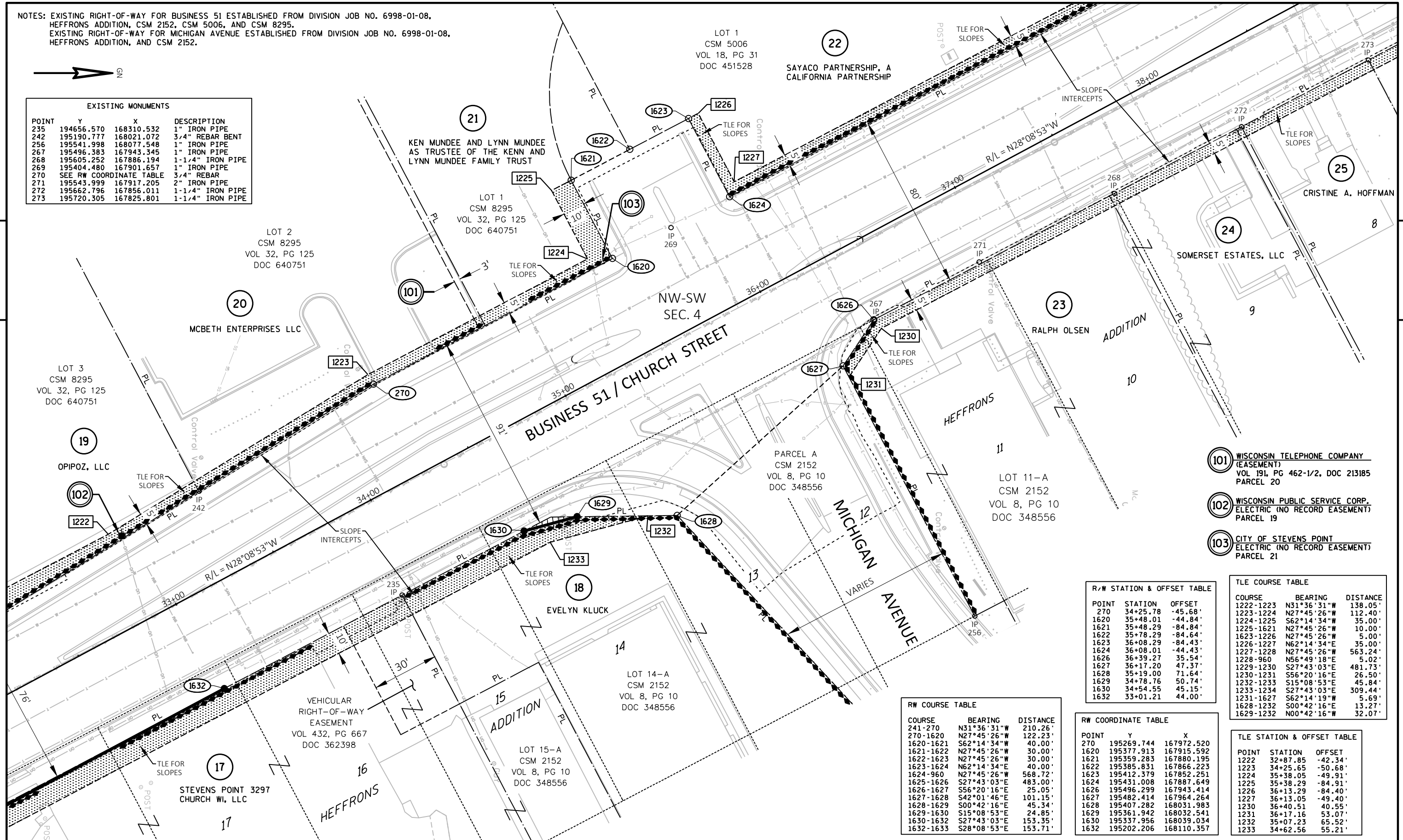
PS&E SHEET

E

NOTES: EXISTING RIGHT-OF-WAY FOR BUSINESS 51 ESTABLISHED FROM DIVISION JOB NO. 6998-01-08, HEFFRONS ADDITION, CSM 2152, CSM 5006, AND CSM 8295.
EXISTING RIGHT-OF-WAY FOR MICHIGAN AVENUE ESTABLISHED FROM DIVISION JOB NO. 6998-01-08, HEFFRONS ADDITION, AND CSM 2152.



EXISTING MONUMENTS			
POINT	Y	X	DESCRIPTION
235	194656.570	168310.532	1" IRON PIPE
242	195190.777	168021.072	3/4" REBAR BENT
256	195541.998	168077.548	1" IRON PIPE
267	195496.383	167943.345	1" IRON PIPE
268	195605.252	167886.194	1-1/4" IRON PIPE
269	195404.480	167901.657	1" IRON PIPE
270	SEE RW COORDINATE TABLE		
271	195543.999	167917.205	2" IRON PIPE
272	195662.796	167856.011	1-1/4" IRON PIPE
273	195720.305	167825.801	1-1/4" IRON PIPE



- 101 WISCONSIN TELEPHONE COMPANY (EASEMENT) VOL 191, PG 462-1/2, DOC 213185 PARCEL 20
- 102 WISCONSIN PUBLIC SERVICE CORP. ELECTRIC (NO RECORD EASEMENT) PARCEL 19
- 103 CITY OF STEVENS POINT ELECTRIC (NO RECORD EASEMENT) PARCEL 21

R/W STATION & OFFSET TABLE		
POINT	STATION	OFFSET
270	34+25.78	-45.68'
1620	35+48.01	-44.84'
1621	35+48.29	-84.84'
1622	35+78.29	-84.64'
1623	36+08.29	-84.43'
1624	36+08.01	-44.43'
1626	36+39.27	35.54'
1627	36+17.20	47.37'
1628	35+19.00	71.64'
1629	34+78.76	50.74'
1630	34+54.55	45.15'
1632	33+01.21	44.00'

TLE COURSE TABLE		
COURSE	BEARING	DISTANCE
1222-1223	N31°36'31"W	138.05'
1223-1224	N27°45'26"W	112.40'
1224-1225	S62°14'34"W	35.00'
1225-1621	N27°45'26"W	10.00'
1623-1226	N27°45'26"W	5.00'
1226-1227	N62°14'34"E	35.00'
1227-1228	N27°45'26"W	563.24'
1228-960	N56°49'18"E	5.02'
1229-1230	S27°43'03"E	481.73'
1230-1231	S56°20'16"E	26.50'
1232-1233	S15°08'53"E	45.84'
1233-1234	S27°43'03"E	309.44'
1231-1627	S62°14'19"W	5.69'
1628-1232	S00°42'16"E	13.27'
1629-1232	N00°42'16"W	32.07'

RW COURSE TABLE		
COURSE	BEARING	DISTANCE
241-270	N31°36'31"W	210.26'
270-1620	N27°45'26"W	122.23'
1620-1621	S62°14'34"W	40.00'
1621-1622	N27°45'26"W	30.00'
1622-1623	N27°45'26"W	30.00'
1623-1624	N62°14'34"E	40.00'
1624-960	N27°45'26"W	568.72'
1625-1626	S27°43'03"E	483.00'
1626-1627	S56°20'16"E	25.05'
1627-1628	S42°01'46"E	101.15'
1628-1629	S00°42'16"E	45.34'
1629-1630	S15°08'53"E	24.85'
1630-1632	S27°43'03"E	153.35'
1632-1633	S28°08'53"E	153.71'

RW COORDINATE TABLE		
POINT	Y	X
270	195269.744	167972.520
1620	195377.913	167915.592
1621	195359.283	167880.195
1622	195385.831	167866.223
1623	195412.379	167852.251
1624	195431.008	167887.649
1626	195496.299	167943.414
1627	195482.414	167964.264
1628	195407.282	168031.983
1629	195361.942	168032.541
1630	195337.956	168039.034
1632	195202.206	168110.357

TLE STATION & OFFSET TABLE		
POINT	STATION	OFFSET
1222	32+87.85	-42.34'
1223	34+25.65	-50.68'
1224	35+38.05	-49.91'
1225	35+38.29	-84.91'
1226	36+13.29	-84.40'
1227	36+13.05	-49.40'
1230	36+40.51	40.55'
1231	36+17.16	53.07'
1232	35+07.23	65.52'
1233	34+62.56	55.21'

REVISION DATE 6/25/2025 NC

DATE 2/10/2025

SCALE, FEET

HWY: BUSINESS 51 / CHURCH STREET

STATE R/W PROJECT NUMBER 6998-13-01

PLAT SHEET 4.08

GRID FACTOR N/A

0 20 40

COUNTY: PORTAGE

CONSTRUCTION PROJECT NUMBER

PS&E SHEET

E

→ GN

LOT 1
CSM 5006
VOL 18, PG 31
DOC 451528

NW-SW
SEC. 4

HEFFRON STREET

RW COORDINATE TABLE		
POINT	Y	X
960	195934.281	167622.782
1625	195923.879	167718.763

I

WISDOT/CADDS SHEET 75

RELOCATION ORDER

lpa1708 08/2011 (Replaces LPA3006)

Project 60730575-21	Road name Business 51 Urban Reconstruction Briggs Street to Franklin Street	Highway Business 51 (Division Street)	County Portage
Right of way plat date 6/26/2025	Plat sheet number(s) 4.01 through 4.04	Previously approved Relocation Order date	

Description of termini of project:

Beginning at a point on the reference line which is 513.30 feet South and 1332.81 feet West of the Northeast Corner of Section 32, T24N, R8E and ending at a point 348.58 feet North and 1331.55 feet West of the Southeast Corner of Section 29, T24N, R8E.

Beginning Coordinates: Y = 203663.304, X = 165488.334, Sta. 124+30.82

Ending Coordinates: Y = 204525.181, X = 165489.591, Sta. 132+92.69

Wisconsin County Coordinate System (WCCS), Portage County - NAD83 (1997)

To properly establish, lay out, widen, enlarge, extend, construct, reconstruct, improve, or maintain a portion of the highway designated above, it is necessary to relocate or change and acquire certain lands or interests in lands as shown on the right of way plat for the above project.

To effect this change, pursuant to authority granted under Sections 83.07 and 83.08, Wisconsin Statutes, the City of Stevens Point orders that:

1. The said road is laid out and established to the lines and widths as shown on the plat.
2. The required lands or interests in lands as shown on the plat shall be acquired by: City of Stevens Point
3. This order supersedes and amends any previous order issued by the: City of Stevens Point

Approved: Mike Wiza, Mayor

Date

Attest: Susan Pagel, Clerk

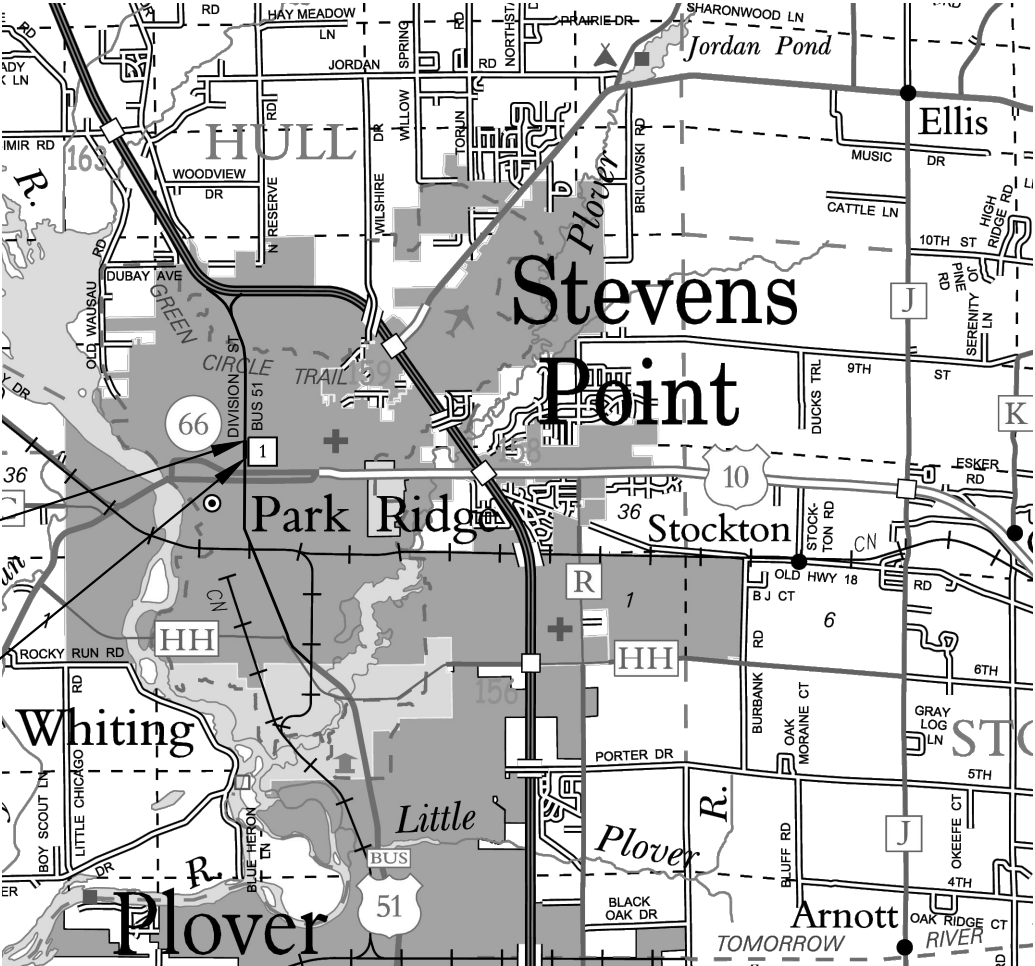
Date

CONVENTIONAL SYMBOLS			
SECTION LINE		SECTION CORNER SYMBOL	
QUARTER LINE		R/W MONUMENT (TO BE SET)	
SIXTEENTH LINE		NON-MONUMENTED R/W POINT	
NEW REFERENCE LINE		FOUND SURVEY MONUMENT (SEE FOUND MONUMENT TABLE)	
NEW R/W LINE			
EXISTING R/W OR HE LINE		GEODETIC SURVEY MONUMENT	
PROPERTY LINE			
LOT, TIE & OTHER MINOR LINES		SIGN	
EXISTING CENTERLINE		PERMITTED SIGN	
CORPORATE LIMITS			
NEW R/W (FEE OR HE) (HATCHING VARIES BY OWNER)			
TEMPORARY LIMITED EASEMENT AREA			
EASEMENT AREA (PERMANENT LIMITED OR RESTRICTED DEVELOPMENT)			
BUILDING		PARCEL NUMBER	
TO BE REMOVED		UTILITY NUMBER	
BRIDGE		PARALLEL OFFSETS	
CULVERT			

CONVENTIONAL UTILITY SYMBOLS	
WATER	
GAS	
TELEPHONE	
OVERHEAD TRANSMISSION LINES	
ELECTRIC	
CABLE TELEVISION	
FIBER OPTIC	
SANITARY SEWER	
STORM SEWER	
COMBINED SEWER	
ELECTRIC TOWER	
TRANSMISSION STRUCTURES	
ELECTRIC POLE	
TELEPHONE POLE	
PEDESTAL (LABEL TYPE) (TV, TEL, ELEC, ETC.)	

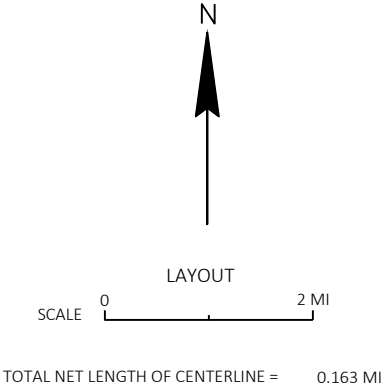
CONVENTIONAL ABBREVIATIONS			
ACCESS RIGHTS	AR	RECORDED AS	(100')
ACRES	AC	REEL / IMAGE	R/I
ALUMINUM	ALUM	REFERENCE LINE	R/L
AND OTHERS	ET AL	REMAINING	REM
BLOCK	BLK	RESTRICTIVE DEVELOPMENT	RDE
CENTERLINE	C/L	EASEMENT	
CERTIFIED SURVEY MAP	CSM	RIGHT	RT
CONCRETE	CONC	RIGHT OF WAY	R/W
COUNTY TRUNK HIGHWAY	CTH	SECTION	SEC
CORNER	COR	SEPTIC VENT	SEPV
DOCUMENT NUMBER	DOC	SQUARE FEET	SF
EASEMENT	EASE	STATE TRUNK HIGHWAY	STH
EXISTING	EX	STATION	STA
GAS VALVE	GV	TELEPHONE PEDESTAL	TP
GRID NORTH	GN	TRANSPORTATION PROJECT PLAT	TPP
IDENTIFICATION	ID	UNITED STATES HIGHWAY	USH
LEFT	LT	VOLUME	V
MONUMENT	MON		
NATIONAL GEODETIC SURVEY	NGS		
NUMBER	NO		
OUTLOT	OL		
PAGE	P		
POINT OF TANGENCY	PT		
POINT OF BEGINNING	POB		
POINT OF CURVATURE	PC		
POINT OF COMPOUND CURVE	PCC		
POINT OF INTERSECTION	PI		
PROPERTY LINE	PL		

CURVE DATA ABBREVIATIONS			
LONG CHORD	LCH		
LONG CHORD BEARING	LCB		
RADIUS	R		
DEGREE OF CURVE	D		
DELTA ANGLE	Δ/DELTA		
LENGTH OF CURVE	L		
TANGENT	T		
DIRECTION AHEAD	DA		
DIRECTION BACK	DB		



END RELOCATION ORDER
STATION 132+92.69
348.58' NORTH AND 1331.55' WEST
OF THE SOUTHEAST CORNER OF
SECTION 29, T24N, R8E.

BEGIN RELOCATION ORDER
STATION 124+30.82
513.30' SOUTH AND 1332.81' WEST
OF THE NORTHEAST CORNER OF
SECTION 32, T24N, R8E.



R/W PROJECT NUMBER 60730575-21	SHEET NUMBER 1	TOTAL SHEETS 4
FEDERAL PROJECT NUMBER		
PLAT OF RIGHT OF WAY REQUIRED FOR BUSINESS 51 URBAN RECONSTRUCTION BRIGGS STREET - FRANKLIN STREET		
BUSINESS 51 / DIVISION STREET		PORTAGE COUNTY
CONSTRUCTION PROJECT NUMBER		

NOTES:

POSITIONS SHOWN ON THIS PLAT ARE WISCONSIN COUNTY COORDINATE SYSTEM COORDINATES (WCSS), PORTAGE COUNTY, NAD83 (1997) IN US SURVEY FEET, AND IS ALSO THE CITY OF STEVENS POINT COORDINATE SYSTEM. VALUES SHOWN ARE GRID COORDINATES, GRID BEARINGS, AND GRID DISTANCES. GRID DISTANCES MAY BE USED AS GROUND DISTANCES.

ALL NEW RIGHT-OF-WAY AND PERMANENT EASEMENT MONUMENTS WILL BE TYPE 2 (TYPICALLY ¾" X 24" IRON REBARS), UNLESS OTHERWISE NOTED, AND WILL BE PLACED PRIOR TO THE COMPLETION OF THE PROJECT.

DIMENSIONING FOR THE NEW RIGHT-OF-WAY IS MEASURED ALONG AND PERPENDICULAR TO THE NEW REFERENCE LINES.

RIGHT-OF-WAY BOUNDARIES ARE DEFINED WITH COURSES OF THE PERIMETER OF THE HIGHWAY LANDS REFERENCED TO THE U.S. PUBLIC LAND SURVEY SYSTEM OR OTHER "SURVEYS" OF PUBLIC RECORD.

FOR THE CURRENT ACCESS/DRIVEWAY INFORMATION, CONTACT THE PLANNING UNIT OF THE CITY OF STEVENS POINT.

PARCEL AND UTILITY IDENTIFICATION NUMBERS MAY NOT POINT TO ALL AREAS OF ACQUISITION, AS NOTED ON THE DETAIL PAGES.

INFORMATION FOR THE BASIS OF EXISTING HIGHWAY RIGHT-OF-WAY POINTS OF REFERENCE AND ACCESS CONTROL ARE LISTED ON THE DETAIL PAGES.

ORIGINAL PLAT PREPARED BY

SIGNATURE:

DONALD J. BUZA, PLS-2338

DATE: 6/26/2025

THIS PLAT IS A GRAPHIC REPRESENTATION AND IS FOR REFERENCE PURPOSES ONLY. DEEDS MUST BE CHECKED TO DETERMINE PROPERTY BOUNDARIES AND ACCESS RIGHTS.

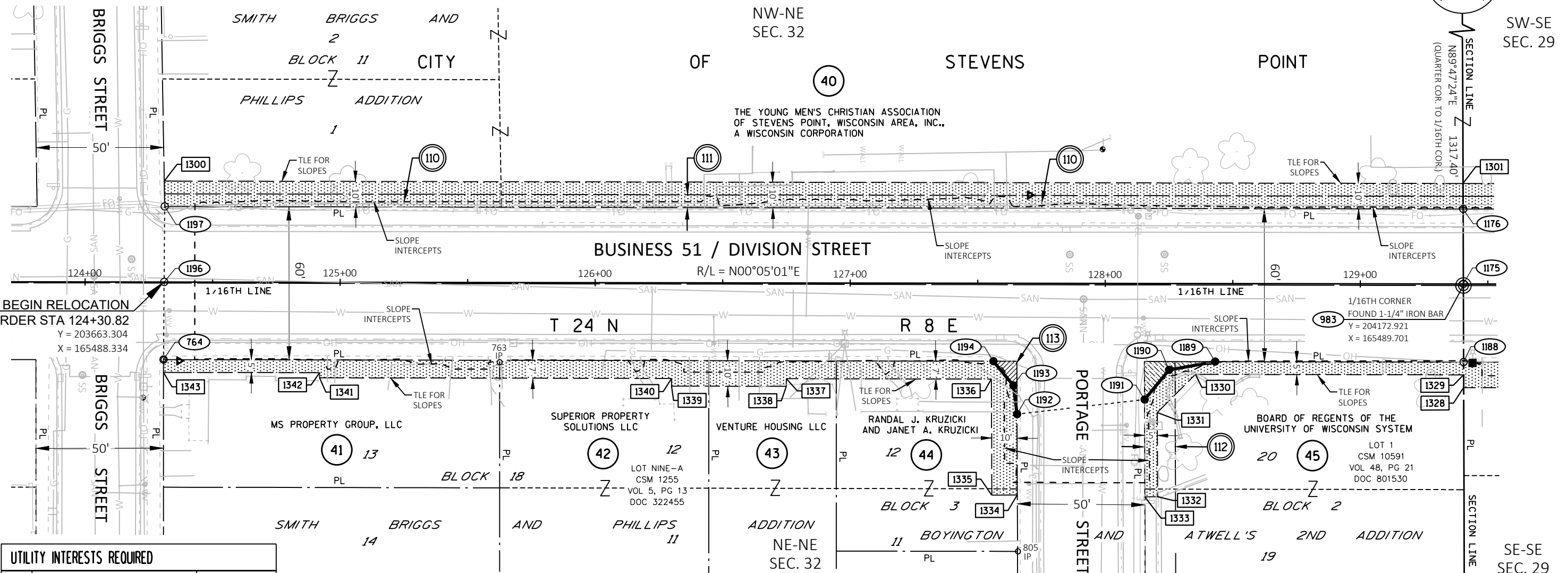
CITY OF STEVENS POINT

APPROVED FOR THE CITY OF STEVENS POINT

DATE: Mike Wiza, Mayor

NOTES: EXISTING RIGHT-OF-WAY FOR BUS 51 ESTABLISHED FROM SMITH BRIGGS AND PHILLIPS ADDITION, BOYINGTON AND ATWELL'S 2ND ADDITION, CSM 1255, AND CSM 10591.

PER COUNTY RECORDS
(NOT RECOVERED)
Y = 204168.092
X = 164172.310



UTILITY INTERESTS REQUIRED		
UTILITY NUMBER	OWNER(S)	INTEREST REQUIRED
110	WIN TECHNOLOGY	RELEASE OF RIGHTS
111	WISCONSIN PUBLIC SERVICE CORP.	RELEASE OF RIGHTS
112	WISCONSIN PUBLIC SERVICE CORPORATION, CHARTER COMMUNICATIONS, WISCONSIN BELL INC. D/B/A AT&T-WISCONSIN	RELEASE OF RIGHTS
113	WISCONSIN PUBLIC SERVICE CORP.	RELEASE OF RIGHTS

110 WIN TECHNOLOGY
NO RECORD EASEMENT
(FIBER OPTIC)
PARCEL 40

112 WISCONSIN PUBLIC SERVICE CORPORATION,
CHARTER COMMUNICATIONS, WISCONSIN BELL
INC. D/B/A AT&T-WISCONSIN
EASEMENT DOC 804314
PARCEL 45

111 WISCONSIN PUBLIC SERVICE CORP.
EASEMENT DOC 749300
PARCEL 40

113 WISCONSIN PUBLIC SERVICE CORP.
NO RECORD EASEMENT (GAS)
PARCEL 44

RW COORDINATE TABLE		
POINT	Y	X
764	203663.260	165518.735
1175	204172.919	165489.077
1176	204172.811	165459.701
1188	204173.004	165519.701
1189	204075.600	165519.517
1190	204057.517	165522.807
1191	204047.900	165534.369
1192	203997.919	165540.115
1193	203996.524	165528.886
1194	203988.621	165519.352
1196	203663.492	165488.334
1197	203663.719	165458.736

RW COURSE TABLE		
COURSE	BEARING	DISTANCE
979-983	S89°50'29"W	1331.45'
979-1188	S89°50'29"W	1301.45'
1188-983	N89°50'29"E	30.00'
983-1175	S89°47'24"W	0.62'
1175-1176	S89°47'24"W	29.38'
1176-1177	N00°01'37"E	123.57'
1177-1178	N56°38'05"W	15.85'
1178-1179	N02°42'51"E	50.06'
1179-1180	N53°48'13"E	13.51'
1180-1181	N52°02'33"E	37.54'
1181-1182	N52°02'33"E	38.59'
1182-1183	S04°11'56"E	33.80'
1183-1184	S00°05'09"E	6.26'
1184-1185	S24°17'59"E	10.61'
1185-1186	S05°00'07"E	60.22'
1186-1187	S47°47'42"W	16.41'
1187-1188	S00°01'37"W	116.25'
1188-1189	S00°06'31"W	97.40'
1189-1190	S10°18'43"E	18.38'
1190-1191	S50°14'58"E	15.04'
1191-1192	S06°33'26"E	50.31'
1192-1193	S82°55'11"W	11.32'
1193-1194	S50°20'36"W	12.38'
1194-764	S00°06'31"W	325.36'
764-1196	N89°33'43"W	30.40'
1196-1197	N89°33'43"W	29.60'
1197-1176	N00°06'31"E	509.09'

TLE STATION & OFFSET TABLE		
POINT	STATION	OFFSET
1300	124+31.00	-39.60'
1301	129+40.23	-39.38'
1328	129+40.60	40.62'
1329	129+40.58	35.62'
1330	128+35.43	35.58'
1331	128+20.50	50.57'
1332	128+20.66	83.57'
1333	128+15.66	83.60'
1334	127+65.66	82.98'
1335	127+55.66	83.03'
1336	127+55.44	37.54'
1337	126+75.00	37.51'
1338	126+75.00	40.51'
1339	126+30.00	40.49'
1340	126+30.00	37.49'
1341	124+92.00	37.43'
1342	124+92.00	35.43'
1343	124+30.82	35.40'

TLE COURSE TABLE		
COURSE	BEARING	DISTANCE
1197-1300	S89°00'39"W	10.00'
1300-1301	N00°06'31"E	509.23'
1188-1329	N89°50'29"E	5.00'
1329-1330	S00°06'31"W	105.15'
1330-1331	S45°02'25"E	21.16'
1331-1332	N89°48'39"E	33.00'
1332-1333	S00°11'21"E	5.00'
1333-1191	S89°48'39"W	38.12'
1192-1334	N89°48'39"E	31.69'
1334-1335	S00°11'21"E	10.00'
1335-1336	S89°48'39"W	45.48'
1336-1337	S00°06'31"W	80.44'
1337-1338	S89°54'59"E	3.00'
1338-1339	S00°06'31"W	45.00'
1339-1340	N89°54'59"W	3.00'
1340-1341	S00°06'31"W	138.00'
1341-1342	N89°54'59"W	2.00'
1342-1343	S00°06'31"W	61.18'
1343-764	N89°59'00"W	5.00'

EXISTING MONUMENTS			
POINT	Y	X	DESCRIPTION
763	203795.048	165519.773	1" PIPE
764	SEE RW COORDINATE TABLE		1" PIPE
805	203998.245	165593.908	1.25" PIPE

SCHEDULE OF LANDS & INTERESTS REQUIRED

OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO THE CITY OF STEVENS POINT.

PARCEL NUMBER	SHEET NUMBER(S)	OWNER(S)	INTEREST REQUIRED	NEW	R/W SF REQUIRED EXISTING	TOTAL	TLE SF
40	4.03, 4.04	THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF STEVENS POINT, WISCONSIN AREA, INC., A WISCONSIN CORPORATION	FEE, TLE	58	-----	58	6599
41	4.03	MS PROPERTY GROUP, LLC	TLE	-----	-----	-----	800
42	4.03	SUPERIOR PROPERTY SOLUTIONS LLC	TLE	-----	-----	-----	618
43	4.03	VENTURE HOUSING LLC	TLE	-----	-----	-----	441
44	4.03	RANDAL J. KRZICKI AND JANET A. KRZICKI	FEE, TLE	58	-----	58	892
45	4.03	BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM	FEE, TLE	118	-----	118	860
46	4.04	THE CITY OF STEVENS POINT, A MUNICIPAL CORPORATION OF PORTAGE COUNTY, WISCONSIN	FEE, TLE	67	-----	67	1237
47	4.04	UNIVERSITY OF WISCONSIN STEVENS POINT CREDIT UNION	FEE, TLE	103	-----	103	1310
48	4.04	CEDARCREST II LLC	FEE, TLE	43	-----	43	1096
49	4.04	LOIS MESIAK	TLE	-----	-----	-----	417

REVISION DATE

DATE 6/26/2025

SCALE, FEET

HWY: BUSINESS 51 / DIVISION STREET

STATE R/W PROJECT NUMBER 60730575-21

PLAT SHEET 4.03

GRID FACTOR N/A

COUNTY: PORTAGE

CONSTRUCTION PROJECT NUMBER

PS&E SHEET

E

PER COUNTY RECORDS
(NOT RECOVERED)
Y = 204168.092
X = 164172.310

NOTES: EXISTING RIGHT-OF-WAY FOR BUS 51 ESTABLISHED FROM
BENTLEY ISADORE & OTHERS ADDITION, CSM 710, AND CSM 7893.
SEE SHEET 4.03 FOR SCHEDULE OF LANDS & INTERESTS REQUIRED.

EXISTING MONUMENTS			
POINT	Y	X	DESCRIPTION
820	204525.111	165519.728	1.25" PIPE
821	204509.588	165460.054	1" PIPE

RW COURSE TABLE		
COURSE	BEARING	DISTANCE
979-983	S89°50'29"W	1331.45'
979-1188	S89°50'29"W	1301.45'
1188-983	S89°50'29"W	30.00'
983-1175	S89°47'24"W	0.62'
1175-1176	S89°47'24"W	29.38'
1176-1177	N00°01'37"E	123.57'
1177-1178	N56°38'05"W	15.85'
1178-1179	N02°42'51"E	50.06'
1179-1180	N53°48'13"E	13.51'
1180-1181	N52°02'33"E	37.54'
1181-1182	N52°02'33"E	38.59'
1182-1183	S04°11'56"E	33.80'
1183-1184	S00°05'09"E	6.26'
1184-1185	S24°17'59"E	10.61'
1185-1186	S05°00'07"E	60.22'
1186-1187	S47°47'42"W	16.41'
1187-1188	S00°01'37"W	116.25'

RW COORDINATE TABLE		
POINT	Y	X
1175	204172.919	165489.077
1176	204172.811	165459.701
1177	204296.384	165459.759
1178	204305.102	165446.520
1179	204355.110	165448.891
1180	204363.086	165459.790
1181	204386.176	165489.388
1182	204409.909	165519.812
1183	204376.200	165522.287
1184	204369.938	165522.296
1185	204360.272	165526.661
1186	204300.281	165531.911
1187	204289.257	165519.756
1188	204173.004	165519.701

R/W STATION & OFFSET TABLE		
POINT	STATION	OFFSET
983	129+40.44	0.62'
1175	129+40.43	-0.00'
1176	129+40.28	-29.38'
1177	130+63.85	-29.50'
1178	130+72.55	-42.75'
1179	131+22.56	-40.45'
1180	131+30.56	-29.57'
1181	131+53.69	-0.00'
1182	131+77.47	30.39'
1183	131+43.76	32.91'
1184	131+37.50	32.93'
1185	131+27.84	37.31'
1186	130+67.86	42.65'
1187	130+56.82	30.51'
1188	129+40.56	30.62'

TLE COURSE TABLE		
COURSE	BEARING	DISTANCE
1301-1302	N00°01'37"E	118.22'
1302-1303	N56°38'05"W	16.49'
1303-1304	S89°48'27"W	22.05'
1304-1305	N00°11'33"W	5.00'
1305-1178	N89°48'27"E	32.61'
1179-1306	S89°48'27"W	34.08'
1306-1307	N00°11'33"W	5.00'
1307-1308	N89°48'27"E	23.95'
1308-1309	N53°48'13"E	13.69'
1309-1310	N00°01'37"E	78.95'
1310-1311	N89°48'27"E	5.00'
1311-1312	N00°01'37"E	41.41'
1312-1313	N89°54'59"W	5.00'
1313-1314	N00°01'37"E	20.95'
1314-1500	N89°29'39"E	10.00'
1500-1180	S00°01'37"W	146.50'
1182-1510	N00°01'37"E	115.20'
1510-1315	N89°52'23"E	7.00'
1315-1316	S00°01'37"W	97.69'
1316-1317	N89°54'59"W	2.00'
1317-1318	S00°01'37"W	35.00'
1318-1319	S19°23'12"E	28.78'
1319-1320	N89°54'20"E	43.05'
1320-1321	S00°05'40"E	5.00'
1321-1185	S89°54'20"W	50.76'
1186-1322	N89°54'20"E	45.31'
1322-1323	S00°05'40"E	5.00'
1323-1324	S89°54'20"W	38.91'
1324-1325	S47°47'42"W	18.31'
1325-1326	S00°01'37"W	45.55'
1326-1327	S89°54'59"E	5.00'
1327-1328	S00°01'37"W	64.40'
1328-1329	S89°50'29"W	5.00'
1328-1188	S89°50'29"W	10.00'

TLE STATION & OFFSET TABLE		
POINT	STATION	OFFSET
1301	129+40.23	-39.38'
1302	130+58.45	-39.49'
1303	130+67.50	-53.28'
1304	130+67.40	-75.33'
1305	130+72.40	-75.36'
1306	131+22.40	-74.53'
1307	131+27.40	-74.55'
1308	131+27.52	-50.61'
1309	131+35.62	-39.57'
1310	132+14.57	-39.65'
1311	132+14.59	-34.65'
1312	132+56.00	-34.69'
1313	132+56.00	-39.69'
1314	132+76.95	-39.71'
1315	132+92.69	37.28'
1316	131+95.00	37.37'
1317	131+95.00	35.37'
1318	131+60.00	35.41'
1319	131+32.86	45.00'
1320	131+33.00	88.05'
1321	131+28.00	88.07'
1322	130+68.00	87.96'
1323	130+63.00	87.97'
1324	130+62.88	49.06'
1325	130+50.55	35.52'
1326	130+05.00	35.56'
1327	130+05.00	40.56'
1328	129+40.60	40.62'
1329	129+40.58	35.62'
1500	132+77.06	-29.71'
1510	132+92.67	30.28'

UTILITY INTERESTS REQUIRED		
UTILITY NUMBER	OWNER(S)	INTEREST REQUIRED
110	WIN TECHNOLOGY	RELEASE OF RIGHTS
111	WISCONSIN PUBLIC SERVICE CORP.	RELEASE OF RIGHTS
114	WISCONSIN PUBLIC SERVICE CORP.	RELEASE OF RIGHTS
115	CITY OF STEVENS POINT	RELEASE OF RIGHTS
116	WISCONSIN PUBLIC SERVICE CORPORATION, CHARTER COMMUNICATIONS, AMERITECH	RELEASE OF RIGHTS
117	SPECTRUM	RELEASE OF RIGHTS

- 110 WIN TECHNOLOGY
NO RECORD EASMENT
(FIBER OPTIC)
PARCEL 40
- 111 WISCONSIN PUBLIC SERVICE CORP.
EASEMENT DOC 749300
PARCEL 40
- 114 WISCONSIN PUBLIC SERVICE CORP.
NO RECORD EASMENT (ELEC)
PARCEL 46
- 115 CITY OF STEVENS POINT
NO RECORD EASMENT
(SIGNAL CONTROLLER, ELEC)
PARCELS 40,46,47,48
- 116 WISCONSIN PUBLIC SERVICE CORP.,
CHARTER COMMUNICATIONS,
AMERITECH
EASEMENT DOC 608348
PARCEL 47
- 117 SPECTRUM
NO RECORD EASMENT
(FIBER OPTIC)
PARCEL 40

REVISION DATE	DATE 6/26/2025	SCALE, FEET 0 20 40	HWY: BUSINESS 51 / DIVISION STREET	STATE R/W PROJECT NUMBER 60730575-21	PLAT SHEET 4.04
	GRID FACTOR N/A		COUNTY: PORTAGE	CONSTRUCTION PROJECT NUMBER	PS&E SHEET E

FILE NAME : 60730575-21-RP.DWG
LAYOUT NAME : 4.04

PLOT DATE : 6/26/2025 10:36 AM

PLOT BY : BUZA, DONALD

PLOT NAME :

PLOT SCALE :

WISDOT/CADDS SHEET 75

2025 Pavement Maintenance Project #25-104

Owner: City of Stevens Point

07/08/2025 10:00 AM CDT

					Fahrner Asphalt Sealers		Scott Construction	
Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
1	SPV.0105.01	Supplemental Traffic Control	LS	1	\$4,500.00	\$4,500.00	\$1,500.00	\$1,500.00
2	SPV.0105.02	Remove and Replace Pavement Markings	LS	1	\$26,850.00	\$26,850.00	\$28,190.00	\$28,190.00
3	SPV.0180.01	Seal Coat	SY	27,500	\$2.25	\$61,875.00	\$2.18	\$59,950.00
4	SPV.0108.02	Seal Coat Special (Fog Seal)	SY	27,500	\$0.44	\$12,100.00	\$0.51	\$14,025.00
5	SPV.0108.03	Seal Coat Special (GSB-88)	SY	62,000	\$1.05	\$65,100.00	\$1.58	\$97,960.00
Base Bid Total:						\$170,425.00		\$201,625.00
Base bid with Contingency:						\$195,988.75		\$231,868.75



MEMORANDUM

To: City of Stevens Point Common Council

From: Jarod Kivela, Director of Community Development

Date: July 16, 2025

RE: Request for Limited-Term Increase in Hours – Cody Hoffman, Electrical Inspector

Due to the unexpected resignation (7/15/2025) of our Community Development Technician stemming from unforeseen family medical circumstances, staff has been working quickly to stabilize workflow within the Community Development Department. After internal discussions with the interview panel, HR, and the Mayor, it was determined that promoting our current Permit Technician, Loren De Lonay, into the Community Development Technician position was the most appropriate and efficient solution. Loren has been a key part of the department and was a top finalist during the original interview process for the role. An offer letter was issued and signed during the week of July 14th. Congratulations to Loren on this advancement.

With Loren stepping into her new role, the Permit Technician position is now vacant and will be posted immediately. However, until the position is filled and the new hire is fully trained, there will be a gap in essential permit processing and support duties. To address this, staff is requesting approval to temporarily increase the hours of our current Electrical Inspector, Cody Hoffman, from 32 hours per week to 40 hours per week (hours and benefits).

This limited-term increase in hours will allow Cody to assist with permitting-related tasks, including inspection scheduling, permit intake, processing, and issuance. While this adjustment will not completely offset the vacancy, it will help soften the workload burden during this transitional period. This solution also does not have a budgetary impact as it will be using funds made available by having a vacant position for a number of weeks (consulted with Treasury on this).

This is not intended to be a permanent change but rather a temporary solution to maintain essential services until the department is fully staffed.

Thank you for your consideration of this request.

www.stevenspoint.com



June 30, 2025

MEMO

RE: Acquisition of Properties

Commissioners,

The Department of Public Utilities staff is currently working with the estate of David Sobczak, a former employee and neighbor of the Utilities campus.

David's daughters, one of which is the executor of his estate, have indicated a desire to donate one of the three parcels associated with his home and property and sell the house and adjacent lot located at 1909 Cypress to the Department.

This land acquisition has been on the Department radar for some time as it is adjacent to our properties and will aid in future Department needs.

Steve Shepro and Maria Mohr have provided an opinion of market value for the three properties mentioned above.

The Department respectfully requests permission to accept the donation of Parcel #1 and pursue the purchase of Parcel #2 and Parcel #3 as itemized on the attachment to this memo.

If approved, we will take this to the Water and Sewerage Commission for funding approval.

Best Regards,

A handwritten signature in blue ink that reads "Joel Lemke". The signature is written in a cursive, flowing style.

Joel Lemke
Director



June 10, 2025

Re: 281240832300303, 281240832300402 and 281240832300403

Mr. Joel Lemke
Director of Public Utilities
and Transportation

The purpose of this report is to develop an opinion of market value for the three parcels owned by the estate of David M. Sobczak located on Cypress Street in the City of Stevens Point.

Parcel #1 281240832300303

Vacant land is located on Cypress Street, north of the city utility building. The land size is 6,534 square feet. Zoning is R3 Two Family.

Legal Description: LOT 756 BLK 77 STRONGS ADD S32 T24 R8 529/1142

Market Value \$3,600

Parcel #2 281240832300402

The improved parcel with home and garage is located at 1909 Cypress Street (see attached map). The land size is 11,100 square feet. Zoning is R3 Two Family.

Legal Description: LOT 740 BLK 78 STRONGS ADD S32 T24 R8 416/194

Market Value \$141,600

Parcel #3 281240832300403

Vacant land is located on Cypress Street south of home and garage. Parcel is contiguous with improved parcel. The land size is 14,400 square feet. Zoning is R3 Two Family.

Legal Description: LOTS 741 & 742 BLK 78 STRONGS ADD S32 T24 R8 416/194;427669

Market Value \$ 16,100

Thank you

Steven J Shepro
City of Stevens Point
Assessor's Office



2026 Property Records for City of Stevens Point, Portage County

June 10, 2025

Tax key number: 281-24-0832300303

Property address: Cypress St

Owner: David M. Sobczak
1909 Cypress St
Stevens Point, WI 54481

Zoning: R3 Two Family

Traffic / water / sanitary: Light / City water / Sewer

Legal description: LOT 756 BLK 77 STRONGS ADD S32 T24 R8 529/1142

Summary of Assessment	
Land	\$3,600
Improvements	\$0
Total value	\$3,600

Land									
Qty	Land Use	Width	Depth	Square Feet	Acres	Water Frontage	Tax Class	Special Tax Program	Assess Value
1	Residential			6,534	0.150	None	Residential		\$3,600

2026 Property Records for City of Stevens Point, Portage County

June 11, 2025

Tax key number: 281-24-0832300402

Property address: 1909 Cypress St

Owner: David M. Sobczak
1909 Cypress St
Stevens Point, WI 54481

Zoning: R3 Two Family

Traffic / water / sanitary: Light / City water / Sewer

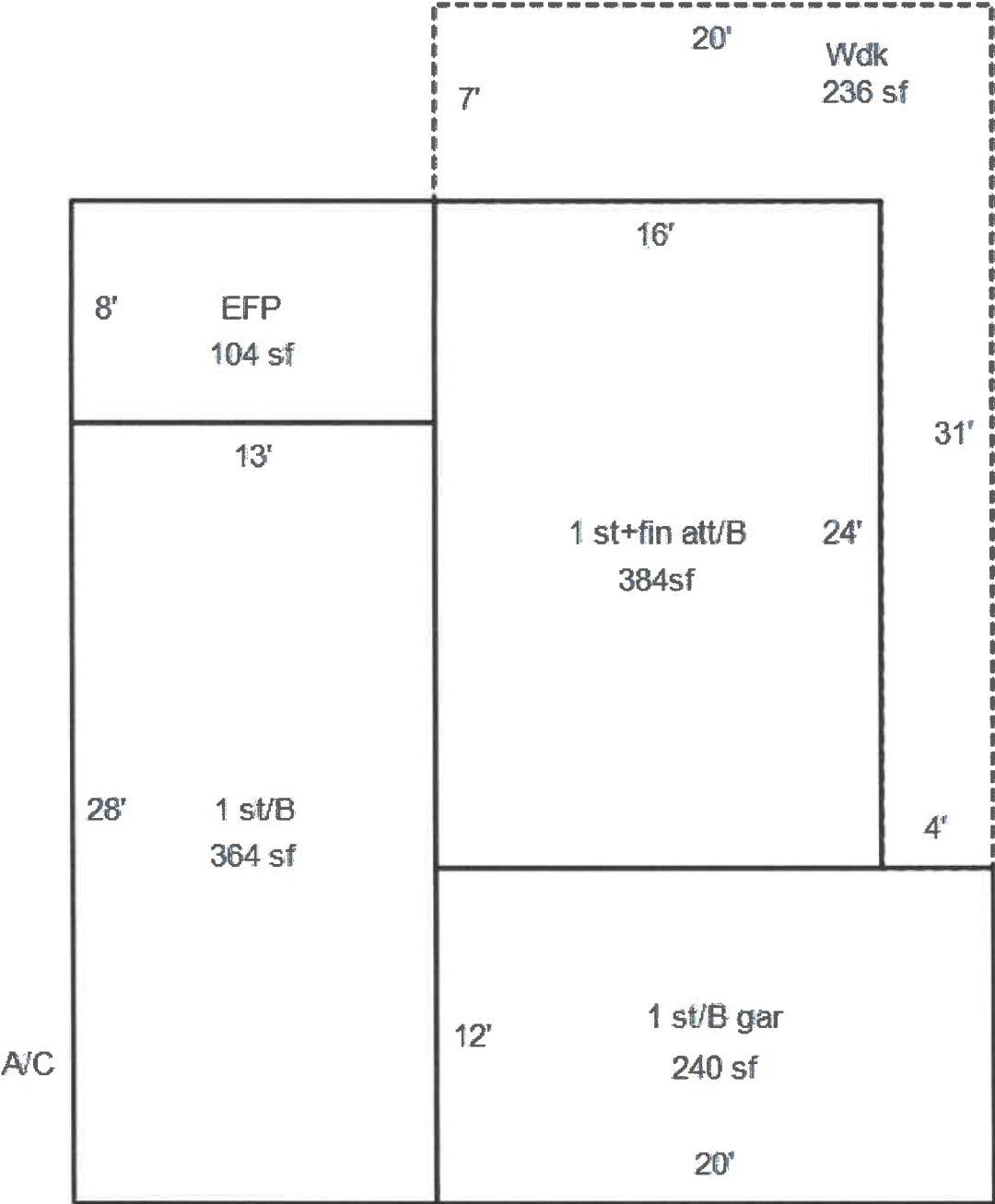
Legal description: LOT 740 BLK 78 STRONGS ADD S32 T24 R8 416/194

Summary of Assessment	
Land	\$10,500
Improvements	\$131,100
Total value	\$141,600

Land									
Qty	Land Use	Width	Depth	Square Feet	Acres	Water Frontage	Tax Class	Special Tax Program	Assess Value
1	Residential			11,100	0.255	None	Residential		\$10,500

Residential Building									
Year built:	1920	Full basement:	988 SF						
Year remodeled:		Crawl space:							
Stories:	1 story w/attic	Rec room (rating):							
Style:	Residence Old Style	Fin bsmt living area:							
Use:	Single family	First floor:	988 SF						
Exterior wall:	Alum/vinyl	Second floor:							
Masonry adjust:		Third floor:							
Roof type:	Metal panels	Half story:	0 SF						
Heating:	Oil, forced air	Finished attic:	192 SF						
Cooling:	A/C, same ducts	Unfinished attic:							
Bedrooms:	2	Unfinished area:							
Family rooms:		Enclosed porch	104 SF						
Baths:	1 full, 0 half	Deck	236 SF						
Other rooms:	3								
Whirl / hot tubs:									
Add'l plumb fix:	1								
Masonry FPs:									
Metal FPs:									
Gas only FPs:									
Bsmt garage:	1								
Shed dormers:									
Gable/hip dorm:		Percent complete:	100%						

Total living area is 1,180 SF; building assessed value is \$126,300



2026 Property Records for City of Stevens Point, Portage County

June 11, 2025

# of identical OBIs: 1		Other Building Improvement (OBI)		
Main Structure		Modifications (Type, Size)		Photograph
OBI type: Garage	Width: 16 LF	Grade: D		not available
Const type: Detached, frame or cb	Depth: 24 LF	Condition: Average		
Year built: 1920	Fir area: 384 SF	% complete: 100%		
		Assessed \$: \$4,800		

Building Permits				
Issued	Permit #	Purpose	\$ Amount	Completed
2/23/2012	12-0077	Replace hwh	\$1,509	2/22/2013
12/27/2000	29617	Upgrade	\$0	12/27/2001
11/29/2000	29590	Reroof	\$0	11/29/2001

Sales History		
Date	Price	Type



TONY EVERS

GOVERNOR

KATHY BLUMENFELD

SECRETARY

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Voice (608) 264-6102 Fax (608) 264-6104

Email: wimunicipalboundaryreview@wi.gov

Web: <http://doa.wi.gov/municipalboundaryreview>

July 01, 2025

PETITION FILE NO. 14764

SUSAN PAGEL, CLERK
CITY OF STEVENS POINT
1515 STRONGS AVE
STEVENS POINT, WI 54481-3543

DESIREE REDDITT, CLERK
TOWN OF HULL
4550 WOJCIK MEMORIAL DRIVE
STEVENS POINT, WI 54482-8738

Subject: NGUYEN & MILLER ANNEXATION

The proposed annexation submitted to our office on June 09, 2025, has been reviewed and found to be in the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city..." so as, to ensure the resulting boundaries are rational and compact. The statute also requires the Department to consider whether the annexing city or village can provide needed municipal services to the territory. The subject petition is for territory that is reasonably shaped and contiguous to the City of Stevens Point, which is able to provide needed municipal services.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of administration a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please include your MBR number 14764 with your ordinance.** Ordinance filing checklist available at <http://mds.wi.gov/>, click on "Help on How to Submit Municipal Records". Email scanned copy of required materials (color scan maps with color) to mds@wi.gov or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2838>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner



MEMORANDUM

To: Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: May 5, 2025

RE: **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: The applicants are requesting annexation of the property located at 1213 Torun Road to the City of Stevens Point from the Town of Hull. The property is currently undeveloped, and the construction of a single-family residence is planned should the annexation be approved.

There are six types of annexation requests and are as follows:

- **Annexation by Unanimous Approval**
- Annexation by One-Half Approval
- Annexation by Referendum
- Annexation by City or Village Initiated Referendum
- Annexation of Town Islands
- Annexation of Territory Owned by a City or Village

As the applicants are the sole owners of the subject property, they are requesting annexation by unanimous approval. Requirements for direct annexation by unanimous approval, as outlined through Wis. Stats. 66.0217(2), are as follows:

§66.0217(2) Direct annexation by unanimous approval. Except as provided in this subsection and sub. (14), and subject to ss. 66.0301 (6) (d) and 66.0307 (7), if a petition for direct annexation signed by all of the electors residing in the territory and the owners of all of the real property in the territory is filed with the city or

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.

village clerk, and with the town clerk of the town or towns in which the territory is located, together with a scale map and a legal description of the property to be annexed, an annexation ordinance for the annexation of the territory may be enacted by a two-thirds vote of the elected members of the governing body of the city or village without compliance with the notice requirements of sub. (4). In an annexation under this subsection, subject to sub. (6), the person filing the petition with the city or village clerk and the town clerk shall, within 5 days of the filing, mail a copy of the scale map and a legal description of the territory to be annexed to the department and the governing body shall review the advice of the department, if any, before enacting the annexation ordinance. No territory may be annexed by a city or village under this subsection unless the territory to be annexed is contiguous to the annexing city or village.

The steps outlined above have been made by the applicant. Further information on this request is outlined below.

Map of Subject Property:



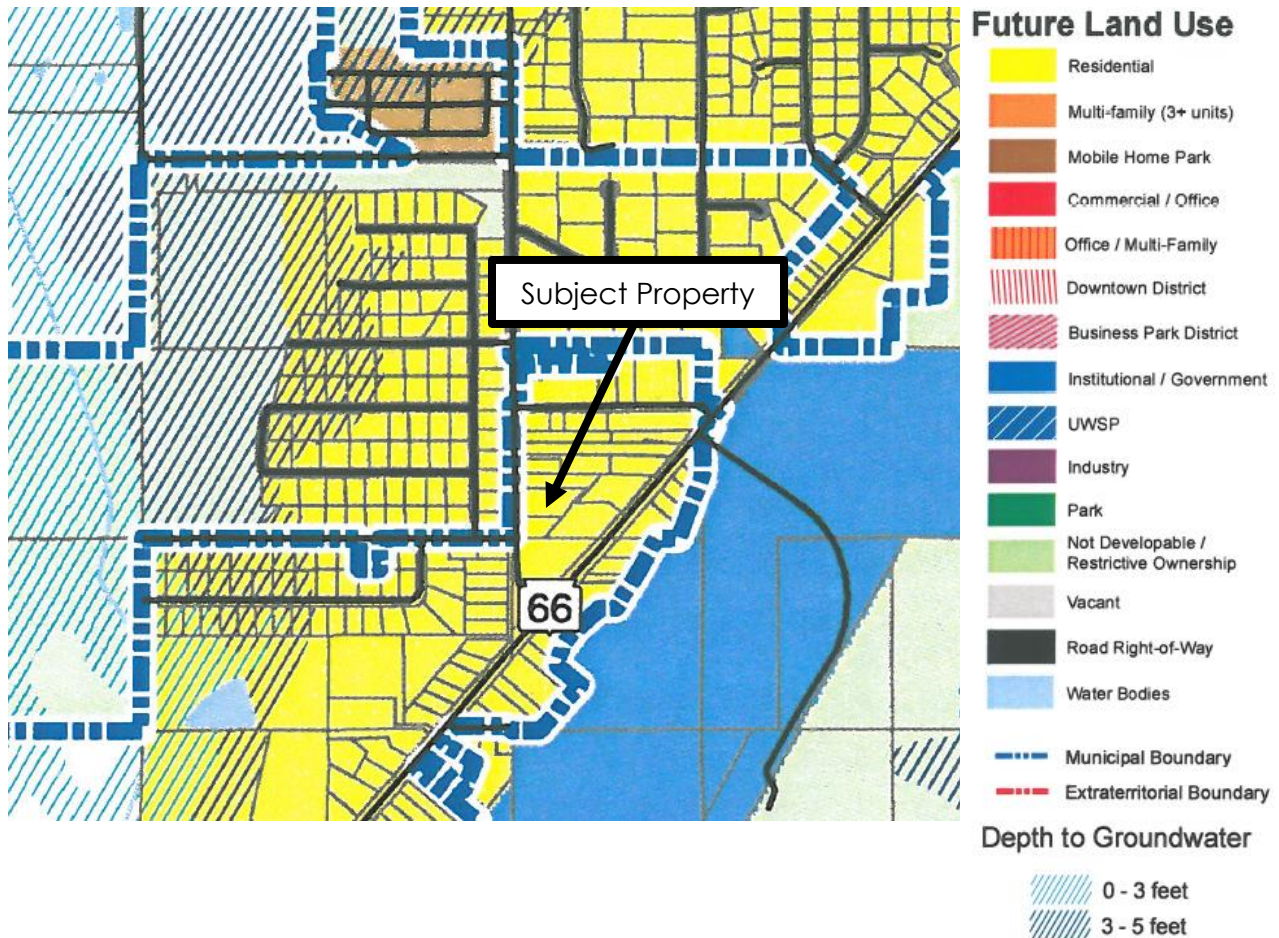
Wis. Stats. requires the Plan Commission to make a recommendation to the Common Council on any annexation request. Additionally, the City's Zoning Code requires the following regarding the zoning of any property annexed to City limits:

All territory annexed to the City of Stevens Point shall automatically become a part of the "R-LD" Low Density Residence District until definite boundaries and zoning districts are recommended by the City Plan Commission and adopted by the Common Council; provided, however, that the Common Council shall adopt definite boundaries and district regulations within 90 days from the date of the annexation. The Plan Commission may recommend definite zoning districts and

boundaries to the City Council prior to or at the time the Council acts on a proposed annexation, and may adopt definite boundaries at the time of annexation provided the public notice procedure is followed.

Consistent with the requirements above, the subject property would be automatically zoned "R-LD" Low Density Residential. Given the development pattern surrounding the subject property, the "R-LD" District would be an appropriate zoning designation. As such, a rezoning of the subject property to a different designation is not necessary after annexation.

Stevens Point Comprehensive Plan – Extraterritorial Future Land Use Map



The property in question is adjacent to the City and borders a defined single-family residential neighborhood. With a zoning designation of "R-LD" Low-Density Residential, staff believes that it is compatible with adjacent uses and consist with the long-term development pattern in this area.

The applicant intends to annex the subject property in order to obtain City utility service. The City's Future Land Use Map does not identify properties outside of City limits – however, the Comprehensive Plan's Extraterritorial Future Land Use Map classifies the property with a residential designation. Please note that this residential designation encompasses both single- and two-family residential uses.

Given the above findings, the annexation seems fitting given the contiguous nature of the property with City limits. Likewise, the property can be immediately serviced with City utilities. Although the Wisconsin Department of Administration has not provided a recommendation as of April 30th, City staff does not foresee any issues with obtaining DOA sign-off.

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



APPLICATION FOR ANNEXATION

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications if Any				Assigned Case Manager	Adam Kuhn		
Pre-Application Conference Date				Annexation Request Type	Unanimous ☒	One-Half Approval ☐	By Referendum ☐

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	Jason Nguyen & Kirsten Miller	Contact Name	
Address	5001 Beaver Dam Road	Address	
City, State, Zip	Stevens Point, WI 54482	City, State, Zip	
Telephone	605-376-0019	Telephone	
Fax		Fax	
Email	jasondnguyen@me.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☒)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
020240814-11.06		
Legal Description of Subject Property		
PT SWSW:COM 27'E & 150'N OF SW/C,N200',S89*15' E 484.25'M/L,S41*40'W TO NL BORSKI LD-252/520,N89*15'W 322.9'TO POB 2A 836626 850614 896406		
Designated Future Land Use Category		Current Use of Property
Residential		Undeveloped
Explain the land use and the development proposed for the annexation property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
The subject property is currently undeveloped. Our future intention of the property is to construct a single-family home.		
Is the proposed annexation consistent with the Comprehensive Plan? Please reference the Comprehensive Plan's Future Land Use Map and the Extraterritorial		

Land Use Map. (Use additional pages if necessary)

Yes, we plan to construct a single-family home on the property. As the City's Extraterritorial Future Land Use Map identifies the subject property for residential use, we believe that the proposed annexation is consistent with the Stevens Point Comprehensive Plan.

Is a permanent zoning classification being requested for the annexation territory? If yes, please state the proposed zoning classification and provide reasoning. (Use additional pages if necessary)

Property that is annexed into City limits are automatically zoned "R-LD" Low-Density Residential. Given the future land use of the property, along with lots to the east already being zoned Low Density Residential, a rezoning of the property will not be necessary.

Current Zoning Surrounding Subject Property (City or County zoning)

North:	"R-1" Suburban Single-Family Residential	South:	"R-2" Single-Family Residential (County)
East:	"R-LD" Low Density Residential	West:	"R-1" Suburban Single-Family Residential

Current Land Use Surrounding Subject Property

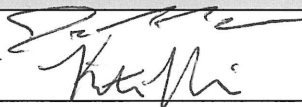
North:	Single-Family Residential	South:	Single-Family Residential
East:	Single-Family Residential	West:	Single-Family Residential

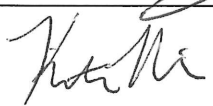
EXHIBITS

Owner Information Sheet	☐	Additional Exhibits If Any:
Letter to District Alderperson	☐	
Site Map or Certified Survey Map (outlining annexation property and surrounding jurisdictions)	☐	
Signed Petition (signed by electors and property owners within the annexation area)	☐	

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
	4/23/25		4/23/25



April 22, 2025

Ald. Dean Shuda
Eighth District Alderperson
City of Stevens Point
5000 Norway Pine Drive
Stevens Point, WI 54482

RE: Notice of Application for Annexation of the Property Located at 1213 Torun Road

Dear Alderperson Shuda,

The intent of this letter is to provide you notice of the proposed annexation of certain real estate located in the Town of Hull to the City of Stevens Point. A copy of the application for annexation that will be submitted to the City of Stevens Point is enclosed for your reference. The annexation request is slated to be brought before the City's Plan Commission for consideration on May 5, 2025.

Please feel free to reach out to me with any questions.

Sincerely,



Jason Nguyen



Kirsten Miller

AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF STEVENS POINT

(Property at 1213 Torun Road)

The Common Council of the City of Stevens Point,
Portage County, Wisconsin, do ordain as follows:

SECTION I: Territory Annexed. Pursuant to Wis. Stat. §66.0217(2) the following described territory shall be detached from the Town of Hull, Portage County, Wisconsin and is annexed to the City of Stevens Point, Portage County, Wisconsin:

The scale Annexation Map and land description are attached hereto as Exhibit 'A' and shall become a part of this ordinance.

SECTION II: Effect of Annexation. From and after the date of this ordinance, the territory described in Section I shall be a part of the City of Stevens Point for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Stevens Point and school district.

SECTION III: Zoning Classification. All such land being annexed to the City of Stevens Point shall be temporarily designated "RLD" Residential Low Density District for zoning purposes. Permanent zoning shall be approved by the Common Council of the City of Stevens Point.

SECTION IV: State Legislative, County Supervisory, and City Aldermanic District Designation. The territory described in Section I lying in the **Town of Hull** shall remain a part of the 24th State Senate District, remain a part of the 71st State Assembly District, shall become a part of the 8th County Board Supervisory District, become a part of the 8th Aldermanic District, and shall become part of the 24th Ward of the City of Stevens Point subject to the ordinances, rules and regulations of the City, County, and State governing districts.

SECTION V: Population. The population of the annexed territory is zero (0).

SECTION VI: Severability. If any provision of this ordinance is invalid or unconstitutional or if the application of this ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect any provisions or application of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

SECTION VII: Tax Payment. Pursuant to Wis. Stat. §66.0217 (14) the City of Stevens Point shall pay annually to the Town of Hull for a period of five years, an amount equal to the amount of property taxes that the Town levied for municipal purposes on the annexed territory, as shown by the tax roll under Wis. Stat. §70.65, in the year in which the annexation is final.

SECTION VIII: Review. The State of Wisconsin, Department of Administration, has reviewed the annexation and issued its determination.

SECTION IX: Effective Date. This ordinance shall take effect upon passage and publication as provided by law.

APPROVED: _____
Mike Wiza, Mayor

ATTEST: _____
Susan Pagel, City Clerk

Dated: April 25, 2025
Adopted:
Published:

This instrument drafted by:
Pat Fuehrer
Engineering Division
City of Stevens Point

PETITION FOR ANNEXATION
DIRECT ANNEXATION BY UNANIMOUS APPROVAL
WIS. STATS. 66.0217(2)

TO: City of Stevens Point
Attn. City Clerk
1515 Strong's Avenue
Stevens Point, WI 54481

WITH SIGNED COUNTERPART COPIES TO:

Town of Hull
Attn. Town Clerk
4550 Wojcik Memorial Drive
Stevens Point, WI 54482

Wisconsin Department of Administration
Attn. Municipal Boundary Review
PO Box 1645
Madison, WI 53701-1645

FROM: Jason D Nguyen & Kirsten L Miller, 5001 Beaver Dam Road, Stevens Point, WI 54482

THIS PETITION ("Petition") is made by Petitioners on April 22, 2025.

1. **Petition of Annexation; Legal Description of Property.** Petitioners hereby petition and request that the real property described on Exhibit A, attached hereto (herein the "Property"), be detached from the Town of Hull, Portage County, Wisconsin, and be annexed to the City of Stevens Point, Portage County, Wisconsin. The Tax Key Numbers for the Property are as follows:

<u>Tax Key Numbers</u>	<u>Owners</u>
020-24-0814-11.06	Jason D Nguyen Kirsten L Miller

2. **Ownership of Property; Scale Map.** Petitioners are the sole owners of the Property, which consists of 2.0 acres, and is further described on the Scale Map attached hereto as Exhibit B.
3. **Population.** Petitioners represent and state that the Property is solely owned by the Petitioners and that zero (0) persons reside within the Property; the Property is currently undeveloped.

4. **Direct Annexation.** Petitioners make this Petition pursuant to Section 66.0217(2) of the Wisconsin Statutes as a request for direct annexation by unanimous approval of the sole owners of the Property, the Petitioners.
5. **Acknowledgement.** The undersigned owners acknowledge that this Petition, the Legal Description (Exhibit A) and the Scale Map (Exhibit B) have been prepared in accordance with Section 66.0217, Wis. Stats., and that the undersigned has or will provide all required fees to process this Petition.

Owners & Petitioners



Jason D Nguyen



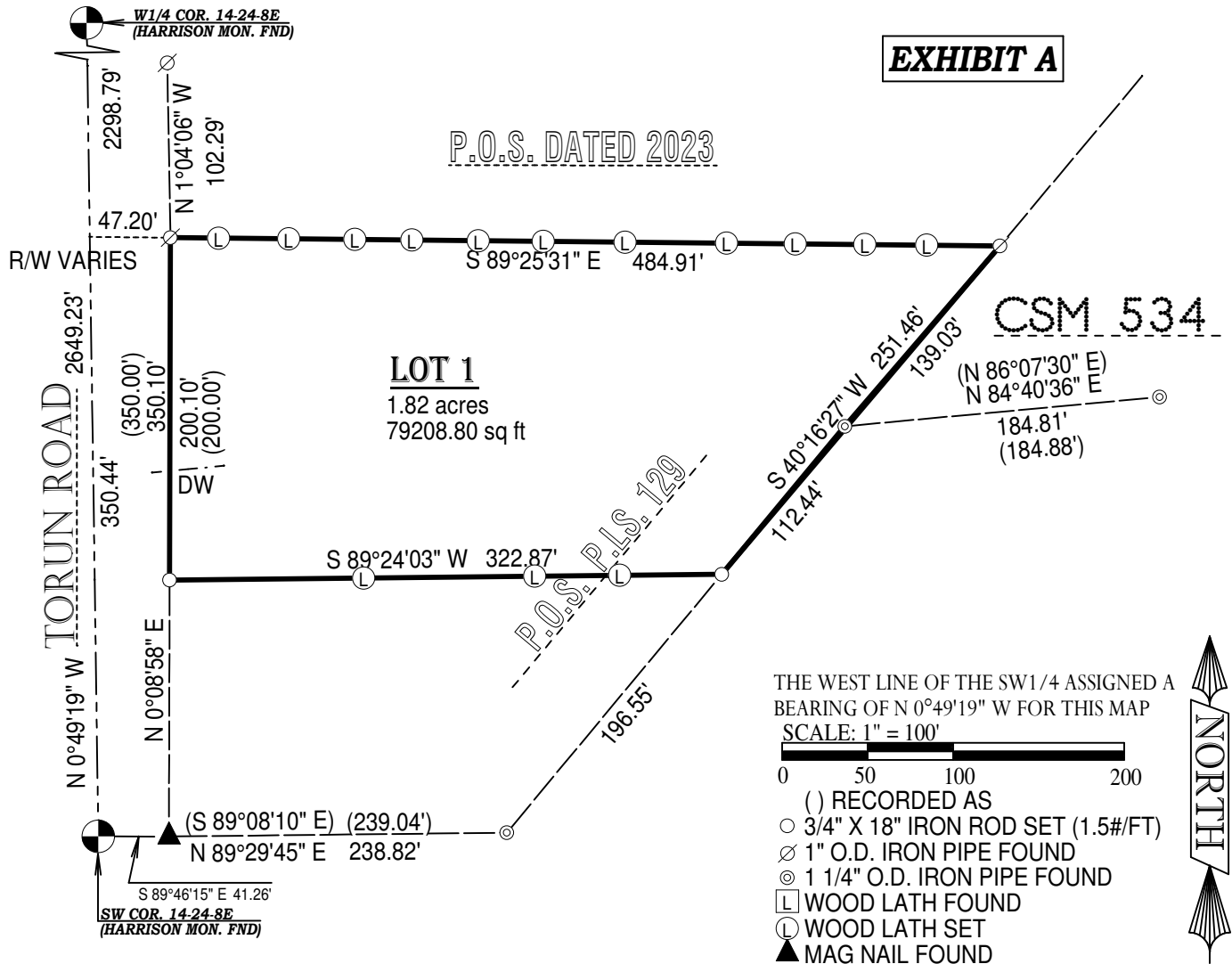
Kirsten L Miller

Document Drafted By:
Adam Kuhn, AICP
Associate Planner / Zoning Administrator
1515 Strongs Avenue
Stevens Point, WI 54481

ANNEXATION

This map DOES NOT transfer property ownership. Sale or transfer of property requires a recorded deed.

BEING PART OF THE SW1/4 SW1/4 OF SECTION 14, TOWNSHIP 24 NORTH, RANGE 8 EAST, TOWN OF HULL, PORTAGE COUNTY, WISCONSIN.

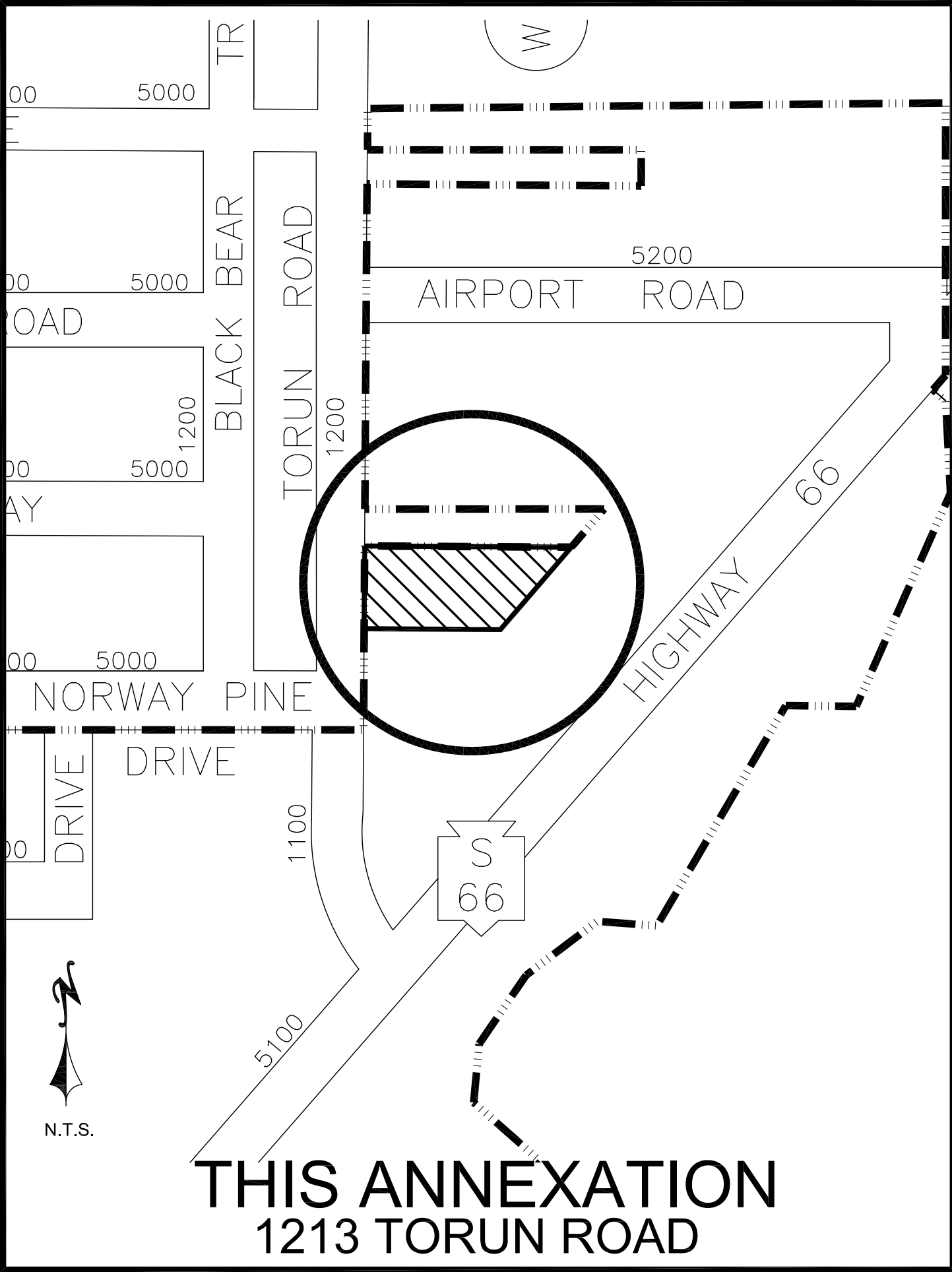


LEGAL DESCRIPTION:

Being part of the SW1/4 SW1/4, Section 14, Township 24 North, Range 8 East, Town of Hull, Portage County, Wisconsin, bounded and described as follows:

Commencing at the SW Cor. 14-24-8E;
Thence N 0°49'19" W, a distance of 350.44';
Thence S 89°25'31" E, a distance of 47.20' to an iron monument said point being the POINT OF BEGINNING;
Thence S 89°25'31" E, a distance of 484.91' to an iron monument;
Thence S 40°16'27" W, a distance of 251.27' to an iron monument;
Thence S 89°24'03" W, a distance of 322.87' to an iron monument;
Thence N 0°08'58" E, a distance of 200.10' to an iron monument being the POINT OF BEGINNING; subject to right-of-ways, easements, restrictions and reservations of record, IF ANY.

Exhibit B



From: [Allison C. De Franze](#)
To: [Corey Ladick](#)
Subject: Re: Notice of Claim
Date: Monday, June 16, 2025 3:39:51 PM

Hi Corey,

I am in receipt of the claim that has been filed by Suhyoon Bae against the City of Stevens Point, for damage allegedly caused by a rock that was blown into her vehicle by a city employee using a leaf blower. As you are aware, the City of Stevens Point is self-insured for this loss and should the city decide to settle this matter, the settlement would come from city funds.

After reviewing all attached documentation, including the claimant's dash cam, it is my opinion that the damage to Ms. Bae's vehicle occurred in the area between where the two city crews were working. While I agree that a rock may have done the damage, I disagree that it was a city leaf blower that was responsible for the damage. It appears unlikely that a leaf blower would blow a rock with such force, that far into the street. It is more likely that the rock that damaged Ms. Bae's door was kicked up from a passing vehicle.

Finally, the burden of proof is on the claimant to prove that these damages occurred as a result of the city's actions. Since there is no proof that this is the case, it would be my recommendation that this claim be denied.

Please let me know if any questions, or if you would like to discuss further.

Thank you,

From: Corey Ladick <CLadick@stevenspoint.com>
Sent: Thursday, June 12, 2025 3:27 PM
To: Allison C. De Franze <allisond@cvmic.com>
Subject: FW: Notice of Claim

Hi Allison,

I also submitted this claim in Origami. Below is the statement from our DPW superintendent who also reviewed the claim information and video:

“Good morning Corey,

I guess I have a couple thoughts on it. Considering she changed lanes to move away from us, there is no way from that distance and with a leaf blower that we could do that sort of damage. The rock that was kicked up came from the passing car. Not from us blowing rocks towards traffic. That is not the

norm for this procedure. You can hear the rock hit very clearly and it is when she is between our crews and at the same time as the oncoming car passed.

Thanks, Luke”

Corey Ladick, CPFO, MBA
Comptroller-Treasurer
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
715-346-1574

From: Susan Pagel <spagel@stevenspoint.com>
Sent: Wednesday, June 11, 2025 3:24 PM
To: Corey Ladick <CLadick@stevenspoint.com>; Andrew Beveridge <ABeveridge@stevenspoint.com>
Cc: Becky Kalata <bkalata@stevenspoint.com>
Subject: Notice of Claim

Good afternoon,

Please see the attached notice of claim that was submitted to the Clerk’s office for damages today, June 11, 2025.

Thank you!

Susan Pagel, City Clerk
City of Stevens Point
1515 Strongs Ave, Stevens Point, WI 54481
(715) 346-1569

CITY OF
STEVENS POINT
NOTICE OF CLAIM

RECEIVED

JUN 11 2025

CITY CLERK'S
OFFICE

Name: Suhyeon Bae

Incident/Accident Information

Address: 1957 Prairie St
Stevens Point, WI 54481

Date: 06/04/2025

Time: 09:10 am

Phone: 715-310-0394

Location: Church st near AutoZone.

CIRCUMSTANCES OF CLAIM

In the space below briefly describe the circumstances of your claim. (Attach additional sheets, if necessary) For auto damage, attach a copy of the policy report (if any), a diagram of the accident scene indicating north, south, east or west corners if the accident occurred at an intersection. For bodily injury, indicate nature of injury and whether or not medical attention was sought along with the name of medical care provider. Also identify any witnesses to the accident/incident.

Road crew was blowing debris/broken road towards the road in front of Walgreens while Suhyeon was driving towards McDill pond. Several rocks came flying at my car - one hit my car, and another flew passed my windshield as shown in my dashcam. Damage to my car is on the driver side door pannel about 2-3 inches.

Signed: 배서연

Date: 06/11/2025

CLAIM

(NOTE: you are not required to make a claim at this time. As long as you have the filed the above Notice of Claim you may file a claim with the City at any time consistent with the applicable statute of limitations. However, in order for the City to formally accept or deny your claim at this time, the following claim must be completed and signed.)

The undersigned hereby makes a claim against the City of Stevens Point arising out of the circumstances described above in the amount of \$ 969.55.

To process this claim it is necessary to detail all damages being sought.

The dashcam footage and pictures of the damage will be emailed to the provided email address.

Signed: 배서연

Date: 06/11/25

Address: 1957 Prairie St
Stevens Point, WI, 54481

The insurance company will not participate as the damage (\$969.55) is lower than ~~Suhyeon's~~ the deductible.

Progressive Universal Insurance Co

Estimate ID
25-982581690-01
Original
Claim Number
25-982581690-01

Owner
SUHYOON BAE

Insured
SUHYOON BAE

Appraiser
SHAUNDA OGBONNA PEG
(440) 910-3713 (Work)
peg_support@progressive.com

Underwriter
Progressive Universal Insurance Co

Progressive Universal Insurance Co

Claim Number
25-982581690-01

Adjuster
JACQUE NORTON
(440) 697-8569 (Work)

Deductible
2000.00 - Not Waived

Reported Date
06/04/2025

Loss Date
06/04/2025

2010 Toyota Prius II 4 Door Sedan 1.8L 4 Cyl Hybrid Injected Auto Trans FWD

Exterior Color
070 (Blizzard Pearl)

License
WI-ADJ-7810

VIN
JTDKN3DU5A5158783

Drivable
Yes

Odometer
176653

Mitchell Service Code
911208

Options

Air Conditioning	Alum/Alloy Wheels	AM-FM Stereo	Anti-Lock Brake Sys. (ABS)	Automatic Headlights
Auxiliary Input	CD Player	Cloth Seat	Cruise Control	Driver-Front Air Bag
Electric Defogger	Electronic Stability Control	First Row Bucket Seat	Heated Mirror	Keyless Entry System
Left-Curtain Air Bag	MP3 Player	Passenger-Front Air Bag	Power Door Locks	Power Remote Mirror
Power Steering	Power Windows	Rear Bench Seat	Rear Gate Wiper	Rear Spoiler
Second Row Side Airbag With Head Protection	Side Airbags	Smart Key System	Steering Wheel Mounted Audio Control	Tilt Steering Wheel
Tire Pressure Monitoring System	Tonneau Cover	Traction Control/Electronic	Trip Computer	

SUHYOON BAE | 2010 Toyota Prius II

Parts Profile
MARSH WI All Part Types

Parts Profile Version
3.0

			LABOR			PART				
Line #		Description	Operation	Type	Total Units	Type	Number	Qty	Total Price	Tax
Front Door										
1	101329	L Frt Door Repair Panel (HSS)	Repair	Body*	2.0*#	Existing				

Committed On
6/6/2025
01:51 PM

Version
Mitchell Estimating 25.1
OEM MAY_25_V

Mitchell Cloud Estimating™
Copyright 1994-2025 Mitchell International, Inc.
All Rights Reserved

Printed On
6/6/2025
01:51 PM

Profile
CENTRAL WI All Part Types
Profile Version
170

Page 1 of 5

Estimate Totals

Paint Materials:

- Refinish Units: 4.2 units
- Rate: \$55.00
- Rate Max: 99.9 units
- Additional Rate: \$0.00

Gross Totals Amount

Gross Total \$969.55

Adjustments Amount

Deductible -\$2,000.00

Total Customer Responsibility -\$969.55

Taxable \$234.00

Tax 5.5000% \$12.87

Non-Taxable \$0.00

Pre-Tax Discount 0.00% \$0.00

Costs Total \$246.87

Taxable \$919.00

Tax \$50.55

Non-Taxable \$0.00

Pre-Tax Discount 0.00% \$0.00

Gross Total \$969.55

Net Estimate Total \$0.00

This estimate has been prepared based on the use of one or more replacement parts supplied by a source other than the manufacturer of your motor vehicle. Warranties applicable to these replacement parts are provided by the manufacturer or distributor of the replacement parts rather than by the manufacturer of your motor vehicle.

All manufacturers requirements regarding seat belt and supplemental restraint system replacement must be adhered to. If additional parts or operations are necessary to properly accomplish this, please contact the estimating claims rep.

This is a damage assessment only - Not an authorization to repair-based on damage visible or certain at the time it was written.

If frame or unibody repair is included on this estimate, the amount shown includes time or allowance for measuring before, during and after those repairs.

The owner of the vehicle may select the repair facility of his/her choice.

To ensure proper and prompt payment for additional damage discovered during the course of repairs, contact Progressive for supplement handling procedures.

Progressive honors the prevailing labor market rate in your area for your property. If you choose a shop that charges in excess of the

Shop Signature: _____ Est. completion Date: _____

Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or file a claim containing a false or deceptive statement is guilty of insurance fraud.

Disclaimer: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Estimate Event Log

Job Created	6/4/2025 02:54 PM
Estimate Started	6/4/2025 02:54 PM
Estimate Printed	6/6/2025 01:51 PM
Estimate Committed	6/6/2025 01:51 PM
Estimate Version	0
Estimate Retrieval ID	10006242893