

**City of Stevens Point
REGULAR COUNCIL MEETING**

**Council Chambers
County-City Building**

**August 19, 2013
7:00 P.M.**

1. Roll Call.
2. Salute to the Flag and Mayor's opening remarks.
3. Consideration and possible action of the minutes of the Regular Common Council meeting of July 15, 2013 and the Special Common Council meetings of July 22, August 6, and August 12, 2013.
4. *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.
5. Persons who wish to address the Mayor and Council for up to three (3) minutes on a non-agenda item.

Consideration and Possible Action on the Following:

6. Appeal Hearing – St. Stevens Parish appeal of the Historic Preservation/Design Review Commission's denial of its application to demolish the former convent building.
7. Minutes of the Plan Commission meeting of August 5, 2013.
8. Public Hearing – Conditional Use Permit – constructing an attached garage using the "R-TND" Traditional Neighborhood Development Overlay District minimum side-yard setback requirements at 2024 Wyatt Avenue (Parcel ID 2408-32-4046-14).
9. Resolution on the above.
10. Public Hearing – Conditional Use Permit – Constructing an 8-unit townhouse style apartment complex, at the southeast corner of Echo Dells Avenue and River View Avenue (Parcel ID 2308-05-4300-36).
11. Resolution on the above.
12. Public Hearing – Conditional Use Permit - Constructing a car dealership and service facility within the wellhead protection district zone B at 3700 North Point Drive (Parcel ID 2408-27-2001-05).
13. Resolution on the above.
14. Minutes and actions of the Public Protection Committee meeting of August 12, 2013 and the minutes of the Special Public Protection Committee meeting of August 6, 2013

15. Minutes and actions of the Finance Committee meeting of August 12, 2013.
16. Minutes and actions of the Board of Public Works meeting of August 12, 2013 and the minutes of the Special Board of Public Works meeting of July 15, 2013.
17. Ordinance Amendments – Traffic -- Ellis Street.
18. Minutes and actions of the Personnel Committee meeting of August 12, 2013 and the actions of the Special Personnel Committee meeting of August 19, 2013.
19. Discussion and possible action on guidelines relating to Domestic Partnership Coverage on the City's High Deductible Health Plan.
20. Minutes and actions of the Board of Water & Sewerage Commissioners meeting of August 12, 2013.
21. Minutes and actions of the Police and Fire Commission meeting of August 6, 2013 and the minutes of the Special Police and Fire Commission meeting of July 23, 2013.
22. Minutes and actions of the Transportation Commission meeting of July 25, 2013.
23. Statutory Monthly Financial Report of the Comptroller-Treasurer.
24. Mayoral Appointments:
 - Smongeski Health Fund
 - Reappoint Marge Molski, 800 St. Paul St
 - Reappoint Bill Zimdars, 3924 Doolittle Dr Apt. 6
 - Historical Preservation/Design Review Commission
 - Appoint Thomas Baldischwiler, 3340 Teton Drive
 - Appoint Kathy Kruthoff, 4301 Heritage Drive to Alt #2
25. 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, TDD #346-1556, 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**

Council Chambers
County-City Building

July 15, 2013
7:00 P.M.

Mayor Andrew J. Halverson, presiding

Roll Call: Ald. Doxtator, Suomi, O'Meara, M. Stroik, Slowinski, Trzebiatowski, Patton, R. Stroik, Phillips, Moore
Excused: Ald. Wiza

Also Present: City Atty. Beveridge, Clerk Moe, C/T Ladick, Directors Schatschneider, Schrader, Ostrowski, Lemke, Emergency Mgt. Director McGinty, Police Chief Ruder, Fire Chief Kujawa, Human Resources Manager Jakusz, Chris Jones-Stevens Point Journal, Gene Kemmeter-Portage County Gazette, Brandi Makuski-Stevens Point City Times.

2. Salute to the Flag and Mayor's opening remarks.

Mayor Halverson did not have opening remarks due to the length of the agenda.

3. Consideration and possible action of the minutes of the Regular Common Council meeting of June 17, 2013 and the Special Common Council meeting of June 10, 2013.

Ald. Moore moved, Ald. Trzebiatowski seconded to approve the minutes of the Regular Common Council meeting of June 17, 2013 and the Special Common Council meeting of June 10, 2013.

Roll Call: Ayes: All
Nays: None. Motion carried.

4. 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.

Mary Ann Laszewski, 1209 Wisconsin Street, Stevens Point
Item #5 – Persons who wish to address the Mayor and Council

Reid Rocheleau, 408 W Cedar Street, Whiting
Item #5 – Persons who wish to address the Mayor and Council

Barb Jacob, 1616 Depot Street, Stevens Point
Item #5 – Persons who wish to address the Mayor and Council

Krista Olson, 3317 Della Street, Stevens Point
Item #6 – Ordinance Amendment Allowing Bowfishing on McDill Pond

Cathy Dugan, 615 Sommers Street, Stevens Point
Item #15 – Final Plat of Washington Terrace subdivision

5. Persons who wish to address the Mayor and Council for up to three (3) minutes on a non-agenda item.

Reid Rocheleau, 408 Cedar W, Whiting, requested the Council members have Mayor Halverson explain the \$60,000 settlement with a former employee.

Mary Ann Laszewski, 1209 Wisconsin Street, requested that the standard legal agenda procedure be followed for the scheduled public hearings in relation to the order in which citizens speak. She said that according to the Municipal Research Services Center of Washington and their standard agenda for public hearings, it is stated that the applicant of an agenda item is required to speak first to present their burden of proof for their request. Ms. Laszewski said that public testimony then follows in which the proponents of the applicant speak first; followed by the opponents. She stated this order gives the pursuit of fairness.

Barb Jacob, 1616 Depot Street, thanked the Council for retaining Edgewater Manor and asked that maintenance issues of the building be addressed before winter.

6. Ordinance Amendment – Allowing bowfishing on McDill Pond (Section 24.14(5) of the RMC).

Krista Olson, 3317 Della Street, Secretary/Commissioner of the McDill Lake District explained the request being brought forward to the Council regarding an amendment to allow bowfishing on McDill Pond since discharging a weapon is illegal in the City limits. She said part of the McDill management strategy for the fish and restoration of the fish is to remove carp from McDill Pond and bowfishing is an opportunity to remove the carp.

Ald. Slowinski questioned if the Village of Whiting will be adopting the same ordinance.

Mayor Halverson said he understood the Village of Whiting had no interest in moving forward with the matter.

Krista Olson confirmed that the Village of Whiting decided not to go forward with the amendment as enforcement is an issue through the Village. She said they had other concerns in regard to lower Whiting Park. Ms. Olson explained the border of McDill is drawn at the Business 51 bridge and that is where the Lake District would like to see bowfishing allowed.

Ald. Slowinski **moved**, Ald. Phillips seconded to approve the amendment.

Ald. Moore asked if there has been any consideration for having the Wisconsin River included.

Mayor Halverson stated there have not been conversations about those portions of the river within the City limits, but there is bowfishing on the river as it runs through different municipalities.

Ald. Moore stated it should be looked into further.

Roll Call: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, Slowinski,
M. Stroik, O'Meara, Suomi, Doxtator
Nays: None.
Excused: Ald. Wiza. Motion carried.

7. Authorizing amendment to the Reciprocal License Agreement between the City of Stevens Point, the Community Development Authority of the City of Stevens Point and Mid-State Technical College for the purposes of allowing encroachments onto the property south of 1001 Centerpoint Drive (Parcel ID 2408-32-2029-64).

Ald. R. Stroik moved, Ald. Moore seconded, to approve the Reciprocal License Agreement.

Roll Call: Ayes: Doxtator, Suomi, O'Meara, M. Stroik, Slowinski, Trzebiatowski, Patton,
R. Stroik, Phillips, Moore
Nays: None.
Excused: Ald. Wiza. Motion carried.

8. Minutes and actions of the Plan Commission meeting of July 1, 2013.

Ald. Moore moved, Ald. Patton seconded, to approve the Minutes and actions of the Plan Commission meeting of July 1, 2013.

Roll Call: Ayes: All
Nays: None. Motion carried.

9. Public Hearing – Conditional Use Permit Amendment - to operate a body shop, relating to parking and fencing at 3725 Patch Street (Parcel ID 2308-03-2200-47).

Mayor Halverson declared the public hearing open.

Ald. R. Stroik called for point of order from City Attorney Beveridge of which the guidelines of a public hearing are to be followed.

City Attorney Beveridge said he is not familiar with any laws that dictate the order of presentations at a public hearing. He said it could be addressed by the Council moving forward if they felt such guidelines need to be established.

Mayor Halverson stated that historically people have spoken regarding the pros and cons on the issues and the Council has listened and made their judgments.

Roger Hackler, 1025 Park Street, Stevens Point said he has issues with parking in the City and questions why there are no parking garages.

Mayor Halverson stated to Mr. Hackler that this is a public hearing relating to parking and fencing at 3725 Patch Street which are the perimeters of the property being discussed.

As no one else wished to speak, Mayor Halverson declared the public hearing closed.

10. Resolution on the above.

Ald. Slowinski **moved**, Ald. O'Meara seconded, to approve the resolution on the above with an adjustment made to item #7 to include privacy slats that include 75% screening.

Ald. Trzebiatowski questioned requiring this particular body shop to have screening; whereas, Johnson Towing across the street has a chain link fence.

Mayor Halverson said it is most likely due to the fact that Johnson Towing has existed longer than a conditional use required and the zoning allows it to operate without it.

Director Ostrowski confirmed that if they existed prior to being a conditional use, they would be allowed to remain without making changes. However, if they added on to the building, they would fall back into those conditions where the Plan Commission and Council could require certain screening to be met.

Roll Call: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, Slowinski,
M. Stroik, O'Meara, Suomi, Doxtator
Nays: None.
Excused: Ald. Wiza. Motion carried.

11. Public Hearing – Rezone the property located at 3500 Main Street (Parcel ID 2408-33-1001-15) from "R-2" Single Family Residence District to "B-4" Commercial District.

Mayor Halverson declared the public hearing open.

Mary Ann Laszewski, 1209 Wisconsin Street, stated there was a verbal understanding between Mrs. Haertel and the Cemetery Association for the land. She explained the Haertel lot is adjacent to a cemetery on two sides and that is the most natural use for this corner. She said the lot's best use is spiritual and it is a morale issue.

John Okonek, 2916 Dixon Street, read a note from the pastor at St. Stan's Church and Newman Parish and the Dean from Stevens Point which urged the Council not to rezone the property to commercial use.

Albert Walkush, Chair of the Cemetery Association, said a rezoning of this property would be an invasion of the cemetery that has been there for over 75 years.

Roy Shafranski, 1300 Sixth Avenue, said the area is a spiritual place and would like to see it maintained that way.

Bill Maher, 1100 Brawley Street, stated it is not right to add a commercial development on the corner of that block. He also assured the Council that the Catholic Cemetery Association is sound and will be supportive.

Cathy Dugan, 615 Sommers Street, asked that the Council deny the rezoning to commercial and keep it residential as it would impact the peace and quiet of the burial sites.

Bernice Sevenich, 1324 Fourth Avenue, said there are other areas in town which can support a commercial tax base.

Barb Jacob, 1616 Depot Street, also spoke in opposition of the property being rezoned to commercial.

Reid Rocheleau, 408 Cedar W, Whiting spoke about the comprehensive plan which lists the property as residential.

Nancy Schultz, 925 Smith Street, said she was in opposition of the rezoning and putting a commercial business on this property is unnecessary.

Helen Gollon, Plover, also requested the property be kept in its current zoning.

Grace Mitchell, 3632 Prais Street, said the property is a sacred place and should be honored as such.

As no one else wished to speak, Mayor Halverson declared the public hearing closed.

12. Ordinance Amendment on the above.

Mayor Halverson explained the ordinance in the Council packet differs from the public hearing notice which highlighted B-4 Commercial as the potential rezoning; however, the Plan Commission had moved forward with B-1 Neighborhood Commercial.

Ald. Trzebiatowski moved, Ald. Suomi seconded to deny the rezoning of the property at 3500 Main Street.

Ald. Patton asked Director Ostrowski to inform the Council on what could be constructed now and what could be constructed under a B-1 zoning.

Director Ostrowski explained the existing zoning would allow any single type family structure as well as conditional use through churches or schools whereas, the B-1 zoning would allow smaller commercial or retail office type uses or small branch banks/offices but would not allow large scale commercial. He said through the conditional use process, there could be a gas station but that would have to be approved through Plan Commission and Council.

Ald. Patton then asked how close grave sites could be to the street if the land were vacant.

Director Ostrowski said they are probably within 20' of the back of the sidewalk.

Ald. Patton questioned if Town of Hull's zoning behind the Airport Bar would allow some type of commercial development.

Director Ostrowski said the zoning behind the Airport Bar is B-1 Neighborhood Business, which is the same zoning the Plan Commission recommended for this property.

Ald. Moore moved, Ald. Patton seconded, to approve the ordinance amendment on the above.

Roll Call: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, Slowinski,
M. Stroik, O'Meara, Suomi, Doxtator
Nays: None.
Excused: Ald. Wiza. Motion carried.

15. Resolution - Final plat of the Washington Terrace subdivision (Parcel ID 2408-28-4001-06).

Ald. O'Meara moved, Ald. Phillips seconded to approve the resolution.

Cathy Dugan, 615 Sommers Street, said the only down side to the subdivision plat is limited green space. She encouraged a neighborhood park in the subdivision.

Roll Call: Ayes: Doxtator, Suomi, O'Meara, M. Stroik, Slowinski, Trzebiatowski, Patton,
R. Stroik, Phillips, Moore
Nays: None.
Excused: Ald. Wiza. Motion carried.

16. Public Hearing – Conditional Use Permit to allow the installation of a 30,000 gallon above ground liquid propane tank at 2172 Prairie Street (Parcel ID's 2408-32-4014-13 and 2408-32-4014-15).

Mary Ann Laszewski, 1209 Wisconsin Street, spoke against approval of the tank and discussed possible value depreciation of the surrounding properties and the effects of an explosion on that side of the City.

Cathy Dugan, 615 Sommers Street, spoke against approval of the propane tank and requested assistance for residents to be able to relocate.

Reid Rocheleau, 408 Cedar Street W, Whiting said he owns a number of properties on Water Street and agrees there is a problem with the truck route in that particular area. He also discussed the ramifications of a possible explosion of a 30,000 gallon propane tank.

William Cooper, 1320 Phillips Street, asked to continue his business and install a 30,000 gallon propane tank as it is an industrial area. He said they went through the State of Wisconsin to obtain approval and they did not deliberately avoid permits with the City. Mr. Cooper also said the land is zoned heavy industrial and the Fire Department was aware of the installation of the tank. He further said fencing will be put around the tank along with barb wire as he would like to keep it safe.

Mildred Neville, 1709 Jefferson Street, stated that when a conditional use is requested, it is requested for a piece of land to see if something can be done on it and that is what the Council should be considering. She instructed Council members to view the property as if the tank were not already in place. Ms. Neville also discussed some of the standards of the conditional use not being met in this instance and the decrease of property values in this area due to the installation of the tank.

Wayne Bushman, owner of 2216 and 2240 Wood Street said the Coopers are doing what is conducive of zoning and he does not believe it produces any more of a threat than Ferrell or Lakes Gas. He talked about the liquefied petroleum gas tanks and risk of the rail cars traveling through the City on a daily basis being more of a hazard than the Cooper tank. Mr. Bushman also stated that with the present conditions in that area, property values could not decrease any more. He said he would like to see the conditional use granted to the Coopers.

As no one else wished to speak, Mayor Halverson declared the public hearing closed.

17. Resolution on the above.

Ald. Patton moved, Ald. Phillips seconded to approve the resolution on the above.

Ald. Moore said he spoke with several business people in the area about the tank and he reported they did not have a problem with its location.

Ald. Suomi said she spoke with the neighboring property owners and she does not support this resolution due to the setback between the road and the tank not being met. She thanked the Fire Chief for her report but feels that a 30,000 gallon propane tank is not appropriate on this site.

Ald. O'Meara stated he is in support of this resolution stating it is a clean operation as the tank will be sealed and painted with a minimum risk in comparison to other contaminations.

Ald. Trzebiatowski asked if either the Fire Chief or Assistant Police Chief had knowledge of the railway tank accident that happened in Weyauwega and if they could elaborate on the incident.

Fire Chief Kujawa said there were tankers with flammable gas that were involved in the crash and cooling methods were used to prevent those tanks from exploding.

Mayor Halverson touched on the likelihood of an explosion which was outlined in the Fire Chief's report as possible, but unlikely. He said our real vulnerability is the countless rail tanks that travel through the city on a daily basis which carry hazardous material. Mayor Halverson stated that currently the tank does not meet the street setback. He called on Director Ostrowski to discuss the code setback.

Director Ostrowski stated the tank is 19' from the street property line and the M-2 zoning district would require a 40' setback.

Mayor Halverson said that is going to be one of the more difficult perimeters to meet; however, that setback is going to have to be met. He further stated a variance will probably not be granted, although Cooper has the right to take it to the Board of Appeals. Mayor Halverson repeated that it is an important setback for obvious reasons.

Director Ostrowski referred to Item #3 of the resolution which indicates that the 30,000 gallon propane tank shall meet the zoning district setback requirements of a variance for a

lesser setback if denied by the Board of Zoning Appeals. He instructed if a 40' setback is requested, Item #3 would need to be struck and add the 40' setback clause.

Mayor Halverson also touched on the fact that the property is zoned M-2 Heavy Industrial and deceit was not the intent of the property owner which should be respected as part of the thought process.

Mayor Halverson **moved** to amend the motion (within reference to the setback if a variance is not approved), that a 40' setback be required in the resolution.

Director Ostrowski stated that verbiage is already in the resolution.

Mayor Halverson reiterated if the variance is denied, Coopers will have to meet the 40' setback.

Director Ostrowski said that is correct.

Ald. Moore said Mr. Cooper wanted to put barb wire along the top of the tank and asked if that condition should be considered with the zoning.

Director Ostrowski said the Council could add that condition.

Ald. Moore **moved**, Ald. Slowinski seconded to amend the motion that barb wire be installed along the top of the tank.

Roll Call: Ayes: Majority.
Nays: Minority. Motion carried.

Mayor Halverson wanted clarification on the motion relating to the barb wire. He questioned if it is a permitted condition as part of the fencing that would surround the tank.

Ald. Moore said yes because he does not know what stipulations are at the state or federal levels, but he would like it to be allowed.

Mayor Halverson agreed and stated he highly suggests it. He reiterated the resolution has been amended and now the original resolution is before the Council.

Roll Call: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, Slowinski, O'Meara, Doxtator
Nays: Ald. M. Stroik, Suomi
Excused: Ald. Wiza. Motion carried.

18. Approval of a Settlement Agreement between the City of Stevens Point, the Community Development Authority and Marshfield Clinic relating to the construction commencement date for the Hwy 66 site.

City Attorney Beveridge explained this agenda item is related to the Developer's Agreement with Marshfield Clinic which originated in 2008. He explained in the agreement, the Clinic was to begin construction by July, 2012; however, construction was

not commenced until late November. The original agreement contained some penalties due to the City in the event the Clinic failed to meet the commencement date and this Settlement Agreement represents a resolution of differences between the two entities as to the interpretation of those provisions. City Attorney Beveridge said in terms of the settlement, the City would receive \$80,000 in compensation from Marshfield Clinic to compensate for the lost property tax revenue had construction been commenced on time. He explained the agreement also releases the City from any obligation to make road improvements on Highway 66 to service the site.

Ald. Suomi **moved**, Ald. M. Stroik seconded to approve the Settlement Agreement.

Roll Call: Ayes: Doxtator, Suomi, O'Meara, M. Stroik, Slowinski, Trzebiatowski,
Patton, R. Stroik, Phillips, Moore
Nays: None.
Excused: Ald. Wiza. Motion carried.

19. Minutes and actions of the Public Protection Committee meeting of July 8, 2013.

Ald. Suomi **moved**, Ald. R. Stroik seconded to approve the Minutes and actions of the Public Protection Committee meeting of July 8, 2013 with the exception of pulling items 2B & 2E for further discussion.

Roll Call: Ayes: Majority.
Nays: Minority. Motion carried.

Ald. Suomi called on Assistant Police Chief Skibba to discuss the Harvest Fest and Corn on the Curb events.

Assistant Police Chief Skibba said the initial recommendation was to have law enforcement present for all hours alcohol is being served; however, after reviewing the events, contractual officers were requested from 5 to 8 p.m. and then upon closing. He said for the Corn on the Curb, contractual officers would be present from 7 p.m. to 11 p.m.

Ald. Moore stated for clarification purposes, the time of the contracted officers is being shortened.

Assistant Police Chief Skibba said that is correct.

Ald. O'Meara **moved**, Ald. Moore seconded, that both agreements be amended to reflect the changed requirements for the contracted officers.

Roll Call: Ayes: Majority.
Nays: Minority. Motion carried.

20. Minutes and actions of the Finance Committee meeting of July 8, 2013.

Ald. Slowinski **moved**, Ald. Moore seconded, to approve the Minutes and actions of the Finance Committee meeting of July 8, 2013.

Roll Call: Ayes: Majority.
Nays: Minority. Motion carried.

21. Minutes and actions of the Board of Public Works meeting of July 8, 2013 and the actions taken at the Special Board of Public Works meeting of July 15, 2013.

Ald. Patton **moved**, Ald. Doxtator seconded, to approve the Minutes and actions of the Board of Public Works meeting of July 8, 2013 and the actions taken at the Special Board of Public Works meeting of July 15, 2013.

Roll Call: Ayes: Doxtator, Suomi, O'Meara, M. Stroik, Slowinski, Trzebiatowski, Patton, R. Stroik, Phillips, Moore
Nays: None.
Excused: Ald. Wiza. Motion carried.

22. Ordinance Amendments – Traffic – Place Stop Signs on Third Street and an Emergency Vehicle Parking Only sign on Maria Drive (Sections 9.06(a) 798 & 799 and 9.05 (ah) of the RMC).

Ald. Suomi **moved**, Ald. R. Stroik seconded, to approve the above ordinance amendment.

Roll Call: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, Slowinski, M. Stroik, O'Meara, Suomi, Doxtator
Nays: None.
Excused: Ald. Wiza. Motion carried.

23. Minutes and actions of the Personnel Committee meeting of July 8, 2013.

Ald. Moore **moved**, Ald. Phillips seconded, to approve the Minutes and actions of the Personnel Committee meeting of July 8, 2013.

Roll Call: Ayes: Majority.
Nays: Minority. Motion carried.

24. Minutes and actions of the Board of Water & Sewerage Commissioners meeting of July 8, 2013.

Ald. M. Stroik **moved**, Ald. Doxtator seconded, to approve the Minutes and actions of the Board of Water & Sewerage Commissioners meeting of July 8, 2013.

Roll Call: Ayes: Doxtator, Suomi, O'Meara, M. Stroik, Slowinski, Trzebiatowski, Patton, R. Stroik, Phillips, Moore
Nays: None.
Excused: Ald. Wiza. Motion carried.

25. Minutes and actions of the Police and Fire Commission meeting of July 9, 2013.

Ald. O'Meara **moved**, Ald. Moore seconded, to approve the Minutes and actions of the Police and Fire Commission meeting of July 9, 2013.

Ald. Suomi requested additional information about the plan and implementation of the inter-agency delivery system with the Town of Hull that voted to join the metro.

Mayor Halverson said more information and approval of the agreement will be brought forth to the Council in September.

Roll Call: Ayes: Majority.
Nays: None. Motion carried.

26. Minutes and actions of the Transportation Commission meeting of June 27, 2013.

Ald. O'Meara **moved**, Ald. Slowinski seconded, to approve the Minutes and actions of the Transportation Commission meeting of June 27, 2013.

Ald. Slowinski clarified the April Financial Report and Claims were accepted and not approved because there were questions. He said the report will be brought back by Transit Manager Lemke for approval.

Roll Call: Ayes: Majority.
Nays: None. Motion carried.

27. Minutes and actions of the Board of Park Commissions meeting of July 3, 2013.

Ald. M. Stroik **moved**, Ald. Phillips seconded, to approve the Minutes and actions of the Board of Park Commissions meeting of July 3, 2013.

Roll Call: Ayes: Majority.
Nays: None. Motion carried.

28. Statutory Monthly Financial Report of the Comptroller-Treasurer.

Ald. Moore **moved**, Ald. Doxtator seconded, to accept the report and place it on file.

Roll Call: Ayes: Majority.
Nays: None. Motion carried.

29. Adjournment.

Adjournment at 8:51 p.m.

**City of Stevens Point
SPECIAL COMMON COUNCIL**

Lincoln Center
1519 Water Street

July 22, 2013
5:30 P.M.

Mayor Andrew Halverson, Presiding

Roll Call: Alderpersons Doxtator, Suomi, O'Meara, Wiza, M. Stroik, Slowinski, Trzebiatowski, Patton, R. Stroik, Phillips and Moore.

Also Present: City Clerk Moe, C/T Ladick, City Attorney Beveridge, Dir. Ostrowski

- 2. Adjourn into closed session (approximately 5:32 p.m.) pursuant to Wisconsin State Statutes 19.85(1)(e) to deliberate and negotiate the investing of public funds whenever competitive or bargaining reasons require a closed session – Relating to Development Agreement with Service Cold Storage and relating to development agreement for potential office building project in the Portage County Business Park.**

Ald. Moore **moved**, Ald. Patton seconded, to enter into closed session.

Roll Call: Ayes: Alderpersons Moore, Phillips, R. Stroik, Patton, Trzebiatowski, Slowinski, M. Stroik, Wiza, O'Meara, Suomi and Doxtator.
Nays: None. Motion adopted

- 3. Enter into open session for possible action on the above.**

Council reconvened into open session at 6:28 p.m.

Ald. R. Stroik **moved** approval of the developer's agreement with Service Cold Storage with any addendums having to come back to the Council for approval. As no second was made, motion died.

Ald. Wiza **moved**, Ald. Phillips seconded, to authorize the approval of the developer's agreement with Service Cold Storage as presented, allowing staff to make non-material changes that they deem necessary and allow for flexibility in negotiating anything relating to the rail spur and land acquisition, but not financially with the land acquisition. Anything financial would have to come back to the Council.

Roll Call: Ayes: Alderpersons Doxtator, Suomi, O'Meara, Wiza, M. Stroik, Slowinski, Trzebiatowski, Patton, R. Stroik, Phillips and Moore.
Nays: None. Motion adopted.

- 4. Adjournment.**

Adjourned at 6:31 p.m.

**City of Stevens Point
SPECIAL COMMON COUNCIL**

**Lincoln Center
1519 Water Street**

**August 6, 2013
6:03 P.M.**

Roll Call: Alderpersons Doxtator, Wiza, M. Stroik, Slowinski (arrived at 6:07 p.m.),
Trzebiatowski, Patton, R. Stroik

Excused: Alderpersons Suomi, Phillips and Moore

Absent: Alderperson O'Meara

Also

Present: Mayor Halverson; City Attorney Beveridge; C/T Ladick; Director Ostrowski;
Chief Ruder; Asst. Chief Skibba; Asst. Chief Zenner; Plover Police Chief
Wierzba; Plover Administrator Mahoney; Plover Treasurer Debbie
Sniadajewski; Village President Dan Schlutter; Dave Schlehs; Gene Kemmeter
– Gazette; Chris Jones and Brian Kowalski – Journal; Brandi Makuski – City
Times

After taking roll call, Mayor Halverson announced that a quorum was not present.

2. Presentation and discussion on the possibility of a Municipal Court.

Mayor Halverson welcomed the officials from Plover that were present at the meeting. He then introduced Ron Ledford, District Court Administrator, who will be providing an overall presentation on municipal courts. The Mayor noted that the City is considering the option of a joint municipal court with Plover.

Ald. Wiza called for a point of order. He stated there was an official notice of the Stevens Point Common Council agenda and on that agenda was this presentation. The alderperson said we lack a quorum and cannot legally call the meeting to order. He would like to know on what grounds we are proceeding with the agenda.

Mayor Halverson replied the meeting can be called to order but we cannot act on any agenda items. He said this agenda item is discussion only so that is the grounds for proceeding with Mr. Ledford's presentation.

Ald. Wiza asked if this is the same opinion of the City Attorney.

City Attorney Beveridge asked for a moment to talk to the Chair about the law regarding this issue.

Ald. Patton **moved**, Ald. M. Stroik seconded, to recess the Council meeting until such time a quorum is present.

Ald. Wiza called for a point of order. He would like to know how the meeting can be called to order without a quorum.

City Attorney Beveridge said under Robert's Rules, when there is a lack of a quorum there are certain types of actions that are in order. He said one of the actions can be a motion to recess in order to take action to try to form a quorum. The attorney stated absent Council members can be contacted to take measures to have them attend the meeting. He noted that no action can be taken in the absence of a quorum.

Roll Call: Ayes all.
Nays none. Motion carried.

The Special Council meeting was recessed at 6:18 p.m.

During the recess, Ron Ledford, District Court Administrator of the Wisconsin Court Systems, gave an informal presentation on municipal courts.

Mayor Halverson announced there is still a lack of a quorum and the recess effort to form a quorum has been unsuccessful.

Ald. Patton moved, Ald. Slowinski seconded, to adjourn.

Roll Call: Ayes all.
Nays none. Motion carried.

3. **Consideration and possible action on the actions taken at the City Plan Commission meeting of August 5, 2013.**
4. **Consideration and possible action on a Resolution -- Naming a Street -- E. M. Copps Drive.**
5. **Consideration and possible action on the actions taken at the Special Public Protection Committee meeting of August 6, 2013.**
6. **Establishing Expectations/Goals for the Portage County Business Council relating to Economic Development.**
7. **Adjournment.**

Adjournment at 7:08 p.m.

**City of Stevens Point
SPECIAL COMMON COUNCIL**

Lincoln Center
1519 Water Street

August 12, 2013
7:00 P.M.

Mayor Andrew Halverson, Presiding

Roll Call: Ald. Doxtator, Suomi, O'Meara, M. Stroik, Slowinski, Trzebiatowski, Patton, R. Stroik, Phillips and Moore.

Excused: Ald. Wiza

Also

Present: C/T Ladick; City Attorney Beveridge; Directors Lemke, McGinty, Ostrowski, Schatschneider and Schrader; Fire Chief Kujawa; Asst. Chief Skibba; Asst. to the Mayor Pazdernik; Tricia Church; Gene Kemmeter; Chris Jones; Brandi Makuski; Randy Roosa; Jeff Tewes; Larry Lee; Bob Fisch; Carrie Freeberg, Deputy C/T; Sarah Wallace; Kari Yenter; Rob Konkol.

2. Consideration and possible action on the actions taken at the City Plan Commission meeting of August 5, 2013.

Ald. Moore moved, Ald. Patton seconded, to approve the actions taken at the City Plan Commission meeting of August 5, 2013.

Roll Call: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, Slowinski, M. Stroik, O'Meara, Suomi, Doxtator
Nays: None. Motion carried.

3. Consideration and possible action on Agreement Between Portage County and the City of Stevens Point to Deed Land for Municipal Road Purposes.

Ald. Patton moved, Ald. Doxtator seconded, to approve the Agreement Between Portage County and the City of Stevens Point to Deed Land for Municipal Road Purposes.

Roll Call: Ayes: Ald. Doxtator, Suomi, O'Meara, M. Stroik, Slowinski, Trzebiatowski, Patton, R. Stroik, Phillips, Moore.
Nays: None. Motion carried.

4. Consideration and possible action on a Resolution -- Naming a Street -- E. M. Copps Drive.

Ald. O'Meara moved, Ald. R. Stroik seconded, to approve the Resolution.

Roll Call: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, Slowinski, M. Stroik, O'Meara, Suomi, Doxtator
Nays: None. Motion carried.

5. Consideration and possible action on the actions taken at the Special Public Protection Committee meeting of August 6, 2013.

Ald. R. Stroik **moved**, Ald. Suomi seconded, to approve the actions taken at the Special Public Protection Committee meeting of August 6, 2013.

Roll Call: Ayes: All.
Nays: None. Motion carried.

6. Establishing Expectations/Goals for the Portage County Business Council relating to Economic Development.

Mayor Halverson explained to the Council that an ad hoc committee was created by the Portage County Business Council for concerns related to goals and expectations and their role in economic development. He expressed his concern relating to what is expected of the Portage County Business Council from the City's monetary standpoint in the organization.

Ald. O'Meara said he would like for the City to establish a plan for the Portage County Business Council such as maintaining an economic development packet for individuals or businesses contemplating moving into the City such as banking contacts, schools, and transportation facilities. He also requested that packet be updated periodically and readily available. Ald. O'Meara also stated he would like the Portage County Business Council to promote education on economic development for new entrepreneurs with an example being how to finance business expansions.

Ald. R. Stroik said he would like to see a monthly report that is not focused on Portage County so the City Council understands the Portage County Business Council is looking at the economic benefits Stevens Point has to offer. He also stated this would give better accountability.

Mayor Halverson said in the past, he has seen reports relating to membership, functions and education and unfortunately, a small amount of attention to economic development. He also said, however, it has improved.

Ald. R. Stroik stated that he did not think the Council could give them specific actions, but a simple report indicating what the Portage County Business Council is doing which shows they are earning the contributions provided to them by the City.

Mayor Halverson said he would like to see the Business Council seek out more economic development opportunities by reaching out to major employers in regard to locating their businesses in the City.

Ald. O'Meara summarized the Council would be interested in reporting, educating and promoting. He said he would like to see a work plan on how they intend to improve in those categories.

Ald. Trzebiatowski said he agrees with the objectives stated.

Mayor Halverson reiterated the need to give broad objectives to the Portage County Business Council given the monetary amount the City contributes.

Ald. O'Meara said to ask someone to come up with a work plan and report back to the Council is completely reasonable.

Mayor Halverson agreed.

Ald. Suomi said she would like to see this process begin with the new budget year and also stated that it should be evaluated at the end of the budget year to determine if the City is getting its money's worth.

Ald. O'Meara stated the Portage County Business Council should come before Council during budget deliberations.

Mayor Halverson said he will report back to the Portage County Business Council with the issues brought forth.

7. Adjournment.

The meeting adjourned at 7:18 p.m.

APR 25 2013

O'Flaherty Heim  Egan & Birnbaum LTD.

TRIAL, FAMILY, EMPLOYMENT & BUSINESS LAWYERS

Gerard O'Flaherty*
James G. Birnbaum
Patricia M. Heim
Gregory J. Egan*
Sean O'Flaherty
*Admitted to Practice in WI & MN

James W. Richgels
Jessica T. Kirchner*
Jennifer N. Brown
Aaron D. Birnbaum
Amanda M. Halderson Jackson
Scott J. Curtis*

April 23, 2013

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

RE: 1400 Block Between Clark and Ellis Streets/St. Stephen Parish (Convent)

Greetings:

Our office has been retained by and represents St. Stephen Parish related to the City of Stevens Point Historic Preservation/Design Committee's denial of its application for a demolition permit for its former convent building on the 1400 Block between Clark and Ellis Streets. Please direct all future correspondence in this matter to the undersigned.

It is our understanding that the former convent building of St. Stephen is located in the City of Stevens Point's "Historic District." The City of Stevens Point's "Guidebook on Historic Preservation and Design Review" notes that the purpose of the Historic Preservation/Design Review "is to protect property rights and values, enhance historical and environmental features of the area and to ensure that the general appearance of site development and buildings shall not impair or preclude the orderly, harmonious, and safe development within the District." Notably, neither St. Stephen Parish, nor any of its related buildings, are listed on the City of Stevens Point's Landmark Register.

St. Stephen Parish, in its present form, was constructed in 1922. The rectory and school buildings were both completed in 1932. Its convent building was not completed until 1954. The convent building, which is no longer in use, is the subject of this permit request.

The City of Stevens Point's "Intensive Survey Report," dated December 2011, describes that:

Fortunately for Stevens Point, the lack of construction in the downtown core of the city between 1920 and the end of World War II has resulted in the retention of many of the historic commercial buildings that were constructed in the [historic downtown] district prior to 1941. As a result, much of the

city's historic commercial history is still visible in all its diversity today. The buildings within the district constitute the still intact historic business district of Stevens Point and they bear witness to the way in which it has evolved from the late 1860s to the late 1930s.

Of course, the convent building would not be included in this description of the City's historic district, as it was constructed over two decades after the time period referenced as creating the City of Stevens Point's historic district. Additionally, as described in the Intensive Survey Report, the St. Stephen convent building was the last-constructed Catholic structure in the City of Stevens Point, other than a single high school constructed just two years after the convent.

Analysis of the Chapter 22.03(3)(c)(2) Standards

St. Stephen's convent building does not meet the criteria established for preserving properties as being historically significant, including that:

1. "Whether the building or structure is of such architectural or historic significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the city or state."

The City's Administrative Staff Report references only the significance of the St. Stephen Church building, and then attempts to "bootstrap" the church building's significance by claiming that the convent building demonstrates the development of the St. Stephen properties, even though the convent building itself has no independent architectural or historic significance.

2. "Whether the building or structure, although not itself a landmark building, contributes to the distinctive architectural or historic character of this historic district as a whole, and therefore, should be preserved for the benefit of the people of the city or the state."

After noting both systemic upgrades needed to the building and its lack of uniqueness and lessened architectural style, it was found to meet this criterion because it "matches" the St. Stephen church building.

3. "Whether demolition of the subject property would be contrary to the purpose and intent of this chapter and to the objectives of the historic preservation plan for the applicable district as duly adopted."

Despite having noted the convent buildings needed numerous improvements, as well as noting the deterioration of its windows and doors," the author nonetheless concludes that demolition would provide "more" views of parking,

even though the planned parking would be “somewhat hidden as it is screened from the church.” Additionally, the author wholly disregards that St. Stephen has planned also to create green space upon the demolition of the convent building.

4. “Whether the building or structure is of such old, unusual or uncommon design, texture and/or material, that it could be reproduced only with great difficulty and/or expense.”

Again, the author attempts to contort the convent building into meeting this criterion, despite acknowledging that the “building could be reproduced or replicated fairly easily,” as it is made of common building materials and is of simple building design.

5. “Whether retention of the building or structure would promote the general welfare of the people of the city or the state, by encouraging study of American history, architecture and design, or by developing an understanding of American culture and heritage.”

Here, the author acknowledges that the convent building holds “little historical significance” and that “[p]reserving the convent building...would promote little to no study of American history, architecture, and design, nor American culture and heritage.”

6. “Whether the building or structure is in such a deteriorated condition that it is not structurally or economically feasible to preserve or restore it, provided that any hardship or difficulty claimed by the owner which is the result of any failure to maintain the property in good repair cannot qualify as a basis for the issuance of an approval to demolish.”

The author focuses on the “structural” analysis of this criterion. The author acknowledges that the building has not been used in years and that many repairs are needed, including that stained glass windows have been replaced with wood, other windows are deteriorated to the extent they neither retain heat nor block moisture, and various other defects with the building’s bathrooms and plumbing, electrical, and heating, and flooring. No assertion is made that St. Stephen Parish was negligent in its efforts to maintain the property. No acknowledgment is given to the fact that St. Stephen Parish asserts, without dispute, that it is not financially able to maintain the building in its current condition.

7. “Whether any new structure proposed to be constructed or change in use proposed to be made is compatible with the buildings and environment of the district in which the subject property is located.”

Here the author disregards the stated criterion and analyzes whether the proposed change would “increase the aesthetics.” The author notes that there is

other available parking in the historic district, but fails to acknowledge that none of that parking is located on the St. Stephen campus or otherwise belongs to St. Stephen, and gives only passing mention to the fact that the proposed change to the property would “assist in *lessening the deficiency* of parking within the downtown.”¹ (Emphasis added). Additionally, and despite the deficiency of downtown parking, the author appears to disparately treat St. Stephen’s request in this matter by noting that the downtown Clark Street “thoroughfare has been increasingly stricken with more parking and asphalt.”

8. “Whether demolition of the building or structure would promote conformance with other criteria as designated in the architectural design guidelines.”

The author acknowledges that demolition would bring substandard windows in conformance, but seems to opt instead for directing St. Stephen to replace the windows, despite that its financial condition is not sufficient to allow it to even maintain the structure as it currently stands.

In sum, the author of the Administrative Staff Report recommends denying the demolition permit request, despite that the property fails to independently meet the criteria upon which it was analyzed. The author essentially concedes the lack of significance of the convent building but denies the demolition permit request because of the convent building’s association with the St. Stephen church building. Proximity to an architecturally or historically significant building is not, however, a criterion included in the standards of review.

As a result, we believe the denial of St. Stephen’s demolition permit request is arbitrary and capricious, violates St. Stephen’s First Amendment rights, and is not supported by the Historic Preservation/Design Review Committee’s own previously-established standards.

Appeal

This correspondence should serve as an appeal of the Historic Preservation/Design Review Committee’s decision on February 6, 2013, denying St. Stephen’s request for a demolition permit for its former convent building. It is our understanding that upon receipt of this appeal, this matter will be scheduled to proceed to a hearing before the City of Stevens Point’s Common Council. Before that it scheduled, however, we wish to receive certain information from the City of Stevens Point, being requested pursuant to Wisconsin’s Open Records Law.

¹ While we can certainly appreciate that there may be other parking space around St. Stephen, other businesses’ parking structures do not equate to sufficient parking at St. Stephen. Consequently, while the parking space may exist, the City lacks authority to advise St. Stephen that it may utilize the parking space of, for example, the neighboring Episcopal Church of the Intercession, Trinity Lutheran Church, or Associated Bank.

Open Records Requests

Pursuant to Wisconsin Statutes Section 19.31, et seq., we are requesting certain information and records from the City of Stevens Point and its Historic Preservation/Design Review Committee.

We request the following records:

1. For the period of 2008 to present:
 - a. Records relating to any and all demolition/raze permit requests related to property within the City of Stevens Point's Historic District, including, but not limited to any related, Administrative Staff Reports from the City of Stevens Point's Department of Community Development;
 - b. Records relating to the decisions of the Historic Preservation/Design Review Committee in response to any all requests (as described in Request No. 1, above);
 - c. Records relating to the decision of the City of Stevens Point Common Council of any appeal of a decision made by the Historic Preservation/Design Review Committee (as described in Request No. 2, above);
2. For the period of 2003 to present: Records related to parking lots and asphalt structures being erected on the "Clark Street thoroughfare" (referenced on page 7 of 10 of the Administrative Staff Report dated February 6, 2013).

Pursuant to Wisconsin Statutes Section 19.35(4)(a), the City is obligated to produce the records "as soon as practicable and without delay," or to notify me of the "determination to deny the request in whole or in part and the reasons therefor." Our office will be glad to pay the "actual, necessary and direct cost" of copying the requested records. *See Wis. Stats. § 19.35(3)(a).*

We will remain open to discussing a mutually-agreeable resolution of this matter with the City of Stevens Point in the event the City is also interested having such a discussion. If you would like to discuss this matter with us, or you have any questions, please do not hesitate to contact either me or Jim Birnbaum at 608-784-1605.

Yours very truly,

O'FLAHERTY HEIM EGAN & BIRNBAUM, LTD.



Jessica T. Kirchner

cc: Reverend Jerzy Rebacz
Mr. Phil DiSalvo (via e-mail)

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Chapter 22 - Historic Preservation/Design Review

Section 20.01 Purpose and Intent

22.02 Definitions

22.03 Historic Preservation/Design Review Commission

22.04 Administration

22.01 PURPOSE AND INTENT. It is hereby declared that the protection, creation, enhancement, perpetuation and use of improvements of special character or special historical interest or value, and the design, appearance, beauty, and aesthetics of all properties are a public concern and, as such, must be controlled so as to promote the health, prosperity, safety, and welfare of the people. The purpose of this section is to:

- (1) Effect and accomplish the protection, enhancement, and perpetuation of such improvements and of districts which represent or reflect elements of the city's cultural, social, economic, political, and architectural history.
- (2) Safeguard the city's historic and cultural heritage, as embodied and reflected in such landmarks and historic districts.
- (3) Enhance the quality of the city's visual environment.
- (4) Stabilize and improve property values.
- (5) Foster civic pride in the beauty and heritage of the past.
- (6) Protect and enhance the city's attractions to residents, tourists and visitors, and serve as a support and stimulus to business and industry.
- (7) Assure the highest quality of design for all public and private projects in the city.
- (8) Protect and to improve the general appearance of all buildings, structures, landscaping and open areas in the city; to encourage the protection of economic values and proper use of properties.
- (9) Encourage and promote a high quality in the design of new buildings, developments, remodeling and additions so as to maintain and improve the established standards of property values within the city.
- (10) Foster civic pride in the beauty and nobler assets of the city, and in all other ways possible assure a functionally efficient and visually attractive city in the future.

22.02 DEFINITIONS. In this section, unless the context clearly requires otherwise:

- (1) "Commission" means the Historic Preservation/Design Review Commission created under this section.
- (2) A "historic district" is an area comprised of two or more parcels that have a special character or historic interest or value as part of the development, heritage, or cultural characteristics of the city, and which have been designated a historic district under this section.

(3) A "design review district" is an area comprised of two or more parcels designated by the commission to which design guidelines and design review procedures will apply.

(4) "Design guidelines" is the document entitled "Architectural Design Guidelines" adopted initially by the common council and, if necessary, subsequently modified, refined, or expanded by the historic preservation/design review commission with common council approval.

(5) "Improvement" means any building, structure, place, sign, landscaping, work of art, or other object constituting a physical betterment of real property, or any part of such betterment.

(6) "Landmark" means any improvement which has a special character or special historic interest or value as part of the development, heritage, or cultural characteristics of the city, state, or nation which has been designated as a landmark pursuant to the provisions of this chapter.

(7) "Landmark site" means any parcel of land of historic significance due to a substantial value in tracing the history of man, or upon which an historic event has occurred, and which has been designated as a landmark site under this section, or an improved parcel, or part thereof, on which is situated a landmark or any abutting improvement parcel, or part thereof, used as and constituting part of the premises on which the landmark is situated.

22.03 HISTORIC PRESERVATION/DESIGN REVIEW COMMISSION.

(1) Composition. A historic preservation/design review commission is hereby created, consisting of five members and two alternates. Each member should have, to the extent practicable, a known interest in landmarks preservation, architectural and urban design. If possible, the commission should include an architect, landscape architect, architectural historian, an archeologist, and an historian. The mayor shall appoint the commissioners subject to confirmation by the common council. Members shall serve a term of three years with the alderperson serving the length of the aldermanic term. Vacancies shall be filled for the unexpired term in the same manner as appointment.

(2) Designated Agent. The commission shall have the authority to designate an agent or agents which in this ordinance is referred to as its designated agent. Such agent shall be responsible to the commission and shall have only those powers and functions as specifically authorized by the commission.

(3) Powers and Duties for Historic Preservation.

(a) Designation. The commission shall have the power to designate landmarks, landmark sites, and historic districts within the city limits. Once designated by the commission, such landmarks, landmark sites, and historic districts shall be subject to all the provisions of this ordinance. The commission may adopt specific design guidelines which apply to landmarks, landmark sites and historic districts providing such are in conformance with the provisions of this section. For purposes of this ordinance, a landmark, landmark site, or historic district designation may be placed on any site, natural or improved, including any building improvement or structure located thereon, or any area of particular historic, architectural or cultural significance to the City of Stevens Point, such as historic structures or sites which:

1. Exemplify or reflect the broad, cultural, political, economic, social, or natural history of the nation, state or community; or
2. Are identified with historic personages or with important events in national, state, or local history; or
3. Embody the distinguishing characteristics of any architectural type, inherently valuable for a study of a period, style, method of construction, or of indigenous material or craftsmanship; or
4. Are representative of the notable work of a master builder, designer, or architect whose individual genius influenced his/her age.

(b) Regulation of Construction, Reconstruction, and Exterior Alteration.

1. No owner, tenant, or person in charge of a landmark, or landmark site, or structure within an historic district shall reconstruct or alter all or any part of the exterior of such property or attachment thereto or construct any improvement upon such property or cause or permit any such work to be performed upon such property unless a certificate of appropriateness has been granted by the historic preservation/ design review commission or its designated agent.
2. Prior to application for a permit from the building inspector involving the exterior of a structure within a designated historic district, a designated landmark, or a designated landmark site, the Commission or its designated agent, upon application, shall determine:
 - a. Whether, in the case of a designated landmark or landmark site, the proposed work would detrimentally change, destroy, or adversely affect any exterior architectural feature of the improvement upon which said work is to be done; or
 - b. Whether, in the case of the construction of a new improvement upon a landmark site, the exterior of such improvement would adversely affect, or not harmonize with the external appearance of other neighboring improvements on such site;
 - c. Whether, in the case of any property located in a historic district, the proposed construction, reconstruction, or exterior alteration does not conform to the objectives of the historic preservation plan for said district;
 - d. Whether the proposed construction, reconstruction or exterior alteration is in conformance with architectural design guidelines with emphasis on contextual issues including compatibility of size, volume proportions, rhythm, materials, detailing, colors, and expressiveness.
3. If the commission or its designated agent determines the proposed construction, reconstruction, or exterior alteration will not have a negative effect, then the commission or its designated agent may issue the certificate of appropriateness. Upon issuance of such certificate. the building permit may then be issued by the building inspector.
4. Should the certificate of appropriateness not be issued due to the failure of the proposal to conform to the above guidelines, the applicant may appeal such decision to the common council. Appeals shall be filed in writing to the city clerk and shall specify the grounds of the

appeal. The common council may, by a vote of a majority plus one (1) of the body of the whole, reverse or modify the decision of the Commission and may order the building permit be issued providing that all other requirements for a building permit have been met.

(c) Regulation of Demolition. No permit to demolish all or part of an improvement in a historic district or a landmark, shall be granted by the building inspector except as follows:

1. At such time as such person applies for a permit to demolish such property, the commission may refuse to grant such written approval, or suspend action for a period of up to four (4) months from the time of such application. During such period, the applicant and the city shall cooperate in attempting to avoid demolition of the property. During this time, the owner shall take whatever steps are necessary to prevent further deterioration of the building. At the end of this four (4) month period, the commission shall act on the application by either granting or refusing to grant permission to demolish such property. The applicant may appeal any decision of the historic preservation/design review commission made under this paragraph to the common council.

2. Standards. In determining whether to grant or deny the demolition request, the commission shall consider and may give decisive weight to the following:

a. Whether the building or structure is of such architectural or historic significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the city or state.

b. Whether the building or structure, although not itself a landmark building, contributes to the distinctive architectural or historic character of the historic district as a whole, and therefore, should be preserved for the benefit of the people of the city or the state.

c. Whether demolition of the subject property would be contrary to the purpose and intent of this chapter and to the objectives of the historic preservation plan for the applicable district as duly adopted.

d. Whether the building or structure is of such old, unusual or uncommon design, texture, and/or material, that it could be reproduced only with great difficulty and/or expense.

e. Whether retention of the building or structure would promote the general welfare of the people of the city or the state, by encouraging study of American history, architecture and design, or by developing an understanding of American culture and heritage.

f. Whether the building or structure is in such a deteriorated condition that it is not structurally or economically feasible to preserve or restore it, provided that any hardship-or difficulty claimed by the owner which is the result of any failure to maintain the property in good repair cannot qualify as a basis for the issuance of an approval to demolish.

g. Whether any new structure proposed to be constructed or change in use proposed to be made is compatible with the buildings and environment of the district in which the subject property is located.

h. Whether demolition of the building or structure would promote conformance with other criteria as designated in the architectural design guidelines.

(d) Recognition of Landmarks and Landmark Sites. At such time as a landmark or landmark site has been properly designated, the commission may, with the owners permission, cause to be prepared and erected on such property at city expense, a suitable plaque declaring that such property is a landmark, or landmark site. Such plaque shall be so placed as to be easily visible to passing pedestrians. In the case of a landmark, the plaque shall state the name of the landmark, the date of its construction, and other information deemed proper by the commission.

(e) Rescission of Designation. Any party who is listed as the owner of record of a landmark or landmark site, who can demonstrate to the commission that by virtue of such designation he/she is unable to find a buyer willing to preserve such landmark, or landmark site, even though he/she has made reasonable attempts, in good faith, to find and attract such a buyer, may petition the commission for a rescission of its designation following the filing of such petition with the commission:

1. The owner and the appropriate city department shall work together in good faith with the commission to locate a buyer for the subject property who is willing to abide by its designation status as a landmark, or landmark site.

2. If, at the end of a period not exceeding six (6) months from the date of such petition, no such buyer can be found, and if the owner still desires to obtain such rescission, the commission shall recommend to the common council the designation of the subject property be rescinded. The common council may accept, modify, or reject the commission recommendation. A vote to reject the commission's recommendation requires a majority vote plus one (1) of the body of the whole.

(f) Preparation of Historic Preservation Plan. For preservation purposes, the commission may select geographically defined areas within the City of Stevens Point to be designated as historic districts and may prepare a historic preservation plan for each area. A historic district may be designated for any geographic area of particular historic, architectural or cultural significance to the City of Stevens Point. Each historic preservation plan prepared for or by the commission shall include a cultural and architectural analysis supporting the historical significance of the area, a statement of preservation objectives, and specific guidelines for development criteria to be considered in the development of historic preservation plans shall include, but not necessarily be limited to, the architectural design guidelines.

(g) Other Duties. In addition to those duties already specified in this section, the Commission shall:

1. Cooperate with the State of Wisconsin historic preservation officer and the state historic preservation review board in attempting to include such properties hereunder designated as landmarks, or landmark sites, or historic districts on the National Register of Historic Places.

2. Work for the continuing education of the citizens about the historic heritage of this city and the landmarks, and landmark sites designated under the provisions of this section.

3. As it deems advisable, receive and solicit funds for the purpose of landmarks preservation in the city. Such funds shall be placed in a special city account for such purpose.

(4) Powers and Duties for Design Review.

(a) Designation of Design Review Districts. The commission shall have the power to designate design review districts within the city limits. Design review districts may be the same, partially overlap or mutually exclusive of historic districts as designated by the commission. Once designated by the commission, all exterior improvements shall be subject to all the provisions of this ordinance.

(b) Regulation of Construction, Reconstruction and Exterior Alteration.

1. Following the designation of a design review district, the commission shall be empowered to administer the architectural design guidelines.

2. No owner, tenant or person in charge of a property within a designated design review district shall reconstruct or alter all or any part of the exterior of such property or attachment thereto or construct any improvement upon such property or cause or permit any such work to be performed upon such property unless a certificate of appropriateness has been granted by the historic preservation/design review commission or its designated agent.

3. Prior to application for a permit from the building inspector involving a site or exterior of a structure within a design review district, the commission, or its designated agent upon application, shall determine whether the proposed improvement conforms to the architectural design guidelines.

4. Should the certificate of appropriateness not be issued due to the failure of the proposal to conform to the above guidelines, the applicant may appeal such decision to the common council. Appeals shall be filed in writing to the city clerk and shall specify the grounds of the appeal. The common council may, by a vote of a majority plus one (1) of the body of the whole, reverse or modify the decision of the commission and may order the building permit be issued, providing that all other requirements for a building permit not covered in this section have been met.

(c) Preparation of Urban Design Plan. The commission may prepare an urban design plan for design review districts or portions of design review districts. Each urban design plan prepared for or by the commission shall include, but not be limited to, existing conditions analysis, a statement of objectives, specific guidelines for development, and a concept plan.

(d) Other Duties. In addition to those duties already specified in this section, the commission shall be empowered to review, update, modify and refine the architectural design guidelines.

22.04 ADMINISTRATION.

(1) Historic Landmarks and Historic District.

(a) Designation of historic districts, landmarks, and landmark sites. The commission may, upon request of any affected owner(s), commission member or member of the common council, after notice and public hearing, establish landmarks and landmark sites, or rescind such designation or recommendation. At least ten (10) days prior to such hearing, the commission shall notify the owner(s) of record as listed in the office of the city assessor, and all who are owners of property within one hundred (100) feet of the boundaries of the property affected. Failure to give such notice shall not invalidate a decision by the

commission or council. Notice of such hearing shall also be published as a Class I Notice, under the Wisconsin statutes. The commission shall then conduct a public hearing and in addition to the notified persons, may hear other testimony including expert witnesses. The commission may conduct an independent investigation into the proposed designation or rescission. After the close of the public hearing, the commission may recommend the designation of the property as either a landmark, landmark site, or recommend its inclusion in a historic district, or rescind any designation. The commission recommendation shall be forwarded to the common council for final action. The common council may affirm, reverse, or modify the commission's recommendation. After the designation, modification, or recommendation or rescission has been made by the common council, notification shall be sent to the property owner, or owners, by the city.

(b) Voluntary Restrictive Covenants. The owner of any landmark or landmark site may, at any time following such designation of his/her property, enter into a restrictive covenant on the subject property after negotiation with the commission. The commission may assist the owner in preparing such covenant in the interest of preserving the landmark or landmark site and the owner shall record such covenant in the Portage County Register of Deeds Office.

(c) Creation of Historic Preservation Plan.

1. The commission shall hold a public hearing when considering the historic preservation plan. Notice of the time, place, and purpose of such hearing shall be given by publication as a Class I notice under the Wisconsin statutes in the official city paper. Notice of the time, place, and purpose of the public hearing shall also be sent by the city clerk to the alderperson of the ward(s)/district(s) in which the historic district is located, and the owners of record, as listed in the office of the city assessor, who are owners of property situated in whole or in part in the proposed historic district. Said notice is to be sent at least ten (10) days prior to the date of the public hearing. Following the public hearing, the commission shall vote to recommend, reject, or withhold action on the plan. This recommendation shall be forwarded to the city plan commission and the common council.

2. The City Plan Commission. The plan commission shall review the historic preservation plan and make a recommendation to the common council.

3. The Common Council. The common council, upon receipt of the recommendations from the historic preservation/ design review commission and the plan commission, shall hold a public hearing published as a Class 1 notice under the Wisconsin statutes, and shall, following the public hearing, either designate, designate with modification, or reject the design review district. Designation of the historic district shall constitute adoption of the boundaries in ordinance form prepared for that district and direct the implementation of said plan.

4. The historic district or historic preservation plan may be amended by following the procedure outlined above. Amendments may be recommended to the commission by affected property owners, commission members, or members of the common council.

(2) Design Review: Creation of Design Review Districts.

(a) The commission shall hold a public hearing when considering the establishment of a design review district. Notice of the time, place, and purpose of such hearing shall be given by publication as a Class I notice under the Wisconsin statutes in the official city paper.

Following the public hearing, the commission shall vote to recommend, reject, or withhold action on the creation of the design review district. This recommendation shall be forwarded to the city plan commission and the common council.

(b) The City Plan Commission. The plan commission shall review the boundaries of the proposed design review district and make a recommendation to the common council.

(c) The Common Council. The common council, upon receipt of the recommendations from the historic preservation/design review and plan commissions shall hold a public hearing published as a Class 1 notice under the Wisconsin statutes, and shall, following the public hearing either designate, designate with modification, or reject the design review district. Designation of the design review district shall constitute adoption of the boundaries in ordinance form.

(d) The design review district may be amended by following the procedure outlined above. Amendments may be recommended to the commission by affected property owners, historic preservation/ design review commission members, plan commission members, or members of the common council.

(3) Enforcement. Property shall be maintained in accordance with the provisions of this ordinance. The community development director shall enforce this ordinance. The duties of the officer shall include periodic inspection of designated landmarks, landmark sites, historic districts, and design review districts. These inspections may include physical entry upon the property and improvement with permission of the owner to ensure that interior alterations or maintenance will not jeopardize the exterior appearance or structural stability of the improvement. If an owner refuses permission for the enforcement officer to enter for purposes of inspection, the inspection officer may obtain a warrant of entry pursuant to Wisconsin statute 66.0119 and take any other reasonable measures to further enforcement of this ordinance.

(4) Conflict of Interest. Any member of the historic preservation/design review commission who has a financial interest in property purchase or sale, construction, reconstruction or alteration affected by the provisions of this ordinance shall disqualify himself/herself from participating in the design review process for that particular project.

(5) Maintenance of Premises.

(a) Every person in charge of premises governed by this ordinance shall keep in good repair all of the exterior portions of such improvement and all interior portions thereof which, if not so maintained may cause or tend to cause the exterior of such improvement to fall into a state of disrepair. This provision shall be in addition to all other provisions of law requiring such improvement to be kept in good repair.

(b) Nothing contained in this section shall prohibit the making of necessary construction, reconstruction, alteration, or demolition of any improvement on premises governed by this ordinance, or in a design review district pursuant to order of any governmental agency or pursuant to any court judgment, for the purpose of remedying emergency conditions determined to be dangerous to life, health, or property. In such cases, no approval from the commission shall be required.

(6) Staffing, Funding and Operation. The City of Stevens Point, Wisconsin, at its expense, shall provide for the operation of the commission and the requirements of this ordinance as follows:

(a) Clerical functions and staff assistance shall be provided by the community development department.

(b) Planning assistance shall be provided by the planning department.

(c) Legal services shall be provided by the city attorney.

(d) All other requirements not previously specified that may be necessary for the proper operation of this ordinance, shall be provided by the appropriate city officer, office, staff, or function.

(7) Penalties for Violations. Any person violating any provisions of this section shall be subject to a forfeiture of not more than two hundred Dollars (\$200) for each separate violation. Each and every day during which a violation continues shall be deemed to be a separate offense.

(8) Separability. If any provision of this chapter or the application thereof to any person or circumstances is held invalid, the remainder of this chapter and the application of such provisions to other persons or circumstances shall not be affected thereby.

AGENDA
HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday, February 6, 2013 – 4:30 PM

City Conference Room – County-City Building
1515 Strongs Avenue – Stevens Point, WI 54481

(A Quorum of the City Council May Attend This Meeting)

Discussion and possible action on the following:

1. Approval of the report from the January 2, 2013 HPDRC meeting.
2. Request from Phil DeSalvo, representing Saint Stephen Parish, to raze the former convent building located at **1401 Clark Street (Parcel ID 2408-32-1007-09)**.
3. Request from Jerome Kawski for an amendment to façade improvement grant funds in the amount of \$340.00 additional dollars for work that received Historic Preservation / Design Review Commission approval at **1059 Main Street (Parcel ID 2408-32-2026-10)**.
4. Adjourn.

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, TDD# 346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Administrative Staff Report

Raze/Demo Request St. Stephen Convent Building 1401 Clark Street February 6, 2013



Department of Community Development
1515 Strongs Avenue, Stevens Point, WI 54481
Ph: (715) 346-1568 - Fax: (715) 346-1498

<p>Applicant(s):</p> <ul style="list-style-type: none">Phil DiSalvo <p>Staff:</p> <ul style="list-style-type: none">Michael Ostrowski, Director mostrowski@stevenspoint.comKyle Kearns, Associate Planner kkearns@stevenspoint.com <p>Parcel Number(s):</p> <ul style="list-style-type: none">2408-32-1007-09 <p>Zone(s):</p> <ul style="list-style-type: none">"R-4" Multiple Family 1 Residence District <p>Master Plan:</p> <ul style="list-style-type: none">Institutional / Government <p>Council District:</p> <ul style="list-style-type: none">District 1 – Andrew Beveridge <p>Lot Information: 2408-32-1007-09</p> <ul style="list-style-type: none">Actual Frontage: 438 feetEffective Frontage: 438 feetEffective Depth: 256 feetSquare Footage: 112,128Acreage: 2.57 <p>Structure Information:</p> <ul style="list-style-type: none">Year Built: 1923 (Church) 1932 (School) 1954 (Convent)Number of Stories: 2 w/basement	<p>Request</p> <p>Request from Phil DeSalvo, representing Saint Stephen Parish, to raze the former convent building located at 1401 Clark Street (Parcel ID 2408-32-1007-09).</p> <p>Attachment(s)</p> <ul style="list-style-type: none">Parcel data sheetsDemolition Request LetterImages of the building <p>Findings of Fact</p> <ul style="list-style-type: none">The building is currently vacant.The building was formerly used as a convent for the associated church. Most recently it has been used as a meeting place for church functions.A demolition request within a Historic District must be approved by the Historic Preservation – Design Review Commission.The request is to raze the building for the purpose of extending adjacent parking, combining refuse storage areas, and potentially splitting parcels with the intent to develop along Clark Street. <p>City Official Design Review / Historic District</p> <ul style="list-style-type: none">Design Review District <p>Staff Recommendation</p> <p>When taking into consideration the standards of review, staff recommends denying the request for the razing of the building.</p>
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Current Use: <ul style="list-style-type: none"> • Vacant 	
Applicable Regulations: <ul style="list-style-type: none"> • Chapter 22 • Design Guidelines 	

Background

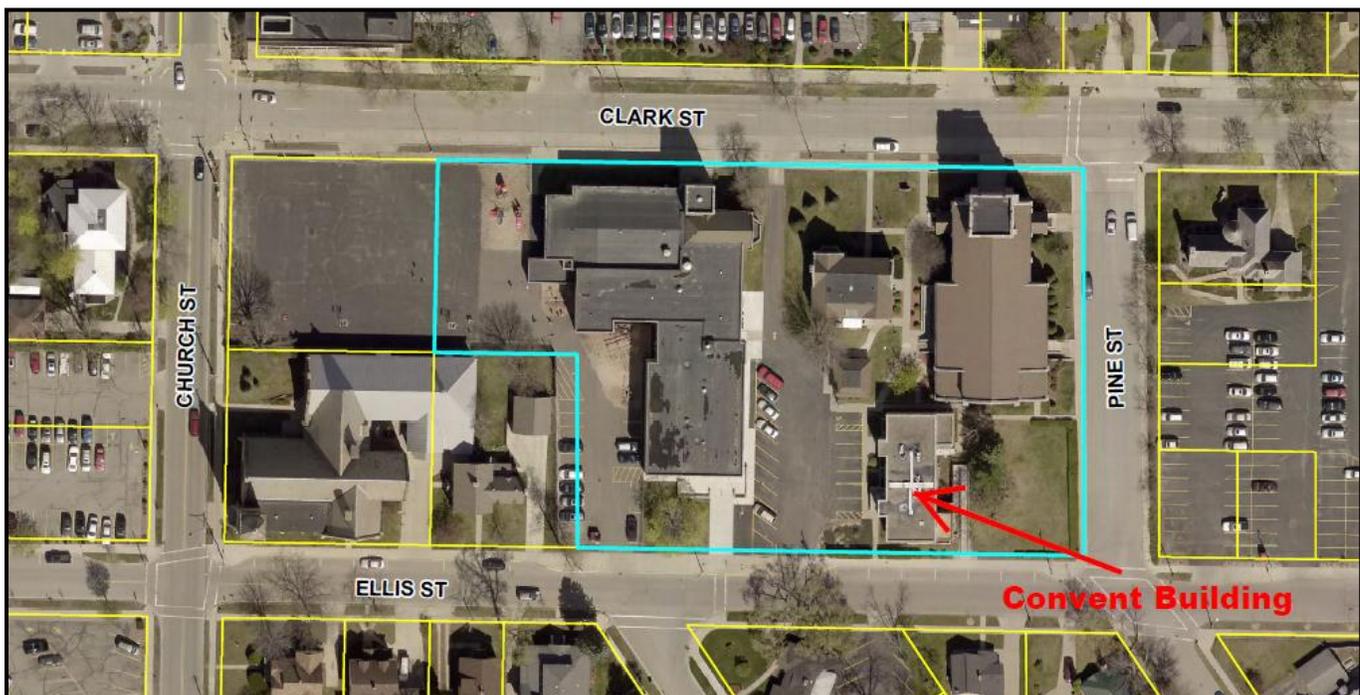
Phil DeSalvo, representing the Saint Stephen Parish, is requesting to raze the convent building at 1401 Clark Street. The building costs for ongoing maintenance utilities and insurance have strained the Parish's operating budget. In the past the building was leased to various organizations, such as the Stevens Point Area Catholic Schools and Catholic Charities, however costs outweighed revenue from tenants. Most recently a private entity has shown interest in remodeling the building into apartments, however backed out due to the high repair and remodel costs.

The building now sits empty, with heat and plumbing turned off. It is important to note that the Parish has received approval to demolish the convent building from the Diocese of LaCrosse. Please see the attached letter providing additional information regarding the request.



If demolished, the Parish would utilize the space for additional parking and greenspace where potential Parish functions could take place. Details have been provided below discussing the property and proposed request, as well as the historic preservation / design review guidelines for razing and demolition requests.

Vicinity Map



Standards of Review

Chapter 22 of the Municipal Code outlines the regulation of demolition of buildings:

- c) Regulation of Demolition. No permit to demolish all or part of an improvement in a historic district or a landmark, shall be granted by the building inspector except as follows:
 - 1. At such time as such person applies for a permit to demolish such property, the commission may refuse to grant such written approval, or suspend action for a period of up to four (4) months from the time of such application. During such period, the applicant and the city shall cooperate in attempting to avoid demolition of the property. During this time, the owner shall take whatever steps are necessary to prevent further deterioration of the building. At the end of this four (4) month period, the commission shall act on the application by either granting or refusing to grant permission to demolish such property. The applicant may appeal any decision of the historic preservation/design review commission made under this paragraph to the common council.
 - 2. Standards. In determining whether to grant or deny the demolition request, the commission shall consider and may give decisive weight to the following:
 - a. **Whether the building or structure is of such architectural or historic significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the city or state.**

Analysis: The structure lies within the Downtown Historic/Design Review District however, is not on the National or State Historical Register, but it is considered a contributing structure within the district. The building is 59 years old, and has been most recently used by Catholic organizations and the Parish for church functions. Its original use was a convent for the Parish. Below is a description of the property from the City's recent intensive survey created in 2011.

City of Stevens Point - Intensive Survey Report, prepared by: Timothy F. Heggland, December 2011 - Page 31

RELIGION

Catholic

The earliest records of regular services being held in the Roman Catholic faith in the Stevens Point area in the nineteenth century suggest that the first ones were held in Stevens Point in a schoolhouse on Clark St. in 1853. The first Catholic Church in Stevens Point was the first church of the St. Stephens congregation, this being a small, frame building that was built in 1856 on the corner of Clark and Cross streets. This church continued in use until 1866, when a larger, Gothic Style, 39 by 78-foot clapboard-clad church was completed. (3) This new church was located 1401 Clark St. and it served its congregation until 1919, when it was destroyed in a fire. It was then replaced on the same site by an outstanding new stone-clad Neo-Gothic Revival Style church building (1401 Clark St.) that was completed in 1922 to a design supplied by Childs and Smith of Chicago. (4) This church is still in excellent, highly original condition today, it is still used as a church by the St. Stephens congregation, and it is believed to be potentially eligible for listing in the NRHP as part of the Church of the Intercession-St. Stephens R. C. Church Historic District, which also includes the St. Stephen's Church rectory (1401 Clark St.), built in 1932, its school (1335 Clark St.), built in 1932, and its convent (1408 Ellis St.), built in 1954.(5)

The convent building's exterior has been only slightly altered with the removal of stained glass windows on the north side and installation of a handicap ramp on the east side of the building. The exterior brick is in excellent condition, however many windows and doors are deteriorating.

Findings: Very few alterations have been made to the exterior façade therefore, the building still exhibits several design elements from its era of construction.

Although the building is the newest one on the property it still provides historic significance to the area. Stevens Point's downtown has several historic churches, one of which is directly adjacent to the property. The convent building is a part of downtown's history and contributes to the property greatly, as it demonstrates the Parish's development and progress over the course of decades. From a small wooden frame building located nearby, this Parish grew into what it is today. The demolition of the convent building would destroy the historical integrity of the property and neighborhood.

b. Whether the building or structure, although not itself a landmark building, contributes to the distinctive architectural or historic character of the historic district as a whole, and therefore, should be preserved for the benefit of the people of the city or the state.

Analysis: The building is two stories tall with a full basement. Small rooms exist on the second floor, which were used by the sisters. Additionally, communal bathrooms with individual showers exist on the second floor as well. The first floor is made up of several larger gathering rooms, with a kitchen and chapel room. The basement contains the mechanical room, as well as several large rooms. See photos attached.

Structurally the building appears to be sound, however, plumbing and electrical are in need of upgrades. Furthermore, the mechanical equipment is old and inefficient. Exterior windows and doors are deteriorating as well. The condition of the roof and other building elements are unknown.

Findings: Although it displays less uniqueness and architectural style than buildings of the same era found in other areas of downtown, it nonetheless contributes to the district. Renovations can be made to upgrade electrical and plumbing as well as provide increased efficiency. It matches building materials and style of the Church, rectory, and school, also found on the property. Removing any of those structures would decrease the integrity of the property, especially if parking replaces the structure.

Directly across the street exists parking, as well as, on several other properties along Clark Street. Furthermore, large parking lots exist to the east and west of the block. Additional parking on the property will add to the monotonous parking along Clark Street and within the property's vicinity, decreasing the aesthetics.

c. Whether demolition of the subject property would be contrary to the purpose and intent of this chapter and to the objectives of the historic preservation plan for the applicable district as duly adopted.

Analysis: The intent of this chapter has been provided below.

- 1) Effect and accomplish the protection, enhancement, and perpetuation of such improvements and of districts which represent or reflect elements of the city's cultural, social, economic, political, and architectural history.
- 2) Safeguard the city's historic and cultural heritage, as embodied and reflected in such landmarks and historic districts.
- 3) Enhance the quality of the city's visual environment.
- 4) Stabilize and improve property values.
- 5) Foster civic pride in the beauty and heritage of the past.
- 6) Protect and enhance the city's attractions to residents, tourists and visitors, and serve as a support and stimulus to business and industry.

- 7) Assure the highest quality of design for all public and private projects in the city.
- 8) Protect and to improve the general appearance of all buildings, structures, landscaping and open areas in the city; to encourage the protection of economic values and proper use of properties.
- 9) Encourage and promote a high quality in the design of new buildings, developments, remodeling and additions so as to maintain and improve the established standards of property values within the city.
- 10) Foster civic pride in the beauty and nobler assets of the city and in all other ways possible assure a functionally efficient and visually attractive city in the future.

Findings: Maintaining and preserving the convent building at 1401 Clark Street will enhance the City's visual environment, especially as it is lacking in that area. When traveling east along Clark Street, motorists are visually greeted with several parking lots, stretching from the Portage County Library to nearly Division Street. When continuing past Church Street, the demolition of the convent building at 1401 Clark Street would provide more un-aesthetically appealing views of parking. The parking would be somewhat hidden as it screened from the church, yet residential homes to the south would be subject to the view of a parking lot.

d. Whether the building or structure is of such old, unusual or uncommon design, texture, and/or material, that it could be reproduced only with great difficulty and/or expense.

Analysis: The building is made of very common building materials, such as brick, wood, stone, cement, and glass. Structurally the building is very sound, displaying little deterioration. Building design is simple, with building floors differing in layout and design. Small rooms, former living quarters, exist on the second floor, along with communal bathrooms. A small chapel room exists on the first floor.



Basement



First Floor

Findings: The building could be reproduced or replicated fairly easily, however it would be at a significant cost, as the entire exterior is brick.

e. Whether retention of the building or structure would promote the general welfare of the people of the city or the state, by encouraging study of American history, architecture and design, or by developing an understanding of American culture and heritage.

Analysis: The building holds little historical significance related to American history, architecture and design, or American culture and heritage.

Findings: Preserving the convent building at 1401 Clark Street would promote little to no study of American history, architecture, and design, nor American culture and heritage. However, it does contribute to the overall campus.

- f. **Whether the building or structure is in such a deteriorated condition that it is not structurally or economically feasible to preserve or restore it, provided that any hardship-or difficulty claimed by the owner which is the result of any failure to maintain the property in good repair cannot qualify as a basis for the issuance of an approval to demolish.**

Analysis: Several components of the building are deteriorated, however, none related to the structural integrity of the building. Windows throughout the entire building are deteriorated to the point where they no longer are efficient in retaining heat and blocking out moisture. Stained Glass windows within the Chapel have been removed and covered with wood. Some rooms exhibit a need for repairs or renovation. Bathrooms have no toilets or sinks and plumbing is need of an upgrade. Exterior and interior brick are in adequate shape with rarely any areas in need of major attention. Electrical, plumbing, and heating are adequate and although are in need of an upgrade pose no danger. Carpet, tile, and ceilings within certain rooms on the first and second floor are in poor order.

Findings: Most of the deterioration described above pertains to building's interior accents and not to structural components. It is important to note the building was recently emptied of all belongings. As the building hasn't been utilized fully in several years, many areas have been left unattended. Furthermore, several rooms have been used as storage for the Parish and school.



Second Floor Bathrooms



First Floor Chapel Room

- g. **Whether any new structure proposed to be constructed or change in use proposed to be made is compatible with the buildings and environment of the district in which the subject property is located.**

Analysis: The future use proposed by the applicant for the property is a parking lot and greenspace area. The expansion of an existing parking lot utilized primarily by the on-site school would occur upon the demolition of the convent. As greenspace exists to the east the potential to expand this greenspace would be possible. The applicant has stated that the Parish could utilize the space to construct a semi-sheltered pavilion with picnic tables, to be used for Parish events.

Findings: There are several parking lots within the vicinity of the property in question. Additionally, the expansion and use of the property for parking would lead to the resurfacing of an existing parking lot and assist in lessening the deficiency of parking within the downtown. Parking along side streets would be reduced during church functions as well. Aesthetically however, additional parking along Clark Street will not increase the aesthetics. Clark Street is the main thoroughfare from downtown and should

promote an appealing and enticing view to those traveling along it. Instead, the thoroughfare has been increasingly stricken with more parking and asphalt. The City of Stevens Point is working towards following sustainability principals in development, regulation, and operation. Sustainability principals include promoting adaptive reuse, as well as, increased density. The demolition of the convent building at 1401 Clark Street does not match these principals.

h. Whether demolition of the building or structure would promote conformance with other criteria as designated in the architectural design guidelines.

Analysis: Standards exist within the Historic Preservation and Design Review Guidelines that address architectural designs, materials, entrances, windows, and signage. Those found below have not been met and can be addressed through demolition:

Windows

- The original shape, proportion and scale of window openings shall be maintained. Blocking up or otherwise closing off of an original window shall not be permitted unless deemed necessary for energy efficiency.

First floor windows, facing north, are boarded up. Stained glass previously occupied the window openings.

Findings: The demolition of the building would meet the window standard that fails to be met, however the loss of the building entirely would result. The HP/DRC has the power to designate types and style of materials, and design. Replacement of windows can be performed without major renovation to the building.

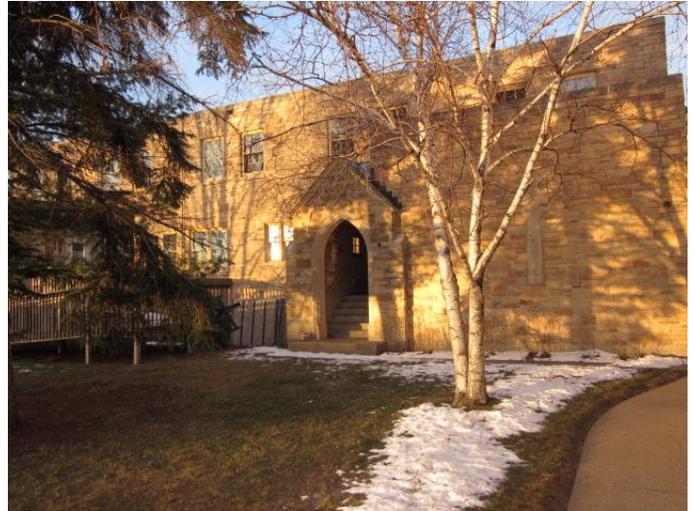
When reviewing the standards of review for demolition, many are not met, reinforcing the importance to retain the building. The biggest factor in reviewing this request may be the proposed future use, slated as parking. Parking surrounding the building is adequate with several public and private lots available to accommodate members of the congregation, employees, and students. Although there may be an identified deficiency of parking within the downtown, it is not a viable reason to demolish a vacant contributing historic building. Parking is available along the street for parish members and patrons. Much of the deterioration is on accent features such as carpet, tile, drywall, trim, etc. Major upgrades are needed to the plumbing, which include the installation of toilets and sinks, however the cost of those upgrades may be offset if another use is established within the building, generating revenue. As the Parish has already shown interest in leasing space within the building, allowing for additional uses may be worth exploring.

When taking into consideration all of the above, staff recommends denying the request to raze/demolish the convent building at 1401 Clark Street.

Exterior Building Images



West Façade



East Façade



East Façade - Facing Pine & Ellis Streets



North Façade - Boarded up Windows



South Façade - Basement Windows



West Façade - Entrance Door

Interior Building Images



Basement



Basement - Mechanical Room



First Floor - Kitchen Area



First Floor



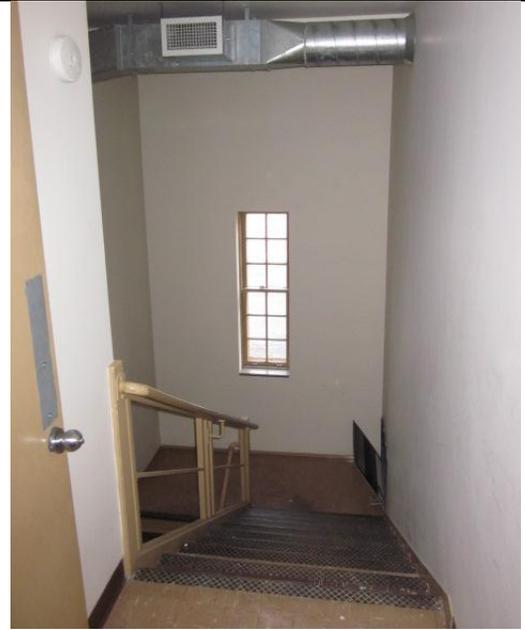
First Floor - Hallway



First Floor



Basement Stairwell



Second Floor Stairwell



Second Floor - Hallway



Second Floor



Second Floor - Living Quarters



Bathroom - Shower

Name and Address		Parcel #	Alt Parcel #
St Stephen Parish 1401 Clark St Stevens Point, WI 54481		240832100709	240832100709
		Property Address	
1401 Clark St			
Display Note			

OWNERSHIP HISTORY

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type
St Stephen Parish	10/25/2007	\$25,000	Quit Claim Deed	710277		Land & Build.

PERMITS

Date	Number	Amount	Purpose	Note
10/8/2010	37395	\$1,500	066 Plumbing	parking lot storm sewer Ramp for accessibility for old Schools
3/25/2008	35348	\$13,000	016 Deck/Patio/Porch	
1/15/2003	31328	\$1,500	099 Sign	

2012 ASSESSED VALUE

Class	Land	Improvements	Total
X5-Other Exempt	\$0	\$0	\$0
Total	\$0	\$0	\$0

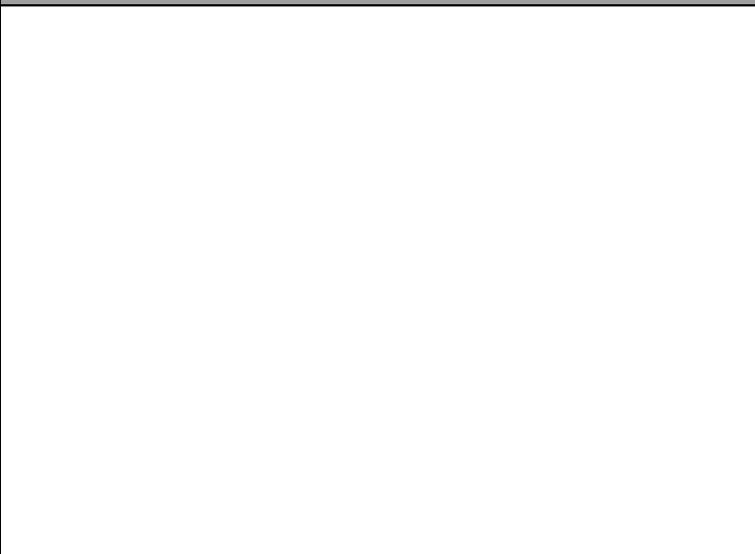
LEGAL DESCRIPTION

LOTS 1 - 8 & LOTS 37 - 42 A G & ELLIS ADD 37/49 123/542 152/303 168/265-6 202/604 710277

PROPERTY IMAGE



PROPERTY SKETCH



January 14, 2013

Kyle Kearns, Economic Development Specialist
Dept. of Community Development
City of Stevens Point

Re: St. Stephen Convent building demolition

Mr. Kearns,

Over the past several years, St. Stephen Parish has struggled to maintain its existing convent building, located immediately to the south of the Church. Within that time, in an attempt to offset costs, we have leased spaces within the building to various organizations, including Stevens Point Area Catholic Schools, Catholic Charities, and other private and charitable entities. However, the costs of providing heat, utilities and other maintenance for these tenants has continued to be a financial strain on our Parish operating budget.

Time and the elements have taken their toll on the building, and the Parish has come to the determination that any amount of revenues from tenant leases will not come close to covering the cost of physical repairs and maintenance that the building requires. Additionally, this does not take into account the costs of bringing the building into compliance with current handicapped accessibility codes, should any tenant require it.

Within the last few months, interest has been shown in the building from an outside business entity, which would create apartment units within the building. However, when they learned of the amount of repair the building would need, their interest quickly faded.

Therefore, it was the decision of the Parish Finance Council to empty the building, turn off the heat and plumbing, and prepare the building for demolition, with the sole purpose of eliminating ongoing costs of utilities, maintenance and insurance. The Parish has been granted permission to do so from the Diocese of LaCrosse, and now wishes to seek permission for demolition from the City of Stevens Point, as the building falls within the downtown historical district. We as a Parish intend to cooperate fully in any process necessary to this end.

As a further note, since the convent building was constructed in or around 1958, and the existing Church, School and Rectory were constructed in the early 1920's, we believe that the convent building has very little, if any, historical significance. We feel that after the building is gone, the area could be better utilized for additional parking, green space, or a semi-sheltered outdoor space for Parish functions, picnics, and the like.

Our Parish would appreciate any consideration by the Historic Preservation/Design Review Commission toward this information regarding the convent building demolition.

Sincerely,
Phil DiSalvo
Member, St. Stephen Parish Finance Council

REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday February 6, 2013 – 4:30 p.m.

City Conference Room – County-City Building
1515 Strongs Avenue, Stevens Point, WI 54481

PRESENT: Lee Beveridge, Alderperson Mary Stroik, Tim Siebert and Kathy Kruthoff.

ALSO PRESENT: Director Michael Ostrowski, Economic Development Specialist Kyle Kearns, Alderperson Andrew Beveridge, Tom Helgeston, Cathy Dugan, and Brandi Makuski.

INDEX:

Discussion and possible action on the following:

1. Approval of the report from the January 2, 2013 HPDRC meeting.
2. Request from Phil DeSalvo, representing Saint Stephen Parish, to raze the former convent building located at **1401 Clark Street (Parcel ID 2408-32-1007-09)**.
3. Request from Jerome Kawski for an amendment to façade improvement grant funds in the amount of \$340.00 additional dollars for work that received Historic Preservation / Design Review Commission approval at **1059 Main Street (Parcel ID 2408-32-2026-10)**.
4. Adjourn.

-
1. Approval of the report from the January 2, 2013 HPDRC meeting.

Motion by Alderperson M. Stroik to approve the report from the January 2, 2013 HPDRC meeting; seconded by Commissioner Siebert. Motion carried 3-0.

Commissioner Kathy Kruthoff arrived.

2. Request from Phil DeSalvo, representing Saint Stephen Parish, to raze the former convent building located at **1401 Clark Street (Parcel ID 2408-32-1007-09)**.

Phil DeSalvo, Saint Stephens Parish, clarified that the building has not been used by the parish in quite some time, but other groups have met there. The plan for the space is to plant grass at this time and not immediately construct a parking lot. He continued stating that the building is a drain on the parish's finances and that they had considered selling the property, but once the investor saw the amount of repairs required to bring the structure up to code, they backed out. Mr. DeSalvo explained that the roof alone was \$40,000 to repair and replace. Furthermore, repairs or replacement of the air handlers and boiler are needed, as well as work to bring the electrical up to code. The structure was rented in the past, but the rent did not support the operating costs. He added that the windows leak and are deteriorated, the plumbing is drained, the heat is turned off, but power is on for lighting only, and the stain glass windows have been removed. The parish would be subject to the cost of refurbishing the building.

Commissioner Siebert expressed his disappointment of tearing down a historic building to put in a grassy area. He explained that there is money out there for refurbishing a historic building and that there are other options available such as selling the only the structure, and not the land.

Tom Helgeston, a representative from Saint Stephens, pointed out that no one wants to buy a convent, and with the condition, the parish would be responsible for asbestos and lead clean up to make it available for sale.

Phil DeSalvo said that the building is not historic from the standpoint that it was not an original building to the church campus. While the structure does have some architectural detail, it does not have much; it was built very plain and simple. He continued stating that the parish and Diocese had looked into other options besides demolition, but they were not in their best interest. Lastly, he stated that the stone and scrap metal in the building would be salvaged to offset the costs of the demolition.

Commission Kruthoff explained that as the Historic Preservation Commission they have a different view point. The lack of maintenance is likely the reason for the current condition of the structure. If the commission allows the razing of this building, it will set a precedent for other structures in the historic district. She stated that she understands the financial concerns, but the commission looks at other factors as well in reviewing the request.

Tom Helgeston stated that the roof is leaking and will continue to deteriorate on the structure. Phil DeSalvo added that the water for the building was originally shut off at the meter, and not the street, which will cause flooding in the spring if turned on. Phil DeSalvo commented that the issue has since been corrected and shut off at the street to prevent further damage but there will be a great cost in repairs.

Cathy Dugan, 615 Sommers Street, stated that there may be other monetary options for the maintaining of the structure. She feels that the parish needs to look beyond their needs to those of the community. She supports the recommendation of the staff report to deny the razing.

Director Ostrowski pointed out that in reviewing the standards of review regarding this request; the demolition does not meet the standards, and that a lack of maintenance does not give enough reason to demolish the structure. He said that the recent historical survey listed the Saint Stephen's Parish campus as a possible new historic district. Demolishing one of those buildings would significantly detract from the attractiveness of that campus. The district could be listed on the National Register of Historic Places.

Phil DeSalvo asked what happens if the property does get on the register, and then the parish closes, to which Commissioner Siebert stated that being on the register prevents public funds from being utilized to demolish the structure, but private funds can be used to demolish the structure.

Motion by Commissioner Siebert to deny the razing of the former convent building; seconded by Commissioner Kruthoff. Motion carried 4-0.

3. Request from Jerome Kowski for an amendment to façade improvement grant funds in the amount of \$340.00 additional dollars for work that received Historic Preservation / Design Review Commission approval at **1059 Main Street (Parcel ID 2408-32-2026-10)**.

Kyle Kearns Economic Development Specialist explained that in reviewing the invoices, there were a couple of discrepancies which included a front façade line time to be listed on the bid for the rear façade improvements, as well as the owner using a different option of window replacement on the second floor windows, which is preferred under the design guidelines. Director Ostrowski added that the proposal submitted by the applicant listed the approved line item in the wrong location on the proposal.

Motion by Commissioner Siebert to approve the request from Jerome Kowski for an amendment to the façade improvement grant funds in the amount of \$340.00 additional dollars for work that received Historic Preservation / Design Review Commission approval at 1059 Main Street (Parcel ID 2408-32-2026-10); seconded by Alderperson M. Stroik. Motion carried 4-0.

4. Adjourn.

Meeting adjourned at 5:00 p.m.

REPORT OF CITY PLAN COMMISSION

Monday, August 5, 2013 – 6:00 PM
Lincoln Center – 1519 Water Street

PRESENT: Mayor Andrew Halverson, Alderperson Jerry Moore, Commissioner Tony Patton, Commissioner Dave Cooper, and Commissioner Garry Curless (Commissioner Anna Haines excused).

ALSO PRESENT: Community Development Director Michael Ostrowski, Economic Development Specialist Kyle Kearns, Attorney Beveridge, Comptroller Ladick, Alderperson Doxtator, Alderperson Suomi, Alderperson M. Stroik, Alderperson R. Stroik, Alderperson Phillips, Guy Stewart, John Kraft, Chris Jones, Marcin Mrozek, Jim Lucas, Bev Mancl, Mark Boeck, Richard Bierman, Reid Rocheleau, Travis Kornowski, Sarah Wallace, Gene Kemmeter, Leonard Moadlo, Rosemary Gagas, and Larry Gagas.

INDEX:

1. Report of the July 1, 2013 Plan Commission meeting.
2. Request from Brad Wolf, representing the property owner, for a conditional use permit for the purposes of constructing an attached garage using the “R-TND” Traditional Neighborhood Development Overlay District minimum side-yard setback requirements at **2024 Wyatt Ave (Parcel ID 2408-32-4046-14)**.
3. Request from Beverly Mancl for a conditional use permit for the purpose of constructing an 8-unit townhouse style apartment complex, at the southeast corner of **Echo Dells Avenue and Riverview Avenue (Parcel ID 2308-05-4300-36)**, as well as a modification to the parking lot and landscaping standards, relating to a reduced parking lot setback and location of the parking lot in a street yard.
4. Request from Richard Bierman, representing the property owner, for a conditional use permit for the purpose of constructing a car dealership and service facility within the wellhead protection district zone B at **3700 Northpoint Drive (Parcel ID 2408-27-2001-05)**.
5. Request from the City of Stevens Point to acquire approximately 1.320 acres of **Parcel ID 2308-01-2200-05** (Portage County property) for the extension of E.M. Copps Drive to the east.
6. Request from the City of Stevens Point to acquire approximately 37.01 acres (Moadlo Property) within the **northwest corner of the East Park Commerce Center (Parcel ID 2308-01-2100-01)** to be used for right-of-way and future development sites.
7. Review and recommendation on transferring and/or selling approximately 27 acres of property located in the **northwest corner of the East Park Commerce Center (portion of Parcel ID 2308-01-2100-01)**, to Service Cold Storage, LLC.
8. Review and recommendation on extending and naming E.M. Copps Drive, east of Week Street to the eastern edge of Parcel ID 2308-01-2100-01.
9. Adjourn.

-
1. Report of the July 1, 2013 Plan Commission meeting.

Motion by Alderperson Moore to approve the report of the July 1, 2013 meeting; seconded by Commissioner Cooper. Motion carried 5-0.

2. Request from Brad Wolf, representing the property owner, for a conditional use permit for the purposes of constructing an attached garage using the “R-TND” Traditional Neighborhood Development Overlay District minimum side-yard setback requirements at **2024 Wyatt Ave (Parcel ID 2408-32-4046-14)**.

Director Ostrowski explained the request is to take down the existing garage, recreating a new one and the setback would be four feet off of the property line. Current requirements within the existing zoning district are seven and a half, but since it is in the TND district, they are allowed to go down to the four feet. Staff would recommend approval with the conditions outlined in the staff report.

Motion by Mayor Halverson to approve the conditional use permit for the purposes of constructing an attached garage using the “R-TND” Traditional Neighborhood Development Overlay District minimum side-yard setback requirements at 2024 Wyatt Ave (Parcel ID 2408-32-4046-14) with the following conditions:

- **All necessary building permits shall be obtained for the proposed work.**
- **The applicant shall not widen the curb cut and driveway within the public right-of-way without the approval of all applicable departments.**
- **The driveway shall not be wider than 20 feet.**
- **Gutters shall be installed on the entire north side of the structure and directed appropriately to prevent drainage onto adjacent properties.**
- **The materials of the new garage shall be compatible, to the extent possible, the materials on the main home.**
- **All other applicable ordinance requirements shall be met.**

seconded by Alderperson Moore. Motion carried 5-0.

3. Request from Beverly Mancl for a conditional use permit for the purpose of constructing an 8-unit townhouse style apartment complex, at the southeast corner of **Echo Dells Avenue and Riverview Avenue (Parcel ID 2308-05-4300-36)**, as well as a modification to the parking lot and landscaping standards, relating to a reduced parking lot setback and location of the parking lot in a street yard.

Director Ostrowski explained Ms. Mancl is looking at constructing an 8 unit, 2-bedrooms each townhouse style apartment complex on the corner of Echo Dells and Riverview. He added that there is a request for a reduction in the western street yard setback by 7 feet to 18 feet from the property line to the start of the parking lot. Director Ostrowski explained the request is for better circulation of traffic within the complex in terms of driveway access for visitor parking as well as the parking in front and by the garages. He added in regards to the standards of review, staff has found they have been met and there are a couple that would be modified slightly, such as adding additional landscaping along the northern edge of the property.

Jim Lucas, ArcCentral, stated in addition the property owner will maintain the area between the curb and her property, which is landscaped and well maintained, and she would continue to do that at this site. He continued stating it is a benefit to the property to keep it looking nice. He also added they would put a secondary row of coniferous trees to help with shielding headlights from other properties. Mr. Lucas also explained the plan includes additional parking then required, and maintaining city property offsets the land that they would like to pave closer to the street.

Motion by Commissioner Patton to approve the conditional use permit for the purpose of constructing an 8-unit townhouse style apartment complex, at the southeast corner of Echo Dells Avenue and Riverview Avenue (Parcel ID 2308-05-4300-36), as well as a modification to the parking lot and landscaping standards, relating to a reduced parking lot setback and location of the parking lot in a street yard with the following conditions:

- **If sidewalks were ever to be installed by the City or property owners on directly adjacent properties, the applicant or owners of the property in question shall install sidewalks at his/her own expense within one year.**
- **Material used for the refuse enclosure shall be constructed out of finished wood, or masonry materials.**
- **Additional vegetative landscaping to match the proposed shall be placed along the north side of the building facing Riverview Avenue.**
- **The maximum number of units shall be 8, within a maximum number of 16 bedrooms.**
- **Snow shall be removed from the site, or stored in a location that it will not negatively impact adjacent properties.**
- **A stormwater plan will need to be reviewed and approved by the Department of Public Works.**
- **A minimum of 25% of the façade shall be covered with masonry or decorative brick. EIFS may be considered to satisfy this requirement.**
- **Staff shall have the authority to approve minor changes such as landscaping or drainage.**
- **Landscaping that screens parking, shall be allowed to encroach into the public right-of-way with approval from the appropriate staff. The owner shall manage and maintain the landscaping within the right-of-way and if ever the City were to widen the street or install sidewalks, compensation for landscaping would not be provided. Furthermore, the owner shall remove landscaping at their cost if the above were to occur.**
- **Supplementary landscape planters shall be installed along the westward facing building façade near entryways.**
- **The applicant shall pay the required park fee per unit to the City.**

seconded by Commissioner Curless. Motion carried 5-0.

4. Request from Richard Bierman, representing the property owner, for a conditional use permit for the purpose of constructing a car dealership and service facility within the wellhead protection district zone B at **3700 Northpoint Drive (Parcel ID 2408-27-2001-05).**

Director Ostrowski explained this is the existing Courtesy Nissan Dealership at the northwest corner of I39 and Stanley Street. This request is before us because it is within the wellhead protection zone, not as a standard conditional use, so any of the conditions placed upon this development would have to relate to the protection of the groundwater supply. He continued they are looking at razing the existing building and reconstructing a new Honda Dealership on that site which a site plan was included in the packet with a quantities list of fluids that they would be having on property. Specifically, 500 gallons of oil, 50 gallons of transmission fluid, 50 gallons of antifreeze, and 50 of gallons of washer solvent. Director Ostrowski continued stating all fluids would be above ground, and the oil would have a double wall containment system with the recommendations of a 100% containment area such as a concrete curb or basin to provide a third layer of protection, as well as the other areas we would require them to have that second layer as well. He also explained we would require them to provide a safety manual spill prevention control plan, which has already been done. He added the screening mechanisms for landscaping will be dealt with through the zoning code and any requirements what would need to be met within there. If they do request a modification from any of the zoning standards, those would be before the commission at a later date.

Commissioner Patton asked if Mr. Kraft and Mr. Stewart are aware of the standards, to which Director Ostrowski answered they have been provided the standards.

Richard Bierman, 2108 Johnberg Road, stated he is aware of the concerns of the local property owners regarding landscaping, and his idea is to shift one of the access roads on the site and add some sort of berm and landscaping to compensate for what is seen along the street, but the lot is basically their show room as well. He is concerned about deciduous trees by the cars, but would put in larger type trees and add shrubs.

Commissioner Curless asked if the building would be further north than the present building, and if they owned the house to the north and would that be torn down, to which Mr. Bierman answered yes the new structure would be further north, the house to the north is theirs, and it would be demolished.

Guy Stewart, 3703 North Point Drive, stated he appreciates the interest in working with the neighbors, and understands the conditional use being focused on wellhead protection. He continued stating that in the past, with other conditional use permits that were issued on this site there were assurances that there would be landscape screening when the existing building was put it. He has looked at the screening plan, and it does look like they would require continuous three foot screening on the North Point Drive side of the project. He asks as part of this condition if they would increase the buffer between the residential and commercial uses.

Mayor Halverson answered the increase in the buffer zone cannot be done in what is being discussed tonight because this would be treating a zoned property different than any other property zoned the same.

John Kraft, 3715 North Point Drive, expressed his concern over the landscaping, and just wanted his concern heard.

Motion by Commissioner Patton to approve the conditional use permit for the purpose of constructing a car dealership and service facility within the wellhead protection district zone B at 3700 Northpoint Drive (Parcel ID 2408-27-2001-05) with the following conditions:

- **A drainage plan shall be submitted to the Department of Public Works and reviewed by all appropriate staff, meeting all stormwater requirements as per Chapter 31 of the Revised Municipal Code.**
- **All above ground chemical storage tanks shall be a minimum double walled, unless an equal or greater protection mechanism exists.**
- **No underground tanks shall be installed.**
- **Storage of all chemicals shall occur within 100% containment area such as a concrete curb basin or tub to provide a second/third containment measure against leaks or spills.**
- **Cracks and joints that open on dispensing areas or catch basins, if any, shall be filled and fixed immediately to avoid the infiltration of hazardous chemicals.**
- **Catch basins shall be installed around every fill point to catch product that may drip from the loading hose during the product transfer process.**
- **A spill prevention, control, and countermeasure plan shall be in place prior to the operation of the facility.**

- **Monitoring wells shall be installed throughout the property at locations determined by the Director of Water and the City Engineer. Testing shall be done quarterly. City staff shall be given unrestricted access for compliance purposes. Test shall be completed annually, and the results shall be supplied to the Director of Utilities.**
- **The City reserves the right to establish new conditions for the purpose of protecting the groundwater supply. Furthermore, the department of Community Development and Water Department shall be notified if changes occur to chemicals, quantities, storage or service at the facility or on the property.**
- **All costs associated with the conditions within this resolution shall be at the expense of the operator and/or owner. All required reports relating to sampling, analysis, and/or testing shall be provided to the City upon completion of such sampling, analysis, and/or testing.**
- **If any equal or superior alternative exists over any of the conditions, as determined by the Director of Water, the state, and the Director of Community Development, City of Stevens Point personnel shall have the ability to modify such condition(s).**
- **The conditional use permit shall expire within two years after final occupancy date.**

seconded by Commissioner Cooper.

Motion carried 5-0.

Aldersperson Moore asked how far is the parking area going to be setback from North Point Drive, to which Director Ostrowski stated five feet from the property line. Aldersperson Moore asked how far the property line was back from North Point Drive and was concerned that the road is rather narrow now and does not want to prohibit the city at a later date regarding infringing on the right-of-way if the road is widened. Mayor Halverson explained that can be verified by the survey, and Director Ostrowski added you will have the property line, and then between the property line and the parking lot you will have at least five feet of solid screening.

Guy Stewart, 3703 North Point Drive, commented that with the original annexation of the property and the agreement for the B-4 zoning for that site, there was an approval of a 10 foot landscape area. Mayor Halverson stated we will look into the original landscape buffer and if there was a part of the motion that was specifically connected to allowing the annexation to move forward as part of the original annexation we would have to look at that but would only be able to enforce it if it was recorded with the deed. Director Ostrowski added typically there is not a requirement placed on the zoning/rezoning unless it is recorded on the deed. Aldersperson Moore asked what year the area was annexed, to which Mr. Stewart stated it was about 1998. Mayor Halverson reassured that staff would do some research on that, and see what the documentation says.

Motion carried 5-0.

5. Request from the City of Stevens Point to acquire approximately 1.320 acres of **Parcel ID 2308-01-2200-05** (Portage County property) for the extension of E.M. Copps Drive to the east.
6. Request from the City of Stevens Point to acquire approximately 37.01 acres (Mocadlo Property) within the **northwest corner of the East Park Commerce Center (Parcel ID 2308-01-2100-01)** to be used for right-of-way and future development sites.

7. Review and recommendation on transferring and/or selling approximately 27 acres of property located in the **northwest corner of the East Park Commerce Center (portion of Parcel ID 2308-01-2100-01)**, to Service Cold Storage, LLC.
8. Review and recommendation on extending and naming E.M. Copps Drive, east of Week Street to the eastern edge of Parcel ID 2308-01-2100-01.

Director Ostrowski presented that the East Park Commerce Center has been annexed into the City, the TIF district has been established, and the site has been certified by the State. With these requests, we are looking at getting approval from the Plan Commission to purchase a portion of land from Portage County to extend E.M. Copps Drive as an entrance into the East Park Commerce Center. He continued stating they would also need permission to acquire approximately 37.01 acres from the Mocadlo family. We are looking for the Plan Commission to make a recommendation on acquiring both parcels of land from Portage County, and the Mocadlo family, which describes agenda items number 5 and 6. Director Ostrowski explained item 7, is to transfer approximately 27 acres of land to Service Cold Storage for the creation and construction of a freezer warehouse development of about 160,000 square feet. This area would be north of E.M. Copps Drive extended. He then explained that item 8 is would be the extension and naming of E.M. Copps Drive to the east, and the road would be constructed this year to about the tree line, which would leave about seven acres south of the road available for additional development at a later date.

Motion by Alderperson Moore to approve the following:

- **Acquiring approximately 1.320 acres of Parcel ID 2308-01-2200-05 (Portage County Property for the extension of E.M. Copps Drive to the east.**
- **Acquiring approximately 37.01 acres (Mocadlo Property) within the northwest corner of the East Park Commerce Center (Parcel ID 2308-01-2100-01) to be used for right-of-way and future development sites.**
- **Transferring approximately 27 acres of property located in the northwest corner of the East Park Commerce Center (portion of Parcel ID 2308-01-2100-01), to Service Cold Storage, LLC.**
- **Extending and naming E.M. Copps Drive, east of Week Street to the eastern edge of Parcel ID 2308-01-2100-01.**

seconded by Mayor Halverson.

Reid Rocheleau, 408 Cedar Street, feels the transferring and/or selling of the land concerns him, and questions who decides how much it is sold for and expressed that he is opposed to the Developer's Agreement as well as the process.

Commissioner Cooper asked what would be the time frame for acquiring the 37 acres and the transfer of the property to the taxpaying entity, to which Mayor Halverson stated the same day as closing.

Commissioner Curless asked if the Cold Storage will build on the property, to which Mayor Halverson answered yes, it is all laid out in the Developer's Agreement and also in the progressive liens that would be released as construction progresses so our security interest is protected in the land. Mayor Halverson continued explaining the Common Council in open session agreed to all of the changes to the Developer's Agreement at a special meeting.

Commissioner Cooper pointed out that this development not only is going to move quickly, but they are hiring people and probably expand this rather quickly and hire more people and pay more taxes. Mayor

Halverson confirmed and added there are many contracts already in place for the project. He added their willingness to consider a different site helps the Skyward project move forward and with the geography if you look at the layout of the property, originally it was oriented more square, the difference is E.M. Copps is extended straight to the east, and will take a southern turn more east and have compensation for the railroad right of way. We have to compensate with the road or we lose the distance necessary to maintain the rail right of way along the parcels, and then allows the city to preserve two three acre lots which will then be able to be sold for smaller projects. He also pointed out they could now potentially expand their operations.

Motion Carried 5-0

9. Adjourn.

Meeting Adjourned 6:26 PM.

RESOLUTION

[2024 WYATT AVENUE – MESHAK]

BE IT RESOLVED by the Common Council of the City of Stevens Point, Portage County, Wisconsin, that based upon the application and after reviewing the Plan Commission record and hearing the testimony of interested parties, the Common Council determines that all conditions required have been met, the property located at **2024 Wyatt Avenue (Parcel ID 2408-32-4046-14)**, described as N 60' Lots 15 & 16 Blk 9 Crosby & McCulloch Add S32 T24 R8 258/128 779985TOD, City of Stevens Point, Portage County, Wisconsin, hereby be granted a Conditional Use Permit for the purposes of constructing an attached garage using the “R-TND” Traditional Neighborhood Development Overlay District side-yard setback requirements, as shown on the attached plans, with the following conditions:

1. All necessary building permits shall be obtained for the proposed work.
2. The applicant shall not widen the curb cut and driveway within the public right-of-way without the approval of all applicable departments.
3. The driveway shall not be wider than 20 feet.
4. Gutters shall be installed on the entire north side of the structure and directed appropriately to prevent drainage onto adjacent properties.
5. The materials of the new garage shall be compatible, to the extent possible, the materials on the main home.
6. All other applicable ordinance requirements shall be met.

Such approval constitutes a Conditional Use under the City’s ordinances.

Approved:

Andrew J. Halverson, Mayor

Attest:

John Moe, City Clerk

Dated: August 19, 2013

Adopted: August 19, 2013

Drafted by: Michael Ostrowski

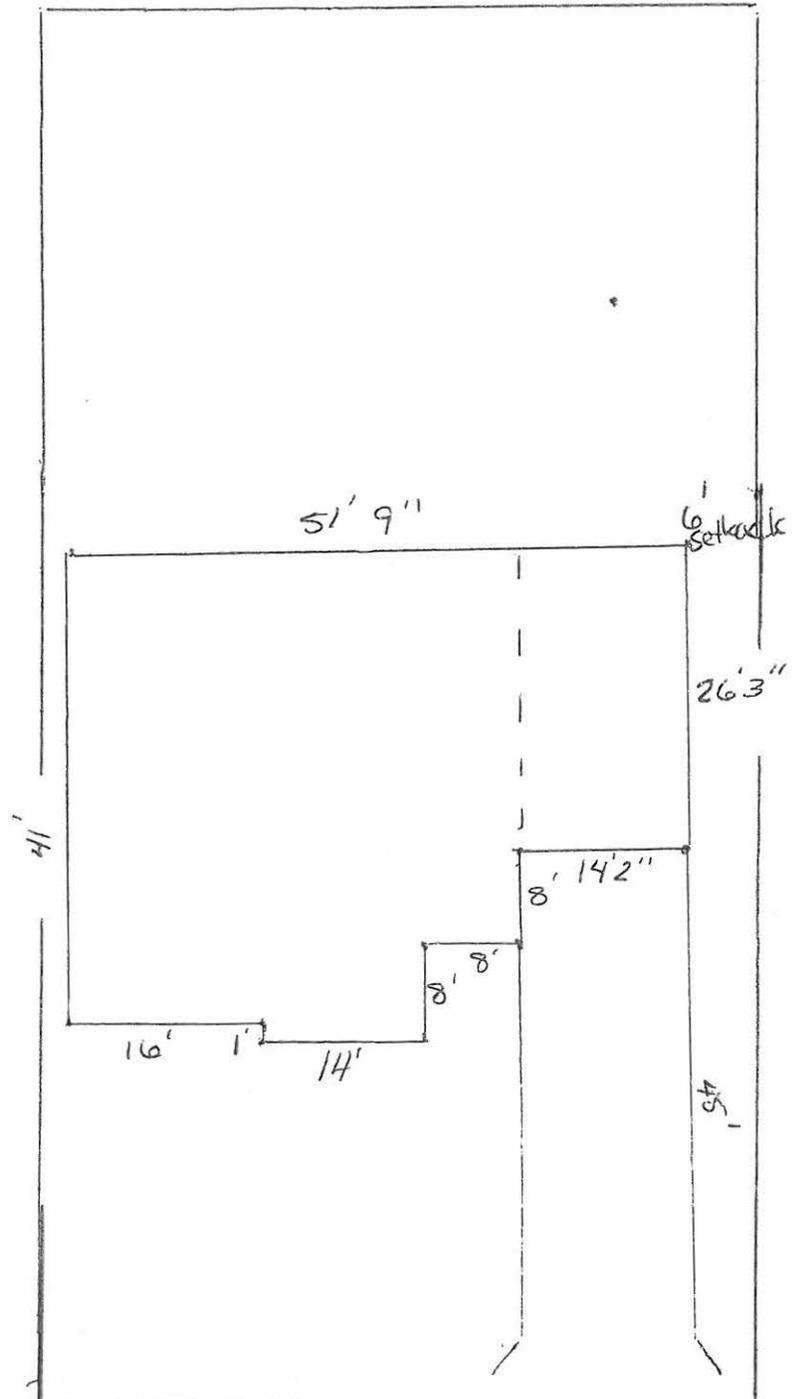
Return to: City Clerk

John G. Weber Co., Inc.

New & Used Sales/Service of Wood, Plastics, Aluminum Machinery



2024 WYATT AVE.
Existing

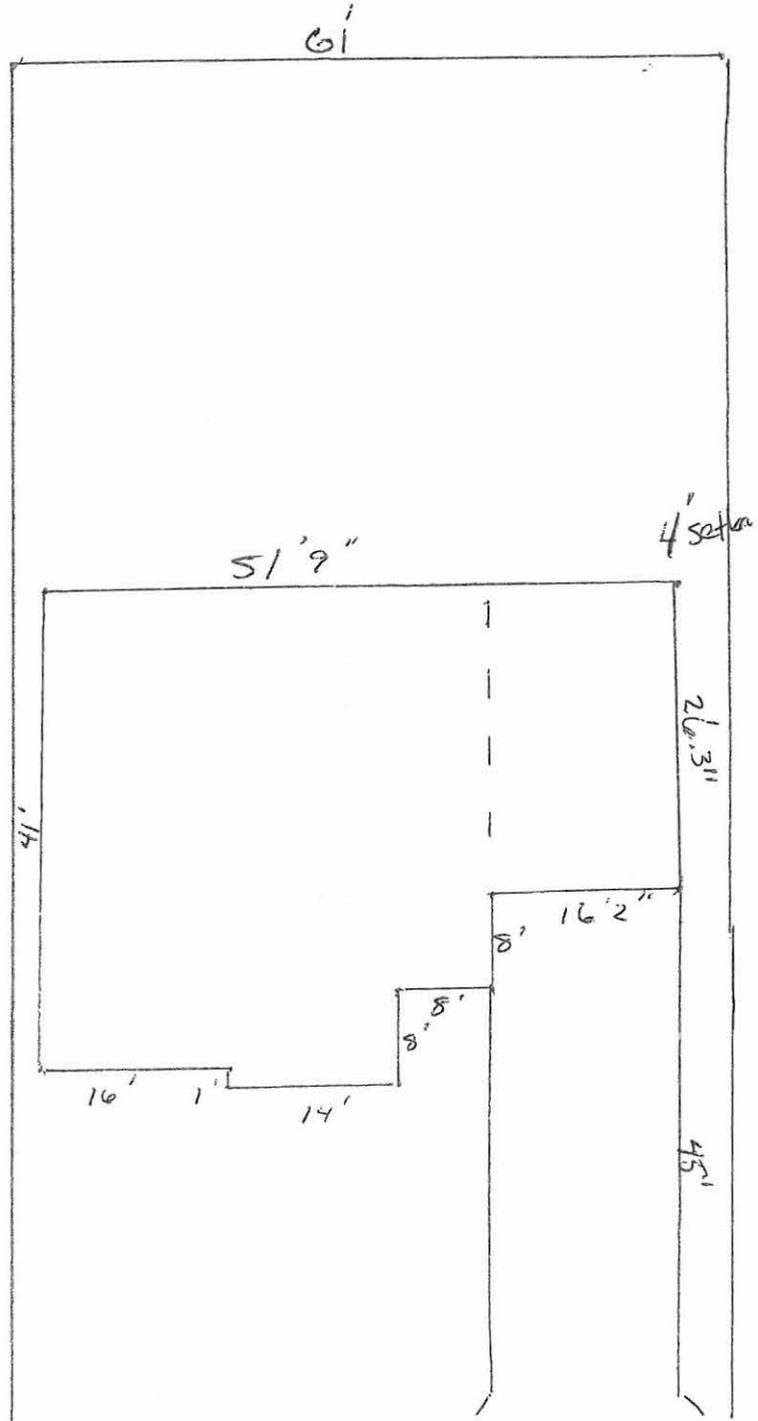


John G. Weber Co., Inc.

New & Used Sales/Service of Wood, Plastics, Aluminum Machinery



2024 Wyatt Ave.
Proposed



RESOLUTION

[SOUTHEAST CORNER OF ECHO DELLS AVENUE AND RIVERVIEW AVENUE – MANCL]

BE IT RESOLVED by the Common Council of the City of Stevens Point, Portage County, Wisconsin, that based upon the application and after reviewing the Plan Commission record and hearing the testimony of interested parties, the Common Council determines that all conditions required have been met, the property located at the **Southeast Corner of Echo Dells Avenue and Riverview Avenue (Parcel ID 2308-05-4300-36)**, described as Lot 2 CSM # 4974-17-299 BNG SW SE S5 T23 R9 519/1082 556/284 706/328, City of Stevens Point, Portage County, Wisconsin, hereby be granted a Conditional Use Permit for the purposes of constructing a townhouse style apartment complex consisting of 8, 2-bedroom units with attached garages, as shown on the attached plans, with the following conditions:

1. If sidewalks were ever to be installed by the City or property owners on directly adjacent properties, the applicant or owners of the property in question shall install sidewalks at his/her own expense within one year.
2. Material used for the refuse enclosure shall be constructed out of finished wood, or masonry materials.
3. Additional vegetative landscaping to match the proposed shall be placed along the north side of the building facing Riverview Avenue.
4. The maximum number of units shall be 8, within a maximum number of 16 bedrooms.
5. Snow shall be removed from the site, or stored in a location that it will not negatively impact adjacent properties.
6. A stormwater plan will need to be reviewed and approved by the Department of Public Works.
7. A minimum of 25% of the façade shall be covered with masonry or decorative brick. EIFS may be considered to satisfy this requirement.
8. Staff shall have the authority to approve minor changes such as landscaping or drainage.
9. Landscaping that screens parking, shall be allowed to encroach into the public right-of-way with approval from the appropriate staff. The owner shall manage and maintain the landscaping within the right-of-way and if ever the City were to widen the street or

install sidewalks, compensation for landscaping would not be provided. Furthermore, the owner shall remove landscaping at their cost if the above were to occur.

10. Supplementary landscape planters shall be installed along the westward facing building façade near entryways.

11. The applicant shall pay the required park fee per unit to the City.

Such approval constitutes a Conditional Use under the City's ordinances.

Approved:

Andrew J. Halverson, Mayor

Attest:

John Moe, City Clerk

Dated: August 19, 2013

Adopted: August 19, 2013

Drafted by: Michael Ostrowski

Return to: City Clerk

Bev Mancl Townhouse Development

Echo Dells Avenue Stevens Point, Wisconsin 54481

Code Data

Governing Code
Wisconsin Enrolled, 2009 International Building Code

Occupancy Classification - 310.1
Residential - R2

Allowable Height & Area - TABLE 503
2 STORY, 7,000 SF ALLOWABLE.
Frontage Increase PER 506.2 = 50% for 1 story building.

Actual Building Area
13,236 SF

Type of Construction - TABLE 601
TYPE V B,

Occupant Capacity 1004.1.1.1
RESIDENTIAL - 1 / 200 = 66

Required Exit Width - 1005.1
FIRST FLR = .20" PER OCC. req'd
72" PROVIDED PER UNIT = 9" PER OCC. PER UNIT

Exit Access Travel Distance 1016.1
RESIDENTIAL R2 OCC, WITHOUT SPRINKLER - 200 FT.

Fire Protection 903.3
THIS BUILDING WILL NOT BE PROTECTED BY FIRE SPRINKLER

Fire Separations
2 HR RATED CONSTRUCTION BETWEEN UNITS, TO ROOF DECK

Sanitary Facilities, Table 2902.1

REQUIRED				
PER UNIT	TLT	BATH/SHOWER	LAV	KITCHEN SINK
1/UNIT		1/UNIT	1/UNIT	1/UNIT

PROPOSED				
PER UNIT	TLT	BATH/SHOWER	LAV	KITCHEN SINK
2/UNIT		1/UNIT (MIN.)	1/UNIT (MIN.)	1/UNIT

Design Loads

SOIL BEARING CAPACITY, 2,500 PSF PRESUMED

ROOF LIVE LOAD = SEE ROOF PLAN FOR LOADS

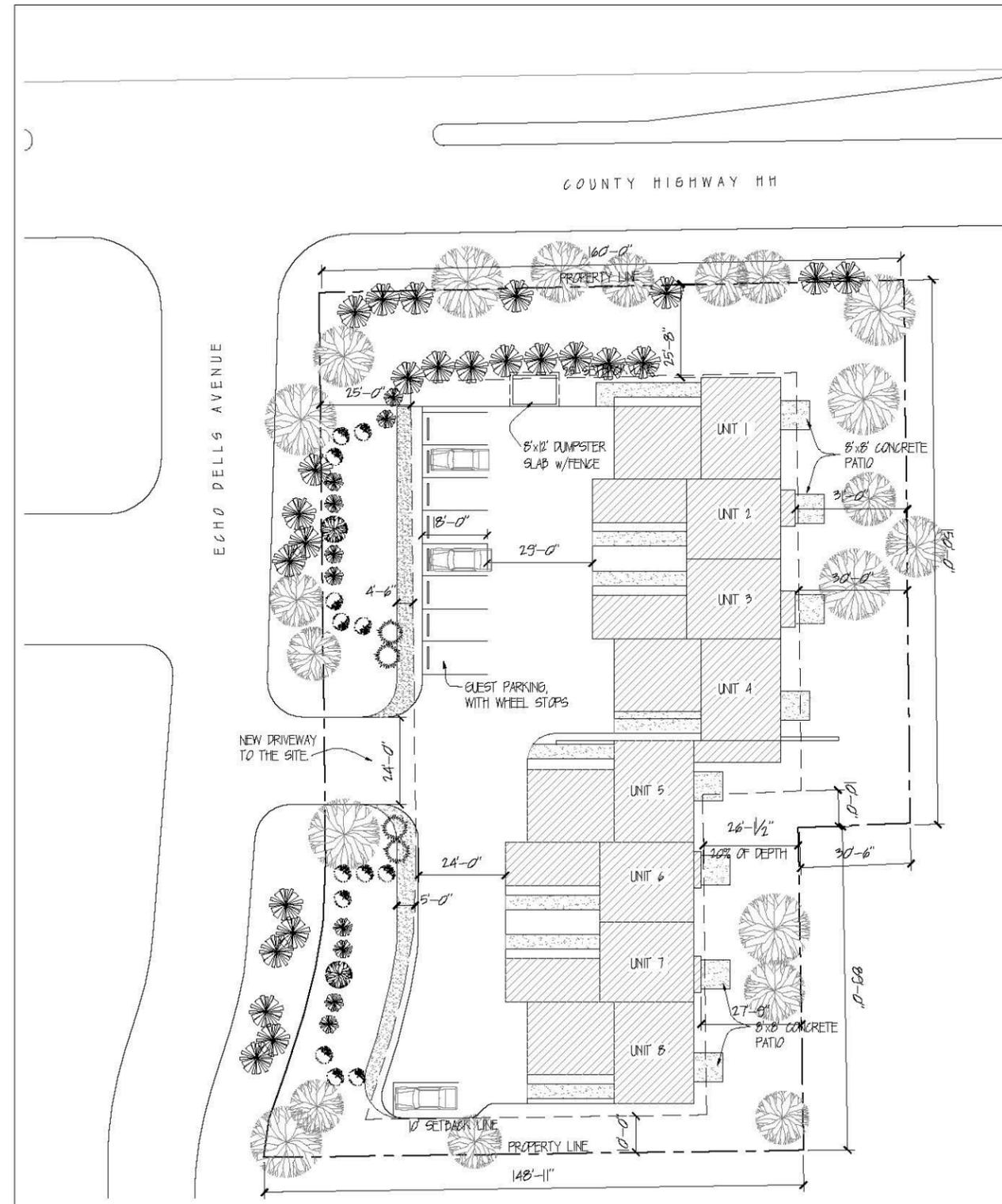
ROOF DEAD LOAD = 15 PSF AT NEW FRAMING

LATERAL LOAD (WIND) = 20 PSF

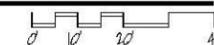
UPLIFT AT CANOPY = 30 PSF

1607.1
FLOOR LIVE LOAD, RESIDENTIAL R2 = 40 PSF

FLOOR LIVE LOAD, PASSAGE/EXIT = 40 PSF



1 SITE PLAN
T100 SCALE: 1" = 10'-0"



Index to Sheets

- T101 Title Sheet and Site Plan
- C101 Landscape & Drainage Plan
- C102 Grading Plan
- A000 Fire Separation Plan
- A100 Door & Room Finish Sched.
- A101 Partial 1st Floor Plan, south
- A102 Partial 1st Floor Plan, north
- A103 Partial 2nd Floor Plan, south
- A104 Partial 2nd Floor Plan, north
- A201 Exterior Elevations
- A202 Exterior Elevations
- A203 Exterior Elevations
- A301 Building Sections & Details
- A302 Building Sections & Details
- S100 Foundation Plan & Details
- S101 Second Floor Framing Plan
- S102 Roof Framing Plan
- G101 Symbols and Legends
- G102 Accessibility Details

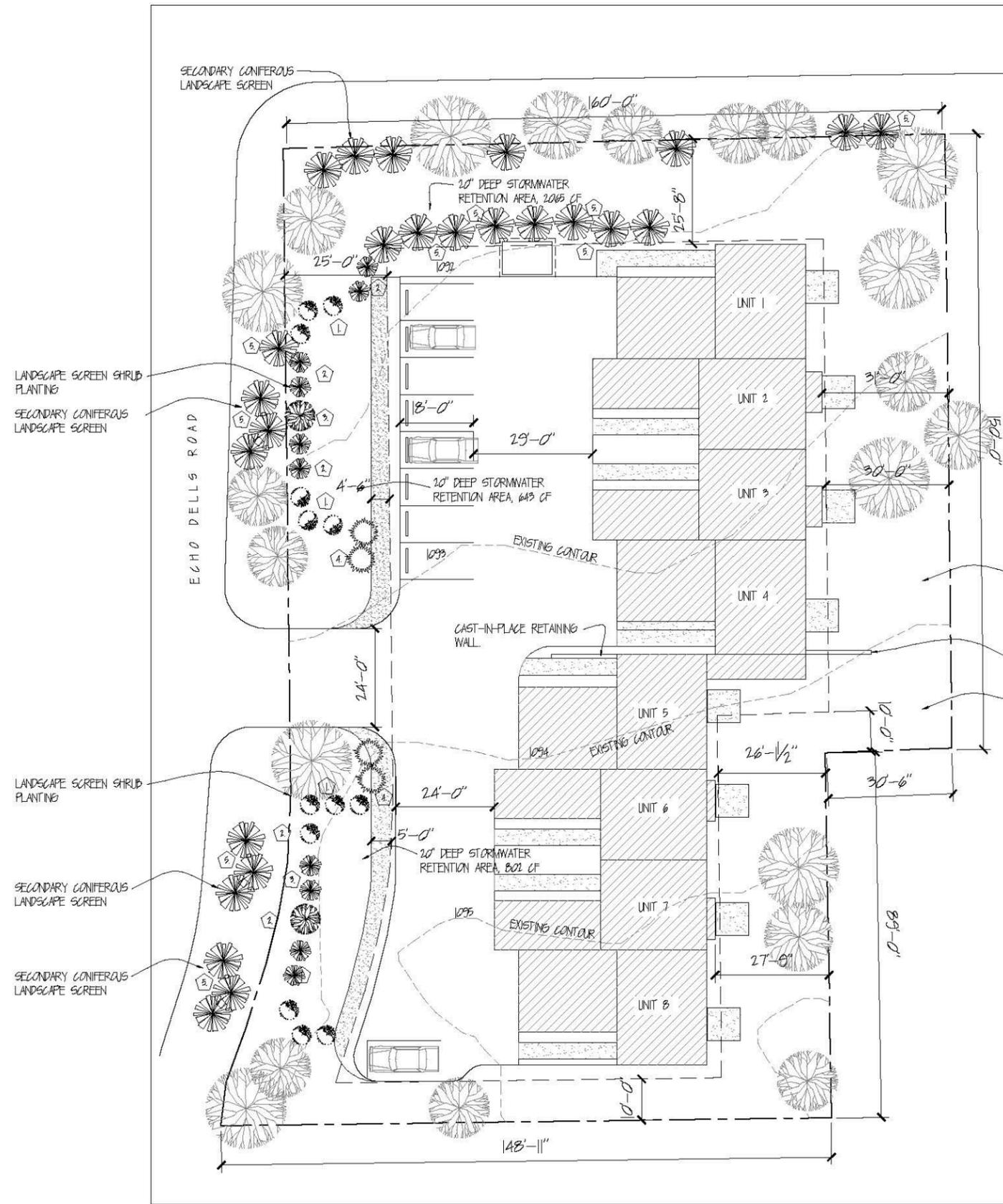
TITLE SHEET
AND SITE PLAN

NEW TOWNHOUSE DEVELOPMENT
FOR
BEV MANCL
ECHO DELLS AVENUE
STEVENS POINT, WI 54481

REVISIONS

#2419 SCHEM DES
7/15/13 STATE APPR.
DATE
June 24, 2012
PROJECT NO.
13 012

T100



TOTAL SITE:	36,390 SF
(8) TOWNHOUSES	8,001 SF
ASPHALT PAVING & CONCRETE PATIOS	9,062 SF
TOTAL BUILDING/PARKING	17,063 SF
TOTAL GREEN SPACE	19,327 SF
REQUIRED GREEN SPACE (1,200 PER UNIT)	9,600 SF
TOTAL WATER DETENTION	6,813 CF
REQ'D WATER DETENTION (4" RAINFALL)	5,688 CF
TOTAL PARKING	20 CARS
REQ'D PARKING = 2/2 BEDROOM	16 CARS
TOTAL GARAGES	12 STALLS

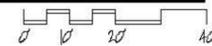
RETENTION AREA 1 = 2,130 SF
 RETENTION AREA 2 = 627 SF
 RETENTION AREA 3 = 788 SF
 RETENTION AREA 4 = 1,855 SF
 TOTAL = 4,090 SF
 4,090 SF x 1.66 FT = 6,813 CF

LANDSCAPE SCREEN PLANTING

- 1 FRAGRANT LILAC
- 2 GOLDEN GLOBE ARBORVITAE
- 3 FORSYTHIA (YELLOW)
- 4 HYDRANGEA (WHITE)
- 5 BALSAM FR.

1 LANDSCAPE AND DRAINAGE PLAN

SCALE: 1" = 20'-0"



REVISIONS

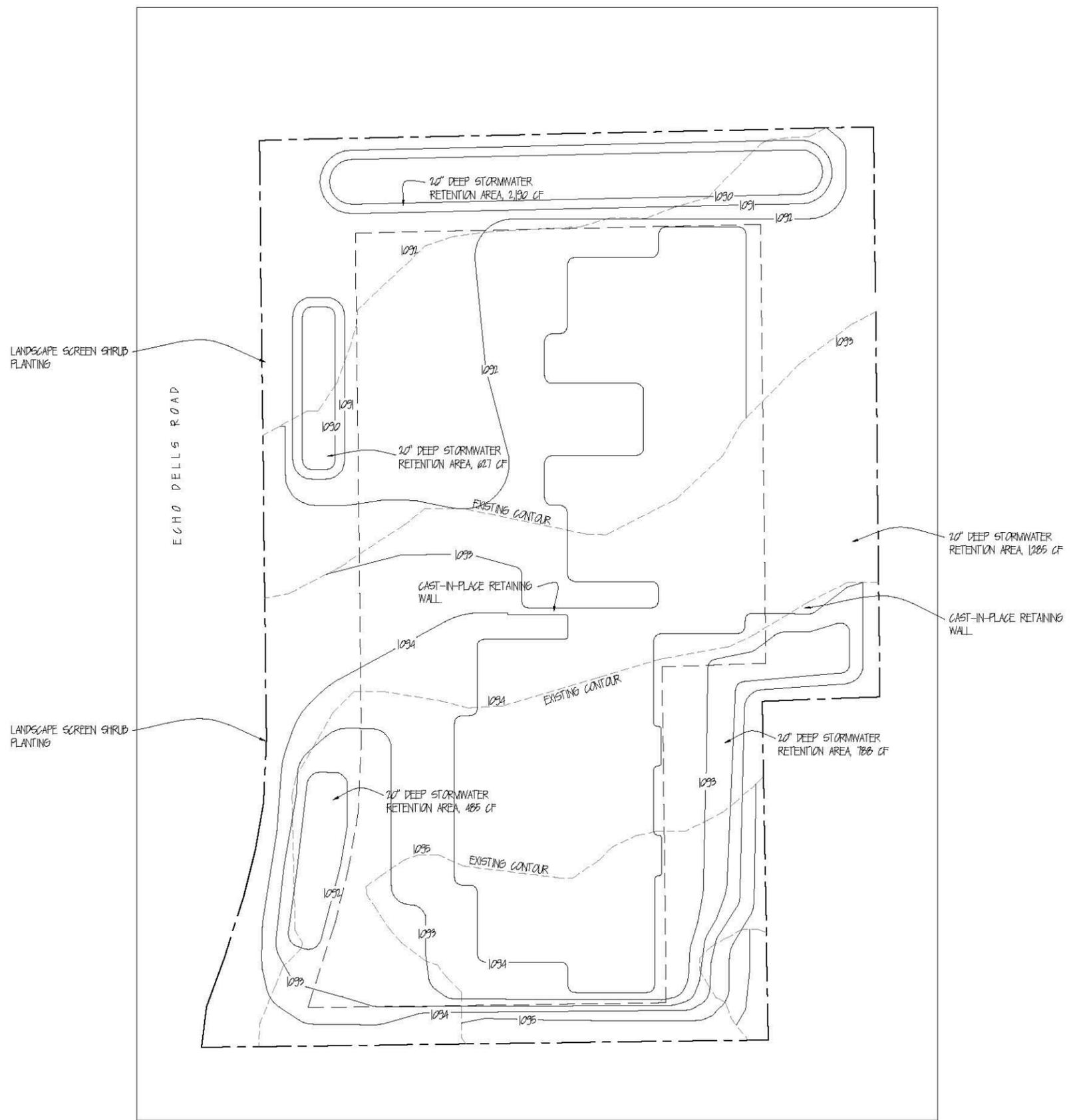
#2413 SCHEM DES	
7/13/13 STATE APPR	
DATE	June 24, 2012
PROJECT NO.	13 012

SITE PLAN

NEW TOWNHOUSE DEVELOPMENT
 FOR
 DEV MANGL
 ECHO DELLS AVENUE
 STEVENS POINT, WI 54481

REVISIONS

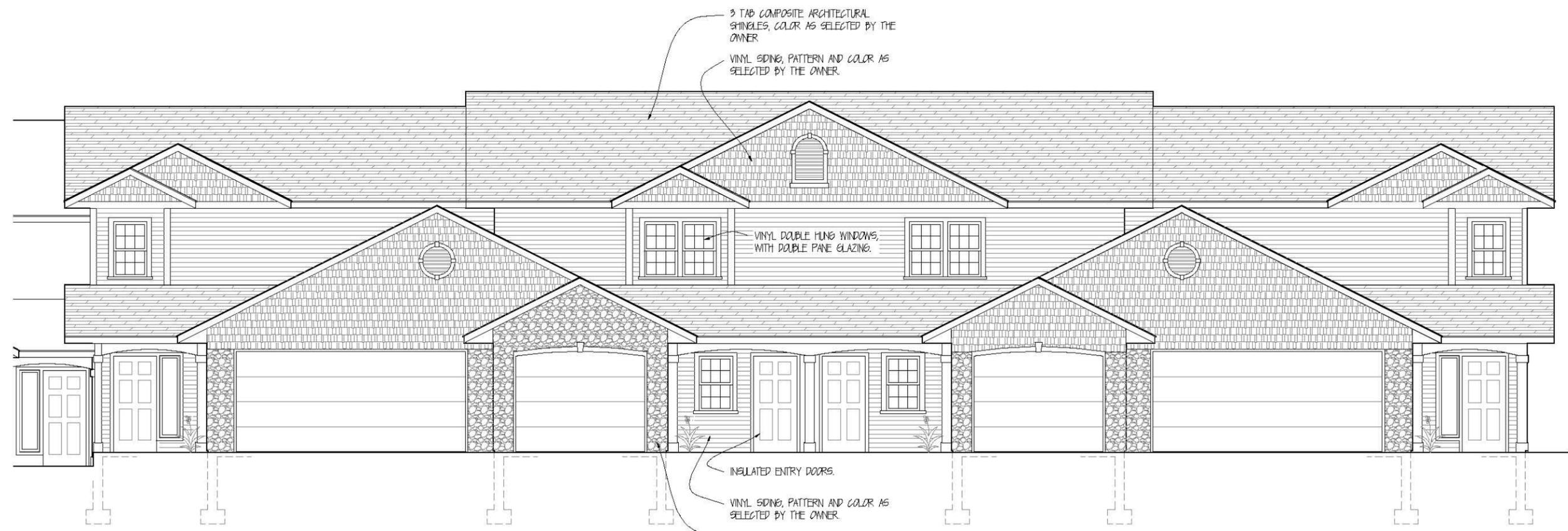
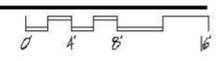
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	PROJECT NO.
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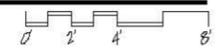
1 GRADING PLAN
 SCALE : 1" = 20'-0"
 0 10 20 40
 NORTH

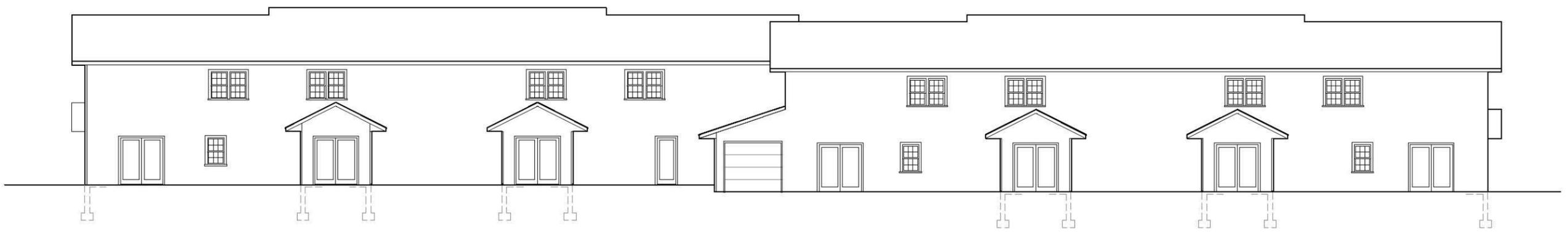


1 WEST ELEVATION
 A201 SCALE : 1/8" = 1'-0"

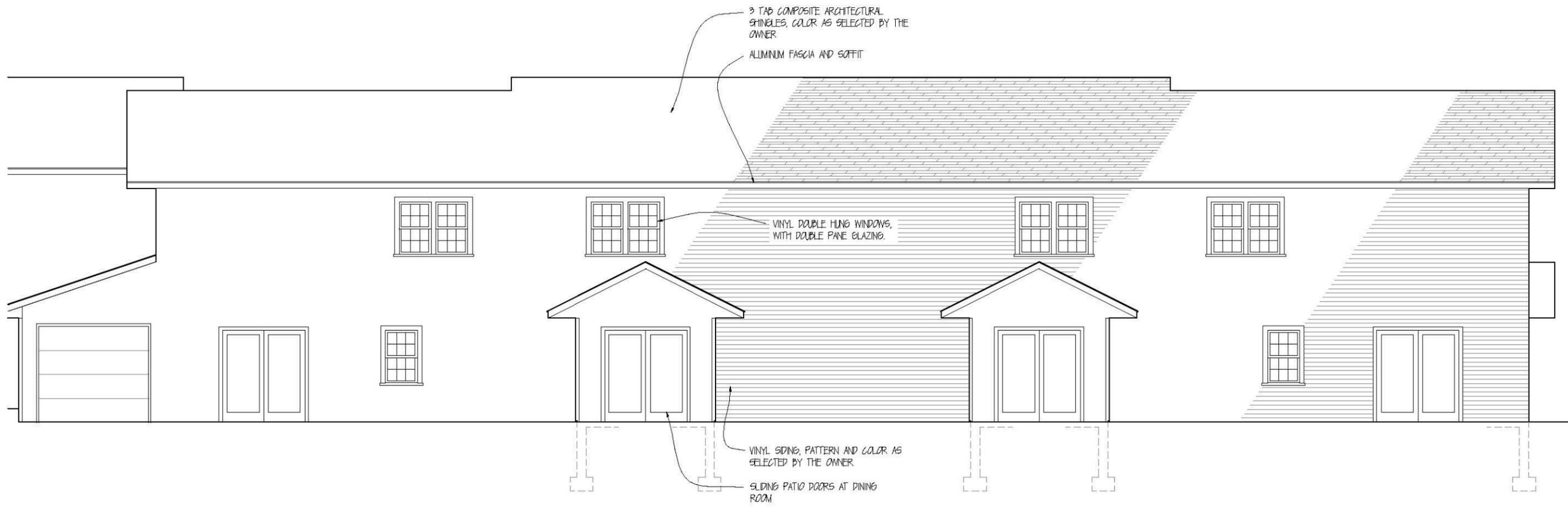
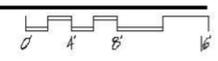


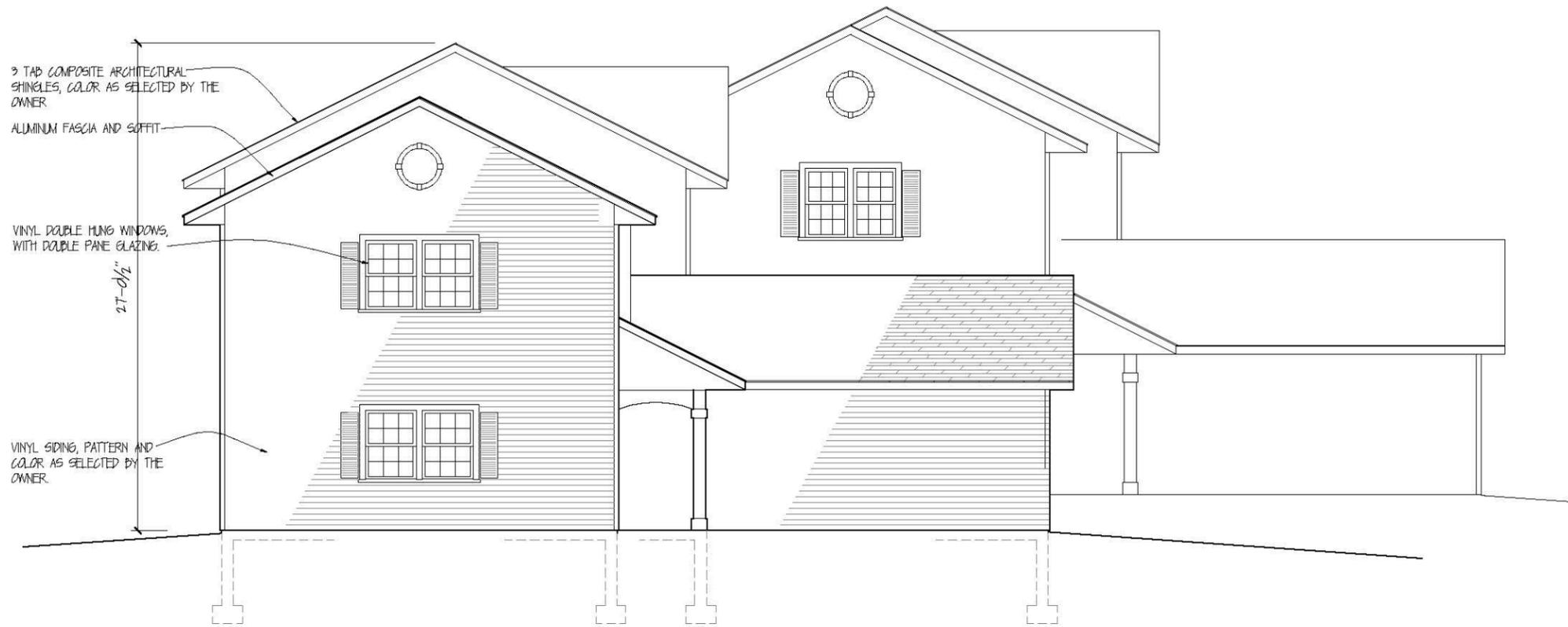
2 PARTIAL WEST ELEVATION
 A201 SCALE : 1/4" = 1'-0"



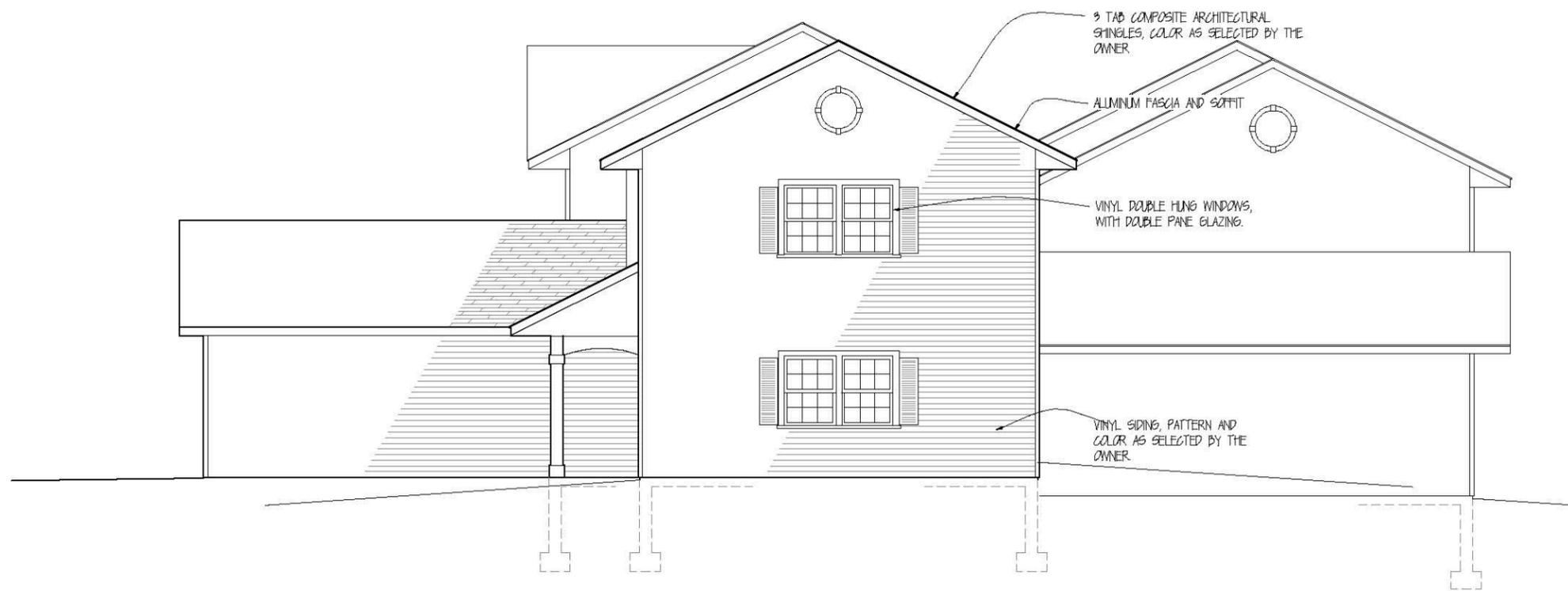
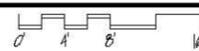


1 EAST ELEVATION
 A201 SCALE : 1/8" = 1'-0"

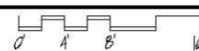




1 NORTH ELEVATION
A203 SCALE : 1/8" = 1'-0"



2 SOUTH ELEVATION
A203 SCALE : 1/8" = 1'-0"



Kyle Kearns

From: Beverly Mancl [wis.apts@yahoo.com]
Sent: Wednesday, July 31, 2013 9:28 AM
To: Kyle Kearns
Cc: Jim Lucas; David Northwood; Mike Northwood; Marcin Mrozek
Subject: Re: Heather Ridge townhome project
Attachments: 1417 & 3308 7.16.13.xls; 2013 SIMILAR PROJECT.doc; Sidewalks 2-3 & 6-7.xls; sidewalk detail.pdf

Good Morning,

Thanks for meeting with us and the helpful information. I appreciate & agree with your suggestions/requirements; they will make living in these townhomes a nicer experience. I don't have Brent's or Michael's email. Could you forward this to them as well?

I understand that the Plan Commission Meeting is Monday, August 5, 6 PM, at the Lincoln Center.

Our plans exceed city requirements for parking, 20 vs 16 required, water retention, 6,813 CF vs 5,688 required, and green space, 19,327 SF vs 9,600 SF required. We also meet the sideyard and setback requirements. We will heavily screen the north side with pine trees.

We try to make our units more like single family home living than typical apartment living. Some of the current Heather Ridge tenants have been there more than 20 years. We try to make them as comfortable as we can. Even though we meet the City's requirements, we would like to make the ingress/egress from the parking lot larger so it is easier to back up from the garage, turn around and exit the parking lot. We ask to pave 7' forward into the right of way. The extra blacktop and screening, plus maintenance will cost more money, but it will make the units better. In return we will landscape/screen into the right of way and maintain it as front yard as we have at our other units. We understand that if the City were to ever widen the street or install sidewalks, costs associated with the removal/reimbursement of planted vegetation would not be provided.

I have attached photos of our current buildings (facing this newest building), pictures of an Illinois complex to show the design/finish detail that we are incorporating into this project and a description of the unique sidewalk areas between 4 of the units.

Please let me know that you are able to open the attachments and if there is any further information you would like me to provide.

Thank you.

Bev

Beverly Mancl

PO Box 669

Stevens Point, WI 54481

715.340.9119

wis.apts@yahoo.com

Laugh when you can,

apologize when you should,

and let go of what you can't change.

Life's too short to be anything... but happy.

HEATHER RIDGE TOWNHOMES



THIS IS NOT AN EXACT REPLICA OF PROPOSED CONSTRUCTION, HOWEVER, DESIGN IDEAS ORIGINATED FROM THIS COMPLEX.

STONE WILL BE ON GARAGE POSTS AS SHOWN.

ROOF LINES WILL BE ENHANCED WITH ADDITIONAL GABLES FACING FRONT.

DECORATIVE GABLE VENTS WILL BE USED.

PORCHES WILL HAVE CURVED FASCIA AND DECORATIVE POSTS.

UNITS WILL HAVE 2 BEDROOMS, 1 ½ OR 2 BATHS, PRIVATE ENTRY, 1 OR 2 CAR ATTACHED GARAGE, SEPARATE FURNACE WITH CENTRAL AIR.

SINGLE FAMILY APPEARANCE OF EXISTING HEATHER RIDGE APARTMENTS WILL BE CONTINUED.



HEATHER RIDGE APARTMENTS

4-PLEX APARTMENT BUILDINGS I BUILT IN 1989-1990

THESE 2 BUILDINGS ARE ACROSS THE STREET FROM MY PROPOSED 8-PLEX TOWNHOUSE COMPLEX.

PARKING IS IN FRONT OF BUILDING, BURMS WITH PLANTINGS AND GRASS IS MAINTAINED ON MY LOT PLUS IN STREET RIGHT OF WAY TO ENHANCE VISUAL APPEAL OF PROPERTY AND TO PROVIDE REQUIRED SCREENING.



1417 RIVERVIEW AVENUE



3308 ECHO DELLS AVENUE

LANDSCAPING BETWEEN SIDEWALKS FOR UNITS 2 & 3 AND 6 & 7



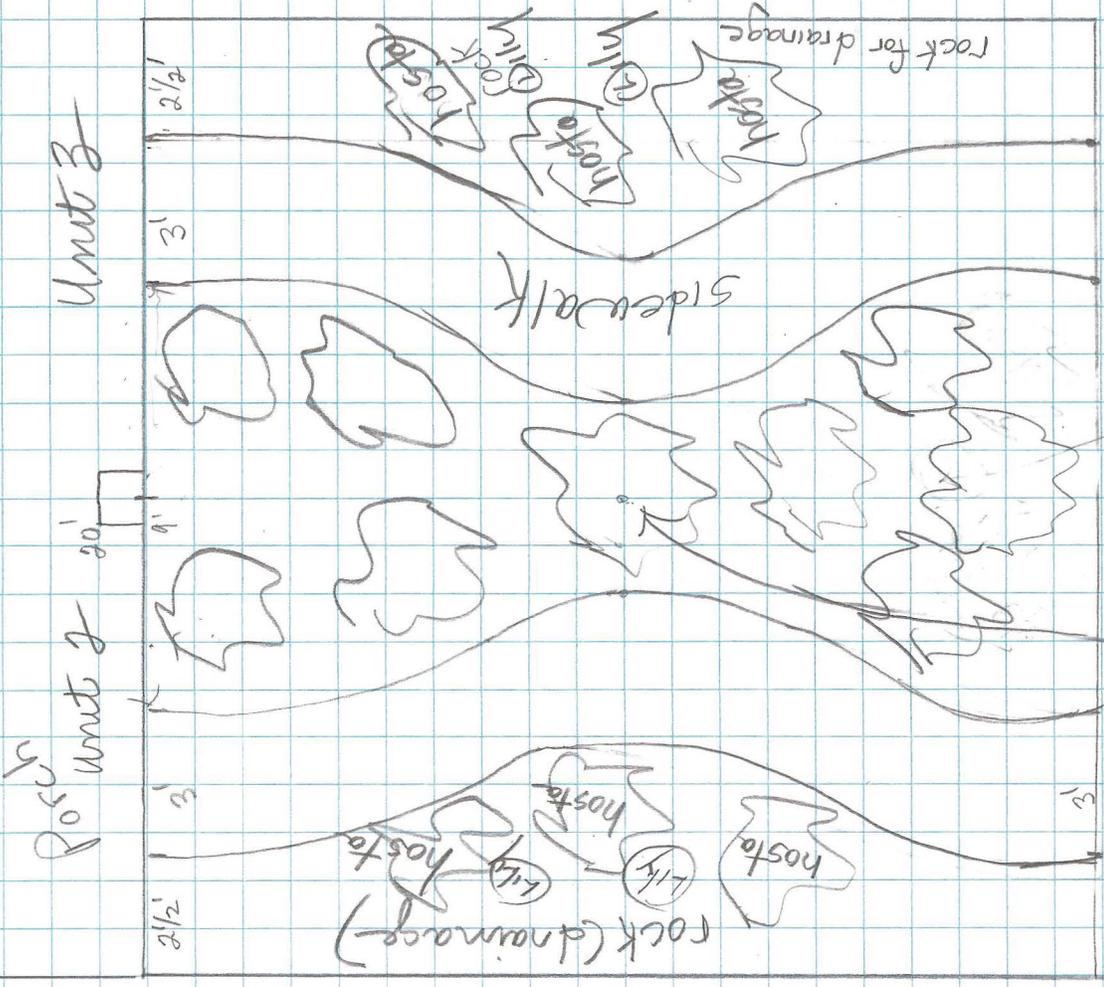
**HOSTAS,
YELLOW
ASIATIC
LILIES**



**EXAMPLE OF
CURVED SIDEWALK**

(Hopefully, deer
won't bother these
Areas.)

Between
2 & 3
6077



fall
overmount
(MMA's)

80 -

RESOLUTION

[3700 NORTHPOINT DRIVE – HONDA]

BE IT RESOLVED by the Common Council of the City of Stevens Point, Portage County, Wisconsin, that based upon the application and after reviewing the Plan Commission record and hearing the testimony of interested parties, the Common Council determines that all conditions required have been met, the property located at the **3700 Northpoint Drive (Parcel ID 2408-27-2001-05)**, described as Lot 1 CSM#6410-23-233 & PT NWNW COM NW/C; TH E NL, 648.5'; TH S586.81' to POB TH E 158.6'; S135.88 to ROW; TH ALG ROW SW200.25'; N64' POB & INC 523/40; EX 260/692 787087, City of Stevens Point, Portage County, Wisconsin, hereby be granted a Conditional Use Permit for the purposes of constructing a car dealership and service facility within the wellhead protection district zone B with the following conditions:

1. A drainage plan shall be submitted to the Department of Public Works and reviewed by all appropriate staff, meeting all stormwater requirements as per Chapter 31 of the Revised Municipal Code.
2. All above ground chemical storage tanks shall be a minimum double walled, unless an equal or greater protection mechanism exists.
3. No underground tanks shall be installed.
4. Storage of all chemicals shall occur within 100% containment area such as a concrete curb basin or tub to provide a second/third containment measure against leaks or spills.
5. Cracks and joints that open on dispensing areas or catch basins, if any, shall be filled and fixed immediately to avoid the infiltration of hazardous chemicals.
6. Catch basins shall be installed around every fill point to catch product that may drip from the loading hose during the product transfer process.
7. A spill prevention, control, and countermeasure plan shall be in place prior to the operation of the facility.
8. Monitoring wells shall be installed throughout the property at locations determined by the Director of Water and the City Engineer. Testing shall be done quarterly. City staff

shall be given unrestricted access for compliance purposes. Test shall be completed annually, and the results shall be supplied to the Director of Utilities.

9. The City reserves the right to establish new conditions for the purpose of protecting the groundwater supply. Furthermore, the department of Community Development and Water Department shall be notified if changes occur to chemicals, quantities, storage or service at the facility or on the property.
10. All costs associated with the conditions within this resolution shall be at the expense of the operator and/or owner. All required reports relating to sampling, analysis, and/or testing shall be provided to the City upon completion of such sampling, analysis, and/or testing.
11. If any equal or superior alternative exists over any of the conditions, as determined by the Director of Water, the state, and the Director of Community Development, City of Stevens Point personnel shall have the ability to modify such condition(s).
12. The conditional use permit shall expire within two years after final occupancy date.

Such approval constitutes a Conditional Use under the City's ordinances.

Approved:

Andrew J. Halverson, Mayor

Attest:

John Moe, City Clerk

Dated: August 19, 2013

Adopted: August 19, 2013

Drafted by: Michael Ostrowski

Return to: City Clerk

CHEMICALS, QAUNTITIES, STORAGE & SERVICE SUMMARY

The maximum amount of fluids stored on site is as follows:

- Oil - 500 gallons
- Transmission fluid 50
- Anti-freeze 50
- Washer solvent 50

Description:

- 1) Most fluid is stored in single wall tanks, however, the waste oil is stored in a double wall tank.
- 2) There will be a safety alarm/spill protector on the waste oil container.
- 3) For emptying the tanks the process is to use the standard pumping dispenser provided by vendor. Goes from container directly to vehicle through lines.
- 4) Filling the tanks is done directly from the vendor trucks to the tanks thru lines. No modification to standard process.
- 5) Finally, as with all of our stores, there will be a SPCC in place (Spill Prevention, Control and Countermeasure Plan.)

The entire service area will utilize a trench floor drain system that is connected to a triple basin oil/water separator system.

Summary of repair activities:

- The facility will be operated as an auto dealership with full parts & service shop included.
- Repair activities will be for cars and light duty trucks.
- Typical activities will be oil changes, tire rotations, etc... Nothing out of the ordinary from what is already being done at the existing Honda location across the street at 301 N. Green Ave.

Excerpt from HONDA Safety Manual / Spill Prevention Control Plan

EMERGENCY RESPONSE

Reporting

When an incident has occurred, the General Manager, or next in command in his absence, will be the first person contacted. They can be reached by phone, paging system, or alarm.

For a **liquid chemical spill** the General Manager will:

1. Identify type of chemical spill.
2. Notify dealership personnel – by phone, page, or alarm.
3. If the incident is a liquid chemical spill that is more than 5 gallons or cannot be controlled the General Manager will **immediately call 911**. ****
4. If an evacuation is needed due to a chemical spill the General Manager will initiate evacuation procedures.

****When reporting the incident give the following information:

1. Name and phone #.
2. Name and address of the facility.
3. Type of incident.
4. Name and quantity of material.
5. Extent of injuries.
6. Possible hazards to human life.

Hazardous Spill Response Plan

In the event of a hazardous substance release, that is no more than 5 gallons, the following plan will be implemented:

1. The first responder on the scene of a spill will use the PA system and call out “**Code Green**” and give the location of the spill. This will notify employees that there has been a hazardous spill.
2. The first responder on the scene of a spill will determine if the situation is hazardous. If the situation is hazardous the responder should evacuate the area and immediately notify the emergency coordinator/safety coordinator.
3. The emergency General Manager will then determine the plan of action based on the emergency and/or conditions present and implement the proper plan of action.
4. The appropriate employees will then respond to the situation. If the spill can be handle internally these employees will:
 - a. Refer to the container label and/or SDS.
 - b. Don the appropriate personal protective equipment needed to cleaning up the spill.
 - c. Set up the appropriate warning signs/devices to confine and control the chemical spill to minimize injury to personnel and property damage.
 - d. Start salvage operations and dispose of the waste after the spill as been contained.
5. The emergency General Manager will limit the number of personnel at the emergency site and will have back-up personnel standing by to provide assistance.
6. If the General Manager determines that the situation is an Immediately Dangerous to Life or Health (IDLH), he or she will evacuate the facility and call 911.

For emergencies that can be controlled in a safer manner, Dealershipname will provide their employees with the proper protective equipment to handle any situation that may arise.

1. Personal protective equipment:
 - a. Rubber boots.
 - b. Gloves.
 - c. Goggles.
2. First aid kits.
3. Fire extinguisher.
4. Evacuation route.
5. Shovels and brooms.

PUBLIC PROTECTION COMMITTEE
Monday, August 12, 2013 – 7:40 P.M.
Lincoln Center – 1519 Water Street

Present: Alderpersons: R. Stroik, Trzebiatowski, Suomi, M. Stroik

Excused: Alderperson Wiza

Also

Present: Mayor Halverson; City Attorney Beveridge; C/T Ladick; Alderpersons Doxtator, O'Meara, Slowinski, Patton, Phillips and Moore; Directors Lemke, Schrader, Ostrowski, McGinty and Schatschneider; Chief Kujawa; Asst. Chief Skibba; Personnel Manager Jakusz; Deputy C/T Freeberg; Asst. to the Mayor Pazdernik; Rob Konkol; Dan Tikalski; Doug Tuszke; Randy Roosa; Jeff Tewes; Bob Fisch; Gene Kemmeter – Gazette; Chris Jones – Journal; Brandi Makuski – City Times; Larry Lee - WSAU

1. License List:

A. New and Renewal Operator's (Bartender's) Licenses.

Ald. Trzebiatowski moved, Ald. Suomi seconded, approval of the 49 new operator licenses and 26 renewal operator licenses.

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

B. Temporary Extension of Licensed Premise - Partner's Pub and Grill, Inc., 2600 Stanley Street for Partner's Pub, for UWSP Homecoming on Saturday, October 5, 2013, request for extension of premise to include an area in their parking lot adjacent to the building. Tim McKeown, agent.

Rob Konkol, Partner's Pub, said this is the same request as previous years and he is available for any questions.

Asst. Chief Skibba said the Police Department and Director Ostrowski met with representatives of Partner's Pub. He said the Police Department is ok with the event with the understanding that two contractual officers be hired from 1:00 p.m. to 9:00 p.m. and Partner's Pub provides their own security and clean-up crews. The Asst. Chief noted four additional officers will be on duty using the funds from the neighborhood grant. He stated Sgt. Babl will also be contacting landowners in this area to inform them that large gatherings, etc will not be tolerated.

Ald. Trzebiatowski questioned a recent incident that took place at Partner's Pub.

Asst. Chief Skibba replied there are no on-going situations taking place at this establishment.

Ald. Suomi thanked the Police Department for coming up with some proactive scenarios. She asked who pays for the two contractual officers.

Asst. Chief Skibba replied Partner's Pub will pay for the two contractual officers and funds from the neighborhood grant will be used for the four additional officers.

Ald. Suomi asked if two officers will be enough.

Asst. Chief Skibba stated two officers will be located within the facility and the other four officers will be in the surrounding area.

Ald. Suomi asked if they will be in uniform.

Asst. Chief Skibba said all the officers will be in uniform. He said the two officers on site will be on foot and the additional four officers will most likely be on foot but their vehicles will also be there.

Ald. Suomi is still concerned about the late evening activities.

Mayor Halverson reiterated that the two contractual officers are being paid for by Partner's Pub and funds from the neighborhood grant will cover the four additional officers. He said the standard police staffing will also be on duty.

Ald. R. Stroik believes the game is at 7:30 p.m. He asked if we are prepared for large groups migrating down to the game.

Asst. Chief Skibba said the Police Department will not tolerate any large gatherings. He stated Partner's Pub will be counting how many people are coming and going from their event.

Ald. Phillips stated the game is at 2:00 p.m.

Ald. Trzebiatowski asked if there is any way the auxiliary staff can help with the event.

Asst. Chief Skibba said these individuals are informational not sworn personnel.

Ald. Trzebiatowski said he thought they could help direct and assist people.

Asst. Chief Skibba said that can be considered for future years.

Ald. Suomi moved, Ald. M. Stroik seconded, to accept the temporary extension of licensed premise for Partner's Pub and Grill.

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

2. Observance of Halloween - Date and Time of Trick-or-Treat.

Ald. R. Stroik moved, Ald. Trzebiatowski seconded, to approve observance of Halloween on Sunday, October 27, 2013 from 4:00 p.m. to 7:00 p.m.

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

3. Discussion on liquor license premise changes: Copps and Trigs.

Dan Tikalski and Doug Tuszke of Copps Market are requesting that the City allow displays of beer and wine within the grocery store such as wine in the cheese area or beer by the brats for convenience to their customers. Mr. Tikalski said the store would not be opened beyond the hours of beer and liquor sales.

Randy Roosa, Manager of Trigs, agrees with the representatives of Copps. He would like to enhance their customers' shopping experiences. He said the hours for sales of beer and liquor would not change.

Jeff Tewes of Trigs would like the ability to serve their customers better.

Ald. Suomi asked why our city ordinance does not allow for displays of beer or liquor.

Asst. Chief Skibba said he will do some research into this.

Ald. M. Stroik asked if this would also include gas stations.

Ald. R. Stroik suggested this be limited to large grocery stores.

Ald. Suomi said it would be nice to look into this further.

4. Discussion on City Events related to road closures – Staffing, Equipment and Cost.

Asst. Chief Skibba stated this is just for information only to the Public Protection Committee on how many requests there are and the demand on staff.

Ald. Trzebiatowski asked what the cost is for the various events.

Asst. Chief Skibba said it has not been calculated at this time. He said this is a discussion that needs to be talked about at some point.

Ald. Trzebiatowski said it would be beneficial to have this information available.

Ald. Suomi said she understands that the City is charging events for contractual officers.

Asst. Chief Skibba said they are being charged for contractual officers.

Ald. R. Stroik said the Committee would like more details on the costs for these events. He reminded everyone that a lot of these events are fundraisers so the City does not want to take away from their revenue.

Mayor Halverson said one of the expectations is that the community does expect this of us without charge.

5. Monthly Inspection Report.

Ald. M. Stroik moved, Ald. R. Stroik seconded, to accept the report and place it on file.

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

6. Adjournment.

Adjournment at 8:12 p.m.

SPECIAL PUBLIC PROTECTION COMMITTEE
Tuesday, August 6, 2013 – 5:56 P.M.
Lincoln Center, 1519 Water Street

Present: Alderpersons: R. Stroik, Wiza, M. Stroik, Trzebiatowski (arrived at 5:58 p.m.)

Excused: Alderperson Suomi

Also

Present: Mayor Halverson; City Attorney Beveridge; C/T Ladick; Alderpersons Doxtator and Patton; Director Ostrowski; Chief Ruder; Asst. Chief Skibba; Asst. Chief Zenner; Gene Kemmeter – Gazette; Chris Jones and Brian Kowalski – Journal; Brandi Makuski – City Times

1. License List:

- A. Temporary Class "B" / "Class B" Licenses (Picnic): St. Stanislaus Holy Name Society, 838 Fremont Street, Stevens Point for St. Stanislaus Holy Name Steak Feed, on August 13, 2013 at Bukolt Park Lodge. Licensed operator on the premise: James Kropidlowski. (Beer Only)**

Ald. Wiza moved, Ald. R. Stroik seconded, to approve the temporary Class "B" / "Class B" picnic license for St. Stanislaus Holy Name Society for their Holy Name Steak Feed on August 13, 2013 at Bukolt Park Lodge with licensed operator on the premise being James Kropidlowski.

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

2. Request to Hold Event / Street Closings: Point Tap Festival – Out-door Jam Session on August 9, 2013 from 7-9 p.m., at the Downtown Public Square.

Ald. Patton asked why this item is on the agenda.

Ald. R. Stroik stated this is a new event.

Ald. Wiza asked why the request was not received sooner.

Jeannie Hill, event organizer, said this is the fourth year for this event. She said the location used last year was too small so they are now asking permission to use the Downtown Public Square for this year's event.

Ald. R. Stroik asked when Ms. Hill contacted the City about holding this event.

Ms. Hill replied it was relatively short order.

Ald. R. Stroik noted there will not be any street closures for this event.

Ald. Wiza clarified that there will not be any street closures or closing of any parking stalls.

Ald. R. Stroik stated that is correct.

Ald. Wiza asked if the fountain will need to be shut off during this event.

Ms. Hill responded no.

Ald. Wiza **moved**, Ald. M. Stroik seconded, approval of the event for the Point Tap Festival – Out-door Jam Session on Friday, August 9, 2013 from 7:00 p.m. to 9:00 p.m.

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

3. Adjournment.

Adjournment at 6:02 p.m.

**FINANCE COMMITTEE
AUGUST 12, 2013 AT 8:13 P.M.
LINCOLN CENTER – 1519 WATER STREET**

PRESENT: Alderpersons Moore, R. Stroik, Slowinski, O’Meara and M. Stroik

ALSO

PRESENT: Mayor Halverson; City Attorney Beveridge; C/T Ladick; Ald. Trzebiatowski, Suomi, Patton, Phillips, Doxtator; Directors Lemke, Ostrowski, Schrader, Schatschneider; Asst. Police Chief Skibba; Fire Chief Kujawa; Deputy C/T Freeberg; Kelly Pazdernik; Brandi Makuski; Gene Kemmeter; Larry Lee

ITEM #1 – AUTHORIZE FIRE DEPARTMENT TO APPLY FOR SAFER GRANT.

Motion made by Ald. R. Stroik, seconded by Ald. O’Meara to authorize the Fire Department to apply for the SAFER Grant.

Ald. Slowinski stated he is uncomfortable with funding this position after two years. If we are going to do this, he would like to see a long term commitment. He does not want to have to let someone go after two years because we do not have the money to keep him or her. He supports it, but is concerned with the long term.

Ald. Moore stated this item is only for applying for the grant and there is no guarantee that we will get the grant.

Ald. Slowinski asked if this is going to come back before us if we get the grant or if it will just move forward.

Mayor Halverson replied no, it will not come back before the Committee. Part of the grant documentation is signing off stating that we will do the best that we can to retain that person. He is comfortable with that, especially with the staffing levels being where they are currently at, we do need additional staff. He also stated it will show very good faith from the City’s perspective with regards to the countywide ambulance service. He stated we have 800 acres that will be developed quickly and we will be creating millions and millions in tax base quickly, and even though it is in a TIF district, our new growth allowance will give us the help we need to carry that one body forward as a commitment to public safety.

C/T Ladick stated worst case scenario, if we are not able to retain that position, we would seek out a retirement and plan that ahead so that we would not be in the position of laying someone off.

Ayes: All Nays: None Motion carried.

ITEM #2 – 2ND QUARTER ROOM TAX REPORTS.

Motion made by Ald. O’Meara, seconded by Ald. M. Stroik to accept the quarterly room tax report and place it on file.

Ald. Patton questioned if there is anything in place to measure whether or not the current plan is working the way we want it to and is the committee and the hotel owners and operators happy with the results.

C/T Ladick replied at least 70% of the room tax dollars are suppose to be used for things that are expected to generate paid room stays in Stevens Point. It is his understanding that the money is to help the hotels that are paying it, as far as events and infrastructure of the City.

Director Schrader stated that approximately 20 years ago, we started the Room Tax Committee and it meets every 5 years to establish a 5 year plan on how the funding is going to be spent. The Committee was comprised of business, hotel and restaurant owners and local citizens. The current one goes through 2012 or 2014 and was extended because we did some Goerke Stadium improvements. The Committee does not always agree on everything that is done, so everyone is not always happy. 65% goes towards major projects, 10% goes towards Arts Endowment and Arts, 10% goes towards Special Events and 15% goes towards plan maintenance. The plan maintenance account fixes items that were purchased with room tax money.

C/T Ladick clarified that those percentages refer to how the City divides the share it keeps, because we do pass some of the room tax along to the Convention and Visitors Bureau as well.

Ayes: All Nays: None Motion carried.

ITEM #3 – APPROVAL OF PAYMENT OF CLAIMS.

Motion made by Ald. R. Stroik, seconded by Ald. Slowinski to approve the payment of claims in the amount of \$3,151,712.61.

The claims were discussed.

Ayes: All Nays: None Motion carried.

Adjournment at 8:25 p.m.

BOARD OF PUBLIC WORKS MEETING
Monday, August 12, 2013
Lincoln Center – 1519 Water Street, Stevens Point, WI 54481

MINUTES

PRESENT:

Mayor Andrew Halverson, Comptroller/Treasurer (C/T) Corey Ladick, Director of Public Works Scott Schatschneider and Tricia Church; **Alderspersons:** George Doxtator(1st), JoAnne Suomi(2nd), Michael O’Meara(3rd), Tony Patton(8th) and Randal Stroik(9th).

ALSO PRESENT:

DIRECTORS: Michael Ostrowski – Community Development, Joel Lemke – Water, Wastewater and Transportation, Sally McGinty – Emergency Management, and Tom Schrader – Parks and Recreation.

ALDERPERSONS: Mary Stroik(5th), Jeremy Slowinski(6th), Roger Trzebiatowski(7th), Mike Phillips(10th) and Jerry Moore(11th).

CITY STAFF MEMBERS: City Attorney A. Logan Beverage, Deputy C/T Carrie Freeberg, Elections & Licensing Clerk Kari Yenter, Fire Department Chief Tracey Kujawa, Assistant Police Chief Marty Skibba, Assessor Technician Sandy Kratzke and Mayoral Assistant Kelley Pazdernik.

OTHERS PRESENT: Brandi Makuski – Stevens Point City Times, Gene Kemmeter – Portage County Gazette, Chris Jones – Stevens Point Journal, Steve Mielke – Automated Parking Technologies, Randy Roosa and Jeff Tewes – Trig’s, Larry Lee, Bob Frisch – 1033 Smith Street, Rob Konkol – 2708 Stanley Street, Sarah Wallace – Portage County Planning & Zoning, Doug Tuszka – Cops Food Center.

Mayor Andrew Halverson called the Board of Public Works meeting to order on August 12, 2013 at 6:50 P.M. The meeting was held at The Lincoln Center at 1519 Water Street in Stevens Point, WI 54481.

1. Presentation/discussion regarding parking meters.

Director Schatschneider introduced Steve Mielke with Automated Parking Technologies to give a PowerPoint Presentation.

Steve Mielke with Automated Parking Technologies took the podium to go through a PowerPoint Presentation on their company and the different options in parking meters they have to offer.

7:00 P.M. – RECESSED THE BOARD OF PUBLIC WORKS MEETING FOR SPECIAL COMMON COUNCIL MEETING.

Mayor Halverson took roll call and continued the Special Common Council Meeting.

7:18 P.M. – RECONVENED BACK TO THE BOARD OF PUBLIC WORKS MEETING.

Steve Mielke went on to explain the difference between Digital Payment Technologies (DPT) and Automated Payment Technologies (APT) and the advantages of multi-space pay stations versus single-head meters.

A video of this meeting along with the presentation can be viewed at stevenspoint.com/videos.

2. Consideration and possible action to accept the list for the 2013-14 Sidewalk Repair/Replacement Orders.

Aldersperson O'Meara moved acceptance of the list; seconded by Aldersperson Patton.

Aldersperson Patton asked if we were going to be using the new grinder on some of the listed sidewalks. Director Schatschneider said we would be using the grinder and work out a pay structure.

Aldersperson Stroik asked if since we are doing others on the west side of town if the north end of West Zinda Drive could be looked at and possibly added to the list. Mayor Halverson said we would look into it.

Ayes all; nays none; motion carried

3. Consideration and possible action to accept the Ordinance Recodification regarding Ellis Street.

There was no added discussion regarding the Recodifications to Ellis Street.

Mayor Halverson moved approval; seconded by Aldersperson Patton.

Ayes all; nays none; motion carried

4. Consideration and possible action to accept the Director's Report and place it on file.

Mayor Halverson pointed to the Seawall Project in the Director's Report stating that the concrete forms are up and the project is moving along very well.

Aldersperson Doxtator asked when the residents will get notified that they can drop their flood insurance. Mayor Halverson stated that the construction needs to be completed and approved by the engineers, and then we submit the conditional letter of map revision to FERC which takes 90 days. After acceptance we notify the residents. We estimate around the first of the year.

Aldersperson Doxtator asked what the city will assess residents? Mayor Halverson said the final resolution has not been levied yet but it will be approximately \$275,000 divided by 200 or so parcels. We have not received the final figures but it will be significantly less than what was originally estimated.

Aldersperson Trzebiatowski voiced his concerns with the signage especially for semi-trucks for the Michigan Avenue closure for the Ellis Street Project. Mayor Halverson said we would look at it.

Aldersperson O'Meara moved that we accept the Director's Report and place it on file; seconded by Aldersperson Doxtator.

Aldersperson Suomi added her appreciation for the record, for the quick response in taking care of the potholes on Fourth Avenue. Mayor Halverson added that we are not done yet on that street.

Ayes all; nays none; motion carried

5. ADJOURNMENT: Mayor Andrew Halverson adjourned the August 12, 2013 Board of Public Works Meeting at 7:40 P.M.

City of Stevens Point
1515 Strong's Avenue
Stevens Point, WI 54481-3594



Public Works
Engineering Department

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

August 6, 2013

TO: Board of Public Works

FROM: Parking Discussion Group (Sally McGinty, Carol Grubba, Michael Ostrowski, Scott Schatschneider, Thomas Zenner)

RE: Parking Meter Presentation by Steve Mielke from Automated Parking Technologies

At the June Board of Public Works the topic of parking and parking issues within the City was presented. The meeting in June gave an overall description of the current status of parking in certain areas of the community. The June Board of Public Works Memo is attached to this memo as a point of reference for this month's discussion.

As discussed, a representative from the parking meter industry is here to talk about current technologies that exist within the industry. Since our meeting in June, other parking meter technology companies have contacted staff and are very interested in our community.

The parking discussion group hopes from this presentation enough conclusions can be drawn to decide if a pilot program using this type of technology or a similar technology is something the City is interested in.

If there is enough interest, staff would be able to comply budget numbers to determine projected costs associated with a pilot program given a certain amount of time.

We understand the parking topic has been in discussion for some time and there may not be a perfect solution. However, we do feel that with better tools we would be able to manage what we currently have far better. There are other options available that may be more efficient and effective. That is why we are asking for permission to have a company in this industry give a presentation at the July Board of Public Works and to consider what may or may not be an option for the City.

Sincerely,

Scott Schatschneider
Director of Public Works

Michael Ostrowski
Director of Community Development

Thomas Zenner
Assistant Chief Police Dept.

Sally McGinty
Director of Emergency Mgmt.



June 5, 2013

TO: Board of Public Works

FROM: Parking Discussion Group (Sally McGinty, Carol Grubba, Michael Ostrowski, Scott Schatschneider, Thomas Zenner)

RE: Parking within the City of Stevens Point

The topic of parking has been somewhat of an issue at certain locations and at different times in the City. Most recently, parking issues surfaced that involved multiple City departments. As a result, a working group has been created to look at and attempt to resolve certain parking issues. The goal of the group is to identify the causes of current parking issues and bring potential solutions forward.

Since the initial meeting in December, key issues associated with parking in the City have been identified:

- On street parking serves a very important role within the community whether it is safety or convenience or efficiencies when accessing local businesses.
- Staff receives more complaints regarding parked vehicles throughout the year near the UWSP & St. Michael campuses than anywhere else.
- The area adjacent to UWSP & St. Michaels is congested and is hard to enforce from two general standpoints:
 1. Two hour parking areas: They were intended to prevent long term parking by discouraging hospital employees and students from parking immediately adjacent to the hospital and campus. However, both students and hospital employees move their vehicles approximately every two hours to the next open parking stall to avoid the two hour parking ordinance.
 2. The amount of parking enforcement needed to monitor not only the area adjacent to the hospital but the UWSP campus in general is challenging.
- The City incurs a cost to provide not only on street parking but also the City's parking lots (signage, pavement marking, pavement, curb and gutter, enforcement, plowing, sweeping, etc.)
- Currently, the City has a staff of one employee dedicated to parking enforcement.

The area surrounding UWSP has been one of the focus points of the group. Our parking group has been in contact with the staff at UWSP as part of our investigation and we have had face to face meetings with UWSP & St. Michaels in an attempt to better understand their current situation.

From our discussions we've learned that UWSP has significant plans for future student enrollment growth and expansion / upgrading of the campus. For example, in the fall of 2014 UWSP will begin constructing a new science building that will eliminate Lot X and in turn eliminate 345 parking stalls. UWSP understands that this will create an additional shortage of parking stalls. This situation will create more of a burden on the City in terms of enforcement and finding solutions when concerns are raised. We've also learned that St. Michaels understands they also have parking issues. St. Michaels is continuously looking internally to use their existing space better to improve parking.

When our group came together to talk about potential solutions our focus kept coming back to enforcement. And the reason we kept coming back to enforcement is because that is really the one area that can be improved upon. Our current enforcement includes older meters and one parking enforcement officer.

The meters we currently have are 10 years old and due to their age are inefficient. Examples of this inefficiency are collecting coins into a steel cup, one meter per one stall; inspection of the meter still needs to be physically done. Given our staffing level and the amount of time spent on the existing parking meters only magnifies the current situation.

Parking meters have evolved over the last 10 years. One concept in the on-street parking industry is multi-space pay stations or kiosks. Parking kiosks will accept debit and credit cards, and are able to communicate with smartphone applications and can service up to an entire block of parking stalls. Current technology would allow our parking officer to drive past vehicles and with a scanner determine who is in violation.

We understand the parking topic has been in discussion for some time and there may not be a perfect solution. However, we do feel that with better tools we would be able to manage what we currently have far better. There are other options available that may be more efficient and effective. That is why we are asking for permission to have a company in this industry give a presentation at the July Board of Public Works and to consider what may or may not be an option for the City.

Sincerely,



Scott Schatschneider
Director of Public Works



Michael Ostrowski
Director of Community Development



Thomas Zenner
Assistant Chief Police Dept.



Sally McGinty
Director of Emergency Mgmt.

SIDEWALK REPAIR ORDERS:

The City's liability insurance carrier requires a regular inspection of sidewalks for deterioration that poses a hazard to pedestrians. This is part of the city's ongoing sidewalk inspection and repair program. The city is divided into five areas whereby a section is inspected every five years.

The inspector prepares a list of property owners who have sidewalk that needs to be repaired or replaced. The Engineering Department presents this list of property owners to the Board of Public Works and The Common Council for approval. After Common Council approval the property owners will be notified and the list published as Pursuant to Sec. 66.0907 in the Wisconsin Statutes.

The property owner will receive a letter along with orders that tells them they have until October 31st of this year to repair or replace the sidewalk. If they simply choose to do nothing the City will put them on the sidewalk repair contract that will be bid in the spring of 2014 and their sidewalk will be replaced during the summer of 2014. They will pay only the actual cost of replacement, if it is over \$100.00; they can spread the cost over three years. Along with the letter, a 10 year estimated cost sheet is sent so they can have an estimate of how much it will cost them with how much replacement work needs to be done. It also give them the opportunity to check pricing with local contractors to have the work done themselves if they so choose.

The inspector will go out early in the spring after the snow melts and compile the list of property owners that chose to let the City repair the sidewalk for them. These properties will be placed on the 2014 sidewalk repair contract. He will also inspect the sidewalks that were repaired or replaced by the property owner to make sure they are up to City Standard.

If complaints are received about damaged or bad sidewalk in other areas in time to be placed on this list they are included. If not in time, and if the inspector thinks they are bad enough, they will be brought to the Board individually or placed on the list for the following year.

Property Owner	Property Address	Parcel #
YMCA - Stevens Point	1000 Division St/1624-56 Briggs St	240832100201
Mitch Oksuita	1000 Phillips Street	240832104101
Layne Cozzolino	1000 Union Street	240832200201
Mid-State Technical College District	1001 Centerpoint Drive	240832202964
Schertz Properties LLC	1001 Clark Street	240832202005
Ranadall & Janet Kruzicki	1001 Division St/1701 Portage St.	240832104110
Eric & Lisa Voight	1001 Smith Street	240832100307
1001 Union LLC	1001 Union Street	240832200111
Kim Krayecki	1001-05 Second Street	240832200404
Andrew & Darlene Bartelt	1008 Phillips Street	240832104132
Board of Regents/UWSP	1010 Fremont Street	240833200401
Belke Lumber & Mfg Co Inc.	1013 Second Street	240832200418
First Financial Bank	1016 Arlington Place	240832202021
First Financial Bank	Parking Lot on Smith St and Main St	240832100511
Specialized Computer Systems	836 Main Street	240832201618
Kevin & Linda Bemowski	1016 West River Drive	240831100125
Community Development Authority	1017 Third Street	240832200301
Dennis & Kari Wroblewski	1024 Phillips Street	240832104124
David Schleihs	1026 Smith Street	240832200134
Vivian Bemowski	1032 West River Drive	240831100124
Robert Fisch	1033 Smith Street	240832100311
Mary Peck	1009 Smith Street	240832100308
Guzman Building LLC	1100 Centerpoint Drive	240832200207
Armin & Cynthia Nebel	1100 Phillips Street	240832104001
Kenneth Beadle	1100 West River Drive	240831100143
Alan & Lori Hucke	1101 Phillips Street	240832103911
Richard Cisewski	1101 Prentice Street	240832101702
Mark & Susan Becker	1108 Reserve Street	240832103901
Rosel LLC c/o Lance Frank	1108 Rogers Street	240832101708
Joseph & Piesik	1108 West River Drive	240831100122
R&J Angel Point Properties LLC	1109 Prentice Street	240832101703
Alan & Lori Hucke	1111 Phillips Street	240832103912
Russell & Elaine Bauer	1116 Phillips Street	240832104023
Dennis & Jodi Olszewski	1120 Portage Street	240829304312
Martin Cable	1124 Reserve Street	240832103924
Lorah Marquardt	1124 West River Drive	240831100121
Carol Fitzpatrick	1133 Phillips Street	240832103914
Jeffery Brown & Kristen Mertes	1140 Clark Street	240832202632
Duane & Tami Duda	1200 West River Drive	240831101001
Stephen & Susan Sherwin	1208 Reserve Street	240832103821
Dale Leonard & Sherry Gilmeister	1208 West River Drive	240831101019
Jeffrey & Hillary Bilbrey	1209 West River Drive	240831101203
North Haven Investments LLC	1216 West River Drive	240831101018
Kathleen Kraklow	1217 West River Drive	240831101204
Judy Guzman	1224 West River Drive	240831101017
Matthew & Candace Richter	1225 Portage Street	240832200109

Property Owner	Property Address	Parcel #
Bakery Point II	1225 Water Street	240832201603
Kevin & Jacquelyn Schultz	1232 Portage Street	240829304418
Andrew & Maureen Rust	1232 Washington Avenue	240829305013
Patrick & Cathy Foley	1233 Portage Street	240832200108
David Pionke	1240 Portage Street	240829304419
First National Bank	1245 Main Street	240832202704
Executive Place At Point LLC	1265 Main Street	240832202718
National Wellness Institute Inc.	1300 College Court	240832203139
Trustee of Fram Presbyterian Church	1300 Main Street	240832202815
Mark & Susan Becker	1300 Portage Street	240829304422
Betty Pallen	1301 Portage Street	240832200104
Marvin & Linda Simcakoski	1301 West River Drive	240831101206
First Financial Savings Bank	1305 Main St/1325 Church St	240832100628
Compass Properties LLC	1308-14 Main Street	240832202816
Kristen Hoffenberger	1311 Rogers Street	240832102008
Tiffany Hermes	1311 West River Drive	240831101207
Corey Kruzicki	1312 West River Drive	240831101016
Kurszewski Enterprises LLC	1314 Third Street	240832201823
Candlewood Investments LLC	1317 College Court	240832202803
Wisconsin Postal Holdings LLC	1320 Main Street	240832202817
William Cooper	1320 Phillips Street	240832103616
THR Property Illinois LP	1320 West River Drive	240831101015
Peter Anderson & Vicki Hafkemeyer	1321 Phillips Street	240832103511
John & Jill Thom	1325 Reserve Street	240833200506
Gayle Fox	1327 West River Drive	240831101209
Steve & Francine Kylan	1332 West River Drive	240831101013
Roger Skrzeczkoski Jr	1336 Briggs Court	240832200126
K 5 Ltd dba The Cabin	1338 Second Street	240832201715
Louis Henke & Terrance Check	1338 Third Street	240832201818
Robert Zurawski	1340 West River Drive	240831101012
John Mallick dba Top Hat Bar	1346 Third Street	240832201817
Joel Bickler & Kathy Foglia	1400 Briggs Street	240832100312
Rand & Theresa Erbach Jt Rev Trst	1400 West River Drive	240831101117
Stevens Point Area School District	1401 East Avenue	240832103401
KTF Investments LLC	1402 East Avenue	240832102701
Mary Ann Smrz	1408 Briggs Street	240832100313
Heritage Investment Company	1408 Strongs Avenue	240832202503
Michael & Mary Stelchek	1409 Briggs Street	240832100403
Trinity Lutheran Church	1410 Rogers Street	240832101510
Nicole Whelihan	1414 Wyatt Avenue	240832102611
Zager Properties LLC	1415 Wyatt Avenue	240832102707
Gaudencia Worzalla	1416 Main Street	240832100512
Thomas & Laurie Weiland	1416 West River Drive	240831101113
Maurice Adams	1417 Briggs Street	240832100402
Church of Intercession	1417 Church Street	240832100705
Onward and Upward LLC	1417 Main Street	240832100604

Property Owner	Property Address	Parcel #
Evy Snyder	1423 Wyatt Avenue	240832102708
Dean & Jill Miller	1424 Briggs Street	240832100315
Jean Montgomery	1424 Division Street	240832102114
Miranda Baker	1425 Rogers Street	240832102108
KWH Properties LLC	1428 College Avenue	240832100408
John Suplicki c/o Carol Strasser	1447 Water Street	240832202011
Seramur Family Ltd Partnership	1466 Water Street	240832201931
David & Elizabeth Sievwright	1500 College Avenue	240832101705
Galen & Geraldine Lardinois	1501 Clark Street	240832101503
Norman Sr & Donna Myers	1516 West River Drive	240831400217
Hometown Investments on Main LLC	1517 Main Street	240832100602
Ronal Jr & Mary Grawey	1524 West River Drive	240831400216
Point Apartments LLC	1525 Briggs Street	240832101701
Norman Jr & Marilou Myers	1525 Ellis Street	240832101407
James Haferman & Mark Iiten	1525 Main Street	240832100601
James & Priscilla Ross Trustees	1531 College Avenue	240832101601
Steven Thompson	1533 West River Drive	240831400117
Cory Lesperance & Amanda Carriveau-Lesperance	1548 West River Drive	240831400220
David & Janet Eschenbauch	1564 West River Drive	240831400211
The Salvation Army	1600 Briggs Street	240832100205
John Oberthaler c/o Candlewood Properties	1600 College Avenue	240832101808
Brian Klingberg	1601 Clark Street	240832102106
Charles Grubba & Laurie McGill	1601 Main Street	240832102007
R E Jr & M Lange	1625 Ellis Street	240832101401
Rural Estates LLC c/o Luke Hilgers	1625 Main Street	240832102005
Shirley Burns	1641 Clark Street	240832102102
Boston Properties LLC	1649 Briggs Street	240832101801
Chris & Janet Neuwirth	1649 Clark Street	240832102101
Karl Halsey	1664 & A College Avenue	240832101816
F & F Properties LLP	1708 Briggs Street	240832104114
Ryan & Jesse Haney	1712 Briggs Street	240832104115
David & C Niedbalski	1716 Briggs Street	240832104116
Board of Regents/UWSP	1716 Portage Street	240832100114
Jonathan & Teresa Cronce	1717 Briggs Street	240832104009
Paul & Diane Rucinski	1717 Portage Street	240832104138
Briggs Street House LLC	1724 Briggs Street	240832104117
Board of Regents/UWSP	1724 Portage Street	240832100115
Board of Regents/UWSP	1730 Portage Street	240832100116
Dona Warren	1733 Portage Street	240832104134
Tyler Ignatowski	1740 Briggs Street	240832104119
Michael & Cynthia Jakusz	1741 Briggs Street	240832104006
Alan & Lori Hucke	1751 Briggs Street	240832104004
Happy Hour Investments LLC	1800 Briggs Street	240832104121
Board of Regents/UWSP	1800 Portage Street	240832100138
Rocking Chair Real Estate LLC	1801 Briggs Street	240832104003
Joyce Waite	1801 Clark Street	240832102706

Property Owner	Property Address	Parcel #
Hope Bemowski	1808 Clark Street	240832103615
Joseph & Pogorzelski	1809 Briggs Street	240832104002
Gregg Alfsen	1809 Portage Street	240832104133
Frederick Lalk & Diane Ramsey	1816 Briggs Street	240832104123
Marc & Katina Buttera	1817 Main Street	240832103601
George & Lois Alfsen	1817 Portage Street	240832104102
Ronald & Doris Sonnenberg	1900 Briggs Street	240832104213
Robert Wierzba	1900 Main Street	240832103812
1901 College Avenue LLC	1901 College Avenue	240832103810
Paul & Barbara Gollata	1901 Main Street	240832103510
Thomas Dailing & Diane Bywaters	1908 Main Street	240832103811
Steven Dix	1909 Briggs Street	240832103910
1916 Briggs Land Trust c/o Karl Halsey	1916 Briggs Street	240832104215
Board of Regents/UWSP	1924 Briggs Street	240832104216
Amber & Noah Eschenbauch	1925-33 Briggs Street	240832103909
John Mosey Jr c/o John & Catherine Mosey	1932 Briggs Street	240832104217
Board of Regents/UWSP	1940-42 Briggs Street	240832104218
Nancy Cory	1941 Briggs Street	240832103908
Lori Ferguson-Borton	1949 Briggs Street	240832103907
Board of Regents/UWSP	2000 Briggs Street	240832104219
Lorraine Lewison	2009 Briggs Street	240832103906
Board of Regents/UWSP	2016 Briggs Street	240832104220
Ann Trierweiler	2024 Briggs Street	240832104221
Mildred Olson & Morris Woodward	2025 Briggs Street	240832103905
Timothy & Shirley Bednarz	2025 Main Street	240832103501
Barrel Bound LLC c/o Besberg Real Estate	2032 Briggs Street	240832104222
Mastersons Developments LLC	2033 Briggs Street	240832103904
Jeffrey & Deborah Ralston	2041 Briggs Street	240832103903
William Lawlor	2045 Portage Street	240832104201
Richard & Cynthia Tielens	2049 Briggs Street	240832103902
Nicole Batzel	2100 Ellis Street	240833200605
Jeffrey Wilmer Morin Trustee	2101 Main Street	240833200504
Patrick & Brenda Suplicki	2117 Clark Street	240833200603
Point Petroleum LLC	232 West Clark Street	240831101221
Brian & Kathy Smith	333 West Clark Street	240831101103
Anthony & Laura Schmollinger	433 West Clark Street	240831400333
Jarrad & Stacey Fredrickson	449 West Clark Street	240831400304
Daniel & Kayde Elsinger	457 West Clark Street	240831400334
Beverly Przybylski	617 Portage Street	240832200706
E A Properties	618 Portage Street	240829301410
Angelica Mabry	636 Portage Street	240829301412
MVP Properties LLC	652-54 & 652A Portage Street	240829301414
Vision Point Properties LLC	700-02 Portage Street	240829301509
Joel Towey	701 Portage Street	240832200605
Robert Larson	718 Portage Street	240829301511
Brian & Janet Hebl	726 Portage Street	240829301512

Property Owner	Property Address	Parcel #
Joshua Moscinski	734 Portage Street	240829301513
RCE LLC dba Call it New/Call it Antique	823 Main Street	240832201701
Terence & Louise Landowski	833 Clark Street	240832201413
MLH Properties LLC	901 Clark Street	240832201904
Donna (Krause) Disher	916 Portage Street	240829303109
Seramur Family Ltd Partnership	924 Arlington Place	240832201911
Kenneth Bemowski c/o Emil & Marion	924 Smith Street	240829304427
RREF HB-WI NMM LLC	925-33 Clark Street	240832201902
Eugene & Deanne Hollar Rev Trust	932 & A Second Street	240829303007
Colden Properties LLC	932 Portage Street	240829303111
Robert Cyran	933 Third Street	240829304207
DKM Properties LLC	935 Union Street	240829304415
M&C of Stevens Point LLC	949 Main Street	240832201801
Sentry Insurance	Parking Lot on Strongs Avenue	240832202301
K 5 Ltd dba The Outfit	804 Main Street	240832201605
Ada Sanders, J L Sanders & D K Sanders	1249 Clark Street	240832202401
Tony Meshak	950 Portage Street	240829303117
H & M Investments Inc	1824 Main Street	240832103717
Ronald & E Glodowski	517 West Clark Street	240831400312
Columbus Club Inc	401 West Clark Street	240831400332
Wisconsin Central	West Clark Street	240831401604



July 26, 2013

RE: ELLIS STREET ORDINANCE RECODIFICATION

To the Board of Public Works:

Ellis Street from Division Street to Michigan Avenue is slated for total reconstruction this summer and as a part of this reconstruction the city will be replacing all traffic signs that do not meet the recently revised national standards for retroreflectivity levels as required by the Federal Highway Administration (FHWA).

Before replacing any signs on this section of Ellis Street the Engineering Division reviewed Chapter 9 of the Revised Municipal Code of the City of Stevens Point to establish what existing ordinances are in place. After review we have found the following existing ordinances pertaining to Ellis Street and environs:

Section 9.05(b) No Parking 7:00 A.M. to 6:00 P.M.

26. *On the west side of East Avenue between Ellis Street and Boyington Avenue.*

Section 9.05(g) No Parking

104. *On the south side of Ellis Street from Reserve Street to Wyatt Avenue.*
137. *On the South side of Ellis Street from Division Street to Wyatt Avenue.*
138. *On the South side of Ellis Street from Reserve Street to Illinois Avenue.*

Section 9.05(i) No Parking During School Hours

1. *On the north side of Ellis Street from Reserve Street to East Avenue.*
2. *On the east side of East Avenue from Ellis Street to Clark Street.*

Section 9.06(a) Stop Signs

271. *East Avenue at Ellis Street*
294. *Ellis Street at Michigan Avenue*
295. *Ellis Street at Wyatt Avenue*
296. *Ellis Street at Division Street*
323. *Brawley Street at Division Street*
473. *North & South on Reserve Street before entering Ellis Street.*
508. *Vehicles traveling north and south on Illinois Avenue before entering the intersection with Ellis Street.*

Section 9.06(b) Yield Signs

16. *Reserve Street at Ellis Street*
20. *Illinois Avenue at Ellis Street*
22. *Fremont Street at Ellis Street*
63. *East on Ellis Street at the intersection with Brawley Street.*

Research has revealed the existence of three no parking ordinances pertaining to Emerson School. Emerson School was razed in 2002. Ordinance 9.05(b)26, 9.05(i)1, and 9.05(i)2 are no longer necessary and are recommended for rescission.

Four ordinances for yield signs were found and of the four only one is in use today. Ordinance 9.06(b)63 exists for eastbound traffic on Ellis Street to yield to traffic before entering Brawley Street. No change is recommended for this ordinance. Ordinance 9.06(b)16 and 9.06(b)20 for yield signs have been replaced by stop signs by ordinances 9.06(a)473 and 9.06(a)508 respectively. Yield sign ordinances 9.06(b)16 and 9.06(b)20 have been replaced with stops signs and are recommended for rescission. An ordinance exists for yield signs for Fremont Street at Ellis Street; however, stop signs exist at this intersection with no ordinance for their placement. It is recommended that a new ordinance be created for the existing stop condition at this intersection and the yield sign ordinance 9.06(b)22 for this intersection be repealed.

Three no parking ordinances exist for the south side of Ellis Street between Division Street and Illinois Avenue. The width of Ellis Street in this section would dictate restricting parking on at least one side of Ellis Street. No change is recommended for existing no parking ordinances on Ellis Street between Division Street and Illinois Avenue. The remaining section of Ellis Street between Illinois Avenue and Michigan Avenue is wider and can accommodate parking on both sides at this time. It is recommended that no change be made.



Scott Schatschneider
Director of Public Works



Thomas Zenner
Assistant Chief
Police Department

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

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

SECTION I: That subsection 26 of Chapter 9, Section 9.05(b) of the Revised Municipal Code, **No Parking 7:00 A.M. to 6:00 P.M.** is hereby repealed:

9.05(b) 26. On the west side of East Avenue between Ellis Street and Boyington Avenue.

SECTION II: That subsection 1 of Chapter 9, Section 9.05(i) of the Revised Municipal Code, **No Parking During School Hours** is hereby repealed:

9.05(i) 1. On the east side of Michigan Avenue from Sims Avenue to a point 50 feet south of Sims Avenue.

SECTION III: That subsection 2 of Chapter 9, Section 9.05(i) of the Revised Municipal Code, **No Parking During School Hours** is hereby repealed:

9.05(i) 2. On the east side of East Avenue from Ellis Street to Clark Street).

SECTION VII: That subsection 798 of Chapter 9, Section 9.06(a) of the Revised Municipal Code, **Stop Signs** is hereby created to read as follows:

9.06(a) 798. Fremont Street at Ellis Street.

SECTION IV: That subsection 16 of Chapter 9, Section 9.06(b) of the Revised Municipal Code, **Yield Signs** is hereby repealed:

9.06(b) 16. Reserve Street at Ellis Street.

SECTION V: That subsection 20 of Chapter 9, Section 9.06(b) of the Revised Municipal Code, **Yield Signs** is hereby repealed:

9.06(b) 20. Illinois Avenue at Ellis Street.

SECTION VI: That subsection 22 of Chapter 9, Section 9.06(b) of the Revised Municipal Code, **Yield Signs** is hereby repealed:

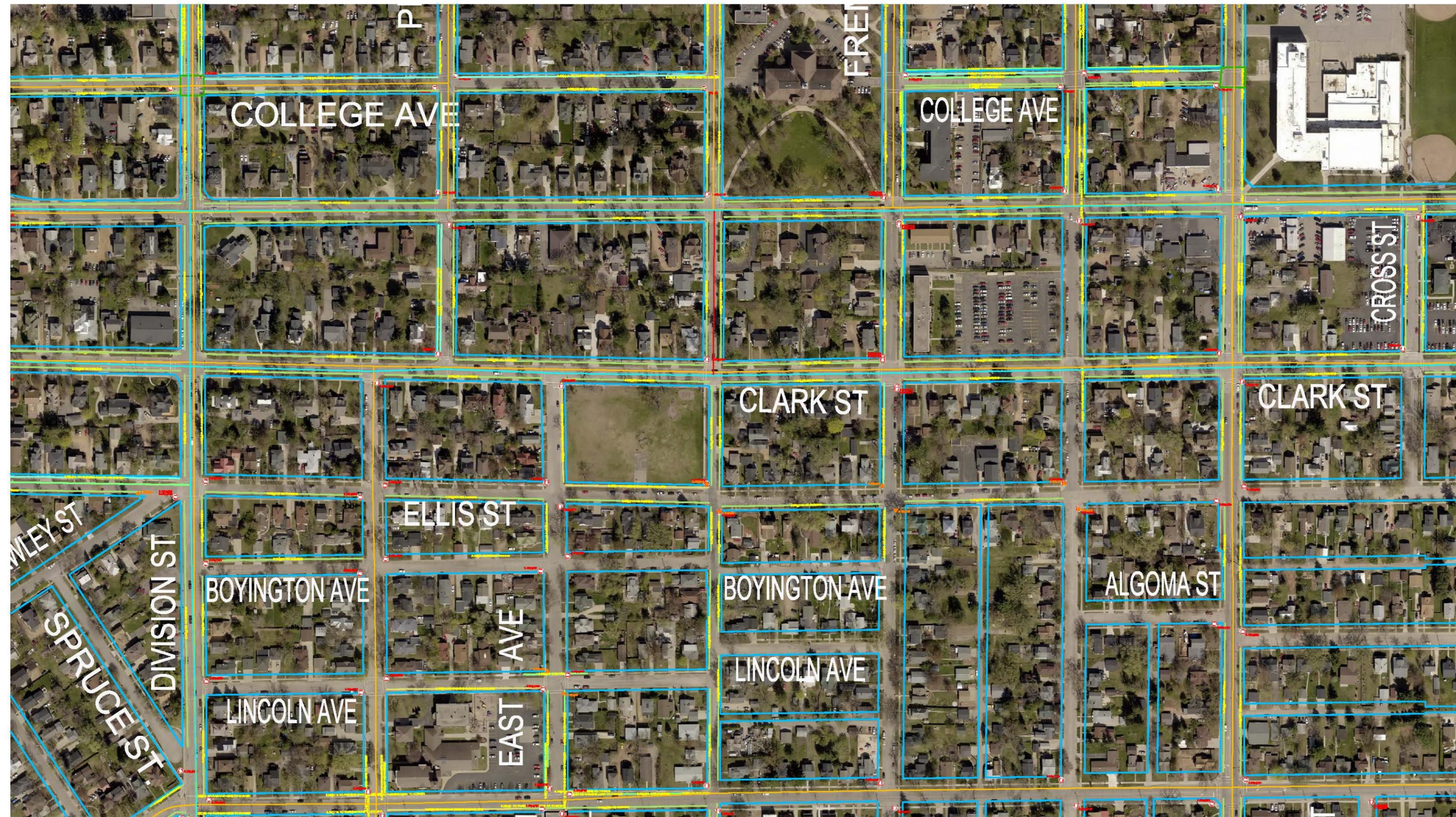
9.06(b) 22. Fremont Street at Ellis Street.

SECTION VIII: These ordinance changes shall take effect upon passage and publication.

APPROVED _____
Andrew Halverson, Mayor

ATTEST: _____
John Moe, City Clerk

Dated: August 12, 2013
Approved: August 19, 2013
Published: August 23, 2013





August 6th, 2013

DIRECTOR OF PUBLIC WORKS REPORT
Scott Schatschneider

1. Engineering Division

- **Business 51 Status Report:**

AECOM is currently working on a second round of design alternatives. The next round of Public Informational Meetings will begin again in September. The Engineering Department receives numerous calls regarding the project and the public is interested in the next round of alternatives.

- **Ellis Street Construction:**

The project is progressing. The majority of all underground utilities have been installed up to Michigan Avenue. The Michigan Avenue/Ellis Street intersection will be closed starting on Wednesday, August 7th in order to replace the utilities in the intersection and will be closed for approximately two weeks with a tentative re-opening of Monday, August 19th.

As far as the rest of the project: The first two blocks (Division - Wyatt & Wyatt - East) have curb and gutter, sidewalk and driveway aprons installed. The week of August 12th will see a significant push to have curb and gutter, sidewalk and driveway aprons installed beginning at East Avenue and getting up to the Illinois Avenue intersection. Up to this point the project has moved along given the tight parameters the contractor has to work with. The weather has cooperated and we have not heard much from the residents as far as inconveniences. The project is still scheduled for completion by early September.

- **Shopko Parking Lot (West Half) Re-Construction:**

The project was initially scheduled to start on Monday, August 5th, however after meeting with Shopko representatives and learning about the emphasis that is placed on the back to school shopping we decided to start on Tuesday, September 3rd. In order to accommodate Shopko as much as possible, the parking lot will still be finished prior to Dozynki Harvest Festival that begins on Friday, September 20th.

- **E.M. Copps Extension**

Staff has been working diligently on the 1,600 foot extension of E.M. Copps Drive to the east as part of the Cold Storage Development. The project will advertise for bids on Friday, August 16th and bids will be opened on Tuesday, September 3rd.

- **Fire Station #1:**

Staff has met with 5 Bugles in July for two meetings and a meeting is set for Monday, August 12th to review design options. The goal is to be ready to bid before the end of August.

- **Seawall Schedule Checklist**

<u>AGENCY</u>	<u>TASK</u>	<u>APPROXIMATE DATES</u>
<input checked="" type="checkbox"/> AECOM/GEI	Stability Analysis to FERC	Friday, Sept. 14 th (up to 90 days for review and approval)
<input checked="" type="checkbox"/> AECOM	CLOMR to DNR	2 nd half of Dec. (up to 90 days for review and approval)
<input checked="" type="checkbox"/> AECOM	CLOMR to FEMA	Monday, March 18 th (up to 90 days for review and approval)
<input checked="" type="checkbox"/> NewPage (Tom Witt)	QCIP back to FERC	June 14 th (up to 60 days for review and approval)
<input checked="" type="checkbox"/> City/NewPage	City accepts/allocates Construction money and Bidding/awarding of Contracts with NewPage and construction begins	August 5 th (up to 10 weeks)
<input type="checkbox"/> NewPage	Final drawings/"asbuilts" Submitted to FERC for Federal/licensing	October 11 th (Completion)

The general contractor for the seawall project started to mobilize equipment and supplies for the project on Monday, August 5th. Work is scheduled to begin as soon as all equipment and materials are on site. The project is scheduled to take approximately 10 weeks, +/- days for weather; the project should be finished by the second week in October.

- **Additional Ongoing Director\City Engineer\City Surveyor Projects**

- The Engineering Department has been working on a number of items and helping assist other departments in regards to design and project delivery:

1. 2014 Capital Improvement Plan discussions with staff.
2. 2014 Budget Preparations.
3. Washington Terrace Subdivision.
4. Ellis Street construction inspection.
5. Digger's Hotline locates.
6. Sidewalk Program.

2. Streets

- **Street work**

- Continued Garbage and Recycling operations.
- Sign work continued.
- Street lamp maintenance continued.
- Pit operations continued.
- Patching continued.
- Crack filling continued.
- Curb Repairs continued.
- Sidewalk repairs continued.
- Street Sweeping continued.
- Painting operations continued.
- Blowout repairs begun.

- **Equipment maintenance/garage**

- There were a total of 113 repair orders completed in the month of July. When broken down by department there were;

Engineering	5
Police	10
Parks	33
Fire	5
Streets	59
Water/Waste water	1

- Other activities include; Sidewalk grinder approved, ordered, and received.

- **Signs, posts, barricades, and flags**

- 48 signs were replaced or added, 2 because of accidents, 30 for usual maintenance, 5 signs were moved and 11 new signs were put up.
- 11 poles were replaced or added, 2 because of accidents, 4 for usual maintenance, 3 were moved and 2 because of ordinance changes.
- American flags were put up and taken down for the 4th of July.
- Barricades and barrels were set out and collected for the 4th of July Parade, Riverfront Rendezvous, Lactic Edge Triathlon and Crazy Days.

- **Garbage/recycling/yard waste/drop-off**

- Garbage and recycling carts repaired/replaced/distributed as needed.

- Regular and holiday solid waste collection completed.
- Regular and holiday recycling collection completed.
- City drop-off operations were completed.
- **Leave**
 - 12 floating holidays, 2 funeral days, 10 days 2.5 hours sick time, 108 days 6 hours vacation time and 1day 3 hours of workers comp time were utilized.

SPECIAL BOARD OF PUBLIC WORKS MEETING
Monday, July 15, 2013 – 6:45 p.m.
County/City Building – 1515 Strongs Avenue, Stevens Point, WI 54481

MINUTES

PRESENT: Mayor Andrew Halverson, Comptroller/Treasurer (C/T) Corey Ladick, Director of Public Works Scott Schatschneider and Administrative Assistant Tricia Church; **Alderpersons:** George Doxtator(1st), JoAnne Suomi(2nd), Michael O’Meara(3rd), Tony Patton(8th), and Randal Stroik(9th).

ALSO

PRESENT: **DIRECTORS:** Joel Lemke and Michael Ostrowski.
ALDERPERSONS: Roger Trzebiatowski(7th), and Jerry Moore(11th).

Mayor Andrew Halverson called the Special Board of Public Works meeting to order on July 15, 2013 at 6:45 P.M. The meeting was held in the City Conference Room at the County/City Building at 1515 Strongs Avenue in Stevens Point.

1. Consideration and possible action to award the 2013 Bituminous Surfacing Program, Project 06-13.

Director Schatschneider added that there is a cost split between the city and utilities which is significant and the reason why it was not ready to bring to the Board of Public Works last week.

Mayor Halverson added that the cost of manhole raising was the key issue that needed to be resolved with utilities.

Aldersperson Patton moved approval to the 2013 Bituminous Surfacing Program to American Asphalt of Wisconsin; seconded by Aldersperson O’Meara.

Ayes all; nays none; motion carried.

2. Consideration and possible action to award the Shopko Parking Lot Project #12-13.

Director Schatschneider added that Earth Inc. was the low bidder on this project and American Asphalt was second low bidder. Due to the fact that Earth Inc. would be subbing out the major items of work, they have significantly less than 40% of the contract. Our specifications state that the prime contractor has to be doing at least 40% of the work themselves. Due to the fact that this is a parking lot, American Asphalt has at least 70% of the work. The reason for this provision in the specifications is so that the prime contractor must have attachment to the project in case we have problems down the road.

Aldersperson O’Meara added that a lot of the items that they would be subbing out are material. The difference is who is invoicing us for the material being the asphalt and the aggregate. If you looked at how much labor is going to be done onsite you would be pretty close which is why he would recommend going to the low bidder. It is difficult when it comes to asphalt and concrete pavement because so much of it is coming from somewhere else. Aldersperson O’Meara thinks that if you look at how much time the contractor would be on-site, the percentages would not be that different.

Alderson Patton asked if they would be peeling the test covering they put on years ago that failed or if they would be going over the top of what is left. Director Schatschneider said the current pavement is going to be pulverized into the old base and then put down new asphalt.

Alderson Patton moved approval to award the Shopko Parking Lot Project to American Asphalt of Wisconsin as the recommended bidder.

Alderson O'Meara stated that they were the second lowest bidder.

Alderson Patton said American Asphalt is going to be doing most of the work which was recommended by the Public Works if we want to stay consistent with our policy.

Alderson Stroik asked if Earth Inc. is a local reputable company. Mayor Halverson stated that we have dealt with both companies in the past. Director Schatschneider added that Earth Inc. did our Michigan Avenue Project last year. Alderson O'Meara added that they are both reputable companies.

Director Schatschneider reiterated what our specifications state so everyone is aware of how we have done this in the past.

Alderson Stroik clarified very specifically that Earth Inc. did not meet our specifications so therefore we should reject that proposal. Director Schatschneider confirmed that per the bid items, they did not meet our specifications.

Mayor Halverson said that with all that he would second it.

Ayes majority; nays minority; motion carried.

3. Consideration and possible action to award the 2013 Street Seal Coating Program 2, Project #13-13.

Alderson Patton asked if this is different than the Black Knight product. Mayor Halverson said that the Black Knight is more like actual asphalt whereas chip seal is the oil with little rocks or chips.

Alderson O'Meara moved approval to award the project to Fahrner Asphalt as stated in the bid sheet; seconded by Alderson Doxtator.

Ayes all; nays none; motion carried.

4. ADJOURNMENT: Mayor Andrew Halverson adjourned the Special Board of Public Works Meeting at 6:51 P.M.

BID TAB
CITY OF STEVENS POINT
2013 BITUMINOUS SURFACING - PROJECT #06-13
SEALED BIDS OPENED 11:00 A.M., JULY 8, 2013

CONTRACT A: WISCONSIN STREET PROJECT				American Asphalt		City	Utility
ITEM NO.	EST. QTY		DESCRIPTION	UNIT	TOTAL	Cost	Cost
204.0115	385	L.F.	Removing Asphalt Surface Butt Joints	\$ 3.90	\$ 1,501.50	\$ 1,501.50	
611.0420	2	Each	Reconstructing Manholes	\$ 1,950.00	\$ 3,900.00		\$ 3,900.00
611.8110	19	Each	Adjusting Manhole Covers	\$ 830.00	\$ 15,770.00		\$ 15,770.00
643.0100	1	L.S.	Traffic Control (Project)	\$ 8,420.00	\$ 8,420.00	\$ 4,210.00	\$ 4,210.00
SPV.0060.01	2	Each	Manhole Cover (Storm)	\$ 525.00	\$ 1,050.00		\$ 1,050.00
SPV.0060.02	6	Each	Manhole Cover (Sanitary)	\$ 525.00	\$ 3,150.00		\$ 3,150.00
SPV.0060.03	3	Each	Manhole Cover (Water)	\$ 525.00	\$ 1,575.00		\$ 1,575.00
SPV.0175.02	275	TON	Black Knight Paving Armor) (3/4" Average)	\$ 86.55	\$ 23,801.25	\$ 23,801.25	
SPV.0175.03	25	TON	Black Knight Paving Armor Wedging	\$ 86.55	\$ 2,163.75	\$ 2,163.75	
CONTRACT A TOTAL BID:					\$ 61,331.50	\$ 31,676.50	\$29,655.00

CONTRACT B: McCULLOCH STREET PROJECT				American Asphalt		City	Utility
ITEM NO.	EST. QTY		DESCRIPTION	UNIT	TOTAL	Cost	Cost
204.0115	185	L.F.	Removing Asphaltic Surface Butt Joints	\$ 4.20	\$ 777.00	\$ 777.00	
611.8110	6	Each	Adjusting Manhole Covers	\$ 855.00	\$ 5,130.00		\$ 5,130.00
643.0100	1	L.S.	Traffic Control (Project)	\$ 7,075.00	\$ 7,075.00	\$ 3,537.50	\$ 3,537.50
SPV.0060.02	1	Each	Manhole Cover (Sanitary)	\$ 525.00	\$ 525.00		\$ 525.00
SPV.0175.02	300	TON	Black Knight Paving Armor (3/4" Average)	\$ 85.55	\$ 25,665.00	\$ 25,665.00	
SPV.0175.03	30	TON	Black Knight Paving Armor Wedging	\$ 85.55	\$ 2,566.50	\$ 2,566.50	
CONTRACT B TOTAL BID:					\$ 41,738.50	\$ 32,546.00	\$ 9,192.50

CONTRACT C: CENTER STREET PROJECT				American Asphalt		City	Utility
ITEM NO.	EST. QTY		DESCRIPTION	UNIT	TOTAL	Cost	Cost
204.0115	360	L.F.	Removing Asphaltic Surface Butt Joints	\$ 4.15	\$ 1,494.00	\$ 1,494.00	
611.0420	4	Each	Reconstructing Manholes	\$ 1,950.00	\$ 7,800.00		\$ 7,800.00
611.8110	8	Each	Adjusting Manhole Covers	\$ 850.00	\$ 6,800.00		\$ 6,800.00
643.0100	1	L.S.	Traffic Control (Project)	\$ 10,535.00	\$ 10,535.00	\$ 5,267.50	\$ 5,267.50
SPV.0060.01	1	Each	Manhole Cover (Storm)	\$ 525.00	\$ 525.00		\$ 525.00
SPV.0060.02	1	Each	Manhole Cover (Sanitary)	\$ 525.00	\$ 525.00		\$ 525.00
SPV.0060.03	3	Each	Manhole Cover (Water)	\$ 525.00	\$ 1,575.00		\$ 1,575.00
SPV.0175.02	475	TON	Black Knight Paving Armor (3/4" Average)	\$ 84.65	\$ 40,208.75	\$ 40,208.75	
SPV.0175.03	50	TON	Black Knight Paving Armor Wedging	\$ 84.65	\$ 4,232.50	\$ 4,232.50	
CONTRACT C TOTAL BID:					\$ 73,695.25	\$ 51,202.75	\$22,492.50

CONTRACT D: WYATT STREET PROJECT				American Asphalt		City	Utility
ITEM NO.	EST. QTY		DESCRIPTION	UNIT	TOTAL	Cost	Cost
204.0115	530	L.F.	Removing Asphaltic Surface Butt Joints	\$ 3.40	\$ 1,802.00	\$ 1,802.00	
611.0420	3	Each	Reconstructing Manholes	\$ 1,950.00	\$ 5,850.00		\$ 5,850.00
611.8110	39	Each	Adjusting Manhole Covers	\$ 795.00	\$ 31,005.00		\$ 31,005.00
643.0100	1	L.S.	Traffic Control (Project)	\$ 13,845.00	\$ 13,845.00	\$ 6,922.50	\$ 6,922.50
SPV.0060.01	5	Each	Manhole Cover (Storm)	\$ 525.00	\$ 2,625.00		\$ 2,625.00
SPV.0060.02	4	Each	Manhole Cover (Sanitary)	\$ 525.00	\$ 2,100.00		\$ 2,100.00
SPV.0060.03	2	Each	Manhole Cover (Water)	\$ 525.00	\$ 1,050.00		\$ 1,050.00
SPV.0175.02	500	TON	Black Knight Paving Armor (3/4" Average)	\$ 84.80	\$ 42,400.00	\$ 42,400.00	
SPV.0175.03	50	TON	Black Knight Paving Armor Wedging	\$ 84.80	\$ 4,240.00	\$ 4,240.00	
CONTRACT D TOTAL BID:					\$ 104,917.00	\$ 55,364.50	\$49,552.50

CONTRACT E: MICHIGAN AVENUE PROJECT				American Asphalt		City	Utility
ITEM NO.	EST. QTY		DESCRIPTION	UNIT	TOTAL	Cost	Cost
204.0115	475	L.F.	Removing Asphaltic Surface Butt Joints	\$ 3.15	\$ 1,496.25	\$ 1,496.25	
611.8110	23	Each	Adjusting Manhole Covers	\$ 830.00	\$ 19,090.00		\$ 19,090.00
643.0100	1	L.S.	Traffic Control (Project)	\$ 18,950.00	\$ 18,950.00	\$ 9,475.00	\$ 9,475.00
SPV.0060.01	3	Each	Manhole Cover (Storm)	\$ 525.00	\$ 1,575.00		\$ 1,575.00
SPV.0060.02	1	Each	Manhole Cover (Sanitary)	\$ 525.00	\$ 525.00		\$ 525.00
SPV.0175.02	870	TON	Black Knight Paving Armor (1" Average)	\$ 84.60	\$ 73,602.00	\$ 73,602.00	
SPV.0175.03	80	TON	Black Knight Paving Armor Wedging	\$ 84.60	\$ 6,768.00	\$ 6,768.00	
CONTRACT E TOTAL BID:					\$ 122,006.25	\$ 91,341.25	\$30,665.00
TOTAL BID AMOUNT: CONTRACTS A-E					\$ 403,688.50	\$ 262,131.00	\$141,557.50
TOTAL BID AMOUNT: CONTRACTS A-E WITH 15% Contingency					\$ 464,241.78	\$ 301,450.65	\$162,791.13
TOTAL BUDGET AMOUNT:						\$ 260,470.00	\$162,791.13

BID TAB
CITY OF STEVENS POINT
2013 SHOPKO PARKING LOT PROJECT #12-13
SEALED BIDS OPENED 11:00 A.M., JULY 8, 2013

ITEM NO.	EST. QUAN.	UNIT	DESCRIPTION	Earth Inc.		American Asphalt	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
204.0100	128	S.Y.	Removing Pavement	\$ 10.00	\$ 1,283.00	\$ 6.50	\$ 833.95
204.0110	1,324	S.Y.	Removing Asphaltic Surface	\$ 3.50	\$ 4,634.00	\$ 3.30	\$ 4,369.20
204.0150	620	L.F.	Removing Curb & Gutter	\$ 4.50	\$ 2,790.00	\$ 4.20	\$ 2,604.00
204.0155	187	S.Y.	Removing Concrete Sidewalk	\$ 18.00	\$ 3,357.00	\$ 4.20	\$ 783.30
205.0100	1,390	C.Y.	Excavation Common	\$ 10.00	\$ 13,900.00	\$ 9.50	\$ 13,205.00
325.0100	6,200	S.Y.	Pulverize and Relay	\$ 1.60	\$ 9,920.00	\$ 3.80	\$ 23,560.00
305.0125	505	C.Y.	Base Aggregate 1-1/4"	\$ 22.00	\$ 11,110.00	\$ 27.00	\$ 13,635.00
460.1101	1,120	TON	HMA Pavement Type E-1	\$ 75.00	\$ 84,000.00	\$ 74.65	\$ 83,608.00
460.1110	405	TON	HMA Pavement E-10	\$ 80.00	\$ 32,400.00	\$ 79.40	\$ 32,157.00
601.0324	625	L.F.	Concrete Curb & Gutter 24"	\$ 15.50	\$ 9,687.50	\$ 15.00	\$ 9,375.00
602.0415	1,365	S.F.	Concrete Sidewalk 6"	\$ 4.50	\$ 6,142.50	\$ 3.50	\$ 4,777.50
602.0505	32	S.F.	Curb Ramp Detectable Warning Field (N Patina)	\$ 35.00	\$ 1,120.00	\$ 35.00	\$ 1,120.00
611.0420	2	EACH	Reconstructing Manholes	\$ 1,500.00	\$ 3,000.00	\$ 1,550.00	\$ 3,100.00
611.8110	2	EACH	Adjusting Manhole Covers	\$ 600.00	\$ 1,200.00	\$ 750.00	\$ 1,500.00
611.8115	4	EACH	Adjusting Inlet Covers	\$ 600.00	\$ 2,400.00	\$ 525.00	\$ 2,100.00
625.0100	97	S.Y.	Topsoil	\$ 10.00	\$ 970.00	\$ 5.25	\$ 509.25
628.7020	8	EACH	Inlet Protection Type C	\$ 50.00	\$ 400.00	\$ 105.00	\$ 840.00
634.0810	5	EACH	Post Tubular Steel (2 x 2-inch x 10-feet)	\$ 140.00	\$ 700.00	\$ 90.00	\$ 450.00
634.0811	3	EACH	Post Tubular Steel (2 x 2-inch x 11-feet)	\$ 140.00	\$ 420.00	\$ 100.00	\$ 300.00
634.8012	1	EACH	Post Tubular Steel (2 x 2-inch x 12-feet)	\$ 145.00	\$ 145.00	\$ 100.00	\$ 100.00
637.0202	34	S.F.	Signs Reflective Type II	\$ 25.00	\$ 857.50	\$ 19.00	\$ 651.70
638.2102	1	EACH	Moving Signs Type II	\$ 50.00	\$ 50.00	\$ 125.00	\$ 125.00

**BID TAB
CITY OF STEVENS POINT
2013 SHOPKO PARKING LOT PROJECT #12-13
SEALED BIDS OPENED 11:00 A.M., JULY 8, 2013**

ITEM NO.	EST. QUAN.	UNIT	DESCRIPTION	Earth Inc.		American Asphalt	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
638.2602	14	EACH	Removing Signs Type II	\$ 40.00	\$ 560.00	\$ 25.00	\$ 350.00
638.3000	9	EACH	Removing Small Sign Supports	\$ 40.00	\$ 360.00	\$ 27.00	\$ 243.00
643.0100	1	L.S.	Traffic Control (Project)	\$ 9,500.00	\$ 9,500.00	\$ 8,500.00	\$ 8,500.00
647.0563	26	L.F.	Pavement Marking Stop Line Paint 18-inch	\$ 3.50	\$ 91.00	\$ 3.70	\$ 96.20
647.0253	17	EACH	Pavement Marking Symbols Paint	\$ 35.00	\$ 595.00	\$ 40.00	\$ 680.00
647.0773	48	L.F.	Pavement Marking Crosswalk Paint 12-inch	\$ 2.50	\$ 120.00	\$ 3.00	\$ 144.00
647.0653	5,330	L.F.	Pavement Marking Parking Stall Paint	\$ 0.70	\$ 3,731.00	\$ 0.70	\$ 3,731.00
653.0900	2	EACH	Adjusting Pull Boxes	\$ 200.00	\$ 400.00	\$ 250.00	\$ 500.00
690.0150	316	L.F.	Sawing Asphalt	\$ 4.00	\$ 1,264.00	\$ 3.50	\$ 1,106.00
690.0250	186	L.F.	Sawing Concrete	\$ 5.00	\$ 930.00	\$ 5.00	\$ 930.00
SPV.0060.01	2	EACH	Salvage and Reinstall Cart Rack	\$ 1,000.00	\$ 2,000.00	\$ 250.00	\$ 500.00
SPV.0180.01	97	S.Y.	Decorative Bark/Mulch	\$ 15.00	\$ 1,455.00	\$ 15.60	\$ 1,513.20
TOTAL BIDS:					\$ 211,492.50		\$ 217,997.30
TOTAL WITH 15% CONT.					\$ 243,216.38		\$ 250,696.90
				Shopko Contribution of 19% of total budgeted amount:		\$ 41,306.00	
				City Budgeted Amount:		\$ 217,400.00	
TOTAL BUDGET AMOUNT						\$ 258,706.00	

Total Dollar Amount of Shaded Items from the Earth Inc. bid tabulation \$ 157,307.00

Total Percentage of Contract of the shaded Items that Earth Inc. will be subcontracting out 74

As a result, Earth Inc. will only be performing 26% of the contract themselves.

**BID TAB
CITY OF STEVENS POINT
2013 STREET SEAL COATING PROGRAM 2 #13-13
SEALED BIDS OPENED 11:00 A.M., JULY 8, 2013**

				Fahrner Asphalt Sealers LLC Plover, WI	
ITEM NO.	EST. QUAN.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
469.1100	115	TONS	HMA Pavement E-0.3 (Wedging)	\$ 139.65	\$ 16,059.75
475.0100	111,200	S.Y.	Seal Coat	\$ 2.44	\$ 271,328.00
SPV.01080.01	8,800	S.Y.	Seal Coat	\$ 5.00	\$ 43,973.60
SPV.0105.01	1	L.S.	Supplemental Traffic Control	\$ 6,700.00	\$ 6,700.00
			Total Bid:		\$ 338,061.35
			Total with 15% Cont.		\$ 388,770.55
		Savings from first Chip Sealing Project:			\$ 30,000.00
		Savings from Ellis Street Project:			\$ 300,000.00
Total Budget Amount					\$ 330,000.00

Research has revealed the existence of three no parking ordinances pertaining to Emerson School. Emerson School was razed in 2002. Ordinance 9.05(b)26, 9.05(i)1, and 9.05(i)2 are no longer necessary and are recommended for rescission.

Four ordinances for yield signs were found and of the four only one is in use today. Ordinance 9.06(b)63 exists for eastbound traffic on Ellis Street to yield to traffic before entering Brawley Street. No change is recommended for this ordinance. Ordinance 9.06(b)16 and 9.06(b)20 for yield signs have been replaced by stop signs by ordinances 9.06(a)473 and 9.06(a)508 respectively. Yield sign ordinances 9.06(b)16 and 9.06(b)20 have been replaced with stops signs and are recommended for rescission. An ordinance exists for yield signs for Fremont Street at Ellis Street; however, stop signs exist at this intersection with no ordinance for their placement. It is recommended that a new ordinance be created for the existing stop condition at this intersection and the yield sign ordinance 9.06(b)22 for this intersection be repealed.

Three no parking ordinances exist for the south side of Ellis Street between Division Street and Illinois Avenue. The width of Ellis Street in this section would dictate restricting parking on at least one side of Ellis Street. No change is recommended for existing no parking ordinances on Ellis Street between Division Street and Illinois Avenue. The remaining section of Ellis Street between Illinois Avenue and Michigan Avenue is wider and can accommodate parking on both sides at this time. It is recommended that no change be made.



Scott Schatschneider
Director of Public Works



Thomas Zenner
Assistant Chief
Police Department

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

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

SECTION I: That subsection 26 of Chapter 9, Section 9.05(b) of the Revised Municipal Code, **No Parking 7:00 A.M. to 6:00 P.M.** is hereby repealed:

9.05(b) 26. On the west side of East Avenue between Ellis Street and Boyington Avenue.

SECTION II: That subsection 1 of Chapter 9, Section 9.05(i) of the Revised Municipal Code, **No Parking During School Hours** is hereby repealed:

9.05(i) 1. On the east side of Michigan Avenue from Sims Avenue to a point 50 feet south of Sims Avenue.

SECTION III: That subsection 2 of Chapter 9, Section 9.05(i) of the Revised Municipal Code, **No Parking During School Hours** is hereby repealed:

9.05(i) 2. On the east side of East Avenue from Ellis Street to Clark Street).

SECTION VII: That subsection 798 of Chapter 9, Section 9.06(a) of the Revised Municipal Code, **Stop Signs** is hereby created to read as follows:

9.06(a) 798. Fremont Street at Ellis Street.

SECTION IV: That subsection 16 of Chapter 9, Section 9.06(b) of the Revised Municipal Code, **Yield Signs** is hereby repealed:

9.06(b) 16. Reserve Street at Ellis Street.

SECTION V: That subsection 20 of Chapter 9, Section 9.06(b) of the Revised Municipal Code, **Yield Signs** is hereby repealed:

9.06(b) 20. Illinois Avenue at Ellis Street.

SECTION VI: That subsection 22 of Chapter 9, Section 9.06(b) of the Revised Municipal Code, **Yield Signs** is hereby repealed:

9.06(b) 22. Fremont Street at Ellis Street.

SECTION VIII: These ordinance changes shall take effect upon passage and publication.

APPROVED _____
Andrew Halverson, Mayor

ATTEST: _____
John Moe, City Clerk

Dated: August 12, 2013
Approved: August 19, 2013
Published: August 23, 2013

PERSONNEL COMMITTEE MEETING
Monday, August 12, 2013 – 6:59 p.m.
Lincoln Center ~ 1519 Water Street

PRESENT: Chairperson O’Meara; Alderpersons Slowinski, Moore, Patton, Phillips

OTHERS

PRESENT: Mayor Halverson; C/T Ladick; Attorney Beveridge; Alderpersons Suomi, Doxtator, M. Stroik, R. Stroik, Trzebiatowski; Directors Schatschneider, McGinty, Ostrowski, Schrader; Assistant Chief Skibba; Charlie Carlson; Mayoral Assistant Pazdernik; Sandy Kratzke; Kari Yenter; Gene Kemmeter, Nate Enwald ~ Portage County Gazette; Brandi Makuski ~ SPCT; Chris Jones ~ SPJ; Human Resource Manager Jakusz

Chairman O’Meara called the meeting to order.

1. Discussion and possible action on pay plan policy issues.

Charlie Carlson of Carlson Dettmann Consulting, LLC reviewed the process for the pay plan study. He stated the project will measure job responsibilities, internal comparability and salary markets. The recommendation that will result from the study will be a pay structure, methods or pay progression and supporting policies and maintenance plan.

Mr. Carlson reviewed the comparables used in the 2007 pay study for management positions and that the selection of these communities (Marshfield, Portage County, Wausau and Wisconsin Rapids) was based primarily on bargaining comparisons.

Based on his experience, he feels that we should add schools, UWSP, technical colleges and so on. He feels the above list of communities is too restrictive for management positions. He added that other communities are using private sector employers as well. He indicated that he would like the ability to bring forward information regarding private sector comparables and have further discussion with the Committee regarding this set of comparables.

Alderman Phillips moved to have private sector information included for further evaluation and discussion; Alderman Slowinski seconded. Ayes all, nays none. Motion carried.

2. Discussion and possible action on amendment to City Policy 3.02 ~ FMLA section.

Human Resource Manager Jakusz stated that the modifications to this policy are a result of revised regulations from the US Department of Labor. Motion by Alderman Moore to approve the amendments; Chairperson O'Meara seconded. Ayes all, nays none. Motion carried.

3. Discussion and possible action on the City Assessor's Office and re-filling the Assessor position.

Mayor Halverson indicated that the Committee needs to make a determination of whether the City will have a full time Assessor or contract out for services. He indicated that contracting out would afford a \$50,000 savings and includes maintaining our two remaining positions. We could also hold back funds from the savings to hire LTE assistance for the time periods encompassing open book and board of review.

Alderman Slowinski moved to approve contracting out for the Assessor position, Alderman Patton seconded. Discussion ensued regarding who would supervise the existing staff. Mayor Halverson replied that direction regarding the assessing function would come from the contract person, for day to day supervision, he feels the remaining staff should be rolled into Community Development. He added that these departments share information and have synergies that would complement one another.

Alderman Phillips stated that he would like to see the initial contract be for a period of three years. Chairperson O'Meara added the City may want to consider re-negotiating the successor contract while there is still one year remaining on the contract so there is continuity.

Alderman Slowinski amended his original motion to include that an RFP be drafted and released and that the initial contract period be for three (3) years; Alderman Patton seconded the amendment.

Discussion ensued.

Alderman Moore stated that he is unsure about this. He feels the CDA Supervisor has too much going on. He is not in favor of contracting out or combining offices.

Alderman Phillips stated that he would like to see the City save money.

Mayor Halverson stated that he and the Community Development Director have discussed the possibility of restructuring to have an executive director of CDA on the housing side. There is also a possibility of dissolution of the CDA and then recreating a separate housing authority run by its own executive director or possibly merging with the County's housing authority.

He stated that Edgewater is a non-HUD project and would remain under the control of the City.

Alderman Trzebiatowski stated that the Assessor is the only position where the Council hires the position. He feels that contracting out would be giving up power over who is hired.

The amended motion passed with a 4 / 1 vote; Alderman Moore dissenting.

4. Discussion and possible action on guidelines relating to Domestic Partnership Coverage on the City's High Deductible Health Plan.
Human Resource Manager Jakusz stated that modifications to the documents are bolded and reflected the direction given by the Personnel Committee at the July meeting.

City Attorney Beveridge suggested moving #7 in the affidavit as this requirement is not consistent with what we require of married couples.

Alderman Phillips voiced his opinion that action on this item should be delayed to the budget process.

Comptroller/Treasurer Ladick that if the Committee wants to wait for implementation until 1/1/14, we could incorporate with the budget.

Mayor Halverson stated that the City is committed to same process and that we cannot control the number of family health insurance plans or the number of single health insurance plans; the numbers vary.

Chairperson O'Meara moved to adopt the documents and strike #7 on the affidavit. Motion failed for lack of a second. Chairperson O'Meara withdrew his motion.

Mayor Halverson stated that based on prior City Council action, the City has committed to moving forward with health insurance benefits for domestic partner; the related forms were referred back to the Personnel Committee for approval. He added that he and the City Attorney will have to meet and determine procedural direction for the Council on the matter.

5. Discussion and possible action on amendments to Transit employee random testing policy.

Alderman Moore moved to approve the amendments to the random testing policy, Alderman Slowinski seconded. Ayes all, nays none. Motion carried.

6. Adjournment ~ 6:47 p.m.

Domestic Partner Tax Implications Bulletin

The City cannot provide Tax advice, but wants you to be aware of the following. Your choice to cover your domestic partner under the Stevens Point high deductible health plan, does result in Income Tax as well as FICA and Medicare Tax implications if your partner does not qualify as a legal dependent. The employee shall pay all taxes applicable on benefits provided to employee's DP. These tax implications are outside of the control of the City of Stevens Point.

A. If your domestic partner is not your dependent as defined by the Internal Revenue Code, then City of Stevens Point must:

1. Deduct your employee contribution for your domestic partner's insurance benefits from your pay on an After-Tax basis.
2. Include the City's contribution for your domestic partner's insurance benefits as taxable income to you for state and federal income taxes, and as taxable wages to you for Social Security taxes.

Note: City of Stevens Point will withhold state and federal income taxes, and FICA and Medicare taxes on this contribution. If you need additional income tax withholding to cover your added tax burden, you may complete a new W-4 withholding form, which is available on the City Employee website or from the Finance Department. See your tax consultant for tax advice.

B. Section 152(d) of the Internal Revenue Code states that, a "dependent" may include any individual (other than the employee's spouse) who receives over half of his/her support for the calendar year from the employee, and whose principal place of abode for the year is the employee's home, and who is a member of the employee's immediate household. If you believe your domestic partner is a "dependent" under this definition, you must notify the Personnel and Finance Departments in writing and provide supporting documentation after applying for insurance in order to avoid the tax implications described above.

C. Specifically, domestic partner insurances will result in taxable income for 2013 as follows*:

Income to you:

Family Health less Single Health Insurance premium = \$ 1,224.00/mo
(2,022.00 – 798.00)

Additional Annual Taxable Income: \$14,688.00

(*The amounts would be prorated based on the number of months your domestic partner is covered under your plan)

Insurance premiums paid through the Section 125 plan with pre tax dollars cannot include amounts for domestic partner benefits. Employees cannot

include or pay for any domestic partner benefits from Sec 125 accounts (FSA accounts) per IRS regulations. **In addition, per IRS regulations, you cannot use your Health Savings Account to pay for the health expenses of your domestic partner.** Your domestic partner can open his/her own HSA, but your HSA and your domestic partner's HSA need to be kept separate.

Dependent Child/Children of a Domestic Partner

I, the Domestic Partner **named in the attached Affidavit of Domestic Partnership**, certify that the following individuals *are eligible, dependent children* as defined in the health benefit plan sponsored by my partner's Employer:

Name	Date of Birth	Social Security Number

Domestic Partner Signature

Date

Dependent children must meet all of the plan requirements at the time of enrollment (see City's Summary Plan Description for full details).

“Child(ren)” A *dependent child* until the *child* reaches his or her 26th birthday. The term *child* includes the following *dependents* who meet eligibility criteria listed below:

- An *employee's child* who is under the age of 26;
- An *employee's child* who is a full-time student, if the *child* was called to federal active duty in the National Guard or in a reserve component of the US armed forces while the *child* was under 26 years of age when attending, on a full-time basis, an institution of higher learning. To qualify, the *child* must apply to an institution of higher education as a full-time student within 12 months from the date the *child* fulfilled his or her active duty obligation;
- An *employee's child* who was continuously covered prior to attaining the limiting age above, who is mentally or physically disabled, unable to sustain his own living, and is still primarily *dependent* upon the employee for support. Such *child* must have been mentally or physically disabled prior to attaining the limited age under the second and third bullets. You must furnish satisfactory proof to the *Plan Supervisor* that the above conditions continuously exist on and after the date the limiting age is reached. The Plan may require, at reasonable intervals, subsequent proof satisfactory to the *Plan* during the next two years after such date. After such two-year period, the *Plan* may require such proof, but not more often than once each year;
- The *employee's* own blood descendant of the first degree or lawfully adopted *child*, any *stepchild* residing with the *employee*, a *child* placed with the *employee* in

anticipation of adoption, a *child* who is an alternate recipient under a QMCSO as required by the federal Omnibus Budget Reconciliation Act of 1993, or any other *child* for whom the *employee* has obtained legal guardianship and who resides with and who is *dependent* upon the *employee* in a regular parent-*child* relationship. A grandchild as long as the *employee's* covered *dependent* is the parent of the grandchild. Coverage for the grandchild will end when the *employee's* covered *dependent* (parent of *child*) turns age 18. The child is not married and either under 19 years of age or a full-time student;

- If a *child* is born to an *employee's* covered dependent, that grandchild of the employee is an eligible *dependent* until the earlier of the date the *employee's* covered *dependent* (who is the parent of the grandchild) reaches age 18 or otherwise no longer an eligible *dependent* under the plan.

Affidavit of Domestic Partnership

We, _____, and _____
Name of Employee, please print Name of Domestic Partner, please print

Certify that:

1. The effective date of this Domestic Partnership is _____ and that this
Date
Domestic Partnership has been in existence for a period of twelve (12) consecutive months prior to our signature of this Affidavit.
2. We share the common necessities of life.
3. We are not legally married to anyone else.
4. We are at least eighteen (18) years of age or older.
5. We are not related by blood closer than would bar marriage in the State of Wisconsin and are mentally competent to consent to contract.
6. We are each other's sole Domestic Partner and intend to remain so indefinitely and are responsible for our common welfare.
7. We do not have access to other **family** coverage sponsored by an employer or government-provided medical coverage.
8. We understand that Domestic Partners are subject to the same window period governing all other Employees who are covered by or applying for benefit plan coverage. Any children, new Employees, adoptions, new marriages, and Domestic Partnerships are all subject to a thirty (30) day limit on the enrollment period beginning on the date of the event.
9. We agree to notify the City of Stevens Point Personnel Office if there is any change of the circumstances attested to in this Affidavit within thirty (30) days of such change by filing a statement confirming such changes. The written statement confirming such changes shall be provided to the Personnel Office and shall affirm that a copy of the statement has been mailed to the other domestic partner.
10. We agree to notify the City of Stevens Point Personnel Office in the event of termination of this Domestic Partnership within thirty (30) days following such termination by filing a Termination of Domestic Partnership form (see attached). Such form shall be provided to the Personnel Office and shall affirm that a copy of the Termination form has been mailed to the other domestic partner.
11. In the event of a termination of this Domestic Partnership, I _____
Name of Employee, please print
understand that another Affidavit of Domestic Partnership cannot be filed until twelve (12) months after a Termination of Domestic Partnership has been filed with the City of Stevens Point.

Domestic Partner Health Care Benefit Information Bulletin

Policy. The City of Stevens Point (the “City”) has elected to offer Employees the ability to insure their Domestic Partners under the health care insurance plan sponsored by the City.

Eligibility. To be eligible for coverage as a Domestic Partner, the Employee and the Domestic Partner must meet the requirements listed on the “Affidavit of Domestic Partnership.” (See attached.) The Employee must meet the requirements for enrollment in the City’s health plan.

Enrollment. In order to insure a Domestic Partner, the Employee must enroll that individual with the Personnel Office by completing the Affidavit for Domestic Partnership form that is attached to this document. This Affidavit needs to be filed only once. It is the Employee’s responsibility to notify the City’s Personnel Office if a Domestic Partner relationship ends. A new Affidavit would have to be filed if another relationship comes into existence in the future and the Employee could enroll their Domestic Partner subject to a Waiting Period as described below.

Preexisting Conditions. Partners seeking health care coverage under the Domestic Partner program must meet the requirements regarding preexisting conditions and certificates of prior coverage listed in the City’s health plan.

Plan Selection and Premium. When a Domestic Partner is registered for insurance, the Employee will be required to pay a family premium for the insurance coverage. The City contribution to the premium shall be the same as the City contribution for employee family coverage for married couples. Employees whose registered Domestic Partner also works for the City must select either one family plan or two single health insurance plans.

Children. Children of either the Employee or his or her Domestic Partner may be insured under any of the health care options, provided they meet the eligibility and enrollment guidelines. If both employees have children, they can each carry a separate family plan but cannot be covered under each other’s family plan.

Date Benefits Become Effective. During the initial implementation, enrollment for insurance will be effective the first of the month following 30 days after the date your affidavit is received and accepted by the Personnel Department. This is the normal time frame for enrollment – (Late enrollments will be subject to the rules for late application that may apply).

Notifications of Changes. The Employee must notify the City’s Personnel Office of any change in the circumstances which have been attested to in the documents qualifying a person for coverage as a Domestic Partner. The employee must notify the Personnel Department as soon as possible, but within 30 days if the domestic partnership is no longer in effect.

Liability for False Statements. If the City suffers a loss because of a false statement contained in the documents submitted in connection with coverage for a Domestic Partner or as a consequence of the failure to notify the Personnel Office of a changed circumstance, the City will be entitled to recover reasonable attorney fees in addition to damages for all such losses.

Termination/Waiting Period. The employees must file a statement with the Personnel Office indicating the relationship has ended within 30 days thereafter. A copy of the termination will be mailed to the other partner unless both parties have signed the termination statement. Following the termination of Domestic Partnership, a twelve (12) month period must elapse before an Employee is eligible to designate a new Domestic Partner. The new Domestic Partner is not eligible for inclusion in the City's health care program until the first of the month following the twelve month waiting period.

Checklist for Domestic Partnership Benefit Registration:

- 1. Complete and submit the Affidavit of Domestic Partnership. You and your partner must meet the qualifications listed in the Affidavit and attest to the same. Filing an Affidavit containing false information may result in denial of Domestic Partnership benefits and possible prosecution.
- 2. Complete and submit the Memorandum of Release and Agreement to Hold Harmless the City of Stevens Point.
- 3. For employees seeking health care coverage for a dependent child or children of a Domestic Partner, complete and submit a Dependent Child/Children of a Domestic Partner form.
- 4. Receive and review the attached Domestic Partner Health Care Benefit Information Bulletin.
- 5. Receive and review the Domestic Partner Tax Implications Bulletin.
- 6. Receive and review the Termination of Domestic Partnership form.

Board of Water and Sewerage Commissioners
Monday, August 12, 2013
12:00 P.M.

MINUTES

PRESENT: Paul Adamski, Eugene Tubbs, Jim Cooper and Mae Nachman.

ALSO PRESENT: Joel Lemke, Gary Kuplic, Rob Molski, Jeremy Cramer, Jaime Zdroik, and Angel Gebeau of AECOM.

EXCUSED ABSENCE: Carl Rasmussen

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I. ADMINISTRATION

1. Approval of minutes of the July 8, 2013 meeting.

Motion made by Jim Cooper, seconded by Mae Nachman to approve the minutes of the July 8, 2013 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

2. Directors Report.

Joel acknowledged Gary Kuplic on 33 years of service.

Ellis Street utilities will be complete this week. The remainder of the project, paving and restoration will be done next.

We will be performing filter cell maintenance at Well 4 soon.

The booster station on Georgia St. has been out of service since July 17th, intentionally. They wanted to take it off-line to see how the water system would respond and it responded well. The booster station was built in the 70's and since then we have a second elevated tank, we have more capacity in the other wells, more back-up generation in case of an outage. We may be looking into decommissioning the booster station. The Commissioners questioned whether decommissioning it entirely would be the right decision at this time because it could be used as back-up in an emergency situation. Joel said they will look into it. Joel said the booster station is in need of equipment and controls upgrade which would be expensive. Joel said they will be getting it cleaned and inspected so that it can sit in an environment where we could fill it, let it sit, then sample and use it again.

II. ACCOUNTING

3. Discussion and possible action on the following:

a. Claims for the Water Department.

Paul Adamski presented the statement of claims for the Water Utility for July. The balance as of July 1, 2013 was \$4,069,591.73; the bank deposits recorded in July 2013 was \$1,475,680.92. Checks issued since the July 8,

2013 meeting numbered 47172 through 47238 were in the amount of \$1,289,760.19. Checks numbered 47239 through 47265 for \$51,580.25 were presented for action on August 12, 2013. The net balance on hand August 12, 2013 was \$4,398,068.10.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the Water Utility claims for the month July 2013 as audited and read.

Ayes all. Nays none. Motion carried.

b. Claims for the Wastewater Department.

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for July. The balance as of July 1, 2013 was \$4,385,206.70; the bank deposits recorded in July 2013 were \$656,303.60. Checks issued since the July 8, 2013 meeting numbered 29738 through 29780 were in the amount of \$426,484.07. Checks numbered 29781 through 29808 for \$61,816.44 were presented for action on August 12, 2013. The net balance on hand August 12, 2013 was \$4,647,969.89.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the Sewage Utility claims for the month of July 2013 as audited and read.

Ayes all. Nays none. Motion carried.

c. Claims for Storm water Department.

Paul Adamski also presented the statement of claims for the Storm Water Utility for July. The balance as of July 1, 2013 was \$247,224.71. The bank deposits recorded in July 2013 were \$167,049.56. Checks issued since the July 8, 2013 meeting numbered 1016 through 1024 were in the amount of \$232,412.24. Check numbered 1025 through 1028 for \$8,395.63 were presented for action on August 12, 2013. The net balance on hand August 12, 2013 was \$258,030.87.

Motion made by Eugene Tubbs, seconded by Mae Nachman to approve the Storm Water Utility claims for the month July 2013 as audited and read.

Ayes all. Nays none. Motion carried.

d. Deferred Payment Agreement.

Joel explained this item was brought to the Commission because we are establishing a monthly payment, instead of a quarterly payment, with Four Seasons until their leaks are fixed. Once they are fixed, we have solid data supporting that they would be eligible for a large sewer credit. Establishing a payment agreement prevents them from paying substantial water and sewer bills instead putting the money into finding the leaks and fixing their infrastructure. The \$3,000.00 monthly amount established in the agreement represents more than what we estimate their usage is for water and sewer. This could also avoid the possibility of us having to issue them a large credit check.

Joel said he wouldn't consider bringing a credit to the Commission at this time because they have not found or fixed all of the leaks throughout the mobile home park.

We have given them direction on how to isolate, and install valves in order to check for leaks. We will be replacing the current water meter with a meter with a low-flow indicator to help them identify the leaks better.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the Deferred Payment Agreement with Four Seasons Comm LLC – 1430 Torun Road.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

4. Report on water distribution operations.

Gary stated all the utilities for the Ellis Street project should be complete this Thursday. The Construction Crew has been busy raising manholes through-out the City. The Servicemen have been working on exchanging water meters and installing radio reading devices on the properties that are still currently hooked up to the AMR System with Wisconsin Public Service. The push is to be off the AMR System by the end of the year.

The water operation reports were distributed and reviewed.

A total of 68 valves have been operated in 2013.

5. **Report on water supply operations.**

Our pumpage in July was 220,813,000 gallons, a decrease of 56,033,000 gallons of water from July 2012.

IV. SEWAGE TREATMENT OPERATIONS

6. **Report on Collection System Maintenance.**

Rob stated everything is going well. The crew is working on mono-form manhole reconstruction.

The sewer report for the month of July was reviewed by the Commission.

7. **Report on sewage treatment operations.**

Jeremy stated everything is going good. Jeremy stated for three months straight we have pushed more electricity onto the grid than we have used.

B.O.D. (8 average ppm), Phosphorus (0.832 average ppm) and Suspended Solid (9.78 average ppm) limits were met for the month of July 2013.

8. **Discussion and possible action on a pump purchase for the sludge storage wet well.**

Jeremy stated in 2000 they installed a thickening device but did not upgrade the lift station to handle that flow. We are not able to keep up with the flow coming into that station so we would like to upgrade and go from a 4" to 6" pump. This would also help with maintenance and mineral build-up in the pipe.

Joel stated we are well behind our total expenditures previously approved on the Capital Improvements & Maintenance Plan.

Motion made by Jim Cooper, seconded by Eugene Tubbs to approve the purchase of a pump for the sludge storage wet well from Xylem Water Solutions USA, Inc. in the amount of \$7,829.95.

Ayes all. Nays none. Motion carried.

V. STORMWATER OPERATIONS

9. **Report on storm water operations.**

Rob stated the crew has been replacing catch basin barrels and mono-form manholes. We received 27 rain barrel credit applications and 5 riparian credit applications.

10. **Consideration and possible action on the purchase of a tractor backhoe.**

Joel said we have waited well into this year to make sure we have the money for the trucks and equipment. We received quotes and demoed tractor backhoes from three different vendors.

After trial time with each manufacturer, the staff's preference is for the machine quoted by CAT.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the purchase of a tractor backhoe from Fabco/CAT in the amount not to exceed \$105,000.00.

Ayes all. Nays none. Motion carried.

The next Water & Sewage Commission meeting will be on Monday, September 9, 2013 at noon.

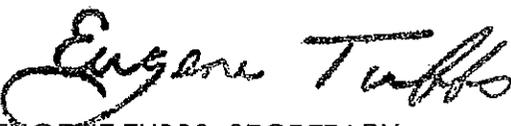
VI. ADJOURNMENT

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:33pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS


EUGENE TUBBS, SECRETARY



Police and Fire Commission

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

David Schleih, President
(715) 346-1508

August 6, 2013
4:02 p.m.

1. **Roll Call:** Commissioners Kirschling, Schleih, Taylor and Wescott
Commissioner Hanson, excused

Also

Present: Police Chief Kevin Ruder, Assistant Chief Bob Finn, Director Sally McGinty, Alderperson Tony Patton, Alderperson Mike Wiza

2. **People to be heard and announcements**

There is a special common council meeting at 6:00 today. One of the agenda items will be discussion of a Municipal Court for the City of Stevens Point.

3. **Update on consolidated dispatch**

Co-location of dispatch operations worked smoothly during the month of July. City dispatchers become county employees on August 4th as the county assumed full responsibility for dispatch operations for the city. For the remainder of 2013 the county will bill the city monthly for costs incurred. The city will pay out all remaining vacation, holidays and earned time in the dispatchers' final paychecks.

4. **Public Safety IT**

A working group meeting was scheduled but had to be postponed.

The Police Department is purchasing new in-squad cameras. Net Motion has proven to be very reliable in maintaining the mobile connections from the squads.

5. **Veterans Liaison Officer Update**

Officer Bink was unable to attend the meeting so this will be discussed at a future meeting.

6. Future Meetings

There will be special meetings on September 24 and October 15 to discuss the 2014 budget.

7. Consent Agenda (Action) (Roll Call Vote)

- a. Minutes – July 9, 2013 and July 23, 2013
- b. Monthly bills – July - Fire Department, Police Department and Emergency Management
- c. Fire Chief's Report/EMS Report
- d. Police Chief's Report
- e. Director of Emergency Management's Report

Commissioner Wescott moved, seconded by Commissioner Taylor, to approve the consent agenda items as outlined above.

Ayes, all; nays, none. Motion carried.

8. Adjournment

The meeting adjourned at 5:14 p.m.



Police and Fire Commission

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

David Schleih, President
(715) 346-1508

July 23, 2013
4:01 p.m.

1. **Roll Call:** Commissioners Kirschling, Schleih, Taylor and Wescott
Commissioner Hanson, excused

Also Present: Police Chief Kevin Ruder, Fire Chief Tracey Kujawa, Director Sally McGinty, Assistant Chief Martin Skibba, Assistant Chief Tom Zenner, City Attorney Logan Beveridge, Alderperson Tony Patton, Attorney Jim Korom, Attorney Brian Formella, Human Resource Manager Lisa Jakusz, Channel 9 -- Bonnie Shelton, Owen Stevens

2. **Consideration of motion to adjourn into closed session pursuant to Section 19.85 (1) (b) and (f), Wis. Stats. for the purpose of preliminary consideration of personnel matter which, if discussed in public, could have an adverse impact on the reputation of any person involved in the matter, including preliminary discussion of charges against police officer**

Commissioner Wescott moved, seconded by Commissioner Taylor, to adjourn into closed session.

Ayes, all; nays, none. Motion carried.

3. **Reconvene into open session at approximately 4:30 p.m.**

Commissioner Taylor moved, seconded by Commissioner Kirschling to reconvene into open session at 5:20 p.m.

Ayes, all; nays, none. Motion carried.

4. **Establishment of discipline hearing procedures**

A hearing date has been set for August 20, 2013 at 9:00 a.m. Location details will follow.

5. Approval of Firefighter/Paramedic eligibility list

Commissioner Schleih moved, seconded by Commissioner Wescott to approve the 2013/2014 Firefighter/Paramedic eligibility list as presented.

Ayes, all; nays, none. Motion carried.

6. 2014 budgets – capital projects

Capital budget requests are due July 26th. Chief Ruder, Chief Kujawa and Director McGinty brief their proposed capital budget requests for 2014.

7. Adjournment

The meeting adjourned at 6:06 p.m.

Minutes
Transportation Commission Meeting
July 25, 2013

Commission members in attendance: Chairperson Nichole Lysne, Bob Woehr, Ald. Mary Stroik, Fred Hopfensperger, Ald. Jeremy Slowinski

Excused: Elbert Rackow, Hans Walther

Others present: Transit Manager; Susan Lemke

The meeting was called to order at 5:30 p.m. by Chairperson Nichole Lysne.

1. Approval of minutes from the June 27, 2013 Transportation Commission meeting.

Bob Woehr moved to approve the minutes of the June 27, 2013 Transportation Commission meeting. Ald. Mary Stroik seconded. Ayes all; Nays none; Motion carried.

2. Approval of the June 2013 claims/financial report.

Bob Woehr moved approval of the June 2013 claims and financial report. Ald. Jeremy Slowinski seconded. Ayes all; Nays none; Motion carried.

3. Approval of the April 2013 claims/financial report.

Bob Woehr moved that Susan's June 25th memo be attached permanently to the April 2013 claims/financial report to the Common Council and moved approval of such. Ald. Mary Stroik seconded. Ayes all; Nays none; Motion carried.

4. New facility open house date change, and plan update.

The Open House date has been changed to September 12, 2013.

5. Next meeting date

Date: August, 2013 at 5:30 p.m.

Location: Transit Facility, Small Conference Room

6. Adjourn

The meeting was adjourned at 6:08 p.m.

**COMPTROLLER-TREASURER REPORT
for the period ending June 30, 2013**

	Bal June 1, 2013	Receipts	Disbursements	Bal June 30, 2013
GENERAL OPERATING CASH	\$1,660,811.36	\$1,130,914.39	\$1,996,927.17	\$794,798.58
WATER & SEWER (CASH & INVEST) (includes airport, transit , stormwater)	\$9,450,056.67	\$1,157,992.27	\$1,053,026.76	\$9,555,022.18

INVESTMENTS	Bal June 1, 2013	TRANSFER IN	TRANSFER OUT	Bal June 30, 2013
GENERAL	\$22,428,274.90	\$0.00	\$0.00	\$22,428,274.90
SPECIAL REVENUE	\$713,516.15	\$0.00	\$0.00	\$713,516.15
DEBT SERVICE	\$7,404.01	\$0.00	\$0.00	\$7,404.01
CAPITAL PROJECTS	\$11,426,382.43	\$0.00	\$0.00	\$11,426,382.43
ENTERPRISE	\$218,825.15	\$0.00	\$0.00	\$218,825.15
TRUST	\$207,694.31	<u>\$0.00</u>	<u>\$0.00</u>	\$207,694.31
TOTALS	<u>\$35,002,096.95</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$35,002,096.95</u>

EXPENDITURES:	BUDGET	YTD	%	REVENUES	BUDGET	YTD	%
GENERAL GOVT	\$3,115,283.00	\$1,601,819.28	51.42%	GENERAL	\$21,711,448.00	\$13,779,803.54	63.47%
EMERGENCY GOVT	\$1,156,534.00	\$517,261.28	44.73%				
POLICE	\$4,552,199.00	\$2,256,062.46	49.56%				
FIRE	\$4,852,145.00	\$2,279,867.35	46.99%				
PUBLIC WORKS	\$5,630,695.00	\$2,619,264.56	46.52%				
PARK & REC	\$2,015,483.00	\$878,768.92	43.60%				
CAPITAL PROJECTS	\$426,920.00	\$146,773.11	34.38%				
DEBT SERVICE	\$4,789,299.00	\$2,544,272.42	53.12%				
YTD TARGET	50.00%						

effective 1/1/13 airport and transit will be reported to the Utility Commission

Gen. Unclassified	122535.03
Admin Serv	131962.78
City Clerk	118137.5
City Treasury	180434.09
Assessor	113336.76
City Hall/Other	638539.49
P/F Commission	1557.67
Inspection	296873.63
Police Dept	2254504.79
Emer. Mgmt	517261.28
Fire Dept	2279867.35
DPW	2613108.46
Misc DPW	6156.1
Park, Rec	755419.04
Parks, Rec	123349.88
Capitol Outlay	146773.11

Debt Serv

General	1817820.77
TIF 5	1000
TIF 6	436387.9
TIF 7	288063.75
TIF 8	1000

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594
FAX 715-346-1530



Andrew J. Halverson
Mayor
715-346-1570

August 8, 2013

Members of the Common Council
Stevens Point, Wisconsin

The following appointments are recommended for your consideration.

Smongeski Health Fund Committee – 1 year term expires September 1, 2014.

Reappoint Marge Molski 800 St. Paul Street
Reappoint William Zimdars 3924 Doolittle Drive, Apt.6

Historical Preservation/Design Review Commission

Appoint Thomas Baldischwiler 3340 Teton Drive, Unexpired Term Kathy
Kruthoff – (Expires 04-30-16)

Appoint Kathy Kruthoff 4301 Heritage Drive to Alt #2, Expires 04-30-15

Your confirmation of these appointments would be appreciated.

A handwritten signature in black ink, appearing to read "Andrew J. Halverson".

Andrew J. Halverson, Mayor