

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

**October 22, 2025 - 4:00 PM
City Conference Room - 1515 Strongs Avenue**

Meeting Items

1. Roll Call.
2. Minutes of the July 9, 2025 meeting.
3. Appeal of notice/service charge for property maintenance violation:
 - a. 400 West Street North.
 - b. 1824 College Avenue.
 - c. 1741 College Avenue.
4. Adjournment.

RMC – Revised Municipal Code

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure reasonable accommodations can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481. Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

ADMINISTRATIVE APPEALS BOARD
July 9, 2025 - 4:00 PM
City Conference Room - 1515 Strongs Avenue

MINUTES

Meeting Items

1. Roll Call.

Present:

Ald. Birr, Kneebone, Lang, Member Speckmann.

Excused:

Member Tiffany.

2. Election of Chair.

Clerk Pagel called for nominations for Chair of the Administrative Appeals Board.

Ald. Kneebone nominated Ald. Lang as Board Chair.

As there were no further nominations, Clerk Pagel closed nominations.

Ald. Kneebone moved, Member Speckmann seconded, to close nominations and cast a unanimous ballot for Ald. Lang as Board Chair.

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

3. Election of Vice-Chair.

Chair Ald. Lang called for nominations for Vice-Chair of the Administrative Appeals Board.

Ald. Kneebone self-nominated as Board Vice-Chair.

As there were no further nominations, Chair Ald. Lang closed nominations.

Ald. Kneebone moved, Member Speckmann seconded, to close nominations and cast a unanimous ballot for Ald. Kneebone as Board Vice-Chair.

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

4. Minutes of the March 12, 2025 meeting.

Ald. Kneebone moved, Member Speckmann seconded, to approve the minutes of the March 12, 2025 meeting.

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

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

a. 2115 Vermont Avenue.

Neighborhood Improvement Coordinator Kordus gave an overview of the violation, the preceding events, as well as his responsibility to follow up with a service fee for the failed compliance check. Mr. Kordus explained that the tenants had been evicted and this was a rare occurrence that, if he were not obligated to send the service fee, he would not have.

Ald. Kneebone spoke about feeling badly for the landlord due to the nature of the situation, highlighted that the landlord was the one to call the city to report, and would motion to waive the fee.

Member Speckmann spoke about fees being passed onto the tenant in the form of a security deposit and asked if there was one.

Ms. Gosh spoke about there being a \$500 security deposit. However, they are looking at additional damages totaling \$12,500.

Member Speckmann spoke about Neighborhood Improvement Coordinator Kordus never requesting approval to waive the fee. Therefore, in this situation, he will second the motion.

Ald. Lang spoke about the need for people to come forward in good faith and thanked the landlord for working with the city.

Ald. Birr spoke in agreement with what had been said.

Neighborhood Improvement Coordinator Kordus thanked the landlord for coming forward from an enforcement standpoint and that this was a good example of the city showing leniency.

Ald. Kneebone moved, Member Speckmann seconded, to approve the appeal and waive the fine.

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

6. Schedule date and time of the next meeting.

Ald. Kneebone moved, Ald. Lang seconded, to hold meetings when there are at least two appeal cases on the third Wednesday of the month as the case load demands.

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

7. Adjournment.

Adjourned at 4:12 p.m.



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

or Email To:
 clerk@stevenspoint.com

PROPERTY APPEAL FORM

RECEIVED
 AUG 29 2025
 CITY CLERK'S OFFICE

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

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

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

ADDRESS OF PROPERTY: 400 WEST STR. NORTH OWNER OF PROPERTY: MARK SZCZEPANSKI
 INDIVIDUAL FILING APPEAL: MARK SZCZEPANSKI RELATION TO PROPERTY: OWNER
 CONTACT PHONE: (715) [REDACTED] EMAIL ADDRESS: _____

ALLEGED VIOLATION: Couch on the curb VIOLATION ID #: _____

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

RESULTS OF THAT DISCUSSION:

TO FILL OUT THIS FORM

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

I was not notified - notification sent to wrong person in San Diego CA. and wrong address on top of it. I am and established with the department that I am the primary person to be notified. Couch was left way in the back of the property e out of sight. - almost impossible to inspect on a daily basis. - was left by people on Johns Drive (not west street North) Johita is under care e not able to respond - I need to be notified

SIGNATURE OF APPELLANT: [Signature] DATE: 8-29-25
 PRINT NAME: MARK SZCZEPANSKI APPELLANT'S ADDRESS: 810 Woodview dr. Stevens Pt. 54482



Memo

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

To: Public Protection Committee
From: Mark Kordus
CC: Jarod Kivela & Andrew Beveridge
Date: 10/9/25
Subject: 400 West St. N. – Case RAC-2025-0773

On 8/12/25 around 11:00 AM Mark Kordus observed a couch at 400 West St. N. The item was pink tagged. On 8/14 a re-inspection occurred and the item was still there. Abatement occurred on 8/15 at 12:30 PM over 3 days after they were initially tagged. The owner did come into the office and said he didn't believe that the couch was his tenants but instead came from across the street (Johns Drive). I asked if he had talked to his tenants to confirm this, he indicated that he did not.





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PROPERTY APPEAL FORM

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

ADDRESS OF PROPERTY: 1824 College Ave OWNER OF PROPERTY: RS Legacy Investments

INDIVIDUAL FILING APPEAL: Walter RELATION TO PROPERTY: owner

CONTACT PHONE: [Redacted]

ALLEGED VIOLATION: bulk waste at curb early VIOLATION ID #: RAC-2025-00769

HAVE YOU SPOKEN WITH THE ISSUING AGENT (REQUIRED): No [X] YES [] AGENT: []

RESULTS OF THAT DISCUSSION:

n/a

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

We're newly established landlords who recently acquired this property and are actively working to improve the quality of student housing in Stevens Point. We're learning quickly and committed to building strong systems that align with city standards. This violation was unexpected, and we respectfully ask for leniency as we integrate these lessons into our operations. Stevens Point means a great deal to us — we're here for the long haul and want to contribute positively to the community.
Additionally, could you please clarify what the "Inspection after Slip" and "Nuisance Abatement" charges specifically refer to? We'd like to fully understand the nature of these items so we can prevent similar issues going forward.

SIGNATURE OF APPELLANT: Walter Roth Digitally signed by Walter Roth Date: 2025.09.03 15:56:36 -05'00' DATE: 09/03/2025

PRINT NAME: Walter Roth APPELLANT'S ADDRESS: 3408 Teton Dr. Stevens Point, WI 54481E



Memo

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

To: Public Protection Committee
From: Mark Kordus
CC: Jarod Kivela & Andrew Beveridge
Date: 10/9/25
Subject: 1824 College Ave. – Case RAC-2025-0769

On 8/11/25 around 10:00 AM Mark Kordus observed a mattress and box spring at 1824 College Ave. The item was pink tagged. On 8/13 a re-inspection occurred and the items were still there. Abatement occurred on 8/15 at 12:15 PM over 4 days after they were initially tagged. No one had contacted our office after the notice was sent, or prior to filing this appeal.

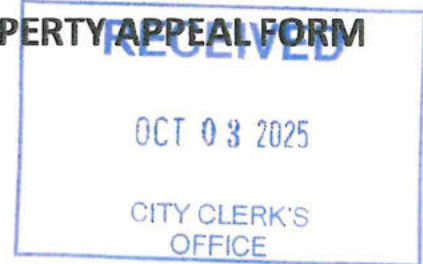




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PROPERTY APPEAL FORM



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

ADDRESS OF PROPERTY: 1741 College Avenue OWNER OF PROPERTY: Robin & Jacqueline Engum
INDIVIDUAL FILING APPEAL: Jacqueline Engum RELATION TO PROPERTY: owner
CONTACT PHONE: [REDACTED] EMAIL ADDRESS: [REDACTED]

ALLEGED VIOLATION: Bulk Waste at Curb Early VIOLATION ID #: RAC-2025-000865

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

RESULTS OF THAT DISCUSSION:

[Empty box for results of discussion]

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

We own the property at 1741 College Avenue which is currently leased to students that moved into the house at the start of September 2025. On 9/20/25 USPS delivered a noncompliance notice RAC-2025-00866 regarding improperly stored trash containers. I provided a copy of notice 00866 to the tenants with instructions about how to properly USE and store the containers. Notice 00866 had a due date of 10/02/25 to correct the issue. Noncompliance notice RAC-2025-00865 was never received. We have Informed Delivery with USPS and there isn't a record of RAC-2025-00865 being delivered to our address. Had we received proper notice, we would have been able to rectify the issue immediately without the need for further action. I have attached copies of the notice that was received along with a copy of the USPS informed delivery for that notice. We should have received proper notification of RAC-2025-00865 so that it could have been taken care of before the need to schedule an abatement and subsequent invoice.

SIGNATURE OF APPELLANT: Jacqueline Engum DATE: 9-29-25
PRINT NAME: Jacqueline Engum APPELLANT'S ADDRESS: 3034 Campsite Drive Stevens Point, WI 54482



Wednesday, September 17, 2025

ID#: RAC-2025-00866

ROBIN W. ENGUM
3038 CAMPSITE DR
STEVENS POINT, WI 54482

**NONCOMPLIANCE NOTICE:
TRASH CONTAINERS IMPROPERLY STORED AT 1741 COLLEGE AVE**

Dear Robin W. Engum,

An inspection of the property located at 1741 COLLEGE AVE was made on 09/17/2025. As a result of this inspection, the condition below was observed:

Condition:

- o Trash containers have been left at the curb all week. A pink slip was left in the issue is still remains, please correct prior to the due date Must be corrected by: 10/02/2025

Storage of Refuse and Recyclables and Related Containers 21.03(4): 21.03(4) Every owner or occupant of a premise or premise unit shall store and dispose of all rubbish in a clean, sanitary and safe manner. Recyclable and refuse containers shall be stored with their lids closed and shall not impede any exit from the structure. Recyclables and refuse items shall not be stored outside of the containers. Recyclable and refuse containers shall not be stored between a public right-of-way and the nearest plane of a dwelling that faces such right-of-way (excluding porches, stoops, landings, access ramps, decks, or other similar improvements) unless: (i) such right-of-way is an alley; (ii) the containers are placed out for purposes of collection no sooner than the day before collection and the end of the day after collection; or (iii) if in order to comply with (4) above, the owner or occupant would be required to store the containers in a garage or to transport the containers more than five (5) feet over a grassed area because a garage is the nearest front plane of the dwelling. Under these circumstances, the containers may be stored directly in front of the garage and stacked no more than two containers deep at any one location.



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



Jacqueline Engum [REDACTED]

Your Daily Digest for Sat, 9/20 is ready to view

1 message

USPS Informed Delivery <USPSInformeddelivery@email.informedelivery.usps.com>

Sat, Sep 20, 2025 at 7:32 AM

To: [REDACTED]



COMING TO YOU SOON

Hi, Jacqueline!

You have 2 mailpiece(s) and 0 inbound package(s) arriving soon.

2

Mailpiece(s)

0

Package(s)

Saturday

20 September 2025

MAIL

[View Dashboard](#)

Expected Today

2 item(s)

FROM: Ford-ID-0925

CITY OF STEVENS POINT
1515 STRONGS AVENUE
STEVENS POINT, WI 54481

FIRST-CLASS
AUTO LETTER



US POSTAGE

29 54401 \$ 000.67²
03 39
0099034246 989 17 2025

ROBIN W. ENGUM
3038 CAMPSITE DR
STEVENS POINT, WI 54482

NONCOMPLIANCE

048 GSI-SMB 54482



Do more with your mail



Set a Reminder

PACKAGES

[View Dashboard](#)

No packages are available to display.


Robin Engum
3038 Campsite Dr.
Stevens Point, WI 54482

RECEIVED
OCT 03 2025
CITY CLERK'S
OFFICE

MILWAUKEE WI 530
1 OCT 2025 PM 8 L



1775 77025

*City Clerks Office
Attn: Administrative Appeals Board
1515 Strong's Ave.
Stevens Point, WI 54481*

54481-354315



Memo

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

To: Public Protection Committee
From: Mark Kordus
CC: Jarod Kivela & Andrew Beveridge
Date: 10/9/25
Subject: 1741 College Ave. – Case RAC-2025-0865

On 9/15/25 around 9:00 AM Mark Kordus observed bags of trash and debris at 1741 College Ave. The items were pink tagged. On 9/17 a re-inspection occurred and the items were all still there. Abatement occurred on 9/17 at 11:15 AM. No one had spoken to me after the notice was sent or before the appeal was filed. It appears there may be some confusion from the owners perspective as there was another parallel case (866) for trash containers that had been left at the curb for the entire week. The trash cans were tagged as a courtesy for the tenants and a notice sent to the owners, in that similar but unrelated case. Which was subsequently closed without additional follow-up enforcement.

