

**\*AMENDED\***  
**City of Stevens Point**  
**REGULAR COUNCIL MEETING**

**Council Chambers**  
**County-City Building**  
**1516 Church St**

**January 19, 2015**  
**7:00 P.M.**

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

**Consideration and Possible Action on the Following:**

6. Resolution – Proclaiming May 9, 2015 International Migratory Bird Day.
- \*7. Ordinance Amendment: Creating Section 24.52 of the Revised Municipal Code (Prohibition of the Possession of Marijuana) – to correct a numbering error in the RMC.
8. Memorandum of understanding with Portage County regarding the installation of Goerke Tower Radio Equipment.
9. Consideration and possible action of the minutes of the Regular Common Council meeting of December 15, 2014 and the Special Common Council meeting of January 8, 2015.
10. Minutes and actions of the Plan Commission meeting of January 5, 2015.
11. Public Hearing – Conditional Use Permit – Request from Kwik Trip to construct and operate a carwash on a portion of 3256 Church Street (Parcel ID 2308-04-2008-34).
12. Resolution on the above.
13. Public Hearing – Amend the Revised Municipal Code to hold required public hearings at the City Plan Commission level (Section 23.01(16)(b)(3) of the RMC).
14. Ordinance Amendment on the above.
15. Minutes and actions of the Personnel Committee meeting of January 12, 2015 and the minutes of the Special Personnel Committee meeting of January 8, 2015.

16. Minutes and actions of the Finance Committee meeting of January 12, 2015.
17. Minutes and actions of the Public Protection Committee meeting of January 12, 2015.
18. Ordinance Amendment – Provide citation authority to the Comptroller/Treasurer (Section 24.27(3)6 of the RMC).
19. Ordinance Amendment – Citizens right to address the Common Council (Section 2.33 of the RMC).
20. Minutes and actions of the Board of Public Works meeting of January 12, 2015.
21. Ordinance Amendment – Changing the eastern boundary of 30-minute parking and bus stops on Briggs Street (Sections 9.05(e)7 and 9.05(m)14 of the RMC).
22. Minutes and actions of the Board of Water and Sewerage Commissioners meeting of January 12, 2015.
23. Minutes and actions of the Police and Fire Commission meeting of December 2, 2014 and the special Police and Fire Commission meeting of December 16, 2014.
24. Statutory Monthly Financial Report of the Comptroller-Treasurer.
25. Mayoral Appointments:
  - Police and Fire Commission
  - Redevelopment Authority
  - Historical Preservation/Design Review Commission
  - Board of Review
  - Board of Appeals
  - Ambulance Contract Negotiating Team
  - Supplemental Poll Workers
26. Adjourn into closed session (approximately 8:30 P.M.) pursuant to Wisconsin Statutes 19.85(1)(e) (deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) and Wisconsin Statutes 19.85(1)(g) (conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation or is likely to become involved) on the following:
  - A. Discussion on negotiating the potential sale/lease of 933 Michigan Avenue (Former Mid-State Technical College) with the University of Wisconsin-Stevens Point.
  - B. Discussion on the potential issuance of a jurisdictional offer for the acquisition of a portion of the property located at 104 Second Street North.
27. Adjournment.

RMC – Revised Municipal Code

Persons who wish to address the Common Council may make a statement as long as it pertains to a **specific** agenda item. Persons who wish to speak on an agenda item will be limited to a five (5) minute presentation. Any person who wishes to address the Common Council on a matter which

is not on the agenda will be given a maximum of three (3) minutes and the time strictly enforced under the item, "Persons who wish to address the mayor and council on non-agenda items." Individuals should not expect to engage in discussion with members of the City Council and City staff.

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during the regular business hours from 7:30 A.M. to 4:00 P.M.



## **INTERNATIONAL MIGRATORY BIRD DAY**

### **RESOLUTION**

**WHEREAS**, migratory birds are some of the most beautiful and easily observed wildlife that share our communities; and

**WHEREAS**, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring; and

**WHEREAS**, these migrants also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide; and

**WHEREAS**, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes; and

**WHEREAS**, public awareness and concern are crucial components of migratory bird conservation; and

**WHEREAS**, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations; and

**WHEREAS**, since 1993 International Migratory Bird Day has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our community and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S.; and

**WHEREAS**, hundreds of thousands of people will observe IMBD, gathering in town squares, community centers, schools, parks and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun; and

**WHEREAS**, while IMBD officially is held each year on the second Saturday in May, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants; and

**WHEREAS**, IMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action; **NOW THEREFORE**

I, Gary W. Wescott, as Mayor of the City of Stevens Point, Wisconsin, do hereby proclaim May 9, 2015 as

**INTERNATIONAL MIGRATORY BIRD DAY**

in the City of Stevens Point, and I urge all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

APPROVED: \_\_\_\_\_  
Gary W. Wescott, Mayor

ATTEST: \_\_\_\_\_  
John Moe, City Clerk

Dated: January 9, 2015  
Adopted: January 19, 2015

**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 Section 24.52 of the Revised Municipal Code, Prohibition of Possession of Marijuana is hereby **created** to read as follows:

24.52 (1) DEFINITIONS. In this ordinance the following definitions are included and incorporated by reference as follows:

- (a) "Marijuana" (defined as tetrahydrocannabinols under section 961.14(4) of the Wisconsin statutes) has the same meaning as the definition found in section 961.01(14).

(2) DETERMINATION.

- (a) The weight of the substance for purposes of subsection (3)(b)(i) of this Section includes the tetrahydrocannabinols and the weight of any marijuana that contained the tetrahydrocannabinols.

(3) USE OR POSSESSION

- (a) No person may possess or attempt to possess tetrahydrocannabinols included under section 961.41(4)(t) of the Wisconsin statutes, except as provided in section 961.41(3g)(intro.).
- (b) This ordinance shall not apply to any person who:
  - (i) Is charged with possession of more than 5 grams of marijuana.
  - (ii) Is charged with possession of any amount of marijuana following a conviction for possession of marijuana, in this state.

(4) PENALTY

- (a) Any person who violates any provision of this ordinance shall, upon conviction, be subject to a forfeiture of \$300.

**SECTION II:** This ordinance shall take effect upon passage and publication, as provided by law.

APPROVED: \_\_\_\_\_  
Gary Wescott, Mayor

ATTEST: \_\_\_\_\_  
John Moe, City Clerk

Dated: January 15, 2015  
Approved: January 19, 2015  
Published: January 23, 2015

## MEMORANDUM OF UNDERSTANDING

### Goerke Tower Radio Equipment

#### RECITALS

WHEREAS, Portage County (“County”) wishes to install, operate, and maintain radio equipment and associated facilities within Goerke Park (“Goerke”), a recreational area within the City of Stevens Point owned by the City with an antenna for this purpose, for the general improvement of law enforcement, fire service, emergency medical, and overall other public safety purposes; and

WHEREAS, the City of Stevens Point (“City”) has previously agreed to partner with the County to improve radio performance within the City of Stevens Point, by providing the necessary space on the radio tower at Goerke Park (owned by the City) at no cost to the County and grant a license to the County for the space as a consideration for a previous grant of radio equipment, and now wishes to permit the County and/or its agent to undertake the installation, operation, and maintenance of such equipment within Goerke Park; and

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NOW THEREFORE, the City and County hereby enter into this Memorandum of Understanding (“MOU”) and agree as follows:

#### AGREEMENT

- A) The City hereby grants the County a revocable license to install, operate, and maintain the equipment (“County Equipment”) described in the attached “Goerke Tower Equipment List for Portage County, Wisconsin” (Exhibit A) on and near the City’s monopole tower (“Tower”) within Goerke. Such equipment shall be installed in accordance with the attached preliminary construction documents (Exhibit B).
- B) The natural gas generator installed in accordance with this MOU for County Equipment shall be independently metered for natural gas consumption. The County shall reimburse the City for all costs incurred by the City related to natural gas usage associated with such generator.
- C) Following installation of the County Equipment, the County shall be responsible for all costs associated with the maintenance of said equipment. The County shall notify the City at least three days prior to accessing the Tower for maintenance purposes, except during exigent circumstances.
- D) Following installation of the County Equipment, any costs associated with maintenance of the Tower shall be divided evenly between the County and City. Such maintenance shall be mutually agreed to by each party prior to incurring and such costs, except during exigent circumstances.

E) The license granted under this MOU shall be revocable at the City's option in the event that the County ceases operation of the County Equipment for a period of more than six (6) months. The County may remove any or all of its equipment from the tower after giving sixty days' notice, and shall incur all costs associated with such removal.

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F) The County agrees to allow the City to operate on the County's licensed county-wide fire, EMS, and Public Safety, and Law Enforcement frequencies at no cost to the City so long as this agreement shall remain in effect.

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E)G) The County agrees that the County Equipment shall not cause interference with the radio frequency licensed to and used by the City as its primary channel. In the event the County Equipment causes such interference, the City shall notify the County in writing that interference is occurring. Upon receiving notice, the County shall either cause the interference to cease within 48 hours or discontinue the use of the County Equipment indefinitely until the same can be operated without causing interference with the City's primary radio channel.

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IN WITNESS WHEREOF, the terms and conditions of this Agreement are accepted by the undersigned and the parties have signed this Agreement effective the \_\_\_\_\_30<sup>th</sup> day of \_\_\_\_\_, December, 2014.

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**CITY OF STEVENS POINT**

By: \_\_\_\_\_

Date: \_\_\_\_\_

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**Gary W. Wescott, Mayor**

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

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**John V. Moe, City Clerk**

**PORTAGE COUNTY** \_\_\_\_\_

**By:** \_\_\_\_\_

Date: \_\_\_\_\_

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**PRINTED:** \_\_\_\_\_

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**TITLE:** \_\_\_\_\_ **John E. Charewicz, Sheriff**

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## Georke Tower Equipment List for Portage County, Wisconsin

### Microwave

Antenna	2ft HP	2ft HP
Line	Flex Waveguide	Flex Waveguide
Height	110ft	110ft
Antenna	2.6ft HP	2.6ft HP
Line	Flex Waveguide	Flex Waveguide
Height	100ft	100ft

### Radio

TxAntenna	RFI COL54-160 20'	RFI COL54-160 20'
Line	7/8"	7/8"
Height	110ft	110ft
RxAntenna	RFI COL54-160 20'	RFI COL54-160 20'
Line	7/8"	7/8"
Height	160ft	160ft
Station Pwr	100 (60 Dig)	100 (60 Dig)
ERP	107.2 (64.3 dig)	107.2 (64.3 dig)

Item	DESCRIPTION
140 Ft	EWP90 - PREMIUM ELLIPTICAL WAVEGUIDE, 10.7 - 11.7 GHZ (PER FT)
150 Ft	EWP90 - PREMIUM ELLIPTICAL WAVEGUIDE, 10.7 - 11.7 GHZ (PER FT)
1	2.6FT HP ANTENNA, 10.70-11.70 GHZ, SINGLE POL, PDR100
1	2FT HP ANTENNA, 10.125 - 11.70 GHZ, SINGLE POL, PDR100
1	OMNI, MEANDER COLLINEAR, 6.0 DBD, 150-160 MHZ, PIM RATED
1	OMNI, MEANDER COLLINEAR, 6.0 DBD, 150-160 MHZ, PIM RATED
160ft	AVA5-50FX 7/8IN HELIAX VIRTUAL AIR FOAM FILLED CORREGATED CABLE
180ft	AVA5-50FX 7/8IN HELIAX VIRTUAL AIR FOAM FILLED CORREGATED CABLE
2	L4TDM-PSA 7-16 DIN MALE PS FOR 1/2 IN CABLE
2	L4TDM-PSA 7-16 DIN MALE PS FOR 1/2 IN CABLE
1	MAB, 12'X10' LIGHTWEIGHT METAL BUILDING
1	GENERATOR, Natural Gas

**PROJECT INFORMATION**

SITE ADDRESS: 1100 MINNESOTA AVENUE  
STEVENS POINT, WI 53132  
COUNTY: PORTAGE  
SITE NAME: GOERKE  
LATITUDE: N/A  
LONGITUDE: N/A

**SCOPE OF WORK**

THIS IS NOT AN ALL INCLUSIVE LIST. CONTRACTOR SHALL UTILIZE SPECIFIED EQUIPMENT PART OR ENGINEER APPROVED EQUIVALENT. CONTRACTOR SHALL VERIFY ALL NEEDED EQUIPMENT TO PROVIDE A FUNCTIONAL SITE.  
THE PROJECT GENERALLY CONSISTS OF THE FOLLOWING:  
INSTALL (2) STICK ANTENNAS & 6' DISHES  
INSTALL (1) 25KW GENERATOR, AS PER DRAWINGS  
INSTALL (1) 10'X12' EQUIPMENT SHELTER  
INSTALL (1) ICEBRIDGE W/ SUPPORT POSTS  
INSTALL (1) CHAINLINK FENCE, AS PER DRAWINGS  
INSTALL (1) EQUIPMENT CONC. PADS, AS PER DRAWINGS

**DISCLAIMER**

THESE DRAWINGS REPRESENT AN EXISTING TELECOMMUNICATIONS COMPOUND AND WERE PRODUCED WITHOUT THE BENEFIT OF A LAND SURVEY. ALL PROPERTY LINES, EASEMENTS, AND SETBACKS SHALL BE VERIFIED PRIOR TO START OF CONSTRUCTION. SAC WIRELESS DOES NOT GUARANTEE THE ACCURACY OF SAID PROPERTY LINES, EASEMENTS AND SETBACKS.

**VICINITY MAP**



**LOCATION MAP**



**MOTOROLA SOLUTIONS, INC.**

**PRELIMINARY CONSTRUCTION DOCUMENTS**

**SITE NAME: GOERKE**  
**1100 MINNESOTA AVENUE**  
**STEVENS POINT, WI 54481**

CLIENT:



**MOTOROLA SOLUTIONS**

1301 E. ALGONQUIN RD  
SCHAUMBURG, IL 60196



Customer Satisfaction Is Our #1 Priority

10406 CHERRY VALLEY RD.  
GENOA, IL 60135  
PH: (815) 784-5133 FAX: (815) 784-6134

A/E:



2720 S. RIVER ROAD  
DES PLAINES, IL 60018  
www.sacw.com  
847.944.1801

**GENERAL CONTRACTOR NOTES**

DO NOT SCALE DRAWINGS IF NOT FULL-SIZE (11X17)

CONTRACTOR SHALL VERIFY ALL PLANS AND EXISTING DIMENSIONS AND CONDITIONS ON THE JOB SITE AND SHALL IMMEDIATELY NOTIFY THE ARCHITECT IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR BE RESPONSIBLE FOR THE SAME.

SUBCONTRACTOR'S WORK SHALL COMPLY WITH ALL APPLICABLE NATIONAL, STATE AND LOCAL CODES AS ADOPTED BY THE LOCAL AUTHORITY HAVING JURISDICTION (AHJ) FOR THE LOCATION. THE EDITION OF THE AHJ ADOPTED CODES AND STANDARDS IN EFFECT ON THE DATE OF CONTRACT AWARD SHALL GOVERN THE DESIGN.

SUBCONTRACTOR'S WORK SHALL COMPLY WITH THE LATEST EDITION OF THE FOLLOWING STANDARDS: AMERICAN CONCRETE INSTITUTED (ACI) 318, BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC), MANUAL OF STEEL CONSTRUCTION, 13TH EDITION, TELECOMMUNICATIONS INDUSTRY ASSOCIATION TIA 222-G, STRUCTURAL STANDARDS FOR STEEL ANTENNA TOWER AND ANTENNA SUPPORTING STRUCTURES: TIA 607 AND COUNTY STANDARDS WHERE MORE STRINGENT.

INSTITUTE FOR ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE) 81, GUIDE FOR MEASURING EARTH RESISTIVITY, GROUND IMPEDANCE, AND EARTH SURFACE POTENTIALS OF A GROUND SYSTEM.

**PROJECT TEAM**

**ARCHITECT/ENGINEER:**

**SAC WIRELESS, LLC**  
**NESTOR POPOWYCH, A.I.A.**  
PRINCIPAL ARCHITECT

**MARCIN ISKRA**  
A/E PROJECT MANAGER  
TELEPHONE: 847 486 3493  
EMAIL: MARCIN.ISKRA@SACW.COM

**2720 S. RIVER ROAD**  
**DES PLAINES, IL 60018**  
TELEPHONE: (847) 944-1801  
**WWW.SACW.COM**

**MOTOROLA PROGRAM MANAGER:**

**MOTOROLA SOLUTIONS, INC.**  
**1301 E. ALGONQUIN ROAD**  
**SCHAUMBURG, IL 60196**  
CONTACT: GREGORY R. PERCHATSCH  
PROGRAM MANAGER

**INSTALLATION SERVICES INC.**  
**CONTRACTOR/PROJECT MANAGER:**

**INSTALLATION SERVICES INC.**  
**10406 CHERRY VALLEY ROAD**  
**GENOA, IL 60135**  
CONTACT: JIM VOGEL

TELEPHONE: (815) 784-5133  
FACSIMILE: (815) 784-5134  
EMAIL: jvogel@installationservices.com

**DRAWING INDEX:**

T1	TITLE SHEET
A1	SITE PLAN & LEGEND
A2	COMPOUND PLAN & LEGEND
A3	TOWER ELEVATIONS
A4	ANTENNA LAYOUT
A5	FENCE DETAILS & MATERIAL NOTES
A6	SHELTER FOUNDATION DETAILS
A7	SHELTER DETAILS
A8	GENERATOR CONCRETE SLAB DETAILS

**SUBMITTALS**

#	DATE	DESCRIPTION	BY
3	10/29/14	PRELIMINARY CD'S	DS
2	07/28/14	PRELIMINARY CD'S	DS
1	06/28/14	PRELIMINARY CD'S	RM

**SITE NAME**

**GOERKE**  
1100 MINNESOTA  
STEVENS POINT, WI 54481

**SHEET TITLE**

**TITLE SHEET**

**SHEET NUMBER**

**T1**

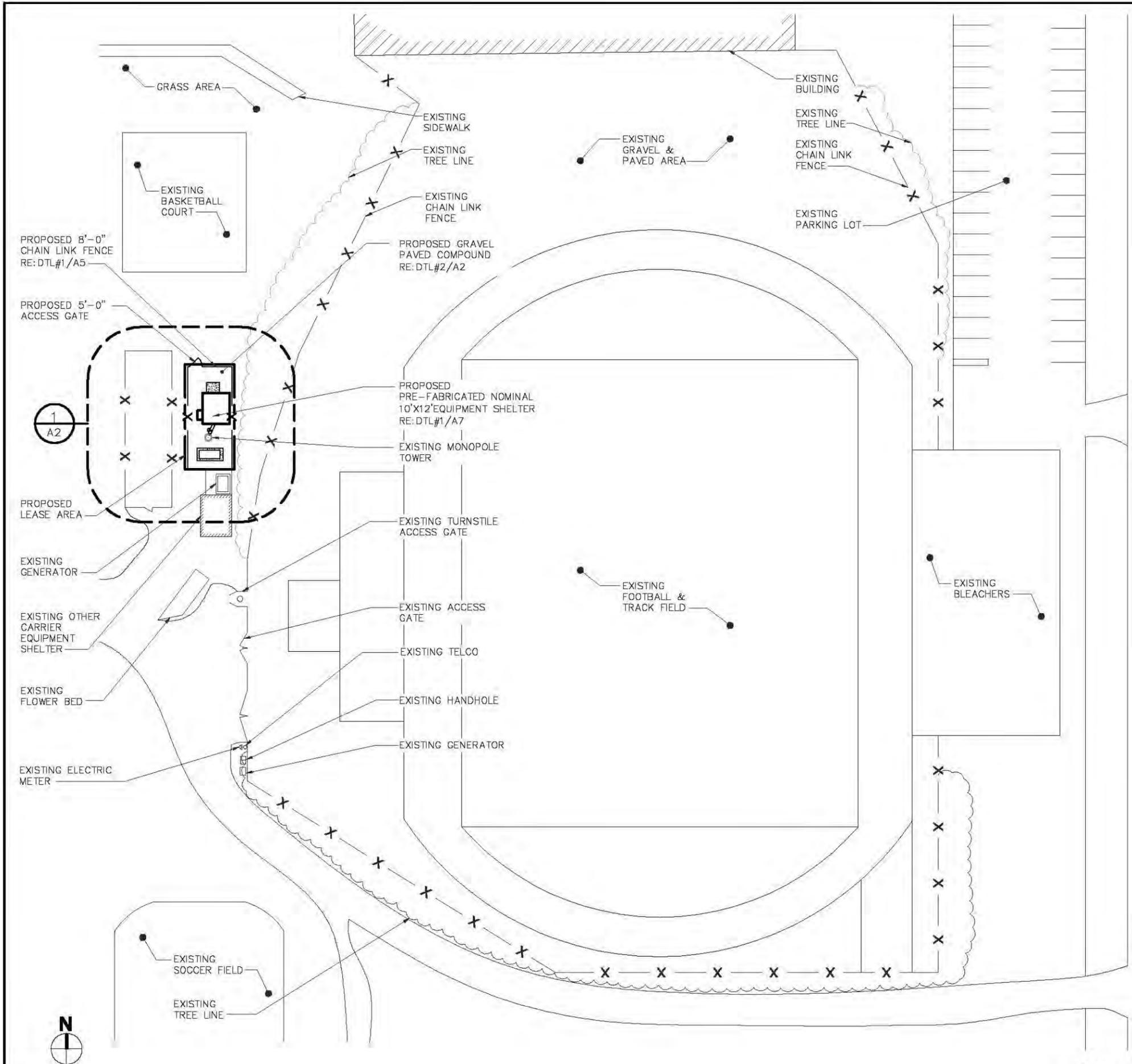
**EXCAVATION**



**DIGGER**

**ONE CALL CENTER:**

ANY QUESTIONS PERTAINING TO A DIG TICKET SHOULD BE DIRECTED TO THE STATE ONE CALL:  
WISCONSIN DIGGER: (800) 242-8511  
WWW.DIGGERSHOTLINE.COM



MINNESOTA AVE.

**SITE PLAN**

SCALE: 1" = 40'-0"

1

NOTE:		
LEGEND		
EXISTING	NEW	
— SAS —	SANITARY SEWER	— SAS —
— STS —	STORM SEWER	— STS —
— W —	WATER MAIN	— W —
(RIM INV)	SANITARY MANHOLE ELEVATIONS	(RIM INV)
(RIM INV)	STORM STRUCTURE ELEVATIONS	(RIM INV)
---	PROPERTY LINE & R.O.W.	---
~	SURFACE DRAINAGE	~
○	LIGHT STANDARD	●
○	STREET LIGHT	●
672.75	SPOT ELEVATION	672.75
672	CONTOUR	672
672	CONTOUR TO BE REGRADED	672
-G-G-	GAS MAIN	-G-G-
⊙	MANHOLE	⊙
○	CATCH BASIN	●
⊕	FIRE HYDRANT	⊕
---	EASEMENT LINE	---
-x-x-x-x-	FENCE	-x-x-x-x-
--UE/UT--	BURIED UTILITY LINE	--UE/UT--
∅	UTILITY POLE	∅
-OHE-	OVERHEAD UTILITY LINE	-OHE-
	BUILDING	

CLIENT:

**MOTOROLA SOLUTIONS**  
 1301 E. ALGONQUIN RD.  
 SCHAMBURG, IL 60196

**ISI**  
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 10408 CHERRY VALLEY RD.  
 GENOA, IL 60136  
 PH: (815) 754-8133 FAX: (815) 754-8134

A&E:

**S&C WIRELESS ENGINEERING GROUP**  
 2720 S. RIVER ROAD  
 DES PLAINES, IL 60018  
 www.sacw.com  
 847.944.1601

SUBMITTALS

#	DATE	DESCRIPTION	BY
3	10/29/14	PRELIMINARY CDS	DS
2	07/28/14	PRELIMINARY CDS	DS
1	06/26/14	PRELIMINARY CDS	RM

SITE NAME

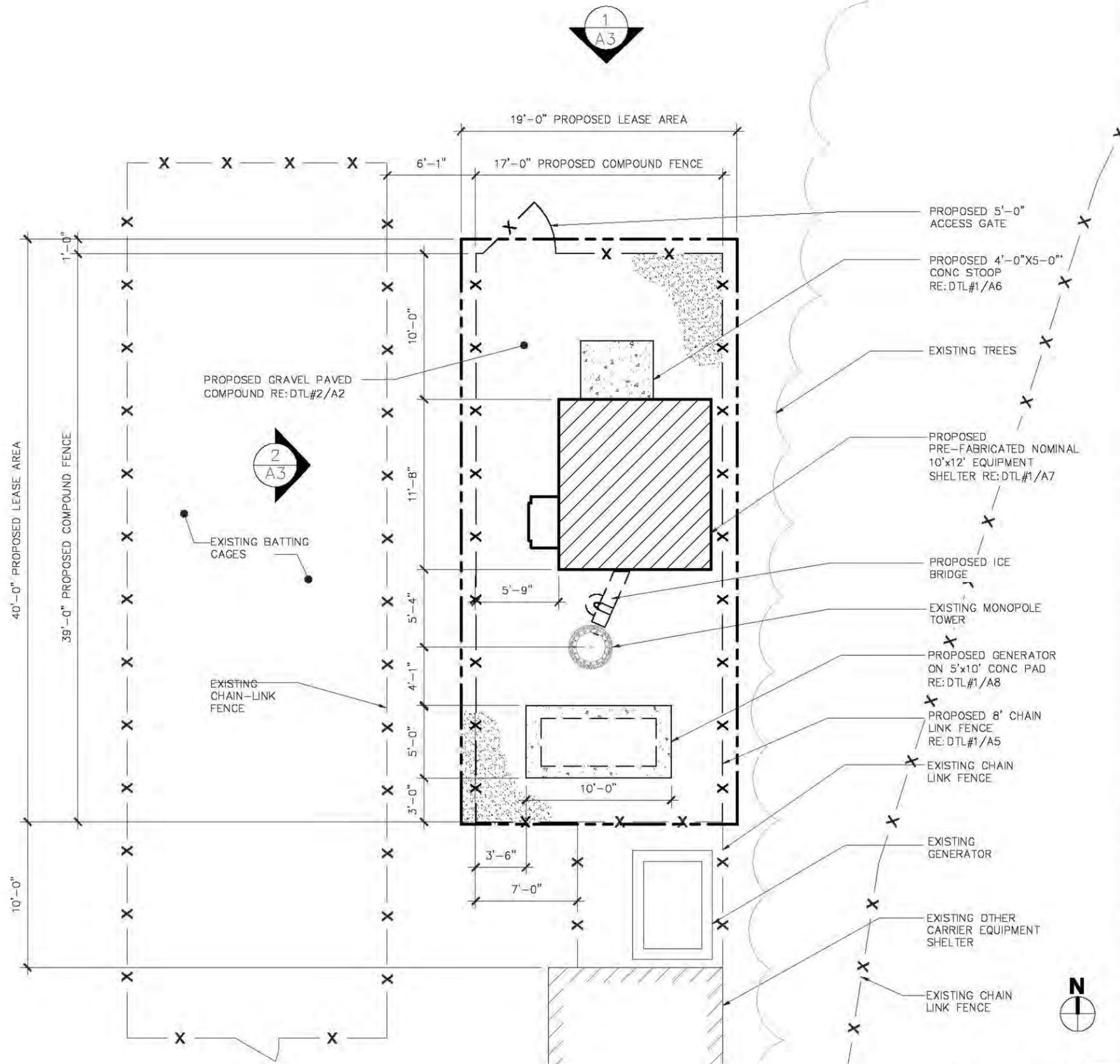
**GOERKE**  
 1100 MINNESOTA  
 STEVENS POINT, WI 54481

SHEET TITLE

**SITE PLAN**

SHEET NUMBER

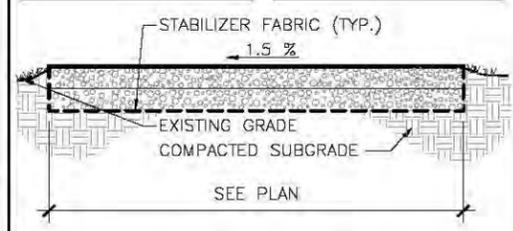
**A1**



**COMPOUND PLAN**  
SCALE: 1/8"=1'-0"

1

<b>LEASE AREA</b> BASE COURSE: 4" MIN. OF COMPACTED CA-6 COARSE AGGREGATE. TOP COURSE: 4" MIN. OF COMPACTED CA-7 COARSE AGGREGATE.	<b>ACCESS DRIVE</b> BASE COURSE: 6" MIN. OF COMPACTED CA-3 COARSE AGGREGATE. TOP COURSE: 3" MIN. OF COMPACTED CA-6 COARSE AGGREGATE.
--	--



**GRAVEL PAVING DETAIL**  
NOT TO SCALE

2

**GENERAL NOTES:**

- ELEVATIONS ARE ABOVE MEAN SEA LEVEL.
- DO NOT SCALE DIMENSIONS FROM THIS DRAWING.
- ALL EXISTING RECORDED EASEMENTS ARE INDICATED ON THIS DRAWING TO THE BEST OF THE ARCHITECT'S KNOWLEDGE PER VISUAL INSPECTION, SURVEY DRAWINGS, AND INFORMATION RECEIVED FROM (ISI) INSTALLATION SERVICES INC.

**LEGEND**

EXISTING		NEW
— SAS —	SANITARY SEWER	— SAS —
— STS —	STORM SEWER	— STS —
— W —	WATER MAIN	— W —
(RIM) (INV)	SANITARY MANHOLE ELEVATIONS	(RIM) (INV)
(RIM) (INV)	STORM STRUCTURE ELEVATIONS	(RIM) (INV)
---	PROPERTY LINE & R.O.W.	---
~	SURFACE DRAINAGE	~
○	LIGHT STANDARD	●
○	STREET LIGHT	●
672.75	SPOT ELEVATION	672.75
672	CONTOUR	672
672	CONTOUR TO BE REGRADED	672
-G-G-	GAS MAIN	-G-G-
⊙	MANHOLE	⊙
○	CATCH BASIN	●
⊕	FIRE HYDRANT	●
---	EASEMENT LINE	---
-x-x-x-x-	FENCE	-x-x-x-x-
---UE/UT---	BURIED UTILITY LINE	---UE/UT---
⊘	UTILITY POLE	⊘
— OHE —	OVERHEAD UTILITY LINE	— OHE —
▨	BUILDING	▨

**CLIENT:**

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**A&E:**

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**SUBMITTALS**

#	DATE	DESCRIPTION	BY
3	10/29/14	PRELIMINARY CDS	DS
2	07/28/14	PRELIMINARY CDS	DS
1	06/26/14	PRELIMINARY CDS	RM

**SITE NAME**

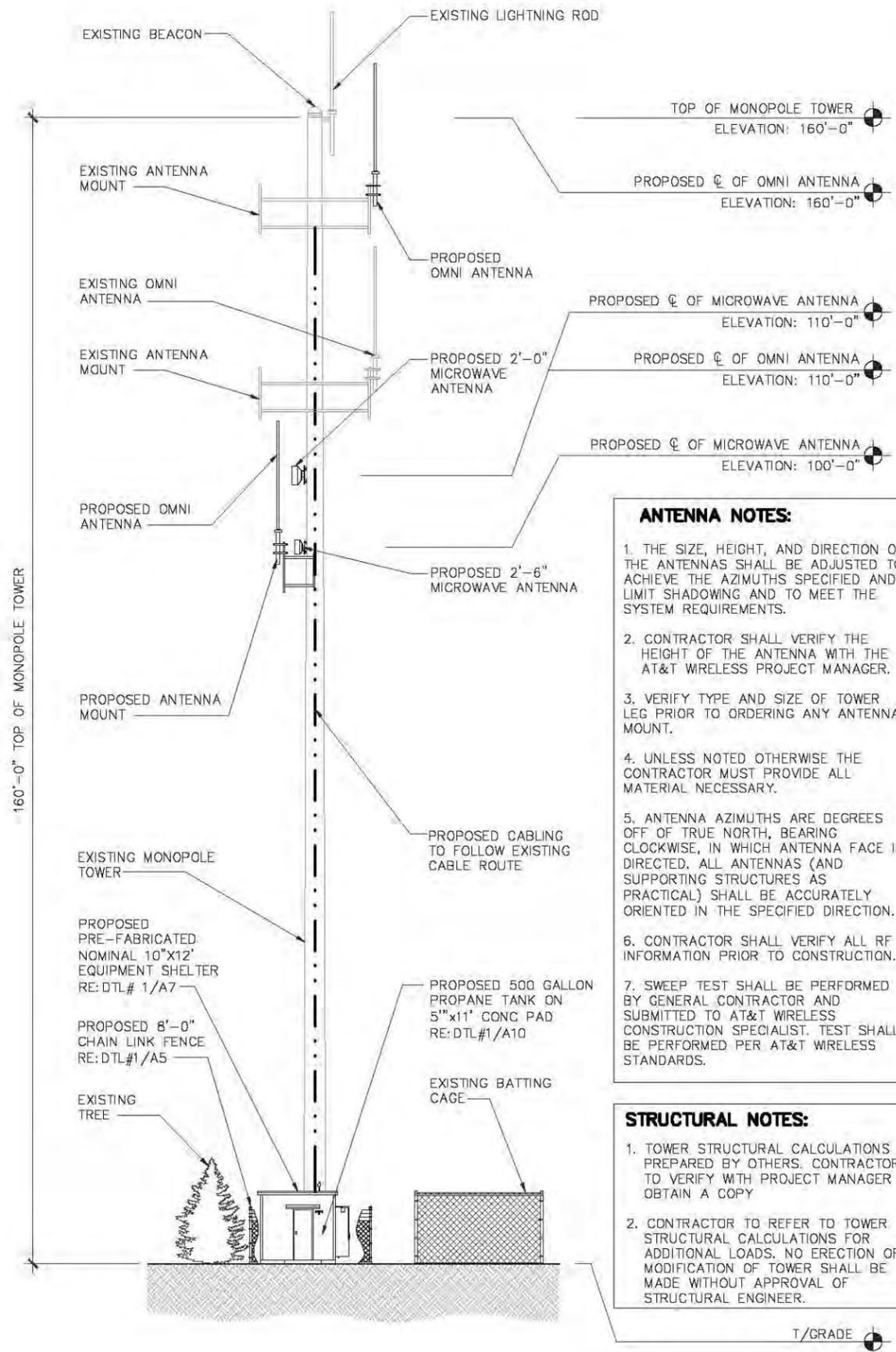
**GOERKE**  
1100 MINNESOTA  
STEVENS POINT, WI 54481

**SHEET TITLE**

**COMPOUND PLAN**

**SHEET NUMBER**

**A2**



**ANTENNA NOTES:**

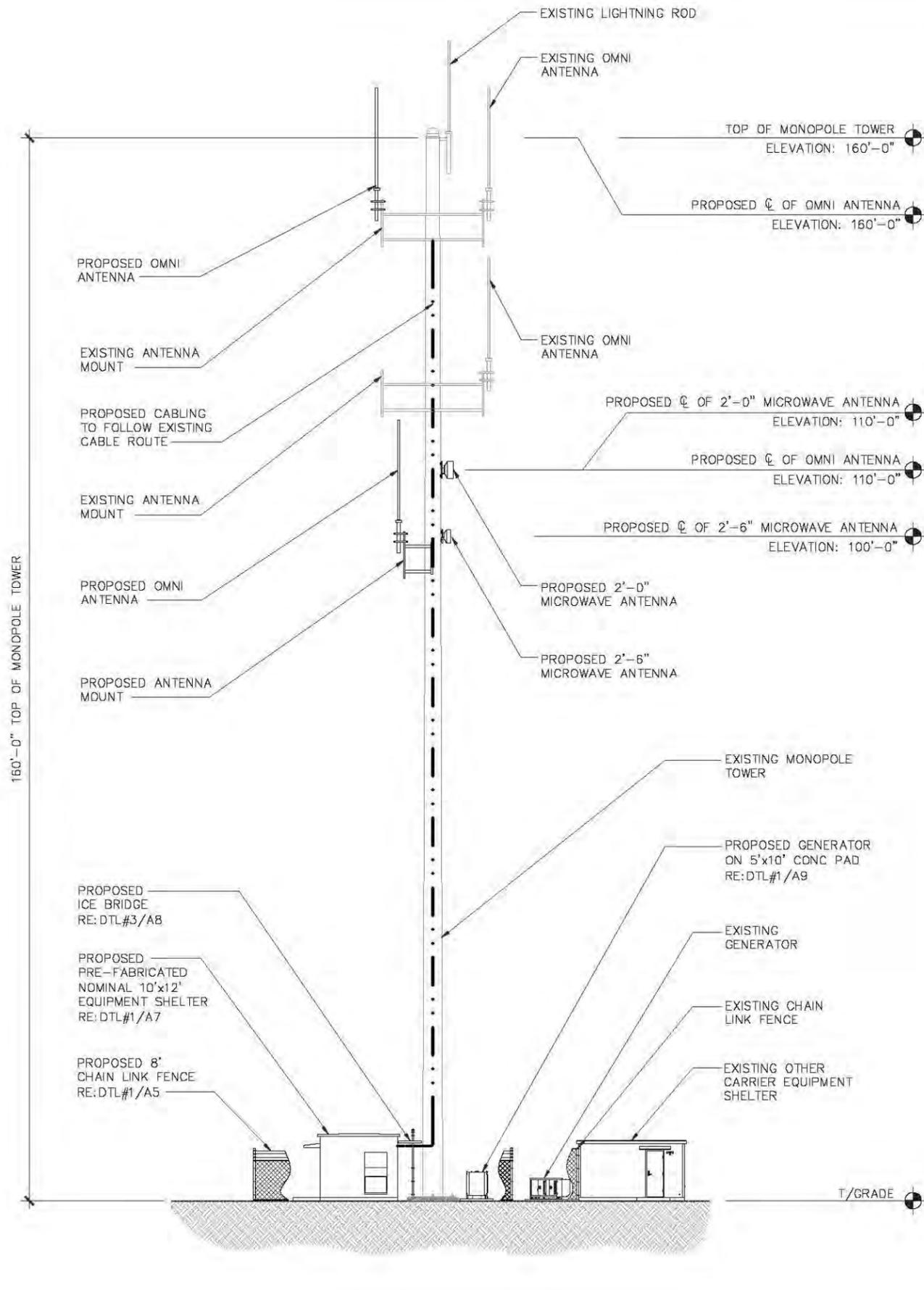
1. THE SIZE, HEIGHT, AND DIRECTION OF THE ANTENNAS SHALL BE ADJUSTED TO ACHIEVE THE AZIMUTHS SPECIFIED AND LIMIT SHADOWING AND TO MEET THE SYSTEM REQUIREMENTS.
2. CONTRACTOR SHALL VERIFY THE HEIGHT OF THE ANTENNA WITH THE AT&T WIRELESS PROJECT MANAGER.
3. VERIFY TYPE AND SIZE OF TOWER LEG PRIOR TO ORDERING ANY ANTENNA MOUNT.
4. UNLESS NOTED OTHERWISE THE CONTRACTOR MUST PROVIDE ALL MATERIAL NECESSARY.
5. ANTENNA AZIMUTHS ARE DEGREES OFF OF TRUE NORTH, BEARING CLOCKWISE, IN WHICH ANTENNA FACE IS DIRECTED. ALL ANTENNAS (AND SUPPORTING STRUCTURES AS PRACTICAL) SHALL BE ACCURATELY ORIENTED IN THE SPECIFIED DIRECTION.
6. CONTRACTOR SHALL VERIFY ALL RF INFORMATION PRIOR TO CONSTRUCTION.
7. SWEEP TEST SHALL BE PERFORMED BY GENERAL CONTRACTOR AND SUBMITTED TO AT&T WIRELESS CONSTRUCTION SPECIALIST. TEST SHALL BE PERFORMED PER AT&T WIRELESS STANDARDS.

**STRUCTURAL NOTES:**

1. TOWER STRUCTURAL CALCULATIONS PREPARED BY OTHERS. CONTRACTOR TO VERIFY WITH PROJECT MANAGER TO OBTAIN A COPY
2. CONTRACTOR TO REFER TO TOWER STRUCTURAL CALCULATIONS FOR ADDITIONAL LOADS. NO ERECTION OR MODIFICATION OF TOWER SHALL BE MADE WITHOUT APPROVAL OF STRUCTURAL ENGINEER.

**SOUTH ELEVATION**  
SCALE: 1"=20'-0"

1



**EAST ELEVATION**  
SCALE: 1"=20'-0"

2

CLIENT:



**MOTOROLA SOLUTIONS**

1301 E. ALGONQUIN RD  
SCHAUMBURG, IL 60196



10408 CHERRY VALLEY RD.  
GENOA, IL 60135  
PH: (815) 754-6133 FAX: (815) 754-6134

A&E:



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DES PLAINES, IL 60018  
www.sacw.com  
847.944.1601

**SUBMITTALS**

#	DATE	DESCRIPTION	BY
3	10/29/14	PRELIMINARY CDS	DS
2	07/28/14	PRELIMINARY CDS	DS
1	06/26/14	PRELIMINARY CDS	RM

SITE NAME

**GOERKE**  
1100 MINNESOTA  
STEVENS POINT, WI 54481

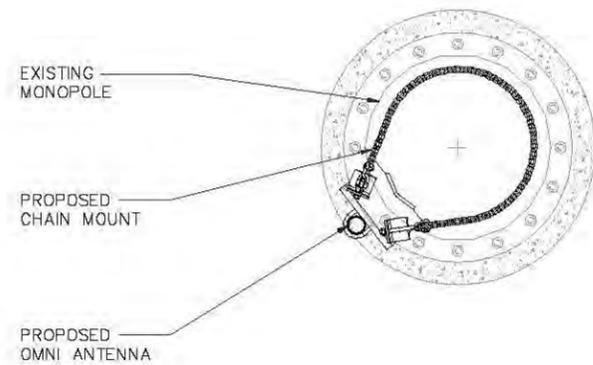
SHEET TITLE

**TOWER ELEVATIONS**

SHEET NUMBER

**A3**

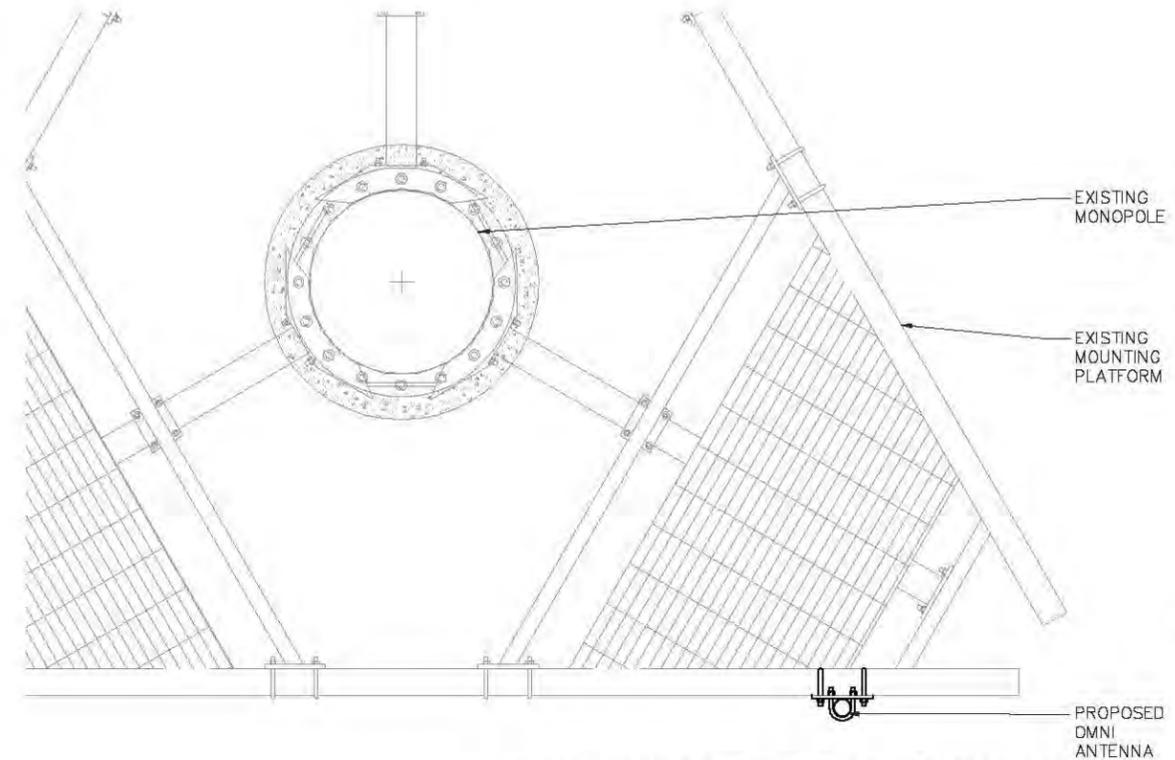
**NOTE:**  
SOME EXISTING EQUIPMENT NOT SHOWN FOR CLARITY.



**PROPOSED OMNI RFI ANTENNA (110'-0" RAD CTR)**  
SCALE: 3/16" = 1'-0"

1

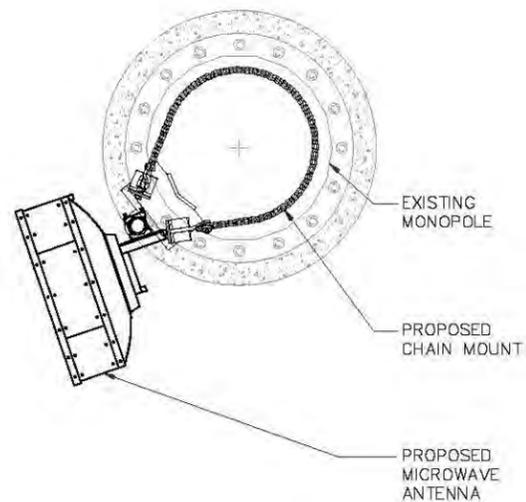
**NOTE:**  
SOME EXISTING EQUIPMENT NOT SHOWN FOR CLARITY.



**PROPOSED OMNI SFI ANTENNA (160'-0" RAD CTR)**  
SCALE: 3/16" = 1'-0"

2

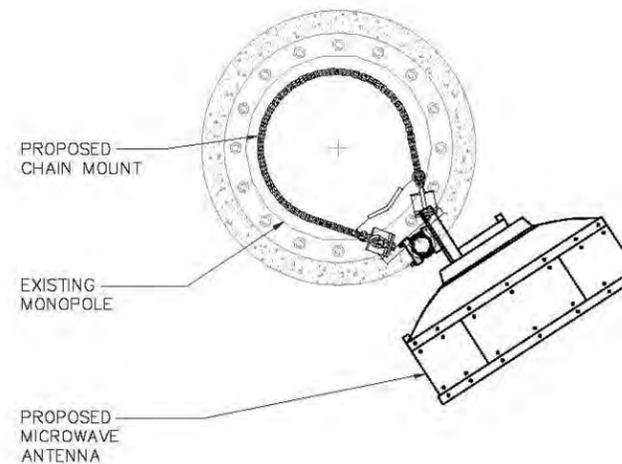
**NOTE:**  
SOME EXISTING EQUIPMENT NOT SHOWN FOR CLARITY.



**PROPOSED 2'-0" MICROWAVE ANTENNA @ 251.11' (110'-0" RAD CTR)**  
SCALE: 1/8" = 1'-0"

4

**NOTE:**  
SOME EXISTING EQUIPMENT NOT SHOWN FOR CLARITY.



**PROPOSED 2'-6" MICROWAVE ANTENNA @ 149.16' (100'-0" RAD CTR)**  
SCALE: 1/8" = 1'-0"

3

CLIENT:



**MOTOROLA SOLUTIONS**  
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SCHAUMBURG, IL 60196



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A&E:



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SUBMITTALS

#	DATE	DESCRIPTION	BY
3	10/29/14	PRELIMINARY CD'S	DS
2	07/28/14	PRELIMINARY CD'S	DS
1	06/26/14	PRELIMINARY CD'S	RM

SITE NAME

**GOERKE**  
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STEVENS POINT, WI 54481

SHEET TITLE

**ANTENNA LAYOUT**

SHEET NUMBER

**A4**

CLIENT:



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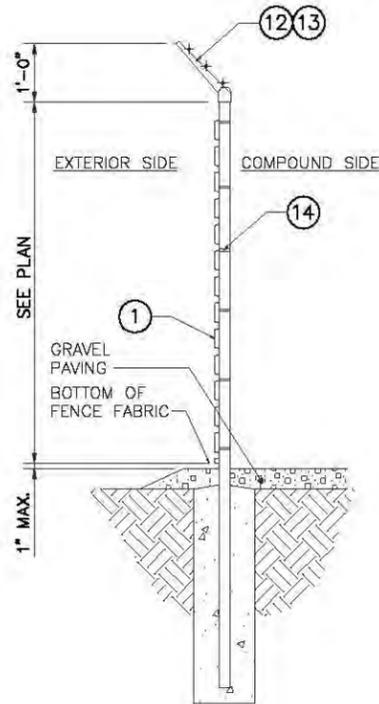
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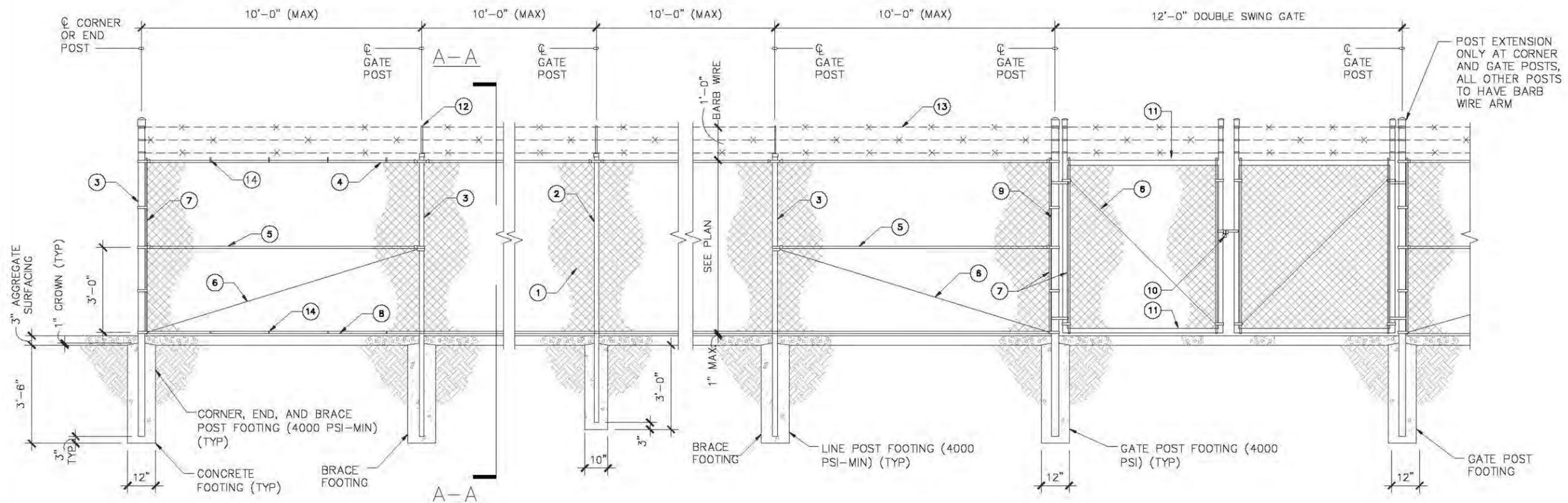
2720 S. RIVER ROAD  
DES PLAINES, IL 60018  
www.sacw.com  
847.944.1601

**MATERIAL DESCRIPTION**

- ① CHAIN LINK RESIDENTIAL FABRIC: 11-1/2 GAUGE, 2-1/4" MESH; GALVANIZED ASTM-A392, CLASS 2; TWISTED SELVAGE ON TOP, KNUCKLED ON BOTTOM.
- ② LINE POSTS: 2-1/2" O.D. PIPE, 16 GAUGE (GALVANIZED) PER ASTM-F1083.
- ③ CORNER, END AND BRACE POSTS: 2-7/8" O.D. PIPE, SCHEDULE 40 (GALVANIZED).
- ④ TOP RAIL: 1-5/8" O.D. 17 GAUGE PIPE (GALVANIZED) PER ASTM-F1083.
- ⑤ BRACE RAIL: 1-5/8" O.D. 17 GAUGE PIPE (GALVANIZED).
- ⑥ DIAGONAL TRUSS ROD: 3/8" GALVANIZED ROD WITH TURNBUCKLE.
- ⑦ TENSION BAR: 3/16" X 3/4" GALVANIZED FLAT BAR.
- ⑧ BOTTOM TENSION WIRE: GALVANIZED OR ALUMINUM COATED COIL SPRING WIRE, 7 GAUGE.
- ⑨ GATE POSTS: 2-7/8" O.D. SCHEDULE 40 PIPE (GALVANIZED).
- ⑩ COMBINATION PADLOCK ACCORDING TO AT&T REQUIREMENTS.
- ⑪ GATE FRAMES: 1-7/8" O.D. SCHEDULE 40 PIPE (GALVANIZED).
- ⑫ BARBED WIRE SUPPORT ARM: SINGLE ARM TYPE (GALVANIZED). ARM SHALL BE INCLINED OUTWARD AT AN ANGLE OF 45 DEGREES.
- ⑬ BARBED WIRE: GALVANIZED, ASTM A121 CLASS 3; THREE 14 GAUGE MINIMUM STEEL WIRES WITH 4 POINT ROUND 14 GAUGE BARBS SPACED 4" APART.
- ⑭ FABRIC TIES: ALUMINUM BANDS OR WIRES. FABRIC SHALL BE ATTACHED TO THE TOP RAIL AND BOTTOM TENSION WIRE AT 24" CENTERS AND TO THE POSTS AT 15" CENTERS, ALL ON THE COMPOUND SIDE OF THE FENCE.
- ⑮ MISCELLANEOUS:
  - A. RAIL COUPLINGS: SLEEVE TYPE, 6" LONG EXPANSION SPRING EVERY FIFTH COUPLING.
  - B. POST TOPS: PRESSED STEEL, MALLEABLE IRON WITH PRESSED STEEL EXTENSION ARM, OR ONE-PIECE ALUMINUM CASTING; WITH HOLE FOR TOP, ALL DESIGNED TO FIT OVER THE OUTSIDE OF THE POSTS AND TO PREVENT ENTRY OF MOISTURE INTO TUBULAR POSTS.
  - C. LATCHES SHALL BE FORKED TYPE AND SHALL BE ARRANGED FOR PADLOCKING WITH THE PADLOCK ACCESSIBLE FROM BOTH SIDES OF THE GATE.
  - D. KEEPERS SHALL CONSIST OF MECHANICAL DEVICES FOR SECURING AND SUPPORTING THE FREE END OF THE GATES WHEN IN THE FULL OPEN POSITION. KEEPERS SHALL BE MOUNTED ON 2-7/8" O.D. PIPE POSTS FILLED WITH CONCRETE AND SET IN CONCRETE FOUNDATIONS.
  - E. INSTALL FENCING PER ASTM-F567.
  - F. INSTALL SWING GATES PER ASTM-F900.
  - G. LOCAL ORDINANCE OF BARBED WIRE PERMIT REQUIREMENT SHALL BE COMPLETED IF REQUIRED.
  - H. USE GALVANIZED HIG-RING WIRE TO MOUNT ALL SIGNS.
  - I. ALL SIGNS MUST BE MOUNTED ON INSIDE OF FENCE.
  - J. ALL POSTS SHALL HAVE "MUSHROOM" SLEEVE EMBEDDED IN CONCRETE.



SECTION A-A



GENERIC CHAIN LINK FENCE DETAILS

SCALE: 3/8" = 1'-0"

1

SUBMITTALS

#	DATE	DESCRIPTION	BY
3	10/29/14	PRELIMINARY CDS	DS
2	07/28/14	PRELIMINARY CDS	DS
1	06/26/14	PRELIMINARY CDS	RM

SITE NAME

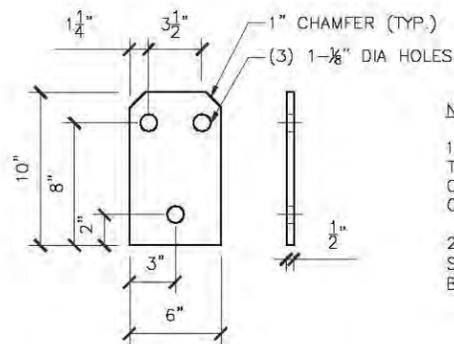
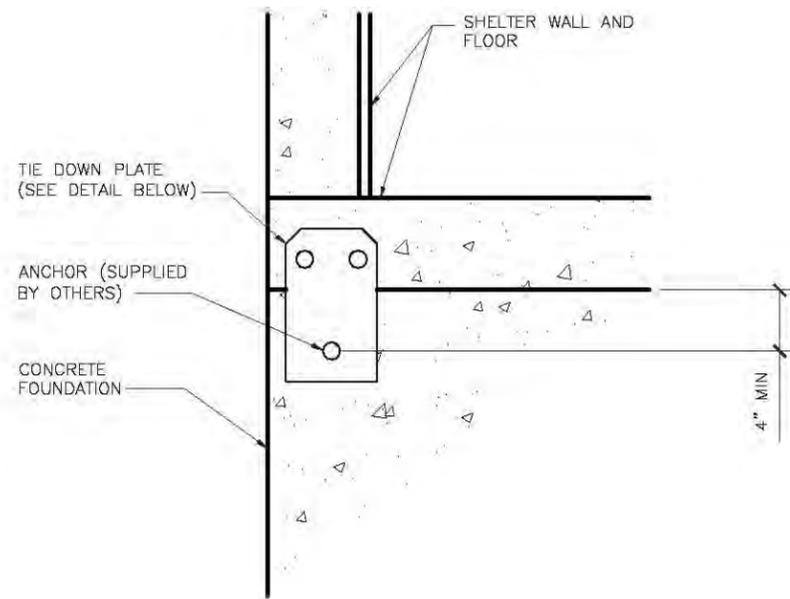
**GOERKE**  
1100 MINNESOTA  
STEVENS POINT, WI 54481

SHEET TITLE

**FENCE DETAILS  
& MATERIAL  
NOTES**

SHEET NUMBER

**A5**

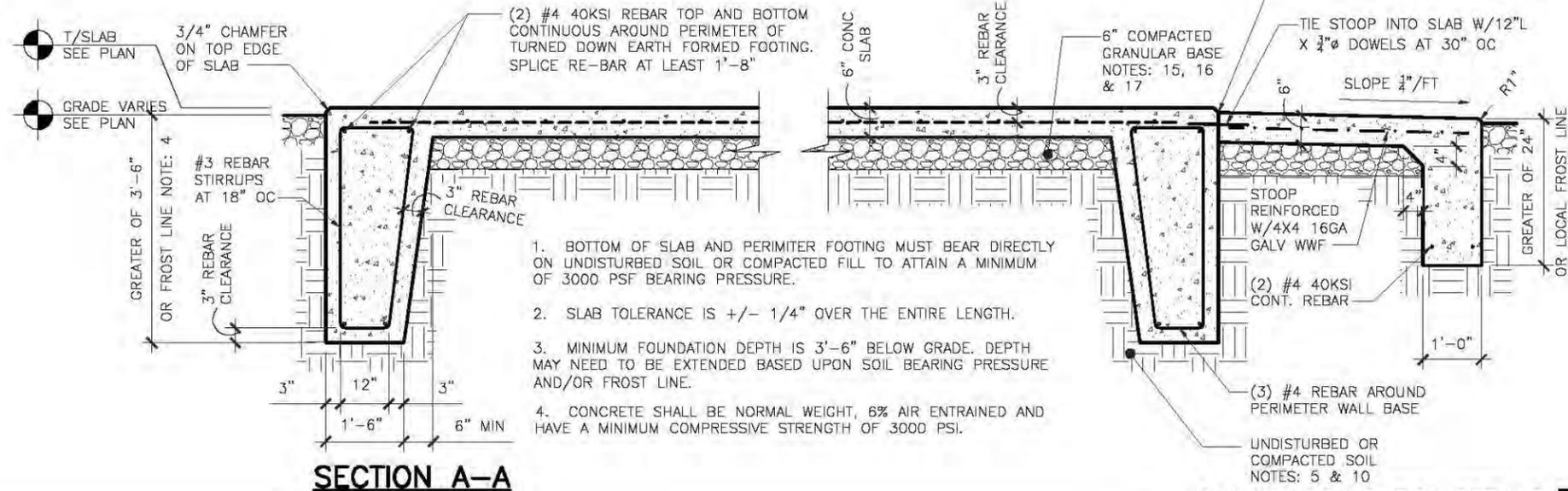


**NOTES:**

1. PRIME AND PAINT THORO PRODUCTS COCOA, OR AS OTHERWISE SPECIFIED
2. THIS PART TO BE SHIPPED LOOSE W/ BUILDING

(4) 10" X 6" X 3/8" THK TIE DOWN PLATE

**TIE DOWN DETAIL**



1. BOTTOM OF SLAB AND PERIMETER FOOTING MUST BEAR DIRECTLY ON UNDISTURBED SOIL OR COMPACTED FILL TO ATTAIN A MINIMUM OF 3000 PSF BEARING PRESSURE.
2. SLAB TOLERANCE IS +/- 1/4" OVER THE ENTIRE LENGTH.
3. MINIMUM FOUNDATION DEPTH IS 3'-6" BELOW GRADE. DEPTH MAY NEED TO BE EXTENDED BASED UPON SOIL BEARING PRESSURE AND/OR FROST LINE.
4. CONCRETE SHALL BE NORMAL WEIGHT, 6% AIR ENTRAINED AND HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3000 PSI.

**SECTION A-A**

**SHELTER FOUNDATION DETAILS**

SCALE: 3/8" = 1'-0"

SHELTER LENGTH SEE PLAN & SHELTER DRAWINGS

SHELTER WIDTH SEE PLAN & SHELTER DRAWINGS



CLIENT:



**SUBMITTALS**

#	DATE	DESCRIPTION	BY
3	10/29/14	PRELIMINARY CD'S	DS
2	07/28/14	PRELIMINARY CD'S	DS
1	06/26/14	PRELIMINARY CD'S	RM

**SITE NAME**

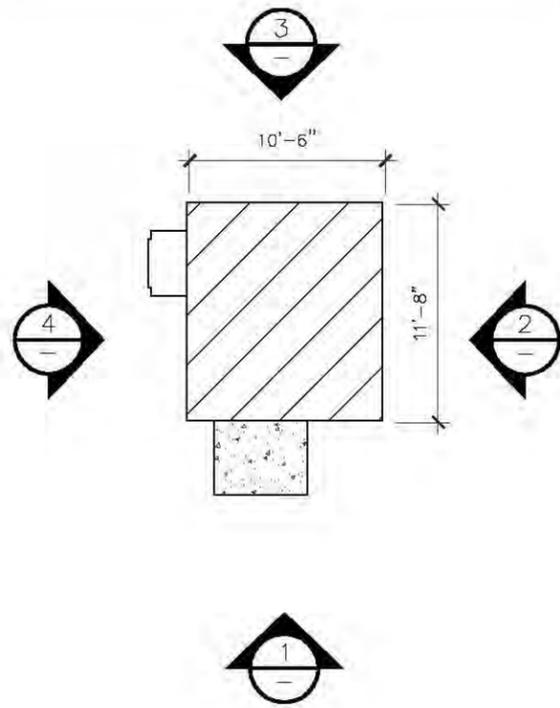
**GOERKE**  
1100 MINNESOTA  
STEVENS POINT, WI 54481

**SHEET TITLE**

**SHELTER FOUNDATION DETAILS**

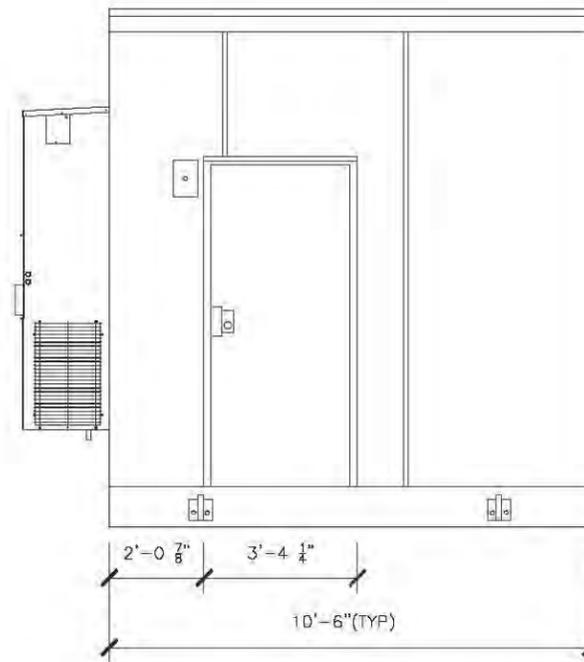
**SHEET NUMBER**

**A6**



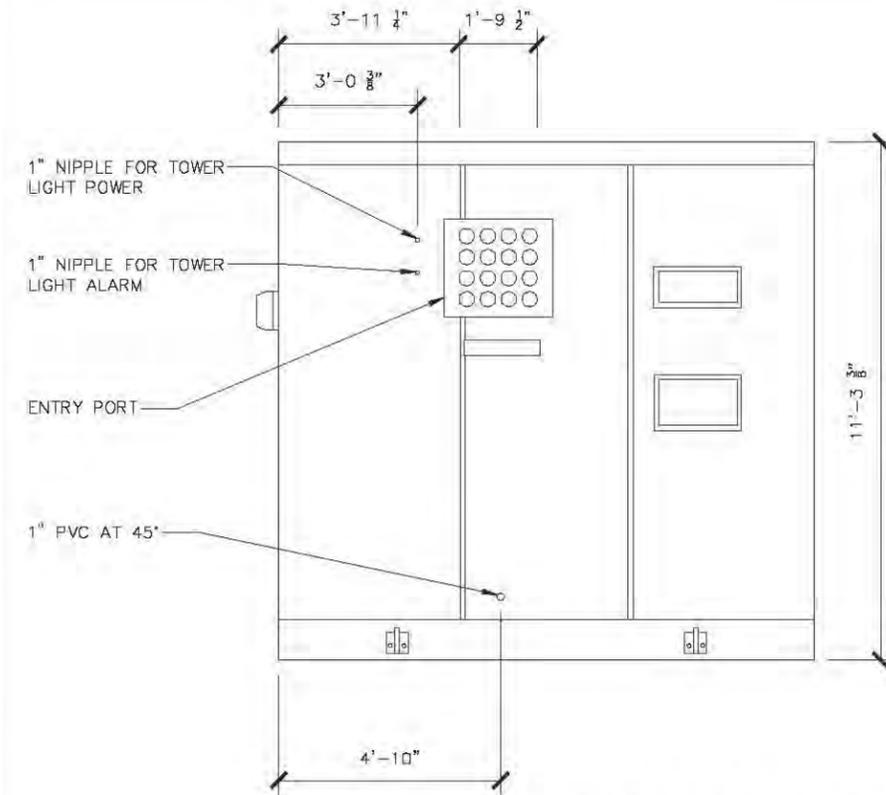
**SHELTER KEY PLAN**  
SCALE: 1/4" = 1'-0"

5



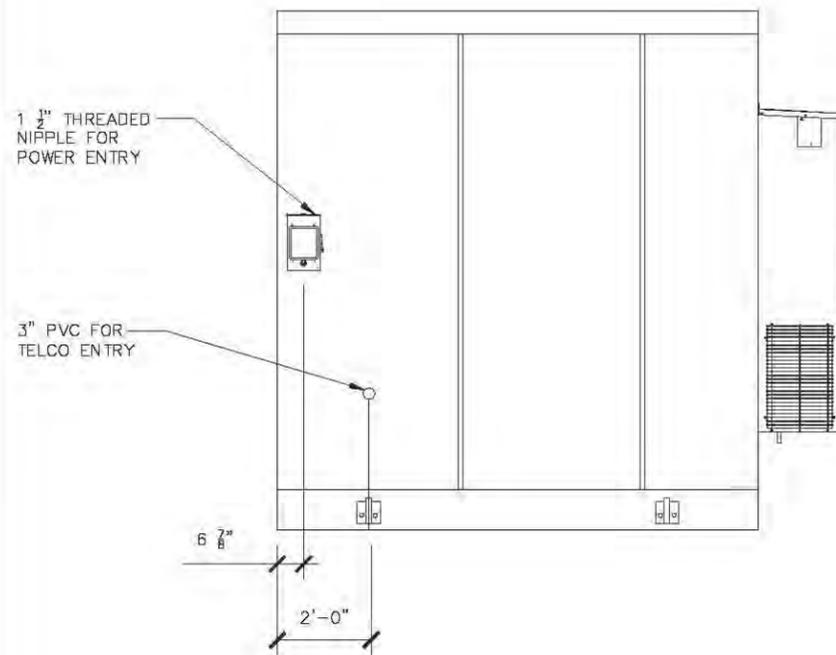
**FRONT SHELTER ELEVATION**  
SCALE: 1/4" = 1'-0"

1



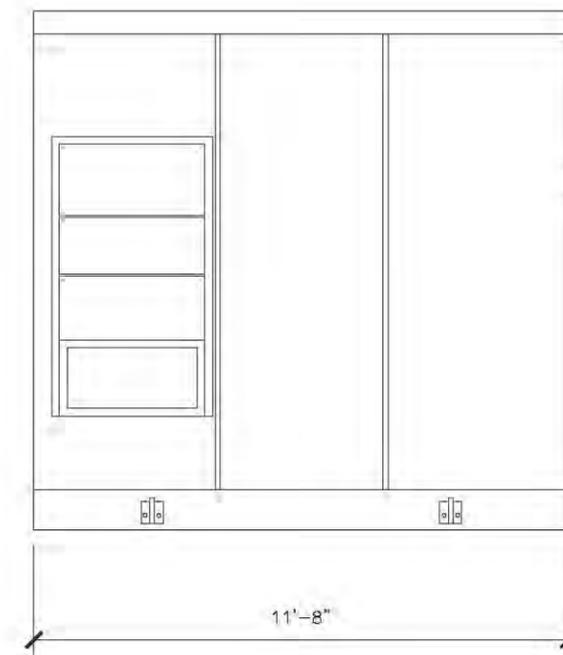
**RIGHT SIDE SHELTER ELEVATION**  
SCALE: 1/4" = 1'-0"

2



**BACK SHELTER ELEVATION**  
SCALE: 1/4" = 1'-0"

3



**LEFT SIDE SHELTER ELEVATION**  
SCALE: 1/4" = 1'-0"

4

CLIENT:



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**SUBMITTALS**

#	DATE	DESCRIPTION	BY
3	10/29/14	PRELIMINARY CDS	DS
2	07/28/14	PRELIMINARY CDS	DS
1	06/26/14	PRELIMINARY CDS	RM

SITE NAME

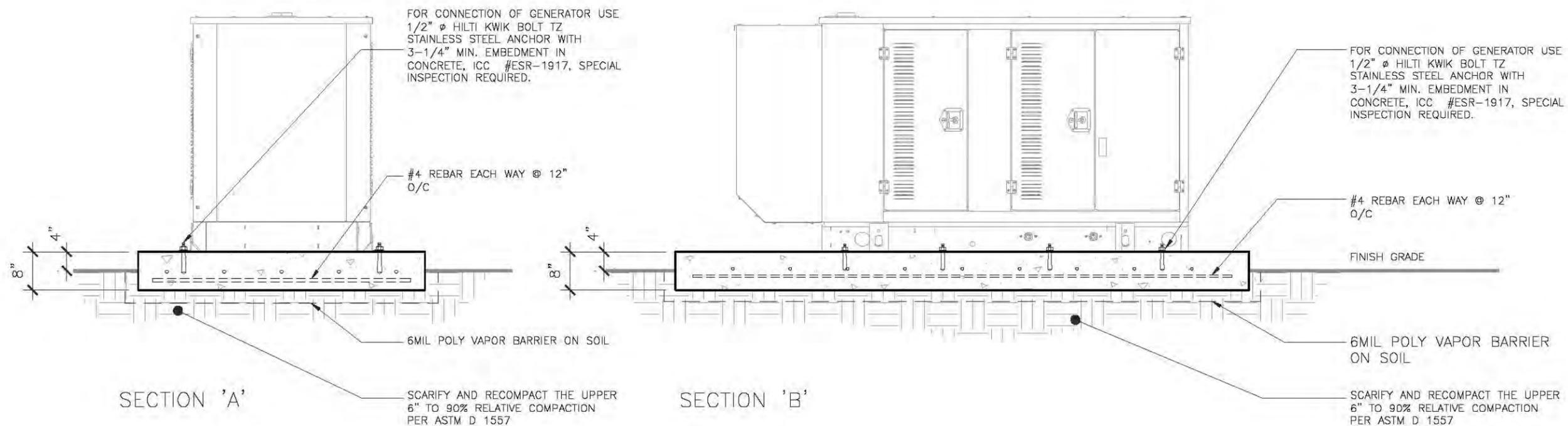
**GOERKE**  
1100 MINNESOTA  
STEVENS POINT, WI 54481

SHEET TITLE

**SHELTER  
DETAILS**

SHEET NUMBER

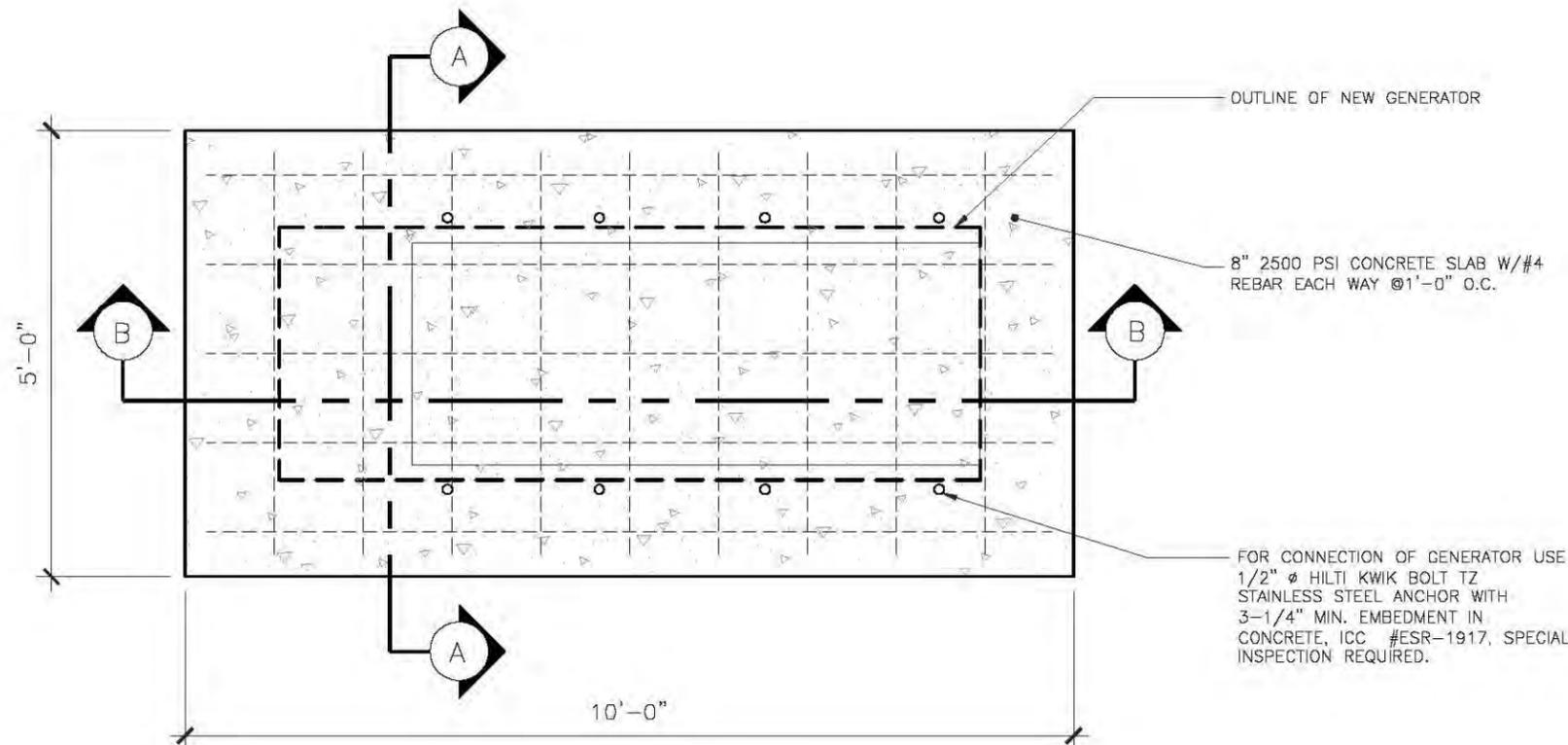
**A7**



SECTION 'A'

SECTION 'B'

**NOTES:**  
 1. CONCRETE SHALL ATTAIN A COMPRESSIVE STRENGTH OF  $f'_c=2,500$  PSI MINIMUM AT 28 DAYS.  
 2. ALL REINFORCING STEEL SHALL COMPLY WITH ASTM A615, GRADE 40.



CLIENT:



**MOTOROLA SOLUTIONS**  
 1301 E. ALGONQUIN RD  
 SCHAUMBURG, IL 60196



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 10408 CHERRY VALLEY RD.  
 GENOA, IL 60135  
 PH: (815) 754-8133 FAX: (815) 754-8134

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WIRELESS ENGINEERING GROUP  
 2720 S. RIVER ROAD  
 DES PLAINES, IL 60018  
 www.sacw.com  
 847.944.1601

**SUBMITTALS**

#	DATE	DESCRIPTION	BY
3	10/29/14	PRELIMINARY CDS	DS
2	07/28/14	PRELIMINARY CDS	DS
1	06/26/14	PRELIMINARY CDS	RM

**SITE NAME**  
**GOERKE**  
 1100 MINNESOTA  
 STEVENS POINT, WI 54481

**SHEET TITLE**  
**GENERATOR CONCRETE PAD DETAILS**

**SHEET NUMBER**  
**A8**



**City of Stevens Point  
REGULAR COUNCIL MEETING**

Council Chambers  
County-City Building  
1516 Church St

December 15, 2014  
7:00 P.M.

**Mayor Gary Wescott, presiding**

**ROLL CALL:** Ald. Doxtator, Walther, O'Meara, Wiza, M. Stroik, Trzebiatowski, Patton, R. Stroik, Phillips, Moore.

**EXCUSED:** Ald. Slowinski

**ALSO**

**PRESENT:** Clerk Moe; C/T Ladick; City Attorney Beveridge; Directors Schatschneider, Ostrowski, Schrader, Joel Lemke, Police Chief Ruder, Fire Chief Finn, VA Officer Clements; Mayoral Assistant Pazdernik; Nate Enwald Portage County Gazette; Brandi Makuski, City Times.

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

Mayor Wescott stated agenda item #25 would be removed as it is not ready to be brought forward to Council for discussion or vote.

Mayor Wescott stated that if there are 3 or more candidates running for Mayor or Aldermanic office, the Mayor would need to call a statutory special session of the Common Council sometime during the first full week of January.

Clerk Moe stated nomination papers are due January 6, 2015 and by January 9, 2015 a special meeting of the Common Council will need to convene to determine if a primary will be held.

Mayor Wescott reported that two weeks ago he was sworn in as Mayor and it has been a very busy time. He thanked the Alderpersons and Directors for their support and dedication during this transition.

Mayor Wescott expressed his gratitude and honor in being able to serve the community and citizens of Stevens Point. He added during this holiday season, to please support the charity of one's choice.

**3. Consideration and possible action of the minutes of the Regular Common Council meeting of November 17, 2014 and the Special Common Council meeting of November 17, 2014.**

Ald. Moore **moved**, Ald. R. Stroik seconded, to approve the minutes and actions of the Regular common Council meeting of November 17, 2014 and the Special Common Council meeting of November 17, 2014.

Call for the vote: Ayes: All.  
Nays: None. Motion adopted.

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.**

Duane J. Miskulin, Chairman of the Portage County Allied Military Council presented Police Chief Ruder with a plaque in deep appreciation of his unwavering support and efforts given to the Veterans Community of Portage County. He reported Chief Ruder was instrumental in the Guns and Hoses fundraising event which benefitted the Never Forgotten Honor Flight.

Chief Ruder stated this recognition was unexpected and expressed his gratitude in serving and representing the City of Stevens Point Police Department.

Bob Fisch, 1033 Smith Street, spoke on behalf of Poky Pedaling of Stevens Point. He stated that UW Stevens Point was missing from the list of UW System bike friendly campuses. Mr. Fisch pointed out bike riding reduces gas emissions, eases parking, traffic and pedestrian concerns.

Ald. R. Stroik referred to agenda item #24 concerning the Redevelopment Authority. He questioned if one of the RA appointments would be replacing former Mayor Halverson and requested an update.

Mayor Wescott stated Mr. Halverson is still a member of the RA. He reported this was discussed and Mr. Halverson would be submitting his resignation.

Ald. R. Stroik said he would like to see this as a future agenda item to ensure the Chief Elected Official still has a prominent role on the RA.

Ald. Moore stated he is running for Mayor and provided a brief personal history. He stated that he has been honest and sincere as an Alderperson and those traits are what he will bring to the Mayor's office.

#### **Consideration and Possible Action on the Following:**

6. **To accept and place on file the amended petition for annexation of 4943 State Hwy 66 (Rita Suchon-Klein and Richard and Barbara Suchon), from the Town of Hull to the City of Stevens Point.**

Ald. O'Meara **moved**, Ald. Patton seconded, to approve the amended annexation of 4943 State Highway 66 from the Town of Hull to the City of Stevens Point.

Call for the vote: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, M. Stroik, Wiza, O'Meara, Walther, Doxtator.  
Nays: None. Motion adopted.

7. **Minutes and actions of the Plan Commission meeting of December 1, 2014.**

Ald. R. Stroik asked why the proposal that had been originally approved is being changed. Ald. R. Stroik **moved**, Ald. O'Meara seconded, to pull item #2 for further discussion.

Call for the Vote: Ayes: All.  
Nays: None. Motion adopted.

Ald. Moore **moved**, Ald. Trzebiatowski seconded, to approve the minutes and actions of the Plan Commission meeting of December 1, 2014 with the exception of item #2.

Call for the Vote: Ayes: All.  
Nays: None. Motion adopted.

Ald. R. Stroik requested more information from Director Ostrowski on agenda item #2.

Director Ostrowski stated the original plan included a masonry enclosure, which offered greater protection and aesthetics to the area. A request was made to amend the plan to a chain link fence which would allow easier enlargement or modification to the area.

Mayor Wescott stated the amended plan was approved three to two by the Plan Commission.

Mr. Bierman stated the request to amend the plan was to provide allowance in the storage of recyclables.

Ald. R. Stroik asked why this was not discussed at the committee level rather than amend it after committee. He said this was always meant to be a concrete enclosure.

Ald. R. Stroik **moved**, Ald. O'Meara seconded, to deny the request to change the enclosure from cement to chain link.

Ald. Moore stated at the Plan Commission meeting he asked specifically whether the chain link fence and slats would meet all the City requirements and was told it would.

Call for the Vote: Ayes: O'Meara, Wiza, Trzebiatowski, R. Stroik, Phillips.  
Nays: Doxtator, Walther, M. Stroik, Patton, Moore.  
Mayor Wescott cast the deciding vote Aye. Motion Adopted.

**8. Public Hearing – Conditional Use Permit – Request to construct two 6-unit apartment buildings at 3301-09 Bush Street (Parcel ID 2308-04-1001-15).**

Mayor Wescott declared the public hearing open.

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

**9. Resolution on the above.**

Ald. Patton **moved**, Ald. Wiza seconded to approve the resolution to construct two 6-unit apartment buildings at 3301-09 Bush Street.

Call for the vote: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, M. Stroik, Wiza, O'Meara, Walther, Doxtator.  
Nays: None. Motion adopted.

10. **Public Hearing – Request from the City of Stevens Point to rezone four unaddressed commercial properties within the vicinity of Church Street, Strongs Avenue, Park Street and Depot Street from B-4 Commercial District to B-3 Central Business District (Parcel ID's: 2408-32-4020-03, 2408-32-4034-03, 2408-32-4040-12, and 2408-32-4900-01).**

Mayor Wescott declared the public hearing open.

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

11. **Ordinance Amendment on the above.**

Ald. R. Stroik **moved**, Ald. Doxtator seconded, to approve the request to rezone four unaddressed properties in the vicinity of Church Street, Strongs Avenue, Park Street and Depot Street.

Call for the vote: Ayes: Ald. Doxtator, Walther, O'Meara, Wiza, M. Stroik, Trzebiatowski, Patton, R. Stroik, Phillips, Moore.  
Nays: None. Motion adopted.

12. **Minutes and actions of the Personnel Committee meeting of December 8, 2014.**

David Worzalla, 4129 Bluebird Drive, spoke on the boot allowance and asked the City Council to consider an increase in the allowance from \$150.00 to \$175.00 to offset applicable withholding taxes.

Ald. Wiza **moved**, Ald. M. Stroik seconded, to pull agenda item #4 for further discussion.

Ald. Patton **moved**, Ald. Wiza seconded, to pull agenda item #2 for further discussion.

Ald. O'Meara **moved**, Ald. Moore seconded, to approve the minutes and actions of the Personnel Committee with items #2 and #4 held for discussion.

Call for the Vote: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, M. Stroik, Wiza, O'Meara, Walther, Doxtator.  
Nays: None. Motion adopted.

Discussion of agenda item #4: Ald. Wiza stated it would be a disadvantage to tax employees purchasing steel toed boots for work. He said the average tax rate would necessitate increasing the boot allowance to \$187.50.

Ald. Wiza **moved**, Ald. M. Stroik seconded, to increase the taxable boot allowance from \$150.00 to \$200.00.

Mayor Wescott called upon C/T Ladick to provide additional financial information.

C/T Ladick stated depending on the individual's tax rate, \$200.00 should cover the extra expense. He said the Parks Department would see an approximate \$500.00 increase and the Department of Public Works would see an approximate \$2000.00 increase and both Directors thought they would be able to accommodate the increase.

Ald. O'Meara stated his concern was the assumption that boots wore out yearly and safety shoes are an employee non-reimbursed business expense that are nontaxable.

C/T Ladick replied that this involves more than just safety toed boots and that it includes other work related clothes, and the IRS determination of what is safety and what is everyday work clothing.

Ald. R. Stroik asked when the allowance is paid to the employee and how this affects new employees.

C/T Ladick stated reimbursement would occur once a new employee satisfactorily completes their probationary period. Regular employees would be reimbursed the second pay period in January.

Ald. R. Stroik clarified that a new employee would still be required to have safety toed boots for their first day of employment with reimbursement to be made after completion of the probationary period.

Call for the Vote: Ayes: Ald. Doxtator, Walther, O'Meara, Wiza, M. Stroik, Trzebiatowski, Patton, R. Stroik, Phillips, Moore.  
Nays: None. Motion adopted.

Discussion of agenda item #2: Ald. Patton asked if it was permissible for City employees to campaign on work time. Mayor Wescott referred the question to City Attorney Beveridge.

Atty. Beveridge stated it was complicated due to the various regulations that could apply, such as state statutes, ordinances and administrative policies. He said with regard to Administrative Policy for City employees, it states verbatim, "Employees should not engage in political activity during working hours or while acting in the capacity of an employee of the City. This shall include but is not limited to the distribution or wearing of political badges, buttons or printed matter or their placement on City property. In addition, employees on a leave of absence to run in or participate in a campaign may not solicit assistance or support from any City employee during working hours or on City property." Atty. Beveridge said the current policy would forbid campaigning during work hours. He asked for Clerk Moe to clarify the ordinances and state statutes with regard to City employees campaigning during work hours.

Clerk Moe replied Wisconsin campaign finance law states that an individual who worked for a government entity or anyone campaigning during work would most likely be seen as an infringement of campaign finance law. It would be considered a donation from a corporation, so that would have to be investigated.

Ald. Patton stated if anyone knows of this occurring, they should contact the City Clerk's Office.

Mayor Wescott said if individuals have any knowledge of a City employee who is campaigning, as discussed, the contact should be the City Attorney or the City Clerk.

Ald. O'Meara **moved**, seconded by Ald. Walther to approve the actions of the Personnel Committee.

Call for the Vote: Ayes: All.  
Nays: None. Motion adopted.

**13. Minutes and actions of the Public Protection Committee meeting of December 8, 2014.**

Ald. Wiza **moved**, Ald. M. Stroik seconded, to approve the minutes and actions of the Public Protection meeting of December 8, 2014.

Call for the Vote: Ayes: All.  
Nays: None. Motion adopted.

**14. Minutes and actions of the Board of Public Works meeting of December 8, 2014.**

Ald. Walther **moved**, Ald. Moore seconded, to approve the minutes and actions of the Board of Public Works meeting of December 8, 2014.

Ald. Patton questioned if the brine spreader would be utilized on secondary streets to avoid the rut situation that occurred last year.

Director Schatschneider stated that once the brine spreader is operational, it would be used on the main roads. He said the department is always looking for improvement in winter road conditions on secondary roads.

Ald. Trzebiatowski asked if the brine was meant for more precautionary and preventative than an actual ice or snow removal.

Director Schatschneider stated the brine is applied before the storm arrives so it can work from the bottom up and is suppose to reduce salt usage by 35%.

Call for the Vote: Ayes: All.  
Nays: None. Motion adopted.

**15. Minutes and actions of the Finance Committee meeting of December 8, 2014.**

Ald. Patton **moved**, Ald. O'Meara seconded, to approve the minutes and actions of the Finance Committee meeting of December 8, 2014.

Call for the Vote: Ayes: Ald. Doxtator, Walther, O'Meara, Wiza, M. Stroik, Trzebiatowski, Patton, R. Stroik, Phillips, Moore.  
Nays: None. Motion adopted.

**16. Development Agreement with Ki Mobility, to construct a new manufacturing facility within Tax Incremental Financing District #8.**

Bob Larson, 3283 Lindbergh Avenue, asked how Alderpersons could vote on an agreement without knowing what the dollar amount would be.

Mayor Wescott stated the agreement is what has been reported to Alderpersons in executive session with some minor language changes. He reported the agreement has been reviewed by other staff and the City Attorney.

Ald. Wiza **moved**, Ald. Trzebiatowski seconded, to approve the development agreement with Ki Mobility.

Ald. Patton said this was the type of development that will help the City.

Attorney Beverage stated the reason there was no actual dollar amount noted in the agreement is because the incentive is indexed to the amount of property tax and the assessment has not been determined. He said this is not an upfront cash incentive the City is paying but rather a type of refund of a portion of the taxes paid.

Call for the Vote: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, M. Stroik, Wiza, O'Meara, Walther, Doxtator.  
Nays: None. Motion adopted.

**17. Minutes and actions of the Board of Water and Sewerage Commissioners meeting of December 8, 2014.**

Ald. R. Stroik **moved**, Ald. O'Meara seconded, to approve the minutes and actions of the Board of Water and Sewerage Commissioners of December 8, 2014.

Call for the Vote: Ayes: Ald. Doxtator, Walther, O'Meara, Wiza, M. Stroik, Trzebiatowski, Patton, R. Stroik, Phillips, Moore.  
Nays: None. Motion adopted.

**18. Minutes and actions of the Police and Fire Commission meeting of November 11, 2014 and the special Police and Fire Commission meetings of November 20 and December 2, 2014.**

Ald. Wiza **moved**, Ald. Phillips seconded, to approve the minutes and actions of the Police and Fire Commission meeting of November 11, 2014 and the Special Police and Fire Commission meeting of December 2, 2014.

Ald. Wiza asked if there were minutes from the December 2, 2014 meeting.

Mayor Wescott replied the minutes of December 2, 2014 were not completed and the Council would not be voting on those at this time.

Call for the Vote: Ayes: All.  
Nays: None. Motion adopted.

**19. Minutes and actions of the Board of Park Commissioners meeting of December 3, 2014.**

Ald. O'Meara **moved**, Ald. Doxtator seconded, to approve the minutes and actions of the Board of Park Commissioners meeting of December 3, 2014.

Call for the Vote: Ayes: All.  
Nays: None. Motion adopted.

**20. Minutes and actions of the Transportation Commission meeting of December 4, 2014.**

Ald. M. Stroik **moved**, Ald. Moore seconded, to approve the minutes and actions of the Transportation Commission meeting of December 4, 2014.

Call for the Vote: Ayes: All.  
Nays: None. Motion adopted.

**21. Minutes and actions of the Smongeski Health Fund annual meeting of December 9, 2014.**

Ald. Moore **moved**, Ald. Wiza seconded, to approve the minutes and actions of the Smongeski Health Fund annual meeting of December 9, 2014.

Call for the Vote: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, M. Stroik, Wiza, O'Meara, Walther, Doxtator.  
Nays: None. Motion adopted.

**22. Statutory Monthly Financial Report of the Comptroller-Treasurer.**

Ald. Moore **moved**, Ald. Walther seconded, to accept the Statutory Monthly Financial report of the Comptroller-Treasurer.

Call for the Vote: Ayes: All.  
Nays: None. Motion adopted.

**23. Election of Assessor.**

Ald. R. Stroik nominated, Ald. Patton seconded, Steve Shepro for the position of Assessor.

Ald. Wiza **moved**, Ald. Phillips to close the nominations and cast a unanimous ballot for Mr. Shepro.

Call for the Vote: Ayes: All.  
Nays: None. Motion adopted.

**24. Mayoral Appointments:**

**Redevelopment Authority – (Expires 12/31/19)**  
**Reappoint Catherine Dugan – 615 Sommers Street**  
**Appoint John Gardner – 1308 Wisconsin Street**

**Transportation Commission – OPEN – (Expires 04/30/17)**  
**Appoint Thomas Bertram – 3291 Orchard Lane**

**Municipal Court Oversight Committee – OPEN – (Expires 04/30/16)**  
**Appoint Alderperson Hans Walther – 2424 Ellis Street**

**Space and Properties – OPEN – (Expires 04/30/16)**  
**Appoint Mayor Gary W. Wescott – 1515 Strongs Avenue**

Bob Larson, 3283 Lindbergh Avenue, asked why the appointments were made for 5 years.

Mayor Wescott replied that these were the statutory requirements and it would be ill-advised to leave the Redevelopment Authority seat vacant for 5 months.

Ald. Wiza asked if the Space and Properties appointment is actually for Portage County but would advise/act in all City related matters.

Mayor Wescott replied yes.

Ald. R. Stroik **moved**, Ald. Trzebiatowski seconded, to approve all the appointments.

Call for the Vote: Ayes: All.  
Nays: None. Motion adopted.

25. **Motion to enter into closed session (approximately 8:00 p.m.) pursuant to section 19.85(1)(e) Wis. Stats., for the deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, relating to the negotiating of the potential sale of 933 Michigan Avenue (Former Mid-State Technical College) with the University of Wisconsin-Stevens Point.**

Mayor Wescott stated this item was pulled.

26. **Adjournment.**

The meeting was adjourned at 7:57 p.m.



**City of Stevens Point  
SPECIAL COMMON COUNCIL**

Lincoln Center  
1519 Water Street

January 8, 2015  
5:45 P.M.

**Mayor Gary Wescott, presiding**

**ROLL CALL:** Ald. Doxtator, Walther, Wiza, M. Stroik, Slowinski, Trzebiatowski, Patton, R. Stroik, Phillips, Moore.

**EXCUSED:** Ald. O'Meara

**ALSO**

**PRESENT:** Clerk Moe, C/T Ladick; Director Lemke; Alex Kochanowski, Allen Rasmussen; Sari Lesk, Stevens Point Journal.

**Discussion and possible action on the following:**

**2. Resolution directing a Spring Primary Election for the Office of Mayor.**

Mayor Wescott stated that by state law, Alderpersons who are running for Mayor may vote on this agenda item.

Ald. Trzebiatowski **moved**, Ald. Slowinski seconded, to approve the spring primary for Mayor.

Ald. Moore asked Clerk Moe to clarify the process for the spring primary.

Clerk Moe stated the primary would be held February 17, 2015 and would follow a similar format as previous primary elections.

Ald. Moore asked if the end result would be the two candidates with the most votes advancing to the general election.

Clerk Moe replied yes.

Ald. Doxtator stated he supports the primary as there would be a clear majority election winner.

Call for the Vote: Ayes: Ald. Moore, Phillips, R. Stroik, Patton, Trzebiatowski, Slowinski, M. Stroik, Wiza, Walther, Doxtator.

Nays: None. Motion adopted.

**3. Resolution directing a Spring Primary Election for the Office of Alderperson in Districts where there are three (3) or more qualified candidates.**

Ald. Wiza **moved**, Ald. M. Stroik seconded, to authorize a primary election for Alderpersons in districts where there are three (3) or more qualified candidates.

Ald. R. Stroik stated he supports the Alderperson primary because there is a general city-wide election for Mayor.

Mayor Wescott added this could potentially enhance voter turn-out because of competition within the districts.

Ald. Phillips asked what the process would be if an alderperson candidate earned more than 50% of the vote in a specific district.

Mayor Wescott stated the two top vote receivers would advance to the general election.

Clerk Moe confirmed this.

Call for the Vote: Ayes: Ald. Doxtator, Walther, Wiza, M. Stroik, Slowinski, Trzebiatowski, Patton, R. Stroik, Phillips, Moore.  
Nays: None. Motion adopted.

**4. The action taken at the Special Personnel Committee meeting of January 8, 2015.**

Ald. Phillips asked if there would be transit staffing issues if this leave of absence was granted.

Director Lemke replied this would be difficult to predict with certainty as there is the potential for retirement and medical leaves.

Ald. Trzebiatowski asked what the leave of absence would encompass if the candidate was eliminated after the primary.

Mayor Wescott asked Alex Kochanowski to clarify his request of a leave of absence to campaign for Mayor. He asked if Mr. Kochanowski was eliminated in the February 17, 2015 primary, would he still continue his leave of absence.

Mr. Kochanowski stated he would be willing to leave that up to the Committee or the Council and it could be revisited at that time. He stated he is currently off work until January 20, 2015 because he drives the UWSP bus route and students are off until then.

Mayor Wescott asked if it would be beneficial to terminate the leave of absence effective February 18, 2015, pending outcome of the primary or leave it in effect no matter the outcome of the primary.

Mr. Kochanowski stated if it would be better for Council to determine the leave of absence ending February 17, 2015 and return to work on the 18<sup>th</sup> he was

comfortable with that. He said a request for an additional leave of absence could be revisited at that point if there remained a conflict of interest.

Mayor Wescott stated it would be best to take the request verbatim. The leave of absence would remain in effect through Election Day, April 7, 2015. He said this could be revisited should circumstances change.

Ald. R. Stroik asked if Mr. Kochanowski was eliminated in the February 17, 2015 primary, would he need to approach the Personnel Committee to be reinstated.

Mayor Wescott stated yes.

Mr. Kochanowski asked what the policy is regarding Alderpersons who are candidates for Mayor voting or rescuing themselves when there may be a potential conflict.

Mayor Wescott replied state law states that discretion is left up to the candidates to either vote or abstain. He stated he is inclined to recommend the approval of the leave of absence request.

Ald. Trzebiatowski **moved**, Ald. R. Stroik seconded to approve the leave of absence request until April 8, 2015 and if his situation changes, he contact Personnel and his manager for reinstatement earlier.

Ald. Phillips asked if there was a replacement driver for this route.

Mr. Kochanowski stated this is handled similar to when someone calls in sick.

Call for the Vote:   Ayes:     Ald. R. Stroik, Patton, Trzebiatowski, M. Stroik  
                          Nays:     Ald. Phillips, Slowinski, Walther, Doxtator  
                          Abstain: Ald. Moore, Wiza. Tie vote.  
  Mayor Wescott voted aye. Motion adopted.

## 5. **Adjournment.**

Meeting adjourned at 5:31 p.m.



REPORT OF CITY PLAN COMMISSION  
January 5, 2015 – 6:00 PM  
Lincoln Center – 1519 Water Street

PRESENT: Mayor Gary Wescott, Alderperson Jerry Moore, Commissioner Tony Patton, Commissioner Anna Haines, Commissioner Daniel Hoppe, Commissioner Garry Curless, and Commissioner Dave Cooper.

ALSO PRESENT: Community Development Director Michael Ostrowski, Economic Development Specialist Kyle Kearns, City Attorney Andrew Beveridge, Comptroller Treasurer Corey Ladick, Alderperson Wiza, Alderperson M. Stroik, Alderperson Trzebiatowski, Alderperson R. Stroik, Alderperson Phillips, Nate Enwald, Nicole Congdon, Brandi Makuski, Barb Jacob, Carl Rasmussen, James, Moraviec, Brent Dusek, Hans Zietlow, Sari Lesk, George Acker, Carl Debolt, Santha Bickford, Bernie Patterson, Lloyd Graff, Reid Rocheleau, and Bob Woehr.

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INDEX:

1. Report of the December 1, 2014 Plan Commission meeting.
2. Request from Kwik Trip, for a conditional use permit for the purposes of constructing and operating a carwash on a portion of **3256 Church Street (Parcel ID 2308-04-2008-34)**.
3. Request from Carl Debolt, for a sign variance to construct a freestanding cabinet and message center sign within the five foot setback and exceeding the size requirements at **1232 Park Street (Parcel ID 2408-32-4026-14)**.
4. Presentation and discussion on a conceptual project review for a new science facility on the University of Wisconsin Stevens Point campus in **Parking Lot X, bounded by Fourth Avenue, Fremont Street, and Stanley Street (Parcel ID 2408-28-3007-19)**. *This item is for discussion purposes only; no formal action will be taken.*
5. Amending **Section 23.01(16)(b)(3)** of the Revised Municipal Code of the City of Stevens Point to hold required public hearings at the Plan Commission level.
6. Director's Update (*This item is for informational purposes only; no formal action will be take.*).
7. Adjourn.

- 
1. Report of the December 1, 2014 Plan Commission meeting.

**Motion by Alderperson Moore to approve the report of the December 1, 2014 meeting; seconded by Commissioner Haines. Motion carried 7-0.**

2. Request from Kwik Trip, for a conditional use permit for the purposes of constructing and operating a carwash on a portion of **3256 Church Street (Parcel ID 2308-04-2008-34)**.

Director Ostrowski explained Kwik Trip is proposing a gas station and carwash on Church Street by the former Copps Grocery Store. The gas station is a permitted use for this zoning district, but the carwash is considered a conditional use, which triggers a review by the Commission. The project would involve splitting the existing parking lot, in turn leaving enough parking for a retail use at the former Copps building. The carwash is proposed as to be a single bay located on the west side of the gas station. Staff conditions for approval have been added which include: doubling the amount of landscaping and screening west of the carwash; adding time restrictions for carwash operation (6:00am – 9:00pm); and extending the median island at the intersection of Church Street to control the ingress/egress, if safety concerns arise.

Commissioner Hoppe asked for clarification of the access to Water Street, to which Director Ostrowski stated it will remain the same.

Commissioner Curless asked if other carwashes have a 9:00 PM close time and if the applicant has agreed to the condition, to which Director Ostrowski stated that not all carwashes have time restrictions. However, however the applicant is agreeable with this condition.

Hans Zietlow, representative from Kwik Trip, stated all the added conditions of approval are acceptable and he also identified their willingness to create an extra buffer for the nearby residential by constructing a 6 foot solid wood fence.

Commissioner Hoppe asked if they would build the gas station if the carwash was not approved, to which Mr. Zietlow responded probably not because the carwash is crucial to the overall development project. The carwash is needed for this business model at this location and pro forma.

Aldersperson Wiza asked if the construction and split of the lot would affect the parking for the former Cops building, were any citizen complaints received regarding Kwik Trips other carwash on Division Street, and were the residences in the nearby mobile home park notified. Director Ostrowski answered yes, notification was sent to all property owners within 200 feet of the conditional use permit location. Furthermore, he responded stating that the parking would be met for a retail use, but it could be questionable for restaurant uses. Lastly, he stated the Community Development Department has not received complaints pertaining to their other carwash. Aldersperson Wiza pointed out this is a great repurpose of this lot.

**Motion by Commissioner Patton to approve the request from Kwik Trip, for a conditional use permit for the purposes of constructing and operating a carwash on a portion of 3256 Church Street (Parcel ID 2308-04-2008-34) with the following conditions;**

- 1. An additional landscape island shall be placed along the western edge of the carwash, as well as along the southern property line. The landscape islands shall meet the planting requirements outlined in the zoning code. *Please note submitted plans show the additional landscape islands.***
- 2. Should traffic flow become a concern at the main entrance (intersection of Church Street and Heffron Street), in the sole opinion of the City Engineer, the City reserves the right to require Kwik Trip, at their expense, extend the existing median past their first ingress/egress point, making it right out only.**
- 3. The materials used to screen the dumpsters and mechanical equipment shall be of similar materials as the main building.**
- 4. The carwash shall not be operational during the hours of 9:00PM to 6:00AM daily.**
- 5. A landscaping plan shall be submitted to be reviewed by the Community Development Department.**
- 6. A lighting/illumination plan shall be submitted to be reviewed by the Community Development Department.**
- 7. A stormwater management plan shall be submitted to be reviewed by the Water Department.**
- 8. A minimum six foot high opaque fence shall be installed on the western side of the carwash exit to block sound from the carwash. The fence shall be approved by the Community Development Department staff.**

**seconded by Commissioner Curless. Motion carried 5-1-1 with Commissioner Hoppe voting in the negative and Commissioner Cooper abstaining.**

3. Request from Carl Debolt, for a sign variance to construct a freestanding cabinet and message center sign within the five foot setback and exceeding the size requirements at **1232 Park Street (Parcel ID 2408-32-4026-14)**.

Director Ostrowski explained that this item is back before the Commission with updated information. The Public Works Director does not have any issues with the encroachment of the sign over the sidewalk; however as far as the requested sign size, staff still holds its position of recommending approval of 32 square foot sign and allowance of a 16 square foot reader board. The sign proposed is pie shaped and angled towards Church Street view with the third (west) side being enclosed and blank.

Commissioner Curless asked if the sign would stick over the sidewalk but not beyond the sidewalk, to which Director Ostrowski stated yes.

Commissioner Haines is in agreement with the staff recommendation and supports the staff's position.

Carl Debolt, applicant, showed the Commission several photos that identified sign sizes along the thoroughfare of the proposed sign meeting staff's recommendations. He continued stating that when he purchased the property and started his business plan the zoning was B-4 Commercial which allowed for a larger 100 square foot sign, however the property has since been rezoned to B-3 Central Business and only allows for a 32 square foot sign. He feels this area is unique enough that a larger sign could be allowed and that the landscaping requirements would be detrimental to his business.

Aldersperson R. Stroik stated his understanding of the zoning change, and feels that since the business plan was developed prior to the change a compromise for a larger sign should be allowed.

Bob Woehr, 727 Second Street, feels there has been a lot of variances granted lately and feels the sign ordinance should be revised to prevent so many variances in the future.

Commissioner Hoppe felt landscaping is needed in that area around the sign, but the full requirement of landscaping would be taking up too much of the area available to the business.

Commissioner Curless likes the look of smaller signs, but we did rezone the property and feels that a sign up to 64 square feet could be appropriate.

**Motion by Commissioner Curless to approve the sign variance to construct a freestanding sign at 1232 Park Street (Parcel ID 2408-32-4026-14) with the following conditions:**

1. **The sign shall not exceed 64 square feet in area.**
2. **The sign shall not overhang the sidewalk by more than 2'-6".**
3. **A landscape base shall be installed and landscaping shall be approved by the community development department staff.**
4. **The sign height shall not exceed 20 feet.**
5. **The sign pole shall not exceed 12 inches in diameter.**
6. **A minimum clearance of 10 feet shall exist between the bottom of the sign and the grade at the right-of-way line.**
7. **All electrical wiring shall be hidden from view.**
8. **Applicable building permits shall be obtained.**

9. If such sign ever has to be removed or relocated due to the widening or improvements of the roadway, or similar type activity, all costs to remove, relocated, and/or replace shall be borne by the owner of the property. Furthermore, vision triangle/obstruction, and location requirements shall be met.
10. The main sign shall be opaque, allowing no light exposure except from the logo and lettering.
11. No logo, lettering, or design shall be displayed on the third side of the sign which is depicted as blank/black on the rendering.
12. The sign shall be enclosed on all sides.

seconded by Commissioner Patton. Motion carried 6-1 with Commissioner Haines voting in the negative.

4. Presentation and discussion on a conceptual project review for a new science facility on the University of Wisconsin Stevens Point campus in **Parking Lot X, bounded by Fourth Avenue, Fremont Street, and Stanley Street (Parcel ID 2408-28-3007-19)**. *This item is for discussion purposes only; no formal action will be taken.*

Carl Rasmussen and Jim Moraviec from or representing the University of Wisconsin Stevens Point presented the concept plan for the Chemistry – Biology, Science Facility. The new building will include four floors of labs, two large lecture halls, several class rooms, and a conservatory. The design will incorporate elements of the Old Main building and the new portion of the University Center which would include materials such as multiple styles of brick, natural wood, etched glass, and cultured stone. The landscaping will attempt to preserve as many trees as possible on the west side of the structure as well as introduce more sustainable landscaping. There are proposed details such as a bird tower, discovery garden, outdoor class room, and possible sculpture area. The timeline for construction is to start by October 2015 and be ready for occupancy by spring of 2018. Parking stalls lost from the project's location on Parking Lot X have been taken into consideration by additional stalls in Lots T and R as well as the soon to be constructed Lot Y.

5. Amending **Section 23.01(16)(b)(3)** of the Revised Municipal Code of the City of Stevens Point to hold required public hearings at the Plan Commission level.

Director Ostrowski explained this item had been before the Commission back in December of 2011, however, it was ultimately decided not to proceed with the change. However, given some of the recent comments about not being noticed soon enough, as well as the potential for information to come up at the council meeting and not the commission meeting, staff would recommend holding the public hearings at the plan commission meeting. This will give the public more advanced notice and potentially eliminate having to send items back to the plan commission for consideration because additional testimony came up at the council meeting that was not available at the plan commission meeting.

Mayor Wescott pointed out that several communities are now doing this and asked for the City Attorney's input on this amendment.

Attorney Beveridge stated the legal impact is an advantage for the Plan Commission and there has been legal precedent where the Plan Commission's recommendation can carry more weight in court due to having the hearings at the Plan Commission.

Commissioner Patton asked how that would be implemented, to which Mayor Wescott explained the current public hearing system allows for three minute discussions on non agenda items and five minutes for public hearing items. In general, most points are addressed in five minutes or less.

Commissioner Haines asked for clarification on the process, to which Mayor Wescott stated the public hearing notices would be posted appropriately to be held at the plan commission, giving the commission the ability to

render a more informed decision based on the input received. This would get the information out to the public sooner as well as allow the plan commission to hear all testimonies to make a more informed decision.

Aldersperson Wiza agreed this would get the information out sooner and encouraged the Commission to approve this amendment.

Barb Jacob, 1616 Depot Street, also agrees and feels this is a great way to have more information out there for the public and for informed recommendations.

Reid Rocheleau, 408 Cedar Street, disagrees with the amendment and feels the process works just fine, as the elected officials should be able to hear what the public has to say.

Bob Woehr, 727 Second Street, stated his concern is for the persons who do not read or get the Portage County Gazette, and the size of the print in notices. He continued stating the public will not know the rational of the proposals until the packet comes out the week before the plan commission meeting.

Aldersperson Trzebiatowski feels this amendment will increase the amount of information to the Plan Commission, Common Council, and the public. Furthermore, he feels the communication is paramount and supports the amendment.

Director Ostrowski pointed out that adjacent property owners within 200 feet of the property are notified for agenda items that would have a public hearing. Furthermore, everything is posted on the city website, Facebook, and Twitter. Mayor Wescott added that it is extremely easy to set up notifications for meetings, agendas, and other information from the city website.

Commissioner Patton pointed out the issue of miss-informed alderspersons, stating there were times when apparently they were not completely informed, and asked for specific examples and reasoning. Director Ostrowski stated that you would need to ask those alderspersons of what they were missing. He stated that his office provides a significant amount of information within the packet.

Director Ostrowski said that having the public hearings at the plan commission meeting would also allow for fact checking between the plan commission and council meetings. Currently, if a comment is made at the council meeting, you don't have that ability because you are being asked to vote on the item that night.

Mayor Wescott stated the goal is to get the information out to the public much earlier.

Aldersperson Moore feels we should be consistent getting information out to the public faster and give them time to check facts.

**Motion by Aldersperson Moore to approve amending Section 23.01(16)(b)(3) of the Revised Municipal Code of the City of Stevens Point to hold required public hearings at the Plan Commission level, seconded by Commissioner Cooper.**

Commissioner Patton was concerned that there would not be public input at the council level which could change and alderspersons vote, and did not want to take that testimony away from the public. Mayor Wescott pointed out the information would be made public much earlier, and there would still be the ability for public input at the council meetings, just not the official hearings.

Commissioner Hoppe was concerned that the minutes of the Plan Commission would not be available soon enough for the public, but Mayor Wescott pointed out the video would be available on the website almost immediately after meetings, as well as on the public access channel.

Attorney Beveridge emphasized that this change would not limit public comment at Common Council meetings.

**Motion carried 7-0.**

6. Director's Update (*This item is for informational purposes only; no formal action will be taken.*)

Director Ostrowski reminded the commission that the District 10 Comprehensive Plan meeting will be January 8<sup>th</sup> at Ben Franklin Junior High School at 6:30 PM. One meeting for district 11 will remain and be conducted near the end of January.

7. Adjourn.

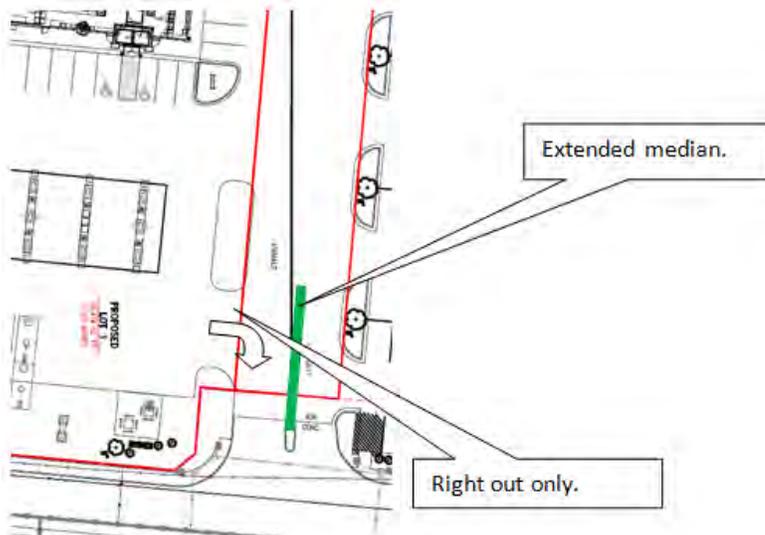
**Meeting Adjourned at 7:46 PM.**

## RESOLUTION

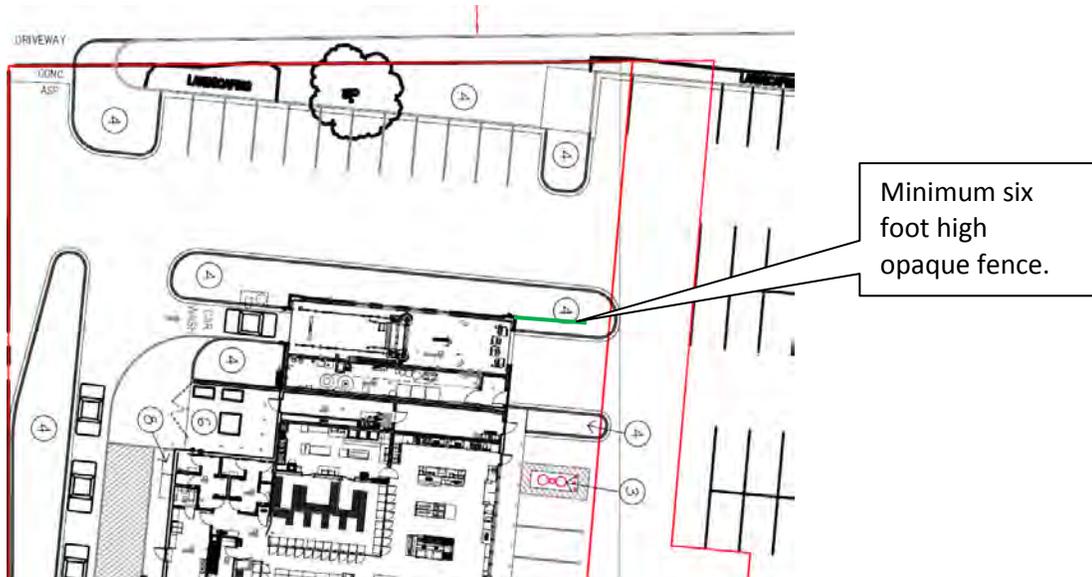
### [PORTION OF 3256 CHURCH STREET (KWIK TRIP)]

**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, a portion of the property located at **3256 Church Street (Parcel IDs 2308-04-2008-34)**, this property being zoned "B-4" Commercial District, and described as LOT 1 CSM # 3889-13-247 BNG PRT OF SW NW & NW SW S4 & PRT OF SE NE S5 T23 R8 EXC 2400 SQ FT AS DES IN 593 0492-96 FOR ST PURPOSES 498/282-87, City of Stevens Point, Portage County, Wisconsin, is hereby granted a Conditional Use Permit for the purposes of constructing and operating a carwash, as shown on the attached plans. The Conditional Use Permit is subject to the following conditions:

1. An additional landscape island shall be placed along the western edge of the carwash, as well as along the southern property line. The landscape islands shall meet the planting requirements outlined in the zoning code. Please note submitted plans show the additional landscape islands.
2. Should traffic flow become a concern at the main entrance (intersection of Church Street and Heffron Street), in the sole opinion of the City Engineer, the City reserves the right to require Kwik Trip, at their expense, extend the existing median past their first ingress/egress point, making it right out only.



3. The materials used to screen the dumpsters and mechanical equipment shall be of similar materials as the main building.
4. The carwash shall not be operational during the hours of 9:00PM to 6:00AM daily.
5. A landscaping plan shall be submitted to be reviewed by the Community Development Department.
6. A lighting/illumination plan shall be submitted to be reviewed by the Community Development Department.
7. A stormwater management plan shall be submitted to be reviewed by the Water Department.
8. A minimum six foot high opaque fence shall be installed on the western side of the carwash exit to block sound from the carwash. The fence shall be approved by the Community Development Department staff.



9. Staff shall have the authority to approve minor changes.

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

Approved: \_\_\_\_\_  
 Gary Wescott, Mayor

Attest: \_\_\_\_\_  
 John Moe, City Clerk

Dated: January 19, 2015  
 Adopted: January 19, 2015

Drafted by: Michael Ostrowski  
 Return to: City Clerk

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

**[ZONING CODE – PUBLIC HEARINGS FOR CONDITIONAL USE PERMITS]**

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

**SECTION I:** That Section 23.01(16)(b)(3) of the Revised Municipal Code of the City of Stevens Point shall be amended to read as follows:

Hearing and Final Determination. The Common Council shall make the final determination on a Conditional Use after a public hearing has been conducted, and the Plan Commission provides a recommendation on the matter. The Common Council and Plan Commission have the right to attach conditions to the issuance of such permits. All Conditional Use Permits shall be valid only for the use specified on said permit and the permit shall expire at the time that any such conditional use shall terminate. Conditional Use Permits shall not be transferable to other uses on the same site nor shall the permit be transferred by the person or firm having the permit to a different location from that described on the permit for the purpose of changing the location of the permit.

**SECTION II:** That this ordinance shall take effect upon passage and publication.

Approved: \_\_\_\_\_  
Gary Wescott, Mayor

Attest: \_\_\_\_\_  
John Moe, City Clerk

Dated: January 19, 2015  
Adopted: January 19, 2015  
Published: January 23, 2015



PERSONNEL COMMITTEE MEETING  
Monday, January 12, 2015 – 6:00 p.m.  
Lincoln Center ~ 1519 Water Street

PRESENT: Chairman Phillips; Alderpersons Moore, Wiza, Patton, Walther

OTHERS

PRESENT: Mayor Wescott; C/T Ladick; Attorney Beveridge;  
Alderpersons M. Stroik, Doxtator, R. Stroik, Trzebiatowski, Slowinski,  
O'Meara; Director Lemke, Ostrowski, Schrader; Chief Finn; Chief  
Ruder; Assistant Chief Skibba; Barb Jacob; Cathy Dugan; Bob  
Larson; Susan Skrzeczkoski; Roger Skrzeczkoski; Lloyd Graff; Bill  
Schierl; Greg Wright; Reid Rocheleau; Sari Lesk ~ SPJ; Nate Enwald ~  
PC Gazette; Mykayla Hilgart ~ The Pointer; Brandi Makuski ~ SPCT;  
Human Resource Manager Jakusz

Chairman Phillips called the meeting to order.

1. Notice of Employee seeking public office

Motion by Alderman Moore, second by Alderman Walther to accept the notice and place it on file. Ayes all, nays none. Motion carried.

2. Amendment to Administrative Policy 3.01 #12 - Continuing Education

Human Resource Manager Jakusz stated that a modified policy amendment was e-mailed to the Alderpersons, Officers of the City and Department Heads last week. The modified policy amendment was also posted on the City web site. She read the amended version of the modified policy. Alderman Wiza asked if the current IRS dollar threshold will impact any City employees. Comptroller / Treasurer Ladick replied that for 2014 two employees exceeded the dollar threshold.

Comptroller / Treasurer Ladick stated the purpose for the policy amendment is to ensure the City of Stevens Point complies with IRS requirements relating to educational assistance. We want to avoid a negative determination from the IRS and protect employees from tax implications.

Alderman Wiza moved to approve the policy amendment, Alderman Patton seconded. Ayes all, nays none. Motion carried.

3. Memorandum of Understanding/Grievance Settlement IAFF Local 484

Human Resource Manager Jakusz indicated that this Memorandum of Understanding resolves the issue at hand and provides clear and direct

guidance in the pay for employees who are called in to work for an off-duty ambulance run that is subsequently cancelled. City Attorney Beveridge addressed the Committee. He explained that this settlement was sought in a cooperative effort with IAFF Local 484 and will result in avoiding the grievance arbitration process.

Alderman Trzebiatowski questioned whether the cost for the grievance settlement would fall under the ambulance agreement with Portage County. Comptroller / Treasurer Ladick indicated that it would fall within the EMS contract.

Alderman Wiza moved to approve the Memorandum of Understanding / Grievance Settlement with IAFF Local 484, Alderman Patton seconded. Ayes all, nays none. Motion carried.

4. Request to modify pay rates for Summer Engineering Aide position

Chairman Phillips stated that due to a delay in obtaining all the necessary information, this item will be addressed at an upcoming meeting.

Alderman Moore moved to postpone this item to the February agenda, Alderman Wiza seconded. Ayes all, nays none. Motion carried.

5. Motion by Alderman Wiza to adjourn into closed session (6:05 p.m.) pursuant to Wisconsin State Statute 19.85(1)(e) [conducting other specified public business, whenever competitive or bargaining reasons require a closed session] for an update on bargaining, Alderman Patton seconded.

Roll Call: Phillips, Moore, Patton, Walther, Wiza

Ayes all, nays none. Motion carried.

6. Adjournment ~ 6:17 p.m.

SPECIAL  
PERSONNEL COMMITTEE MEETING  
Thursday, January 8, 2015 – 5:00 p.m.  
Lincoln Center ~ 1519 Water Street

PRESENT: Chairman Phillips; Alderpersons Moore, Wiza, Patton, Walther

OTHERS

PRESENT: Mayor Wescott; C/T Ladick; Clerk Moe; Alderpersons M. Stroik, Doxtator, R. Stroik, Trzebiatowski, Slowinski; Director Lemke; Alex Kochanowski; Allen Rasmussen; Sari Lesk ~ SPJ; Human Resource Manager Jakusz

Chairman Phillips called the meeting to order.

1. Request for a Leave of Absence

Chairman Phillips asked Director Lemke if granting this request would create a hardship in the Transit Division.

Alderman Wiza voiced his concern over the number of Mayoral candidates on the Personnel Committee taking action on this item. He feels it is more appropriate for discussion by the full City Council.

Alderman Wiza moved to forward this item to the City Council for consideration without a recommendation from the Personnel Committee.

Alderman Moore seconded. Ayes all; nays none. Motion carried.

2. Adjournment ~ 5:02 p.m.



**FINANCE COMMITTEE  
JANUARY 12, 2015 AT 6:16 P.M.  
LINCOLN CENTER – 1519 WATER STREET**

PRESENT: Ald. Patton, R. Stroik, O’Meara, Slowinski and Phillips

ALSO

PRESENT: Mayor Wescott; C/T Ladick; City Attorney Beveridge; Clerk Moe; Directors Lemke, Schrader, Schatschneider, Ostrowski; Ald. Wiza, Trzebiatowski, Moore, Doxtator, Walther; Fire Chief Finn; Police Chief Ruder; Asst. Police Chief Skibba; Brandi Makuski; Nate Enwald; Mykayla Hilgart; Barb Jacob; Cathy Dugan; Bill Schierl; Greg Wright; Lloyd Graff; Shaun Morrow, Reid Rocheleau; Bob Larson

**ITEM #1 – INFORMATIONAL PRESENTATION ON THE CITY’S INVESTMENT POLICY AND LONG-TERM INVESTMENT STRATEGIES.**

C/T Ladick reviewed the attached presentation, giving an overview of the City’s current investment policy, and the strategies that he intends to employ going forward. He explained that in the past, almost all of the City’s investments have been kept very short-term, which has exposed the City to considerable volatility in revenues as changes in interest rates immediately affect revenues. The volatility is also difficult to budget for, which has caused significant variances between budgeted and actual interest revenues in the past. He stated that longer term investments will reduce this volatility.

C/T Ladick went on to review the current investment policy, which was approved in 2010, and explained that through the investment policy the City Council exercises control over the investment process, and sets guidelines for the Comptroller-Treasurer to follow. He went on to review specific requirements and the allowable investments listed in the policy. He explained that currently almost all of the City’s investments are in bank or credit union deposits, with the exception of several endowment funds which are invested in longer term government bonds. He recommended that we should now be thinking about adding government bonds to the investment portfolio of the general fund.

C/T Ladick went on to review comparable local governments, and their investments in government bonds, which are primarily in bonds of federal government agencies and enterprises.

C/T Ladick closed by stating that the strategy going forward should be to start adding long-term government bonds to the general fund over time. This is expected to increase interest revenues over the short-term while also stabilizing interest revenues over the long-term. He gave an important disclosure that bonds will show on the financial statements at their market value, meaning that the asset values could change based on changes in interest rates. These changes could have an effect on fund balance. He stated that since these investments are already authorized in the investment policy, no additional approval from the City Council is required. However, if anyone has any concerns or would like to discuss this further, he would be happy to have that conversation.

**ITEM #2 – AUTHORIZATION TO FUND THE DEMOLITION OF THE STRUCTURE AT 172 WEST CLARK STREET.**

Motion made by Ald. O’Meara, seconded by Ald. R. Stroik to authorize the demolition of the structure at 172 West Clark Street with funding to come from contingency in an amount of up to \$11,000.

Cathy Dugan questioned what we were going to do with the land. She also stated that she is seeing a lot of demolition lately as where in the past we would move houses and questioned if this would be possible with this house. Ald. Patton stated the land was going to be used for the park and the house is not movable, per the Parks Director.

Ald. Wiza questioned if the demolition could be done with City staff. Ald. Patton replied no, for liability reasons.

Ayes: All                      Nays: None                      Motion carried.

**ITEM #3 – REQUEST FROM THE ARTS ALLIANCE OF PORTAGE COUNTY FOR FUNDING OF THE CENTER FOR ENTREPRENEURSHIP AND CREATIVITY.**

Ald. Patton stated if this is approved, the \$5,000 or \$10,000 would need to come from contingency for 2015, but would need to be budgeted for in 2016 and 2017.

Greg Wright from the Arts Alliance stated the basic idea for this is coming from what is being done in a lot of urban areas and is called an Innovation District, which moves business entrepreneurs into the heart of a City. He stated they are looking at a small City adaptation of that with the process of restoring the Fox. He stated they are looking at the first floor space available in the Children's Museum, 1100 Main Street, as well as the second floor of the Q Gallery, which is currently unoccupied. This would also be in partnership with the restoration of the Fox, which would serve as an auditorium for civic use and entrepreneurship, business conventions, trade shows and other sorts of programming.

There is a model they are looking at for internships with the University that involves some theatre space as well and adding a "Maker's Space". The "Maker's Space" would provide access to technology for the public for product development, education, and creativity. This technology could include 3D printing, a CNC machine, computer labs and the software that people use in industry so that they can develop job skills both for our manufacturing industry and for other businesses. He stated they will also be working on co-working space, which is flexible and leasable office space for entrepreneurs that are looking to get their feet on the ground in the business world. That would be paired with entrepreneurial educational services so that those budding entrepreneurs could get resources from the community to partner with the University and Mid-State as well as other local businesses to try to get the information they need to be successful. This will all be a part of the Center for Entrepreneurship and Creativity.

Bill Schierl, also from the Arts Alliance, added that they see it as both a public and private sector contribution. The City is not going to be their only request for funds as they are trying to build a budget for three years to know that through private and public contributions they will have some stability for three years. If at the end of three years, it hasn't been successful, we are going to know why. He does not believe that will be the case as they have done a lot of research and they have a lot of detailed information about it.

Ald. R. Stroik questioned if this is a Portage County initiative, similar to what Marathon County has and is extremely successful. He highly encourages this as he has used the facility in Marathon County several times and it is a great place. He questioned how the Arts Alliance got to be the driver of the business incubator.

Greg Wright replied that is a common question they get and what is being seen across the country is State and National Arts Advocacy groups have shifted their focus away from supporting the Arts to focusing more on the impact of creativity in the community. Both Madison and Milwaukee had groups called Arts Advocacy groups and now they are called Creative Milwaukee and Creative Madison as they shift to creativity as their focus. The Arts Alliance recently launched this initiative that they are calling Create Portage County for the

same objective, trying to go with the saying, "Creativity is essential to a healthy community." He stated they just did a partnership with the CVB on making Portage County an Arts destination for tourism and it had almost a million dollars of impact in increasing the budget for arts marketing to Madison and Milwaukee to get more tourists to come to the area for arts programming.

Ald. R. Stroik stated he applauds them for taking the lead and doing this.

Motion made by Ald. R. Stroik, seconded by Ald. O'Meara to approve the request from the Arts Alliance of Portage County for funding of the Center of Entrepreneurship and Creativity in the amount of \$10,000 per year for 3 years.

C/T Ladick questioned if they were just approving the commitment, and if the Finance Committee wants it brought back when they have their funding sources lined up and their budget set, or if this is intended to be the final approval of the finance committee.

Ald. R. Stroik stated he doesn't know if the City will have a say on the Advisory Board or if there is anything we can do to make sure we are good stewards of the money, but he said we need to plant the seeds and in this case he thinks the seeds are the initial dollars that is going to set it up. He feels that as a steward of the communities money, this is a fantastic opportunity for us to take the lead role and that the \$30,000 from the City will return in new business, new opportunity and future employment at least tenfold.

Ald. O'Meara commented that by us committing the money up front, it helps them when they have to go to others to ask for money and he thinks it is a worthwhile effort. He thinks it is important and we should challenge the rest of the community to do their part.

Ald. Phillips questioned what the timetable is on this.

Bill Schierl stated that the symphony is currently moving out of the office space that they have been in and are moving into the Scarabocchio Museum, so with that move that office space would be immediately available and next month they will have the sign up and will start actively engaging people to use that space. The rest of it will be dependent on developing the budget for 3 years. He does not want to speculate on when they would be open at this point, due to not having all the funding yet. He offered to come back six months from now to report on it and would be happy to update at any interval.

Ald. Phillips questioned if they thought in maybe 2 -3 years, Bill Schierl replied definitely and they would like to be open before that time.

Ald. Wiza stated that he had the opportunity to meet with this group and go over their plans and he stated it is an exciting opportunity for the area. It is a great opportunity to bring together all the facets of the community, City, County and University. He encourages voting in favor of it and stated he will be voting in favor of it at Council.

Cathy Dugan questioned why we are having a business incubator downtown, why not the former Vettors or SNE.

Greg Wright stated it is too far away and the problem is that no one would know about it and would never stumble in there. It has more of an impact when you have it where the people are.

Ald. Slowinski stated he supports the program and the contribution but would like the update to see how things are progressing.

Bill Schierl stated they would be back in July.

Ald. Patton stated he believes it is a great program, but wanted to remind everyone that next year is going to be a hard year and we need to keep the budget in mind.

Ayes: All

Nays: None

Motion carried.

**ITEM #4 – APPROVAL OF PAYMENT OF CLAIMS.**

Motion made by Ald. O’Meara, seconded by Ald. Phillips to approve the claims in the amount of \$1,427,900.06.

The claims were discussed.

Adjournment at 6:59 P.M.

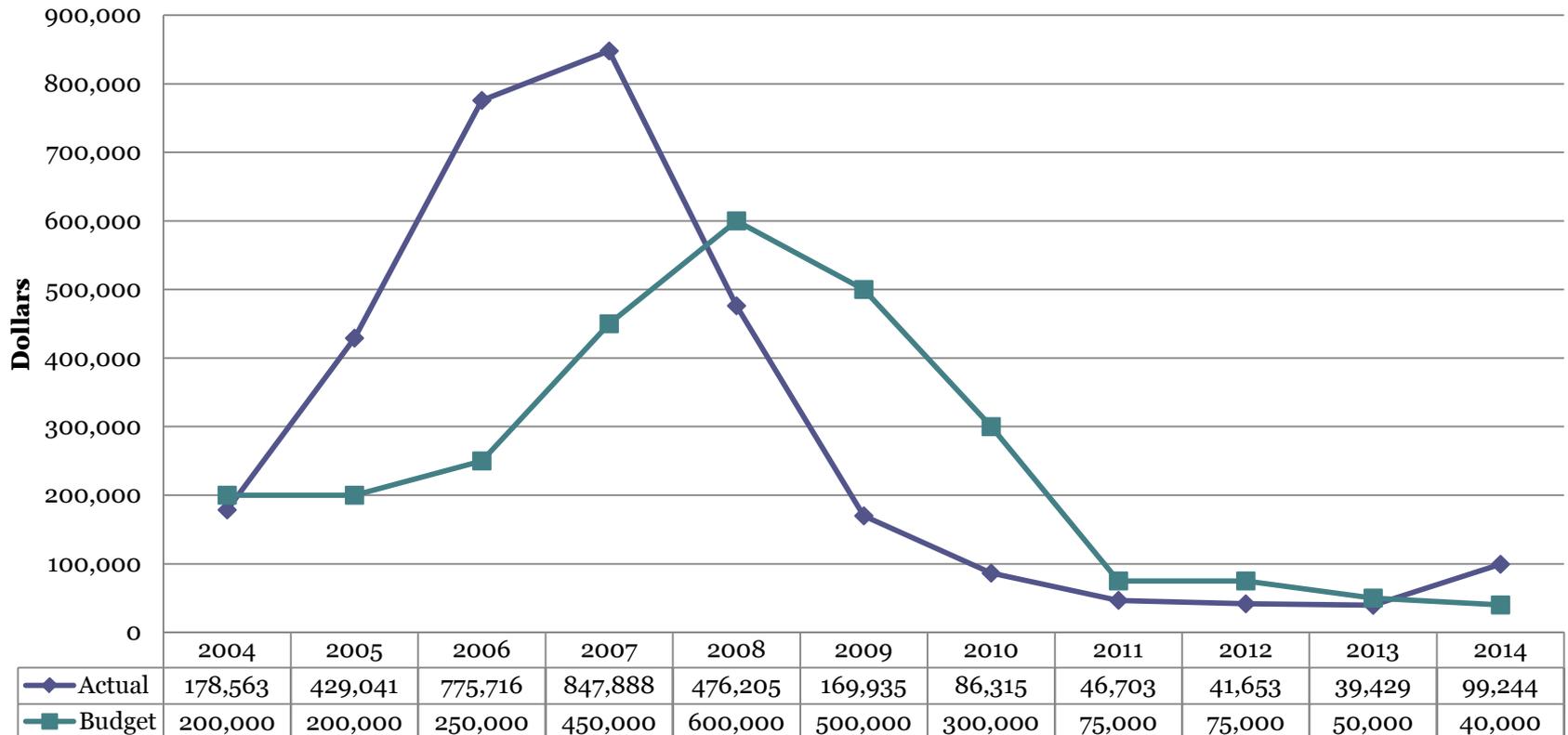
# Overview of Investment Policy and Strategy

Corey Ladick: Comptroller-Treasurer



# The Problem-Unstable Interest Revenue

## Interest Income-City of Stevens Point



# Investment Policy

- Sets the Guidelines for how Comptroller-Treasurer carries out Investment Function
- How the Governing Body (Council) exercises authority over investments
- State Statutes Also Apply (66.0603)
  - City Policy slightly more limiting than the statutes

# Investment Policy-Specifics

- No more than 50% of portfolio in one institution or security type
  - Don't put all the eggs in one basket
- Ranks Objectives in order of importance
  - 1) Safety
  - 2) Liquidity
  - 3) Return
- Ethical Requirements of Comptroller-Treasurer
  - Disclose Material Interests in Financial Institutions
  - Refrain from Personal Business with the same individuals involved in City Business

# Investment Policy-Specifics

- Specifies Allowable Investments
  - Bank/Credit Union Deposits
  - Bonds Issued or guaranteed by the Federal Government, or an instrumentality of the Federal Government
  - Bonds of any local government in the State of Wisconsin
  - Local Government Investment Pools

# Current Investments

- Vast Majority in Bank Deposits
- Endowments Invested in Longer Term Government Bonds
  - Housing Trust Fund
  - Arts Endowment
  - Library Endowment
- Need to Think about General Fund

# Comparable Local Governments

- Portage County
  - \$18.0 Million in Federal Government Agency Securities
    - \$6.4 Million: Federal Home Loan Mortgage Corp.
    - \$5.4 Million: Federal National Mortgage Association
    - \$2.8 Million: Federal Farm Credit Bank
    - \$2.1 Million: Government National Mortgage Association
- City of Wausau
  - 18.3 Million in Federal Government Agency Securities
    - \$3.6 Million: Federal Home Loan Mortgage Corp.
    - \$3.2 Million: Federal Home Loan Bank
    - \$2.5 Million: Federal National Mortgage Association

# Comparable Local Governments (Cont.)

- City of Marshfield
  - 3.0 Million in Federal Government Agency Securities
    - \$2.0 Million: Federal National Mortgage Association
    - \$1.0 Million: Federal Home Loan Bank
- City of Wisconsin Rapids
  - 4.0 Million: Repurchase Agreement

# Strategy Going Forward

- Start Adding Longer-Term Investments Over Time
  - Mostly Federal Government Agency Bonds
    - Already Authorized in the Investment Policy
- Will Increase Interest Revenue over the Short-Term
- Stabilize Interest Revenue over the Long-Term
- Important: Changes in Market Values could affect Fund Balance.



**CITY OF STEVENS POINT  
PUBLIC PROTECTION COMMITTEE  
Monday, January 12, 2015 – 6:59 P.M.  
Lincoln Center – 1519 Water Street**

**Present:** Alderpersons: Slowinski, Wiza, Trzebiatowski, Doxtator

**Excused:** Alderperson M. Stroik

**Also**

**Present:** Mayor Wescott; City Attorney Beveridge; Clerk Moe; Comptroller/Treasurer Ladick; Alderpersons Walther, O'Meara, Patton, R. Stroik, Phillips and Moore; Directors Schrader, Lemke, Ostrowski and Schatschneider; Chief Finn; Chief Ruder; Asst. Chief Skibba; Tricia Church; Barb Jacob; Cathy Dugan; Lloyd Graff; Shaun Morrow; Elise Worthel; Bob Larson; Nate Enwall – Gazette; Brandi Makuski – City Times; Sari Lesk – Journal; Mykayla Hilgart – The Pointer

**1. License List:**

- A. New Operator's (Bartender's) Licenses.**
- B. Temporary Class "B" / "Class B" License (Picnic) – St. Joseph Parish, 1709 Wyatt Avenue, Stevens Point for Winterfest on Friday, February 13, 2015 at 1709 Wyatt Avenue. Licensed operator on the premise: Dave Hansen. (Beer only)**
- C. Change of Agent – Apple Hospitality Group LLC, 2120 Pewaukee Road Suite 200, Waukesha, WI 53188, Adam J. Schroeder, 2001 East Becker Road, Marshfield WI; agent at Applebee's Neighborhood Grill and Bar, 5609 Hwy 10 East replacing Theron Johnson.**
- D. Pawnbroker License (Renewal) – Grubba Jewelers, 949 Main Street, Stevens Point, Charles and Mark Grubba, owners.**

Ald. Trzebiatowski **moved**, Ald. Wiza seconded, approval of the new operator's licenses, Temporary Class "B" / "Class B" License for St. Joseph Parish, 1709 Wyatt Avenue, Stevens Point for Winterfest on Friday, February 13, 2015 at 1709 Wyatt Avenue with licensed operator on the premise being Dave Hansen, Change of Agent for Apple Hospitality Group LLC, 2120 Pewaukee Road Suite 200, Waukesha, WI 53188, Adam J. Schroeder, 2001 East Becker Road, Marshfield WI; agent at Applebee's Neighborhood Grill and Bar, 5609 Hwy 10 East replacing Theron Johnson, and Pawnbroker License for Grubba Jewelers, 949 Main Street, Stevens Point, Charles and Mark Grubba, owners.

Asst. Chief Skibba stated the Police Department follows the guidelines set by the Council for new operator licenses and they have had good working relations with Grubba Jewelers.

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

- 2. Request to Hold Event /Street Closings – Point Bock Run Inc. – 2015 Point Bock Run, Saturday, March 7, 2015. Requesting the partial closure of Water Street and West River Drive and parking restrictions.**

Asst. Chief Skibba stated this is an annual event and the Police Department does not have any issues with this request.

Ald. Wiza **moved**, Ald. Doxtator seconded, approval of the street closings and parking restrictions.

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

### **3. Ordinance Amendment – Provide citation authority to the Comptroller/Treasurer.**

City Attorney Beveridge said this authority would be limited to citations relating to items coming through the Treasurer's office.

Ald. Wiza asked since the Treasurer's office issues dog licenses, would he be issuing citations for unlicensed pets.

City Attorney Beveridge stated he is not certain that would fall within this authority.

Ald. Doxtator **moved**, Ald. Slowinski seconded, to approve the citation authority to the Comptroller/Treasurer.

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

### **4. Ordinance Amendment – Citizens right to address the Common Council.**

Ald. Wiza stated it is important to protect the citizens' rights to address the Council and speak on issues. He stated that under the last administration there were times when public comment was not allowed.

Ald. Wiza **moved**, Ald. Doxtator seconded, to approve the ordinance as presented.

City Attorney Beveridge briefly reviewed the wording of the ordinance.

Ald. Trzebiatowski said he assumes this would not apply to closed session issues.

City Attorney Beveridge said closed session items are not action items. He said if an open session action item follows a closed session, that is when public input would be taken.

Ald. Moore commended the City Clerk Moe for taking the initiative to bring this amendment forward to make sure that the deficiency in the ordinance was corrected.

Cathy Dugan, 615 Sommers Street, said this is a long time coming. She said the City had some bad experiences in the last seven years or so where arbitrary and dictatorial decisions were made about when and if the public could speak. Ms. Dugan said she hopes this amendment will encourage more people to come out. People were intimidated before. She thanked the City Clerk Moe and Mayor Wescott for bringing this forward.

Mayor Wescott said that when City Clerk Moe approached him about this ordinance amendment, he was surprised to hear that citizens were not always permitted to speak on agenda items. He said he was surprised because he thought it was something the City always did. He said for the twelve years he was Mayor, citizens were allowed to speak. The Mayor stated he is in support of this ordinance amendment. He commended the City Clerk and City Attorney who worked hard to put this together.

Ald. Trzebiatowski agrees with the section that allows for a speaker to have an interpreter if required and they would be given extra time. He believes the ordinance amendment is a good step to get more public involvement.

Ald. O'Meara said he would like paragraph 3, which relates to reducing time to speak to accommodate the numbers of speakers, to be more specific.

Clerk Moe said it was left a little vague so it would not limit Presiding Officers as it is difficult to know all the situations that could arise. He said the Presiding Officer along with the body would be the best judges as to how to handle the situations that arise specifically to that group.

Mayor Wescott said in the past, this has been handled depending on the situation and the number of people wishing to speak.

Ald. O'Meara suggested adding "if there are a large number of people or other specific situation" would not take away the forbearance of the Chair. It would get the idea out there that the reason the time may be cut is because there are many people who want to speak.

Ald. Wiza noted section 3 of the amendment already includes a sentence that implies time may be reduced to accommodate the number of speakers.

City Attorney Beveridge said it is essential to include a provision stating failure to abide by this subsection should not invalidate any actions. He said he will work on the wording for this and provide it before the Council meeting.

Ald. Wiza asked if the proper procedure would be to approve the ordinance as presented and vote on the amended ordinance at the Council meeting.

City Attorney Beveridge stated that is correct.

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

## **5. Monthly Inspection Report.**

Ald. Trzebiatowski questioned why the City had more development and increased the total valuation but only collected half the amount on fees.

Director Ostrowski said it depends on the project, remodels require a greater amount for fees than new construction. He said the large project for this year was Skyward which was new construction.

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

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

**6. Adjournment.**

Adjournment at 7:21 p.m.

**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 (3) of Section 24.27 of the Revised Municipal Code, City Ordinance Citations and Bond Schedule, is hereby **amended** to read as follows:

**24.27 CITY ORDINANCE CITATIONS AND BOND SCHEDULE.**

(3) Persons Authorized to Issue Citations.

(a) Law enforcement officers of the City of Stevens Point.

(b) Restricted to the issuance of citations for those violations listed in the deposit schedule and which are directed related to their specific responsibilities:

1. Humane officers of the City of Stevens Point.

2. Parks & Recreation Director of the City of Stevens Point and his/her authorized representatives.

3. Building, electrical, heating, ventilation, housing, plumbing, and street inspectors of the City of Stevens Point and their authorized representatives.

4. Director of Public Works of the City of Stevens Point and his/her authorized representatives.

5. Fire Chief of the City of Stevens Point and his/her authorized representatives.

6. The Comptroller/Treasurer of the City of Stevens Point and his/her authorized representatives.

**SECTION II:** This ordinance shall take effect upon passage and publication, as provided by law.

APPROVED: \_\_\_\_\_  
Gary Wescott, Mayor

Dated: January 2, 2015  
Approved: January \_\_, 2015  
Published: January \_\_, 2015

ATTEST: \_\_\_\_\_  
John Moe, City Clerk

**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 Section 2.33 of the Revised Municipal Code of the City of Stevens Point is hereby created to read as follows:

**2.33 CITIZENS RIGHT TO ADDRESS THE COMMON COUNCIL**

(1) Any citizen shall have the right to speak on any item of business that is on the agenda for Common Council action requiring a vote at a Regular or Special Common Council meeting if he/she registers to speak on that item. This shall not apply to items in which the Common Council is acting in a quasi-judicial capacity, unless a public hearing is required by law for such item.

(2) The Council shall also provide a Public Comment period at each Regular Council meeting for members of the public who wish to address the Common Council on a non-agenda topic. Any person that wishes to address the Common Council under this agenda item will be given a maximum of (3) minutes if he/she registers to speak under this agenda item.

(3) Speakers shall be limited to a five-minute address on specific agenda items unless additional time is requested by the speaker and granted by the presiding officer with no objection from the Common Council. In special situations, the amount of time granted to speak may be reduced to accommodate the number of speakers and ensure the meeting is run efficiently and orderly. Any reduction of time shall require the consent of the Common Council.

(4) A speaker who requires an interpreter, either because of his/her limited English proficiency or because of a disability, will be afforded additional time, but not less than eight (8) minutes. Additional time may be granted by the presiding officer without objection from the Common Council. Any person with special needs should contact the City Clerk as soon as possible to ensure accommodations can be made.

(5) An individual who wishes to present written or other material to the Common Council for review shall present the material to the City Clerk's office no later than 3:45 p.m. on the day of the meeting. The City Clerk shall disseminate the materials to the Common Council. If an individual is unable to present the material by 3:45 p.m. they must ask and be granted permission from the Common Council to disseminate material at the meeting.

(6) The provisions of this Subchapter, other than section (2), shall apply to All Boards, Committees and Commissions of the City ~~shall also allow public comment, unless acting in a quasi-judicial capacity.~~

(7) This Subchapter shall not preclude the chairperson presiding over any meeting from allowing public comment when otherwise not required to do so under this Subchapter, nor shall it preclude such chairperson from relieving the floor from any person whose remarks are off-topic, personally insulting, duplicative, or otherwise improper under Robert's Rules of Order.

(8) Under no circumstance shall failure to comply with this Subchapter constitute grounds for the invalidation of any action taken by the Common Council or any Board, Committee, or Commission

of the City of Stevens Point.

**SECTION II:** This ordinance shall take effect upon passage and publication, as provided by law.

APPROVED: \_\_\_\_\_  
Gary Wescott, Mayor

Dated: January 7, 2015

Adopted:

Published:

ATTEST: \_\_\_\_\_  
John Moe, City Clerk



# CITY OF STEVENS POINT

## BOARD OF PUBLIC WORKS MEETING

Monday, January 12, 2015  
Lincoln Center – 1519 Water Street  
Stevens Point, WI 54481

## MINUTES

**PRESENT:** Mayor Gary Wescott, Comptroller/Treasurer (C/T) Corey Ladick, Director of Public Works Scott Schatschneider and Tricia Church; **Alderspersons:** George Doxtator(1<sup>st</sup>), Hans Walther(2<sup>nd</sup>), Michael O’Meara(3<sup>rd</sup>), and Randal Stroik(9<sup>th</sup>).

**EXCUSED:** Jeremy Slowinski(6<sup>th</sup>)

### **ALSO PRESENT:**

**DIRECTORS:** Michael Ostrowski – Community Development, Joel Lemke – Public Utilities and Tom Schrader – Parks and Recreation.

**ALDERPERSONS:** Mike Wiza(4<sup>th</sup>), Roger Trzebiatowski(7<sup>th</sup>), Tony Patton(8<sup>th</sup>), Mike Phillips(10<sup>th</sup>), and Jerry Moore(11<sup>th</sup>).

**CITY STAFF MEMBERS:** City Attorney A. Logan Beveridge, Police Chief Kevin Ruder, Assistant Police Chief Martin Skibba, Fire Chief Bob Finn, and Deputy C/T Carrie Freeberg.

**OTHERS PRESENT:** Nate Enwald – P.C. Gazette, Brandi Makuski – Stevens Point City Times, Barb Jacob – 1616 Depot Street, Lloyd Graff – 1240 Edgewood Avenue, Shawn Morrow – 2509 Falcon Cove, Cathy Dugan – 615 Sommers Street, and MyKayla Hilgart – The Pointer.

**Mayor Gary Wescott called the Board of Public Works meeting to order at 7:24 p.m. on January 12, 2015. The meeting was held at The Lincoln Center located at 1519 Water Street in Stevens Point, WI 54481.**

### **1. Consideration and possible action on the Airport Fuel System Upgrades/Improvements.**

Director Lemke explained the capital asset was already approved for \$52,000.00 which fell \$18,870.00 short of the anticipated improvements at the Airport. The first improvement is modifications to the Jet-A fuel pumps to allow for offloading trucks when they deliver fuel. Another modification would be to improve the high level shutoff valve. Currently the 10,000 gallon fuel tank shut off valve stops at around 9,000 gallons, which means we have to run the fuel low enough in order to get a full delivery of 9,000 gallons of fuel. The last modification would be to get the current Jet-A self-service pump working that was previously installed but was never functional. Since Jet-A Fuel is cheaper per gallon, it is going to be a growing trend for smaller single engine aircrafts to want to use self-service.

*Aldersperson Stroik moved approval; seconded by Aldersperson Walther to accept the request for modifications to the Airport.*

*Ayes all; nays none; motion carried.*

## **2. Update from Joel Lemke on IT Goals for 2015 – general discussion.**

Mayor Wescott explained that he asked that Director Lemke update the Alderpersons on City wide IT Goals for 2015.

Director Lemke stated that since late October into November the issue came up with a potential to contract for IT Services. Discussions from the work group involved have been about going towards a staff direction versus a contract direction. He encouraged folks to come forward with ideas. The work group is trying to discover what everyone's individual needs are at department levels because they vary incredibly.

Alderperson Stroik stated that in his opinion, that dealing in the private sector having both an internal IT Department and then outsourcing it to two different companies before getting it right. He believes there is tremendous value in outsourcing even though it seems in most cases it would be easier to have the person inside. He is encouraging the work group to put together an RFP to several companies.

## **3. Consideration and possible action to amend the Parking Ordinance on Briggs Street in front of the YMCA.**

Director Schatschneider explained that the issue is not enough room for school buses when dropping off and picking up kids for the YMCA. Because there is not enough space, the back end of the last bus hangs out onto Division Street and causes a very dangerous situation. The modification would only involve taking away 1 parking space so buses can move further to the west and away from Division Street.

Director Schatschneider added that he received an e-mail late last week from Dave Morgan from the YMCA asking if they could allow cars to park in the bus zone between 8:00 a.m. and 3:30 p.m. They were afraid that by increasing the bus drop off zone, they would start hearing concerns from some of their customers.

Mayor Wescott feels if we do that we may be eliminating one issue but creating another.

Alderperson Wiza recommends approving the Ordinance as stated as is and if there are concerns from the YMCA at a later time, it can be looked at.

Alderperson Doxtator reported this being in his district has also had discussions with the folks at the Boston Funeral Home who have stated another issue is when cars are blinded by the back end of buses that have to sit right up to that corner.

Alderperson O'Meara stated he supports this as written.

Alderperson Walther agreed that if we were to allow parking at certain times it may create confusion. He supports the amendment to the ordinance as written.

*Alderperson Stroik moved approval; seconded by Alderperson Doxtator to accept the amendment to the ordinance as written.*

*Ayes all; nays none; motion carried.*

#### **4. Consideration and possible action to approve the Hoover Road Grade Separation State Municipal Agreement.**

Alderson Schatschneider explained that this is very standard in terms of agreements that we have done in the past with WisDOT projects where there is state funding involved. Director Schatschneider added that the estimates are reflective of the numbers we have been using since the beginning.

Mayor Wescott pointed out the local municipal fund share amount on page 3 of 8 of the Standard State Municipal Agreement (SMA) that we will be responsible for.

Alderson Stroik asked for clarification in that part of this money has already been transferred over from the Business 51 Project. C/T Ladick said that is correct.

Alderson O'Meara asked if we also have plans to apply for the Highway Safety Improvement Program for the railroad crossing in addition to the STP-Urban Program. Director Schatschneider stated that we can look into it. Alderson O'Meara pointed out that the Highway Safety Improvement Program is 90% and it includes approaches.

*Alderson Doxtator moved approval of the WisDOT Agreement; seconded by Alderson Walther.*

*Mayor Wescott asked that the motions include the recommendations from Alderson O'Meara for other funding opportunities. Alderson Doxtator and Alderson Walther agreed.*

*Ayes all; nays none; motion carried.*

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

Director Schatschneider mentioned that there will be an update on the snow and ice removal policy next month. He ran out of time in getting something put together for this month with the holidays.

Director Schatschneider pointed out the Franklin and Division Street intersection. Things that are going to be addressed are taking down some signs and poles that are visual distractions on both sides of Division Street, exchanging out the old high pressure sodium lights on the east side of Division Street with new LED lights and adding another LED light on the west side of Division Street. We will also be talking about addressing the location of the Electronic Message Board that is at the Fire Station.

Director Schatschneider updated on the Seawall Project. We finally received the approved Letter of Map Revision (LOMR) from the Federal Emergency Management Association (FEMA). The first Class II Notice was in the PC Gazette on Friday, January 9<sup>th</sup>, and the second Class II Notice will be published this Friday, January 16<sup>th</sup>. Our 90 day public comment period will end on April 16<sup>th</sup>.

Cathy Dugan, 615 Sommers Street stated that she is a frequent pedestrian user of the Franklin and Division Street intersection. She feels the improvements that the Director has recommended will be helpful but that it still won't be enough. She suggested talking with the YMCA to see if they

would be willing to relocate their electronic message board as well. She also suggested we talk to the YMCA about shortening the length of their driveway so it wouldn't be so inviting for people to use the wrong way. She has witnessed people use it for coming into and pulling out of turning left or north onto Division Street. She added that she agrees that the lighting is going to help tremendously.

Aldersperson Moore encouraged the Director look at improving the lighting down to Fourth Avenue and even perhaps down to Clark Street as well. He also was pleased about the safety improvements that will be taking place this spring on North Reserve Street.

Aldersperson Wiza asked if it is the plan to put reflective paint on the crosswalks as well. Director Schatschneider said yes.

*Mayor Wescott moved approval of the Director's Report; seconded by Aldersperson O'Meara to accept it and place it on file.*

*Ayes all; nays none; motion carried.*

**6. ADJOURNMENT: Mayor Gary Wescott adjourned the January 12, 2015 Board of Public Works Meeting at 8:02 p.m.**

**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 7 of Section 9.05(e) of the Revised Municipal Code, 30 Minute Parking is hereby **amended** to read as follows:

9.05(e)           7. On the north side of Briggs Street from Rogers Street to a point 80 feet west of Division Street, between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday.

**SECTION II:** That subsection 14 of Section 9.05(m) of the Revised Municipal Code, Bus Stops is hereby **amended** to read as follows:

9.05(m)           14. On the north side of Briggs Street from a point 20 feet west of Division Street to a point 80 feet west of Division Street.

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

APPROVED: \_\_\_\_\_  
Gary Wescott, Mayor

ATTEST: \_\_\_\_\_  
John Moe, City Clerk

Dated:           January 12, 2015  
Approved:       January 19, 2015  
Published:      January 23, 2015



**Board of Water and Sewerage Commissioners**  
**Monday, January 12, 2015**  
**12:00 P.M.**

**MINUTES**

**PRESENT:** Paul Adamski, Eugene Tubbs, Carl Rasmussen, and Mae Nachman.

**ALSO PRESENT:** Joel Lemke, Chris LeFebvre, Gary Kuplic, Mary Klesmith, Jaime Zdroik, Angel Gebeau-AECOM, and UWSP Students -Garrett Stark, Shelby Sellers, Susie Carlson, Claire Hillmeyer, Sarah Rademacher, Alex Anderson, Ben Schuurmims, Carson Pethan, Jordan Jones, Ben Schusler.

**Excused Absence:** Jim Cooper

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## **ADMINISTRATION**

### **1. Approval of minutes of the December 8, 2014 meeting.**

**Motion made** by Mae Nachman, seconded by Eugene Tubbs to approve the minutes of the December 8, 2014 Water & Sewerage Commission meeting with the correction of showing Mae Nachman, seconding Carl Rasmussen's motion for Item #5 Discussion and possible action on the payment plan with Four Seasons Comm., LLC, 1430 Torun Road.

*Ayes all. Nays none. Motion carried.*

## **II. ACCOUNTING**

### **2. Discussion and possible action on approval of department claims.**

#### **WATER DEPARTMENT**

Paul Adamski presented the statement of claims for the Water Utility for December. The balance as of December 1, 2014 was \$5,168,947.82; the bank deposits recorded in December 2014 was \$593,507.21. Checks issued December 2014 numbered 48602 through 48729 were in the amount of \$919,225.42. The net balance on hand December 31, 2014 was \$4,843,229.61.

#### **WASTEWATER DEPARTMENT**

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for December. The balance as of December 1, 2014 was \$5,869,770.98; the bank deposits recorded in December 2014 were \$760,390.82. Checks issued December 2014 numbered 30725 through 30805 were in the amount of \$440,105.16. The net balance on hand December 31, 2014 was \$6,190,056.64.

#### **STORMWATER DEPARTMENT**

Paul Adamski also presented the statement of claims for the Stormwater Utility for December. The balance as of December 1, 2014 was \$603,584.76. The bank deposits recorded in December 2014 were \$102,188.13. Checks issued December 2014 meeting numbered 1270 through 1294 were in the amount of \$342,954.28. The net balance on hand December 31, 2014 was \$362,818.61.

## **AIRPORT**

Paul Adamski also presented the statement of claims for the Airport for December. The balance as of December 1, 2014 was \$133,580.58. The bank deposits recorded in December 2014 were \$17,656.83. Checks issued in December 2014 numbered 1250 through 1269 were in the amount of \$31,937.45. The net balance on hand December 31, 2014 was \$119,299.96.

**Motion made** by Eugene Tubbs, seconded by Carl Rasmussen to approve the department claims for the month of December 2014 as audited and read.

*Ayes all. Nays none. Motion carried.*

### 3. **Discussion and possible action 2015 Capital Operations & Maintenance Plan.**

Joel explained the 2015 Capital Operations & Maintenance Plans for all three departments.

**WATER:** The 2015 Capital Assets & Improvements along with estimated costs are as follows: **Filter media replacement at Well #4-\$100,000.00**, the filter is used to remove iron & manganese; **Office vehicle-\$23,000**, this is the last of the blue trucks and is due for replacement; **SCADA upgrades at Well 4, WTS, & Well 11-\$60,000.00**, the SCADA system at Well 4 isn't as functional as at the other wells and since most well operations are done at Well 11 it would be more convenient to do it all there with flow integration and the same with the WTS; **Utility line locator-\$4,000.00**, device used when marking for diggers hotline; **Water Model-Engineering Project-\$30,000.00**, on the east side of town will be focused on for the City's development & because of that we need to know what the supply needs are out there, our water model for the City hasn't been done since 2000. We might need a new tower there as well and we also need to make sure that would rise & falls passively with the other 2 towers; **Design of new garage/staff facility-\$30,000.00**, the site would be north of tower and it would be to accommodate staff on the water distribution side, the storm water side and crew/service department. The building they are currently in would be used for something else; **Well rehab-\$30,000.00**, this is on here every year and we determine which well is losing production and that would be the one they would rehab; and **GIS Development-\$10,000.00**. Maintenance Item-**Well buildings maintenance-\$25,000.00**. Items carried over from 2014 are **Well 4 rehab-\$25,000.00** and **Bulk Water Fill Station-\$40,000.00**, no rush on this item, not needed right now on the east side; **Training/Education Expenses-\$25,000.00**.

**SEWER: Replace fork truck with multi-use articulating unit-\$95,000.00; Upgrade Project: Cake biosolids, solar drying for class A, Second biogas generator and gas treatment-\$4,950,000.00**-4.9 million won't be expended in 2015 but we will have costs associated with moving forward on this project, Clean Water Fund monies have been applied for so we might have opportunity for low interest funding or principle forgiveness; **New vac truck \$370,000.00 & purchase of current vac truck by Stormwater Dept for \$150,000.00 for total cost of \$220,000.00**-we have two vac trucks and the newest one is a Sewer one now, it would make sense to keep the new vack truck for the Sewer Department and sell the other one to the Stormwater Department because there is so much debri/sand in the storm mains that it is very hard on the equipment, so we would pay off the asset value between one enterprise to the next and buy the new one for the Sewer Department, so that would make the cost-\$220,000.00; and **GIS Development-\$10,000.00**. Items carried over from 2014: **High Strength Waste Receiving Station & brewery LS & FM-\$530,100.00; Nutrient harvesting study (Donohue)-\$7,500**. Items eligible to be paid for out of CWF Replacement Funds: **Replacement aeration blower-\$109,000**-still deciding which company to go with for sure & might hold out to see what air requirements are once the HSW project is complete; **Final clarifier 1 rehab-\$147,000.00; replace WAS pump-\$19,000.00; replace PLC's MCC areas SCC-C and SCC-D for \$200,000.00**-this is critical to get ready for the upgrade and the equipment is really aging and is hard to find parts for it; **Training & Education expenses-\$15,000.00**.

**STORMWATER: Purchase of vac truck from Sewer Dept-\$150,000.00; Rehab of Michigan Ave lift station-\$110,000.00; Contracted cleaning of large diameter sewers-\$100,000.00**-some of the 36" or larger pipes, they will identify which mains are priority and that will be done using the televising equipment and general observation; **GIS development-\$10,000.00; Training & Education Expenses-\$15,000.00**.

Joel said the reconstruction of streets in the City has been put on hold right now but if it looks like they will do a project Joel will bring that back to the Commission separately.

**Motion made** by Carl Rasmussen, seconded by Eugene Tubbs to approve the 2015 Capital Operations & Maintenance Plans for the Water Department in the amount of \$337,000.00; Sewer Department in the amount of \$6,302,600.00; and the Stormwater Department in the amount of \$385,000.00.

*Ayes all. Nays none. Motion carried.*

### **III. WATER OPERATIONS**

#### **4. Report on water distribution operations.**

Gary stated they are doing winter operations, checking for frozen hydrants and thawing frozen services. Frost is down approximately 3 feet. We do have some customers running their water to prevent our mains and their services from freezing. The servicemen are exchanging out larges meters and helping with frozen hydrants.

The water operation reports were distributed and reviewed. A total of 227 valves have been operated in 2014.

#### **5. Report on water supply operations.**

Our pumpage in December was 138,224,000 gallons, a decrease of 3,615,000 gallons of water from December 2013.

### **IV. SEWAGE TREATMENT OPERATIONS**

#### **6. Report on Collection System Maintenance.**

The sewer report for the month of December was reviewed by the Commission.

#### **7. Report on sewage treatment operations.**

Chris stated met all permit limits for December and all of 2014. Tomorrow is a DNR inspection. Miron Construction will be pouring roof for tank. December we were energy positive. 2014 we were 97.6% energy neutral. In 2013 we were 99% energy neutral so it dropped due to higher pounds of B.O.D. to treat so the aeration blowers were running more often and at higher rpms.

B.O.D. (5 average ppm), Phosphorus (0.563 average ppm) and Suspended Solid (7.55 average ppm) limits were met for the month of December 2014.

### **V. STORMWATER OPERATIONS**

#### **8. Report on Stormwater operations.**

Nothing to report.

## **VI. DIRECTOR'S REPORT**

### **9. Verbal Report.**

Next month you will be seeing a proposal for evaluating another level of eligible credit in the Stormwater rates.

*The next Water & Sewerage Commission meeting will be on Monday, February 9, 2015 at noon.*

## **VII. ADJOURNMENT**

**Motion made** by Mae Nachman to adjourn the meeting.

*Ayes all. Nays none. Motion carried.*

MEETING ADJOURNED  
12:41pm

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

December 2, 2014  
4:31 p.m.

- 1. Roll Call:** Commissioners Hanson, Ostrowski, and Schleih  
Commissioner Kirschling, excused

**Also**

**Present:** Police Chief Kevin Ruder, Fire Chief Bob Finn, Mayor Gary Wescott, Alderperson Mike Wiza, Jodi Baganz, Ron Heibler, Travis Koch, Brandi – Stevens Point City Times, Raymond Cal

- 2. People to be heard and announcements**

Raymond Cal, 1233 Maria Drive, Stevens Point, addressed the commission asking the PFC to establish a formal review of incidents when police officers draw their firearm. This procedure would include a review of the incident by the Police and Fire Commission.

- 3. Discussion, with possible action, promotions to Motor Pump Operator, Lieutenant and Captain – Fire Department**

Commissioner Schleih moved, seconded by Commissioner Hanson, to accept the following promotion recommendations within the Fire Department:

Travis Koch - Motor Pump Operator  
Ron Heibler - Lieutenant  
Jodi Baganz - Captain

Ayes, all; nays, none. Motion carried.

- 4. Donations – Fire Department**

Commissioner Schleih moved, seconded by Commissioner Ostrowski, to approve the following donations:

- \$500.00 grant from Wisconsin Public Service (to be used toward the purchase of four (4) gas meters.
- \$100.00 donation from Judy and Bruce Mason
- \$50.00 donation from Marvin and Mary Termaat
- \$350.00 donation from Janet Westover

Ayes, all; nays, none. Motion carried.

**5. Discussion, with possible action, Police and Fire Commission Administrative Policies**

A draft copy of the PFC Administrative Policies was distributed. President Schleihs asked commissioners to review the policies and be prepared to discuss possible changes/additions to the policies at a future meeting.

**6. Consent Agenda**

- a. Minutes – November 11, 2014, November 20, 2014
- b. Monthly bills
- c. Fire Chief's Report

**Promotional Process:** The Captain and Lieutenant promotional process has been completed. This process consisted of:

- Developing a 100 question exam.
- Organizing an interview panel which consisted of one member of the management staff, one member of rank picked by Local 484, one member from an outside fire department selected by Local 484, and one Chief Officer from an outside fire department selected by the Fire Chief.
- Developing oral interview questions for the interview panel and for the Fire Chief's interview.

The interview panel and Fire Chief's interview were conducted, the written test was administered and the final list was established in accordance with the labor agreement with Local 484. The Captain's and Lieutenant's lists were posted on November 18<sup>th</sup> and will remain in effect for one year.

**Explorer's Program:** Protocols were worked on to start an Explorer's Program in 2015. Meetings were held with the Boy Scouts of America and the Stevens Point School Officials.

**Fire Inspections:** Finished all initial fire inspections so that business owners would be able to correct any violations they may have by the end of 2014.

The Stevens Point Fire Department hosted the Area 9 Fire Inspector's Meeting. Area 9 is a group of fire department fire inspectors throughout central Wisconsin that meet quarterly to discuss different issues pertaining to fire inspections and new codes for the State of Wisconsin.

- d. EMS report

**EMS Training:** Stevens Point Fire/Ambulance has put together a committee to develop and maintain a Paramedic Intern Program. SPFD will coordinate this program with area Technical Colleges. We hope to foster a better learning environment for Paramedic students to understand how to be a paramedic in the Fire Service. We currently have a "Ride along Policy" but it is felt that we can offer a better learning experience with an Intern Program during a Paramedic's education.

The committee members are: FF/Paramedic Justin Thomson, FF/Paramedic Glynn Novak, FF/Paramedic Ben Schultz and AC Gemza.

We hope to have the program up and running around the first part of 2015.

**Joint Training:** Lieutenant Moody gave training and review to the Stevens Point Police Department's SWAT Team on their new individual First Aid Kit (IFAK). The team was trained on the basics of tourniquets, and the equipment in the Individual First Aid Kit (IFAK).

**EMR Skills Lab:** We hosted and participated in Emergency Medical Responders yearly skills lab to ensure EMS skills are proficient.

**Public Education:** Participated in a Mock Crash scenario held at Amherst Fair Grounds. Local area high schools were in attendance. Portage County Sheriff's Department was the lead agency along with help from Amherst Fire/Ambulance and Spirit Air.

**Ebola Planning:** SPFD is participating in "Incident Command for Ebola" hosted by St. Michael's Hospital and Ministry Clinics. Other participants are Portage County Health and Human Services Division of Public Health. The goal is to create a smooth transition between all agencies in the event we need to treat or transport a patient who might have Ebola. This group meets weekly at St. Michael's Hospital.

**Rapid Response Vehicle:**

There was a potential of 52 runs in October.

- |                              |          |
|------------------------------|----------|
| 1. Cancelled En Route:       | 3 times  |
| 2. Lieutenant Not Available: | 4 times  |
| 3. Staffing not Allowed      | 3 times  |
| 4. RRU not available:        | 0 times  |
| 5. RRU Responded:            | 42 times |

There was a potential of 36 runs in November:

- |                              |          |
|------------------------------|----------|
| 1. Cancelled En Route:       | 3 times  |
| 2. Lieutenant Not Available: | 6 times  |
| 3. Staffing Not Allowed:     | 2 times  |
| 4. RRU Not Available:        | 2 times  |
| 5. RRU Responded:            | 23 times |

**Simultaneous Ambulance Requests:**

Total number of Ambulance Requests in October: 335

- |                   |            |
|-------------------|------------|
| 2 Ambulances out: | 68 (20.3%) |
| 3 Ambulances out: | 08 (2.4%)  |
| 4 Ambulances out: | 1 (0.2%)   |
| 5 Ambulances out: | 0          |

Total number of Ambulance Requests in November: 330

- |                   |            |
|-------------------|------------|
| 2 Ambulances out: | 81 (24.5%) |
| 3 Ambulances out: | 22 (6.6%)  |
| 4 Ambulances out: | 1 (0.3%)   |
| 5 Ambulances out: | 1 (0.3%)   |

e. Police Chief's Report

- Evaluations were completed for all non-represented personnel within the Department and forwarded to the Personnel Manager.
- The Department has been an active member of a coalition created in part by the university and the city to address AODA issues on and off campus. Mayor Halverson was a co-chair for the coalition but recently resigned. I was requested by the coalition to fill the co-chair position until April at which time an elected Mayor can take over.
- Some technology updates:
  - ✓ SPASH repeater system has been tested and is up and running. Due to radio programming yet to be completed and any interference from neighboring repeaters yet to be tested, the police school liaison is the only radio available at this time.
  - ✓ The cameras within the police department are now linked to the dispatch center for monitoring.
- The Management Team has met and discussed what we felt were the highest two priorities for the department in 2015. They are:
  - ✓ Explore the feasibility of a different police facility and articulating the concerns and liabilities related to doing nothing.
  - ✓ Review the Stevens Point Police Department Strategic Direction Plan. The Department in the second quarter of the year will develop a cross section committee within the Department to review the current plan and ultimately develop a report to where we are at now.
- The Department Recognition Banquet has been set for Thursday, December 4<sup>th</sup>.
- Met with the Superintendent and secondary education principals to discuss responsible technology use and education. We are collaboratively looking at an educational component for children and an awareness component for parents. Issues to be addressed are current social media sites, sexting, cyber bullying, etc.

Commissioner Hanson moved, seconded by Commissioner Schleihs, to approve the consent agenda items as outlined above.

Ayes, all; nays, none. Motion carried.

**7. Adjournment**

The meeting adjourned at 5:05 p.m.



## Police and Fire Commission

City of Stevens Point  
1515 Strong's Avenue  
Stevens Point WI 54481

David Schleih, President  
(715) 346-1508

December 16, 2014  
4:31 p.m.

- 1. Roll Call:** Commissioners Hanson, Ostrowski, and Schleih  
Commissioner Kirschling, excused

**Also Present:** Police Chief Kevin Ruder, Fire Chief Bob Finn, Mayor Gary Wescott, Alderperson Tony Patton, City Attorney Beveridge, Records Bureau Supervisor Lee Ann Spoon

- 2. People to be heard and announcements**

None.

Hearing no objection President Schleih rearranged the agenda.

- 3. Discussion, with possible action, modification to PFC Administrative Procedure Section 5.03, Performance Evaluations**

A discussion was held regarding how performance evaluations of the two chiefs have been conducted in prior years.

City Attorney Beveridge recommended modifying the process to require that evaluations of the chiefs be performed by persons who are not PFC members or employees of the City of Stevens Point.

After a lengthy discussion it was decided that Attorney Beveridge would draft language for discussion and consideration at the January 6<sup>th</sup> PFC meeting.

Commissioner Hanson moved, seconded by Commissioner Ostrowski, that Attorney Beveridge draft language to incorporate steps for the evaluation process of the police chief and fire chief.

Ayes, all; nays, none. Motion carried.

- 4. Discussion, with possible action, approval of November bills**

Commissioner Ostrowski moved, seconded by Commissioner Hanson, to approve payment of the November 2014 bills.

Ayes, all; nays, none. Motion carried.

**5. Discussion, with possible action, approval of December 2, 2014 minutes**

Commissioner Hanson moved, seconded by Commissioner Schleihs, to approve the minutes of the December 2, 2014 meeting.

Ayes, all; nays, none. Motion carried.

**6. Discussion, with possible action, election of PFC secretary**

Commissioner Schleihs moved, seconded by Commissioner Hanson, to nominate Robert Ostrowski as commission secretary.

Ayes, all; nays, none. Motion carried.

**7. Discussion, with possible action, appointment of Police and Fire Commission Liaison to the Portage County EMS Oversight committee**

The next EMS Oversight Committee meeting is January 15<sup>th</sup> 2015 at 4:30 p.m. at the Portage County Annex.

Commissioner Schleihs moved, seconded by Commissioner Hanson, to temporarily appointment himself to serve as the PFC Liaison to the Portage County EMS Oversight Committee.

Ayes, all; nays, none. Motion carried.

**8. Discussion, with possible action, request to start police officer recruitment process to establish an eligibility list**

The department has exhausted its eligibility list and Chief Ruder is requesting to begin a new police officer recruitment process.

Commissioner Ostrowski moved, seconded by Commissioner Hanson, to approve Chief Ruder's request to begin a police officer recruitment process in order to establish an eligibility list.

Ayes, all; nays, none. Motion carried.

**9. Adjournment**

The meeting adjourned at 6.00 p.m.

**COMPTROLLER-TREASURER REPORT**  
for the period ending November 30, 2014

	Bal November 1, 2014	Receipts	Disbursements	Bal November 30, 2014
GENERAL OPERATING CASH	\$2,907,523.12	\$7,729,786.08	\$7,986,646.13	\$2,650,663.07
WATER & SEWER (CASH & INVEST) ( includes airport, transit , stormwater)	\$12,833,670.72	\$1,569,121.29	\$1,813,779.25	\$12,589,012.76

INVESTMENTS	Bal November 1, 2014	TRANSFER IN	TRANSFER OUT	Bal November 30, 2014
GENERAL	\$20,110,380.92	\$7,853,483.06	\$4,853,490.09	\$23,110,373.89
SPECIAL REVENUE	\$576,858.23	\$0.00	\$0.00	\$576,858.23
DEBT SERVICE	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS	\$8,478,312.65	\$0.00	\$418,707.17	\$8,059,605.48
ENTERPRISE	\$25.19	\$0.00	\$25.19	\$0.00
TRUST	\$211,751.81	<u>\$0.00</u>	<u>\$0.00</u>	\$211,751.81
<b>TOTALS</b>	<u>\$29,377,328.80</u>	<u>\$7,853,483.06</u>	<u>\$5,272,222.45</u>	<u>\$31,958,589.41</u>

EXPENDITURES:	BUDGET	YTD	%	REVENUES	BUDGET	YTD	%
GENERAL GOVT	\$3,297,058.00	\$2,819,028.11	85.50%	GENERAL	\$21,637,033.00	\$21,665,587.44	100.13%
POLICE	\$5,015,554.00	\$4,601,964.25	91.75%				
FIRE	\$4,741,710.00	\$4,326,874.06	91.25%				
PUBLIC WORKS	\$5,738,205.00	\$4,937,168.84	86.04%				
PARK & REC	\$1,999,709.00	\$1,903,495.49	95.19%				
CAPITAL PROJECTS	\$649,674.00	\$401,586.74	61.81%				
DEBT SERVICE	\$5,310,624.00	\$5,421,125.06	102.08%				
YTD TARGET	91.66%						



January 14, 2015

Members of the Common Council  
Stevens Point, Wisconsin

The following appointments are recommended for your consideration.

Police and Fire Commission

Appoint Ron Carlson – 3356 Oak Avenue - Unexpired Hanson (Expires 04/30/16)

Redevelopment Authority

Appoint Paul Adamski - Unexpired Halverson (Expires 12/31/15)

Historical Preservation/Design Review Commission

Appoint Garrett Ryan - Unexpired Hanson (Expires 04/30/15)

Appoint Robert Woehr – OPEN (Alt #2) (Expires 04/30/15)

Board of Review

Appoint Robert Woehr – OPEN (Alt. #2) (Expires 04/30/15)

Board of Appeals

Appoint Tammy Wagner – 3340 Whiting Avenue - OPEN (Alt. #1) (Expires 04/30/17)

Ambulance Contract Negotiating Team

Appoint Mayor – 1515 Strongs Ave.

Appoint Comptroller/Treasurer Corey Ladick – 1515 Strongs Avenue

Appoint City Attorney Andrew Beveridge – 1515 Strongs Avenue

Appoint Fire Chief Robert Finn – 1701 Franklin

Appoint Assistant Fire Chief Joseph Gemza – 1701 Franklin

Appoint Police and Fire Commission President David Schleihs – 1026 Smith Street

Additional Police and Fire Commissioner to be appointed by Police and Fire Commission President

Your confirmation of these appointments would be appreciated.

Gary W. Wescott  
Mayor  
City of Stevens Point

December 23, 2014

Dear Mayor Wescott,

I wish to inform you of my interest in a vacant Police and Fire Commission position, as a commissioner.

I have proudly worked and served the community for thirty-two years as a Stevens Point Police Officer. Upon retiring as Assistant Chief of Police in 2010 I have continued to serve the community in a role at Justiceworks. Justiceworks is a nonprofit agency that works with members of our community helping to break the cycle of recidivism among offenders and enhance the overall quality of life.

I currently serve on the Salvation Army Board of Directors, and Retired Senior Volunteers Program board. In past years I have served on a wide variety of boards as well. In addition I coached in the Stevens Point Girls' Softball program for sixteen years, as well as two years as the Girls' Varsity coach at SPASH.

I care deeply about our community and want to be a positive, involved participant. I am proud to call Stevens Point home.

Sincerely,

Ronald D. Carlson



## GARRETT RYAN

1708 Clark Street  
Stevens Point, Wisconsin 54481  
GarrettRyan10@gmail.com  
815.983.3808

### SKILLS

Layout  
Typography  
Identity Development  
Logo & Brand Design  
Problem Solving  
Adobe Photoshop  
Adobe Illustrator  
Adobe InDesign  
Adobe GoLive  
Adobe After Effects  
Adobe Dreamweaver  
CSS  
HTML  
WordPress  
jQuery/PHP  
Adobe Flash  
Animation  
Quark Xpress  
Microsoft Office

### DESIGN EXPERIENCE

#### Garrett Ryan Design

*President | Art Director | Designer: July 2010 - Present*

Focus on helping businesses streamline their branding efforts through an integrated approach. Work directly with clients to dramatically reduce costs. Design what will most effectively meet each clients' needs. Manage an agreed upon budget for each project, so there are no surprises or dramatically increased costs. Expertise and experience to personally handle all print, Web and motion design needs.

#### Chaney Company

*Art Director: June 2008 - July 2010*

Lead all Web design projects including conceptualization, development, management and site expansions. Design and manage the print process for all collateral materials including brochures, folders, flyers, billboards and direct mail pieces. Manage day-to-day account responsibilities as the primary contact for a variety of clients in the following industries: arts and entertainment, financial, food and beverage, green work, health care, non-profit, printing and imaging, real estate, recreation and telecommunications.

#### Fetelli Inc.

*Freelancer: August 2007 - June 2008*

*Intern: May - August 2007*

Manage day-to-day and project design work for 13 client accounts spanning a wide variety of industries including athletics, music and theater performance, business, government, manufacturing, and hospitality and spirits.

#### NIU Study Abroad: ASP Katowice, Poland

*March 2007*

Studied special problems in visual communication and poster design.

### EDUCATION

Northern Illinois University, DeKalb, IL | '04 - '08  
Bachelor of Fine Arts in Visual Communication  
Dean's List

### ORGANIZATIONS

AIGA: The Professional Association for Design  
*National Member: October 2006 - Present*

Robert F. "Bob" Woehr

#### Employment Experience

United States Army (Active Duty/ Infantry) - Retired after 30 years service.

Jail Officer, Portage County – 10 years.

#### Volunteer Service

American Red Cross (Service to Military Families Caseworker) – Approx. 15 years.

Habitat for Humanity (Construction Manager/Board of Directors) – 2002 to current.

#### Local Government Involvement

Clark Street Bridge/Highway 10 Citizens Advisory Committee

Farmers' Market Citizens Advisory Committee

County Board Supervisor (District 1) – 2001 to 2004

Zoning Board of Appeals – 1997 to present.

Board of Review – Approx. 15 years, 10 as chairman.

Transportation Commission – Approx. 8 years.

3340 Whiting Avenue  
Condo #8  
Stevens Point, WI 54481  
715-347-5938  
31769wagner@gmail.com

## TAMMY WAGNER

**OBJECTIVE** To secure a challenging position in a growth oriented organization that will utilize my administrative talents and networking knowledge to drive excellent customer service and company growth.

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**SKILLS & ABILITIES**

- \*Computer skills: Windows, Power Point, Microsoft Word, Excel, Outlook, QuickBooks, Internet research.
- \*Ability to self-supervise and organize.
- \*Commitment to continued training and learning.
- \*Excellent communication skills with the public, fellow employees, supervisors and customers.
- \*Ability to problem solve.
- \*Excellent listener.
- \*Positive work ethic with commitment to long term employment.
- \*Enjoy working with the public and in a team environment.
- \*Working towards the growth of a company.

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### EXPERIENCE

#### **OFFICE ASSISTANT FIRE PRO, INC**

June 2014 to Current

Day to day office operations, opening and closing of the office, scheduling service techs, client communications, daily invoicing, accounts receivable, sales tax reports, addressing incoming calls. Preparing monthly reports.

#### **MANAGER OF COLDWELL BANKER THE REAL ESTATE GROUP LLC**

November 2009 to May 2014

Manage operations of seventeen sales team members which included training agents on systems, drafting and negotiations of sale and purchase contracts, prepare weekly staff meetings, prepare monthly and yearly operations budget, answer incoming calls, work with third party vendors, advertising, prepare a weekly floor time schedule, ordering of supplies, address client concerns, conflict resolution, recruitment and growth of the office and oversee the day to day operations and duties of the front office staff.

**REAL ESTATE ASSISTANT FOR RE/MAX REALTY ASSOCIATES**

June 1998 to October 2009

Worked as a personal assistant to the broker owner of the office. In 2002, I obtained my real estate license so that I could better assist the broker owner in the company. Responsible for drafting and negotiations of sale and purchase contracts, greeting customers, ordering closing paperwork, working with area bankers and title companies, scheduling of appointments, and oversee the offers for the agents within the company along with general office duties.

**CHIROPRACTIC ASSISTANT AT APPEL/JENSEN CHIROPRACTIC**

January 1996 to June 1998

Great patients, assist the Doctors, scheduling of patients, billing of insurance companies, coding for insurance, patient chat entry, working with workman compensation and general office duties.

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**EDUCATION**

**STEVENS POINT AREA SENIOR HIGH / REAL ESTATE BROKERS LICENSE**

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**COMMUNICATION**

Customer service has always played a large part in my careers and I feel is the foundation of any company. It is important to clearly know what my employer's goals are and how their office is structured so that I can assure those requirements are not only meet but exceeded. Success of a company relies on a few simple philosophies of mine....having a positive attitude, listening, staying focused, being proactive, being a team player, taking responsibility and developing systems

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**LEADERSHIP**

I served on the Real Estate Examining Board in Madison from 2011 to 2014. I had the honor of being on this board which consist of seven members that oversees over 13,000 realtors in the state. I am a past member of Junior Women's, past board member of the 2617 Club, and past treasure for Ben Franklin Dance team.

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**REFERENCES**

**PAT SUPLICKI**

Owner of Fire Pro Inc, Stevens Point, WI  
715-342-8876

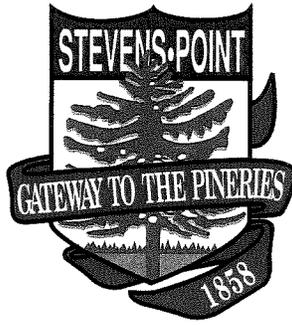
**PEGGY KONTNEY**

Manager of Portage County Title, Stevens Point, WI  
715-342-4500

**JILL STECKBAUER**

Sales team member at WSAW News Channel 7, Wausau, WI  
715-421-6920

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481-3594  
Fax: 715-346-1530



**Gary W. Wescott**  
**Mayor**  
715-346-1570

January 19, 2015

Members of the Common Council  
City of Stevens Point, Wisconsin

The individuals listed below have expressed interest in becoming Election Officials (poll workers). I am submitting their names to you for consideration to be added to the list of workers for this election cycle.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Wescott".

Gary Wescott  
Mayor

<u>Name</u>	<u>Address</u>
Rebecca Bronk	2107 Country Club Dr.
Jeanne Jacowski	2124 Michigan Ave.
Cecilia Campbell	2032 Lilac Ct.
Kathryn Mason	5235 Howard Ave.
Diane Kranig	2908 Algoma Street