

AMENDED
City of Stevens Point
REGULAR COUNCIL MEETING

Council Chambers
County-City Building
1516 Church St

October 17, 2016
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 by Jerry Deschane, Exec. Dir. of the League of Wisconsin Municipalities, regarding the 118th Annual League Conference and Legislative Agenda.

Consideration and Possible Action on the Following:

6. Minutes of the Regular Common Council meeting of September 19, 2016.
- *7. Authorizing submission of state grant application and appropriation of funds for urban wildlife damage abatement and control.
8. Minutes and actions of the City Plan Commission meeting of October 3, 2016.
 - a. Report of the September 6, 2016 Plan Commission meeting.
 - b. Request from the University of Wisconsin Stevens Point for a site plan review to construct covered bicycle parking facilities at the Dreyfus University Center addressed at 1015 Reserve St. and at the new Chemistry Biology Building addressed at 2101 Fourth Avenue.
 - c. Request from Stratford Sign Company, LLC, representing Huntington Bank, for a sign variance at 5597 US Highway 10 East.
 - d. Request from Rettler Corporation, representing Operation Bootstrap, for a site plan review to expand the parking lot at 5000 Heffron Street.
 - e. Request from Lindsay and Josh Zimmerman and Michael and Tara Cooper to detach their properties from the City of Stevens Point and join them to the Town of Hull, located at 1400 Somerset Drive and 1396 Somerset Drive.
 - f. Community Development Department Monthly Report.
9. Resolution – Conditional Use Permit – utilize Traditional Neighborhood Overlay District standards for reduced setbacks to construct a detached garage at 1556 Plover St. (Parcel ID 2408-32-1010-19).

10. Resolution – Conditional Use Permit – utilize Traditional Neighborhood Overlay District standards for reduced setbacks to construct a detached garage at 316 Union St. (Parcel ID 2408-29-3002-10).
11. Appeal of the Historic Preservation/Design Review Commission decision relating to 1801 Clark Street at their October 5, 2016 meeting.
12. Minutes and actions of the Personnel Committee meetings of October 10, 2016 and October 17, 2016.
 - a. 2017 Request(s) for known out of State Travel.
 - b. Addition of voluntary Critical Illness Insurance Benefit.
 - c. Market Survey Results.
 - d. New Position Request – Parks Department.
 - e. Establishing salaries for the City Attorney, Comptroller/Treasurer and City Clerk for the 2017 – 2020 Term of Office.
13. Minutes and actions of the Public Protection Committee meeting of October 10, 2016 and minutes of the Public Protection Committee meeting of September 19, 2016.
 - a. Alcohol License List.
 - b. Request to Hold Event/Street Closings: Association of Downtown Businesses – Annual Christmas Parade on November 18, 2016 – Request for the street closure of the Downtown Square and a section of Main Street.
 - c. Request for input regarding a brochure outlining the role, powers and responsibilities of an alderperson.
 - d. Committee members’ ideas for future agenda items.
14. Minutes and actions of the Board of Public Works meeting of October 10, 2016.
 - a. Director’s Report.
 - b. Report on annual APWA Snow Plow Rodeo.
 - c. Revocable Occupancy License Fees.
15. Ordinance Amendment – Traffic – Additional Stop Signs at Sixth Ave and First St and Amend Stop Signs at Sixth Ave and West St (Section 9.06(a) of the RMC).
16. Temporary Parking Agreement with St. Michaels Hospital and Ellis Stone on Sims Ave.
17. Minutes and actions of the Finance Committee meeting of October 10, 2016.
 - a. Approval of Long Term Capital Plan.
 - b. Reallocation of the 2016 Transit Capital Budget.
 - c. Contract extension with Charter Communications for providing cable television service to Edgewater Manor.
 - d. Approval of new assignment agreement with Northpoint Center LLC, related to the payment of their development incentive.
 - e. Approval of Payment of Claims.
 - f. Closed session on the following:
 - A. Negotiating the sale of a lot in Whitetail Subdivision.
 - B. Negotiating a Potential Development Agreement in TIF District 9.
 - g. Sale of a lot in Whitetail Subdivision.
18. Consideration of the proposed 2017 Capital Budget.

19. Claim - Notice of Circumstances of Claim & Claim for Damages: Martin Goetz – damage to windshield.
20. Minutes and actions of the Police and Fire Commission meeting of September 6, 2016 and September 8, 2016.
 - a. People to be heard and announcements
 - b. Informational presentation by Attorney Gregg Gunta on the roles and responsibilities of Police and Fire Commissions, related statutes and legal liabilities
 - c. Request to hire up to two (2) officers on about November 1, 2016, contingent upon the PD receiving letters of retirement from currently employed officers
 - d. PD staffing needs discussion (IB, School Liaison, and Patrol)
 - e. Police Chief's Reports
 - f. Fire Chief's Report/EMS Reports
 - g. Approval of minutes
 - h. Confirmation of bills
 - i. PD staffing needs discussion (IB, School Liaison, and Patrol)
 - j. Police Chief's Report
 - k. Fire Chief's Report/EMS Report
 - l. Discussion of the Portage County EMS Oversight/Public Safety Board meeting agenda item regarding EMS system analysis with comparisons and recommendations
21. Minutes and actions of the Transportation Commission meeting of September 29, 2016.
 - a. Approval of the August 17, 2016 Transportation Commission minutes
 - b. August 2016 financial report
 - c. 2017 Operating and Capital budgets
 - d. Review draft Stevens Point-Portage County Consolidated Service Agreement
 - e. Manager's Report
 - f. Next meeting date
22. Minutes and actions of the Board of Water and Sewerage Commissioners of October 10, 2016.
 - a. Approval of minutes of the September 12, 2016 meeting.
 - b. Discussion and possible action on approval of department claims.
 - c. Report on water distribution operations. – *Gary Kuplic*
 - d. Report on water supply operations. – *Gary Kuplic*
 - e. Discussion and possible action on the Draft Groundwater Management Plan (*email distribution*) - *Joel Lemke*
 - f. Discussion and possible action on demolition of 1917 Cypress. – *Joel Lemke*
 - g. Report on collection system maintenance. – *Rob Molski*
 - h. Report on sewage treatment operations. – *Chris LeFebvre*
 - i. Report on storm water operations. – *Rob Molski/Joel Lemke*
 - j. Verbal report – *Joel*
23. Statutory Monthly Financial Report of the Comptroller-Treasurer.
24. Mayoral Appointments:
 - Board of Water and Sewerage Commissioners
 - Supplemental Poll Workers
25. Adjourn into closed session pursuant to Wis. Stat. 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) for

discussion of tax assessment litigation with Associated Bank, Portage County Case no. 15CV204.

26. Reconvene into open session for action on Associated Bank matter.

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.

**City of Stevens Point
REGULAR COUNCIL MEETING**

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

**September 19, 2016
7:00 P.M.**

Mayor Mike Wiza Presiding

ROLL CALL: Ald. Doxtator, Shorr, Ryan, Oberstadt, Johnson, Slowinski, Kneebone, Dugan, McComb, Phillips, Morrow.

OTHERS

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

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

Mayor Wiza commented on the differences between perception and reality. He said no decisions have been made concerning Division Street, the 4-to-3 conversion as well as the Farmers' Market.

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.

The Mayor reminded everyone to register at this time.

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

C/T Ladick stated copies of the 2017 budget have been distributed. He outlined the timeline for discussion and voting on the capital budget and expenditure budget. He stated the operational budget presentation is typically the 4th Monday of October and is scheduled for October 24, 2017 at the Lincoln Center.

Ald. Ryan stated he wanted to address the media reports that have occurred over the past week and specifically one that occurred 2 hours ago. He enumerated several concerns regarding the Bicycle and Pedestrian Advisory Committee (BPAC), the 4-to-3 lane conversion and the BPAC presentation at the Public Protection Committee meeting as well as the listening sessions for Districts 2, 8 and 11. Ald. Ryan stated he would further address these concerns later in the agenda.

Ald. Dugan thanked everyone who helped organize and participated in the listening sessions that occurred in Districts 2, 8 and 11. She stated they were a success.

Ald. Johnson stated the Public Protection Committee took the time to invite Tori Jennings to the meeting as part of the public policy development and investigation of

the lane striping and 4-to-3 conversions. She stated this was an opportunity for further explanation, discussion and to ask questions concerning these topics.

Mayor Wiza stated the City is very open to discussions, ideas and thoughts.

5. Presentation on City Hall space needs.

Dir. Ostrowski provided background and information on City Hall space needs referring to the Bray Architectural study that was done in 2013. He outlined five options which included remodeling the existing property at 1515 Strong, the library, the former MSTC building, Chase Bank building or build new. Dir. Ostrowski provided a review of space needs, departmental relationships, cost analysis and the debt service structure.

Mayor Wiza stated part of the process is to consider all options, ask for alderperson participation and public input. He added this is a presentation and discussion item at this time and the process will continue to progress.

Consideration and Possible Action on the Following:

6. Resolution – Requesting that the Governor and Legislature provide adequate and sustainable funding for transportation infrastructure in Wisconsin.

Ald. Slowinski **moved**, Ald. Johnson seconded, to approve the resolution requesting that the Governor and Legislature provide adequate and sustainable funding for the transportation infrastructure in Wisconsin.

Call for the Vote: Ayes: Ald. Morrow, Phillips, McComb, Dugan, Kneebone, Slowinski, Johnson, Oberstadt, Ryan, Shorr, Doxtator.
Nays: None. Motion adopted.

7. Minutes of the Regular Common Council meeting of August 15, 2016.

Ald. Phillips **moved**, Ald. Morrow seconded, to approve the minutes of the Regular Common Council meeting of August 15, 2016.

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

8. Minutes and actions of the City Plan Commission meeting of September 6, 2016.

Ald. Doxtator **moved**, Ald. Phillips seconded, to approve the minutes and actions of the City Plan Commission meeting of September 6, 2016.

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

9. Ordinance Amendment – Request from the University of Wisconsin Stevens Point to amend the City of Stevens Point Comprehensive Plan future land use map (Map 8.3) for the purposes of amending the future land use designation from Residential to UWSP

for 2116 Fourth Avenue (Parcel ID 2408-28-3006-32), 2124 Fourth Avenue (Parcel ID 2408-28-3006-28), and 2200 Fourth Avenue (Parcel ID 2408-28-3006-25).

Ald. Shorr stated this project was in his district and expressed his concerns about accidents with the new exits on busy streets. He stated he would support the project but will monitor the progress.

Ald. Dugan stated she was relieved to learn that UWSP would not encroach further into the neighborhood.

Ald. Kneebone **moved**, Ald. Shorr seconded, to approve the Ordinance Amendment – Request from the University of Wisconsin Stevens Point to amend the City of Stevens Point Comprehensive Plan future land use map (Map 8.3) for the purposes of amending the future land use designation from Residential to UWSP for 2116 Fourth Avenue (Parcel ID 2408-28-3006-32), 2124 Fourth Avenue (Parcel ID 2408-28-3006-28), and 2200 Fourth Avenue (Parcel ID 2408-28-3006-25).

Call for the Vote: Ayes: Ald. Doxtator, Shorr, Ryan, Oberstadt, Johnson, Slowinski, Kneebone, Dugan, McComb, Phillips, Morrow.
Nays: None. Motion adopted.

10. **Ordinance Amendment – Zoning – Request from the University of Wisconsin Stevens Point to rezone 2116 Fourth Avenue (Parcel ID 2408-28-3006-32), 2124 Fourth Avenue (Parcel ID 2408-28-3006-28), and 2200 Fourth Avenue (Parcel ID 2408-28-3006-25) from R-2 Single Family Residence District to U-1 University Facilities District. (Ch. 23 of the RMC).**

Ald. Phillips **moved**, Ald. Slowinski seconded, to approve the Ordinance Amendment – zoning request from the University of Wisconsin Stevens Point to rezone 2116 Fourth Avenue (Parcel ID 2408-28-3006-32), 2124 Fourth Avenue (Parcel ID 2408-28-3006-28), and 2200 Fourth Avenue (Parcel ID 2408-28-3006-25) from R-2 Single Family Residence District to U-1 University Facilities District. (Ch. 23 of the RMC).

Call for the Vote: Ayes: Ald. Morrow, Phillips, McComb, Dugan, Kneebone, Slowinski, Johnson, Oberstadt, Ryan, Shorr, Doxtator.
Nays: None. Motion adopted.

11. **Request from the University of Wisconsin Stevens for a site plan review to expand Parking Lot T at 2116 Fourth Avenue (Parcel ID 2408-28-3006-32), 2124 Fourth Avenue (Parcel ID 2408-28-3006-28), and 2200 Fourth Avenue (Parcel ID 2408-28-3006-25).**

Carl Rasmussen, 1848 Maria Drive, stated he is in favor of the project. He stated the project has had traffic impact/analysis studies done and the UW has worked closely with Dir. Schatschneider on this project.

Ald. Shorr **moved**, Ald. Doxtator seconded, to approve the request from UWSP for a site plan review to expand Parking Lot T.

Ald. Ryan stated he was concerned about the entrance/exists emptying close to a large intersection and asked Dir. Schatschneider for an engineering perspective on the proposed plan.

Dir. Schatschneider stated UWSP has already done a traffic impact analysis. He added he would be supportive of this project as long as UWSP continues to monitor it.

Ald. Ryan asked how pedestrian traffic was accounted for with the project.

Dir. Schatschneider stated the UW studied morning and afternoon traffic volumes with the students.

Ald. Oberstadt stated she was encouraged that the university would continue to monitor the intersections after the work has been completed.

Ald. Kneebone stated she opposed this project at the Plan Commission meeting. She said the addition of 15 parking spaces would not improve traffic/parking congestion and would add concern to pedestrian and bike traffic.

Ald. McComb stated she felt three entrances/exists for this parking area was a lot but was encouraged the university would continue to monitor the area.

Call for the Vote: Ayes: Majority.
Nays: Ald. Kneebone. Motion adopted.

12. Resolution – Conditional Use Permit – Utilize Traditional Neighborhood Overlay District standards for reduced setbacks to construct a home at 400 Franklin Street (Parcel ID 2408-30-4021-07).

Ald. Dugan objects to this request and expressed her concerns about the scale of the project and if the project would be incompatible with the remainder of the neighborhood.

Ald. McComb stated this would add variety and interest to the area.

Ald. Morrow agreed with Ald. McComb.

Call for the Vote: Ayes: Ald. Doxtator, Shorr, Ryan, Oberstadt, Johnson, Slowinski, Kneebone, Dugan, McComb, Phillips, Morrow.
Nays: Ald. Dugan. Motion adopted.

13. Ordinance Amendment – Zoning – Request from the City of Stevens Point to rezone two parcels north of Main Street and between Michigan Avenue and Minnesota Avenue (Parcel ID's 2408-33-2001-05 & 2408-33-2001-04) where the following addresses are present; 2442 Main Street, 941 Michigan Avenue, 1000 Minnesota Avenue, 1100 Minnesota Avenue, 933 Michigan Avenue, and 2400 Main Street from "R-2" Single Family Residence District to "R-5" Multiple Family II Residence District. (Ch. 23 of the RMC).

Ald. Shorr questioned the vague public hearing notice that was published in the newspaper which caused concern for residents.

Dir. Ostrowski clarified the public hearing notice requirements and stated this would address zoning in the area which would make it consistent.

Ald. Dugan asked if this is zoned R5 now, can it be rezoned differently in the future.

Dir. Ostrowski stated yes.

Ald. Shorr **moved**, Ald. Johnson seconded, to approve the zoning request for parcel ID: 240833200105.

Call for the Vote: Ayes: Ald. Morrow, Phillips, McComb, Dugan, Slowinski, Johnson, Oberstadt, Ryan, Shorr.
Nays: Ald. Kneebone, Doxtator. Motion adopted.

Ald. Slowinski **moved**, Ald. Johnson seconded, to approve the zoning request for parcel 240833200104 from R2 to R5.

Call for the Vote: Ayes: Ald. Doxtator, Ryan, Oberstadt, Johnson, Slowinski, Kneebone, Dugan, McComb, Phillips, Morrow.
Nays: Ald. Shorr. Motion adopted.

14. Minutes and actions of the Personnel Committee meeting of September 12, 2016.

Ald. Slowinski **moved**, Ald. Morrow seconded, to approve the minutes and actions of the Personnel Committee meeting of September 12, 2016.

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

15. Minutes and actions of the Board of Public Works meeting of September 12, 2016.

Ald. Doxtator **moved**, Ald. Oberstadt seconded, to approve the minutes and actions of the Board of Public Works meeting of September 12, 2016.

Call for the Vote: Ayes: Ald. Morrow, Phillips, McComb, Dugan, Kneebone, Slowinski, Johnson, Oberstadt, Ryan, Shorr, Doxtator.
Nays: None. Motion adopted.

16. Ordinance Amendment – Traffic – Reverse angle parking on a section of Prais St. (Section 9.05(ai),(i) and (j) of the RMC).

Ald. Dugan **moved**, Ald. Oberstadt seconded, to approve the ordinance amendment for reverse angle parking on a section of Prais Street.

Call for the Vote: Ayes: Ald. Doxtator, Shorr, Ryan, Oberstadt, Johnson, Slowinski, Kneebone, Dugan, McComb, Phillips, Morrow.
Nays: None. Motion adopted.

17. Minutes and actions of the Public Protection Committee meeting of September 12, and the actions taken at the special Public Protection Committee meeting of September 19, 2016.

Ald. Johnson **moved**, Ald. Morrow seconded, to approve the minutes and actions of the Public Protection meeting of September 12, 2016 and the actions of the Special Public Protection meeting of September 19, 2016.

Clerk Moe read the actions taken at the Public Protection meeting of September 19, 2016 which approved a Class B fermented beverage and Class C wine license for T&S Joint Ventures, LLC for Tommy's American Grill at 5110 Main Street.

Ald. McComb read a letter from Christine Koeller, 1151 Airline Road, Plover. She stated she was in favor of the 4-to-3 conversion.

Ald. Dugan read a letter from Guy Steward who stated he was in favor of adding bike lanes to Stanley Street.

Mayor Wiza read comments from David Wysocki, 2740 Stanley Street, who stated he saw very little bike traffic on Stanley Street and questioned the need for the conversion.

Ald. Shorr stated he spoke with the business owner of GT Mobility, who expressed his concern over bike traffic on sidewalks as well as roadways and was in favor of bike lanes and the conversion.

Ald. Dugan stated the business owners on Stanley Street she spoke with were in favor of the conversion if it slowed traffic.

Mayor Wiza stated the City will continue to gather facts and information concerning this issue and seek community input.

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

18. Minutes and actions of the Finance Committee meeting of September 12, 2016.

Mayor Wiza pointed out that the capital budget presentation was for discussion only. There will be no action on this by Council as there was no action taken by the Committee. He added public hearings will be held October 10, 2016 at the Lincoln Center and October 17, 2016 in the Council chambers.

Tori Jennings, 1632 Ellis Street, stated her comments this evening did not represent BPAC. She requested the comments made by Ald. Ryan at the Finance Committee meeting be pulled for further discussion. She reiterated the positive aspects of the 4-to-3 lane conversion.

Neil Prendergast, 1924 Plover Street, stated he is in favor of bike lanes on Stanley Street and the 4-to-3 conversion. He thanked everyone involved with this endeavor.

Richard Ruppel, 1972 Church Street, stated he feels the 4-to-3 conversion is a good thing which affords many safety features.

Treavor Roark, 601 Washington, stated he would like to see the 4-to-3 conversion extended to Stanley Street.

Ryan Petro, 2260 Main Street, stated he does not feel safe riding his bike on the streets of Stevens Point. He stated he is in favor of the 4-to-3 conversion.

Justin Seis, 1120 Sunset Blvd., stated he is an avid bicyclist and is in favor of the 4-to-3 conversion on both Division and Stanley Streets.

Mayor Wiza stated the City has been very involved in evaluating this. He added the entire cost of the project will be initially paid for by the City with reimbursement from the TAP grant dollars once the project is completed. Mayor Wiza stated the process is moving along and needs to be followed.

Ald. Shorr stated Stanley Street is a relatively new addition and would be relatively inexpensive to accomplish.

Ald. Ryan stated he would move to pull item #1 to review the proposal for the capital budget. He added the Chair has stated, a vote cannot be pulled on any of those items and he would challenge the Chair's view.

Atty. Beveridge, stated based on the actions taken at the Finance Committee meeting as well as the wording of item #18 on this agenda, which states "Minutes and Actions of the Finance Committee" the item in question was not an item in which the Committee took any action. He added it was a presentation, the initial introduction of the capital budget. Attorney Beveridge stated there was no motion or vote. He referred to Robert's Rules of Order to motions that might conflict with federal, state or local law. He stated a motion made this evening based on the Finance Committee meeting events would be out of order as a violation of Chapter 19.

Mayor Wiza stated the process can include directives to staff to gather information and costs on the addition of the Stanley Street lane striping project.

Ald. Ryan cited several concerns with the topic of the 4-to-3 conversion as it related to placement on agendas and subsequent discussions. He stated he has had multiple meetings with the Mayor requesting these items be discussed in relation to the 4-to-3 conversion. Ald. Ryan stated these requests have been refused. He stated the Stanley Street project has been estimated to be \$50,000 and has been included in the current budget. Ald. Ryan asked Dir. Schatschneider to address the Stanley Street conversion.

Mayor Wiza stated there have been no requests from Ald. Ryan or any other alders to have the 4-to-3 lane conversion discussion added to any agenda.

Ald. Ryan stated it has been very clear in various meetings, people want additional discussion. He added public comment has not been allowed until Ald. Johnson was

able to get the 4-to-3 conversion discussion on the Public Protection Agenda. Ald. Ryan stated if there is disagreement, the discussions and meetings cease.

The Mayor denied this.

Ald. Kneebone commented she finds the discussion inappropriate.

Ald. Johnson stated there was money in the budget for the Stanley Street resurfacing project.

Dir. Schatschneider addressed the street prioritizations according to the 2017 capital budget proposal. He stated streets are ranked by condition and Prentice Street was ranked as a high priority.

Ald. Slowinski stated the capital budget process has not changed.

Ald. Johnson stated she is a proponent on having discussions even when there is disagreement among members.

Ald. Phillips **moved**, Ald. Morrow seconded, to approve the minutes and actions of the Finance Committee meeting of September 12, 2016.

Call for the Vote: Ayes: Ald. Morrow, Phillips, McComb, Dugan, Kneebone, Slowinski, Johnson, Oberstadt, Ryan, Shorr, Doxtator.
Nays: None. Motion adopted.

19. Resolution – Establishing absentee voting locations for the November 2016 General Election.

Clerk Moe stated the resolution was revised to include specific dates and times.

Ald. Phillips stated this would be for early voting and registration.

Ald. Johnson **moved**, Ald. Oberstadt seconded, to approve the resolution establishing absentee voting locations for the November 2016 General Election.

Call for the Vote: Ayes: Ald. Doxtator, Shorr, Ryan, Oberstadt, Johnson, Slowinski, Kneebone, Dugan, McComb, Phillips, Morrow.
Nays: None. Motion adopted.

20. Notice of Circumstances of Claim & Claim for Damages: Jason Weisbrot – damage to boat.

C/T Ladick explained the situation and the damages that were incurred. He added the City did nothing wrong and recommended disallowing the claim.

Attorney Beveridge stated under state statute, the City is afforded immunity because it is open to the public.

Ald. Slowinski **moved**, Ald. Johnson seconded, to disallow the claim for Jason Weisbrot for damages to his boat.

Call for the Vote: Ayes: Ald. Morrow, Phillips, McComb, Dugan, Kneebone, Slowinski, Johnson, Oberstadt, Ryan, Shorr, Doxtator.
Nays: None. Motion adopted.

21. Notice of Circumstances of Claim & Claim for Damages: Duane Vandre – injury relating to toboggan accident.

C/T Ladick stated the recommendation is to disallow the claim to Duane Vandre – injury related to a toboggan accident.

Call for the Vote: Ayes: Ald. Doxtator, Shorr, Ryan, Oberstadt, Johnson, Slowinski, Kneebone, Dugan, McComb, Phillips, Morrow.
Nays: None. Motion adopted.

22. Minutes and actions of the Police and Fire Commission meeting of August 2, 2016.

Ald. Kneebone **moved**, Ald. Doxtator seconded, to approve the minutes and actions of the Police and Fire commission meeting of August 2, 2016.

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

23. Minutes and actions of the Transportation Commission meeting of August 17, 2016.

Ald. Doxtator **moved**, Ald. Shorr seconded, to approve the minutes and actions of the Transportation Commission meeting of August 17, 2016.

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

24. Joint Transportation Agreement between the City of Stevens Point and Portage County.

Mayor Wiza stated this agenda item required no action.

Ald. Shorr stated there was confusion concerning section 12 and sections 2 and 3.

Dir. Lemke agreed and stated this was a draft agreement and to contact staff if there were any additions, corrections, clarifications or changes.

25. Minutes and actions of the Board of Water and Sewerage Commissioners of September 12, 2016.

Ald. Doxtator **moved**, Ald. Slowinski seconded, to approve the minutes and actions of the Board of Water and Sewerage Commissioners of September 12, 2016.

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

26. Minutes and actions of the Airport Commissioners meeting of September 12, 2016.

Ald. Phillips **moved**, Ald. Kneebone seconded, to approve the minutes and actions of the Airport Commissioners meeting of September 12, 2016.

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

27. Minutes and actions of the Board of Park Commissioners meeting of September 7, 2016.

Ald. Oberstadt **moved**, Ald. McComb seconded, to approve the minutes and actions of the Board of Park Commissioners meeting of September 7, 2016.

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

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

Ald. Morrow **moved**, Ald. Dugan seconded, to approve the monthly financial report of the Comptroller-Treasurer and place it on file.

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

**29. Mayoral Appointments:
Smongeski Health Fund
Supplemental Poll Workers**

Ald. Phillips **moved**, Ald. Slowinski seconded, to approve the Mayoral appointments for the Smongeski Health Fund and the supplemental poll workers.

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

***30. Subordination Agreement with Service Cold Storage, LLC.**

Attorney Beveridge stated the City provided a \$200,000 loan to Service Cold Storage with zero interest. He stated Service Cold Storage needs to refinance and this agreement needs to be signed.

Ald. Johnson **moved**, Ald. Phillips seconded, to approve the subordination agreement with Service Cold Storage.

Call for the Vote: Ayes: Ald. Doxtator, Shorr, Ryan, Oberstadt, Johnson, Slowinski, Kneebone, Dugan, McComb, Phillips, Morrow.
Nays: None. Motion adopted.

RESOLUTION

A resolution authorizing the submission of a state grant application and subsequent appropriate of City funds for urban wildlife damage abatement and control.

WHEREAS the Common Council of the City of Stevens Point desires to control urban wildlife populations of white-tailed deer and Canada geese to abate wildlife damage and apply for state aids to do the following project.

To develop and implement methods of keeping the number of deer and Canada geese within the City of Stevens Point at a level that will be tolerated by residents and will limit the amount of property damage caused by car-deer crashes while reducing the likelihood of injury or death of motorists in car-deer crashes.

WHEREAS the City shall comply with all financial record keeping and disclosure requirements and other requirements of s. 29.887 To approve and place on file the Statutory Monthly Financial Report of the Comptroller-Treasurer., and s. NR 50.23 Wis. Adm. Code, pertaining to urban wildlife damage abatement and control, if state aid is obtained for urban wildlife damage abatement and control.

NOW THEREFORE, be it resolved that the Common Council of the City of Stevens Point authorized its Mayor as Authorized Representative to submit a state grant application to the Wisconsin Department of Natural Resources (DNR) for the urban wildlife damage abatement and control project identified above.

BE IT FURTHER RESOLVED that the Common Council of the City of Stevens Point does hereby appropriate a matching allocation for such project and such appropriations shall continue as long as state matching aids are available, or until this resolution is modified by the Common Council.

BE IT FURTHER RESOLVED that the City of Stevens Point is hereby authorized to expend the funds hereby appropriated and the funds to be received from the State of Wisconsin for the urban wildlife damage abatement and control project identified above.

BE IT FURTHER RESOLVED that the City of Stevens Point shall maintain appropriate records to document all expenditures made during and for the urban wildlife damage abatement and control project identified above and shall submit to the DNR a final report summarizing expenditures and describing objectives, activities, achievements and problems in accomplishing the project identified above. The City of Stevens Point hereby grants DNR employees access to inspect all planned operations proposed in the plan.

BE IT FUTHER RESOLVED that if the state aid was for completing an urban wildlife damage abatement and control plan, such a plan shall be completed within one (1) year of the grant contract being signed, and if the state aid was for implementing control projects identified in an urban wildlife damage abatement and control plan, such control work shall be completed within two (2) years of the grant contract being signed.

APPROVED: _____
Mike Wiza, Mayor

ATTEST: _____
John Moe, City Clerk

Dated: 09/26/2016
Adopted: 10/17/2016
Published: 10/21/2016

REPORT OF CITY PLAN COMMISSION

October 3, 2016 – 6:00 PM

Lincoln Center, Multipurpose Room – 1519 Water Street, Stevens Point, WI 54481

PRESENT: Mayor Wiza, Alderperson Kneebone, Commissioner Brush, Commissioner Haines, Commissioner Curless, and Commissioner Cooper.

ALSO PRESENT: Associate Planner Kearns, City Attorney Beveridge, Alderperson Shorr, Alderperson Oberstadt, Alderperson Dugan, Alderperson Phillips, Gene Kemmeter, Matthew Brown, Carl Rasmussen, Greg Diemer, Lee Beveridge, Susan Beveridge, Ross Rettler, Cathy Firkus, Linda Strosin, Mike Cooper, Tara Cooper, Lindsay Zimmerman, Anita Bell, and Dan Drexler.

INDEX:

1. Roll call.

Discussion and possible action on the following:

2. Report of the September 6, 2016 Plan Commission meeting.
3. **Public Hearing** – Request from Matthew Brown for a conditional use permit to utilize Traditional Neighborhood Overlay District standards for reduced setbacks to construct a detached garage at 1556 Plover Street (Parcel ID 2408-32-1010-19).
4. Action on the above.
5. **Public Hearing** – Request from Andrew and Susan Beveridge for a conditional use permit to utilize Traditional Neighborhood Overlay District standards for reduced setbacks to construct a detached garage at 316 Union Street (Parcel ID 2408-29-3002-10).
6. Action on the above.
7. Request from the University of Wisconsin Stevens Point for a site plan review to construct covered bicycle parking facilities at the Dreyfus University Center addressed at 1015 Reserve Street (Parcel ID 2408-33-2004-01), and at the new Chemistry Biology Building addressed at 2101 Fourth Avenue (Parcel ID 2408-28-3007-19).
8. Request from Stratford Sign Company, LLC, representing Huntington Bank, for a sign variance to construct two freestanding signs closer than the required separation distance at 5597 US Highway 10 East (Parcel ID 2408-35-1400-10).
9. Request from Rettler Corporation, representing Operation Bootstrap, for a site plan review to expand the parking lot at 5000 Heffron Street (Parcel ID 2308-02-2301-21), which is a city-owned property.
10. Request from Lindsay and Josh Zimmerman and Michael and Tara Cooper to detach their properties from the City of Stevens Point and join them to the Town of Hull, located at 1400 Somerset Drive (Parcel ID 2408-14-3001-04) and 1396 Somerset Drive (Parcel ID 2408-14-3001-03).
11. Community Development Department Monthly Report for September 2016. *Report will be provided after September 30, 2016.*
12. Adjourn.

1. Roll call.

Present: Wiza, Kneebone, Haines, Brush, Curless, Cooper

Excused: Hoppe

Discussion and possible action on the following:

2. Report of the September 6, 2016 Plan Commission meeting.

Motion by Commissioner Cooper to approve the report of the September 6, 2016 Plan Commission meeting; seconded by Commissioner Haines.

Motion carried 6-0

3. **Public Hearing** – Request from Matthew Brown for a conditional use permit to utilize Traditional Neighborhood Overlay District standards for reduced setbacks to construct a detached garage at 1556 Plover Street (Parcel ID 2408-32-1010-19).

Mayor Wiza reported that the request from Kurt Orlikowski for a conditional use permit to increase residential occupancy at 1700 Monroe Street had been pulled and would not be discussed.

Associate Planner Kearns summarized the request from Matthew Brown for a conditional use permit to utilize Traditional Neighborhood Overlay District standards for reduced setbacks to construct a detached garage at 1556 Plover Street in order to align it with the existing driveway. In order to align it he is requesting a reduced setback of one foot, and explained that there were similar nonconforming lots in the neighborhood that contained nonconforming structures. Based on his findings, he recommended approval with conditions outlined by staff. He also noted that an additional condition regarding the overhang had been added to ensure that the structure did not encroach onto the neighboring property.

Commissioner Curless asked whether the one foot would be an issue if the neighbor had no problem with it, to which Associate Planner Kearns explained that fencing was allowed to be put up to the property line and that he always reminded every applicant that would have to cross the property line in order to maintain it, or that the applicant would hopefully have a good relationship with the neighbor.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Aldersperson Kneebone made a statement on the behalf of Aldersperson McComb who could not attend where she had no issue with permitting the reduced setbacks.

4. Action on the above.

Motion by Commissioner Brush to approve the request from Matthew Brown for a conditional use permit to utilize Traditional Neighborhood Overlay District standards for reduced setbacks to construct a detached garage at 1556 Plover Street (Parcel ID 2408-32-1010-19) with the following conditions:

1. **The garage shall compliment the architectural appeal of the main home. Such plans shall be reviewed and approved by the Community Development department.**

2. **All necessary building permits shall be obtained for the proposed work.**
3. **Rain gutters shall be installed on the north side of the building and the downspouts shall be directed away from adjacent properties to keep stormwater onsite**
4. **All other applicable ordinance requirements shall be met.**
5. **Staff shall have the right to make minor modifications to the plans.**
6. **The garage shall not have an overhang (eave) larger than one foot to ensure the structure does not encroach onto the neighboring property.**

seconded by Commissioner Curless.

Motion carried 6-0

5. **Public Hearing** – Request from Andrew and Susan Beveridge for a conditional use permit to utilize Traditional Neighborhood Overlay District standards for reduced setbacks to construct a detached garage at 316 Union Street (Parcel ID 2408-29-3002-10).

Associate Planner Kearns summarized the request from Andrew and Susan Beveridge for a conditional use permit to utilize Traditional Neighborhood Overlay District standards for reduced setbacks to construct a detached garage at 316 Union Street. He explained that it was very similar to the last request. He reviewed the side yard setback requirements before referencing the rendering where he noted that the porch in the plan, as well as some of the dormers, would not be present in the actual garage. While it was a lot bigger than the last request, it was fitting for the neighborhood. He recommended approval with staff recommended conditions.

Commissioner Curless asked how big of a garage could be built within the city.

Associated Planner Kearns stated 900 square feet, with Mayor Wiza adding that it could be detached.

Commissioner Curless asked whether it pertained to the first floor, to which Mayor Wiza clarified that it was the footprint.

Associate Planner Kearns stated that it was the total of all detached accessory structures, and added that if they had a shed on the property, they would have to take into consideration the shed and the detached garage.

Mayor Wiza noted that for an attached garage it would be 1,200 square feet, to which Associate Planner Kearns added that they could have an additional 900 square feet detached to the 1,200 attached square feet.

Mayor Wiza declared the public hearing open.

Linda Strosin (308 Union St) stated concerns about construction crews coming onto her property and causing damage, and if so, if the property could be replaced to its original state.

Mayor Wiza declared the public hearing closed.

6. Action on the above.

Mayor Wiza stated that any damages incurred by the construction crews would have to be worked out between Ms. Strosin and the Beveridge's, in addition to allowing anyone onto the property.

Motion by Commissioner Haines to approve the request from Andrew and Susan Beveridge for a conditional use permit to utilize Traditional Neighborhood Overlay District standards for reduced setbacks to construct a detached garage at 316 Union Street (Parcel ID 2408-29-3002-10) with the following conditions:

1. **The garage shall compliment the architectural appeal of the main home. Such plans shall be reviewed and approved by the Community Development department.**
2. **All necessary building permits shall be obtained for the proposed work.**
3. **Rain gutters shall be installed on the north side of the building and the downspouts shall be directed away from adjacent properties to keep stormwater onsite**
4. **All other applicable ordinance requirements shall be met.**
5. **Staff shall have the right to make minor modifications to the plans.**
6. **The garage shall not have an overhang (eave) larger than one foot to ensure the structure does not encroach onto the neighboring property.**

seconded by Commissioner Curless.

Motion carried 6-0

7. Request from the University of Wisconsin Stevens Point for a site plan review to construct covered bicycle parking facilities at the Dreyfus University Center addressed at 1015 Reserve Street (Parcel ID 2408-33-2004-01), and at the new Chemistry Biology Building addressed at 2101 Fourth Avenue (Parcel ID 2408-28-3007-19).

Associate Planner Kearns summarized the request from the University of Wisconsin Stevens Point for a site plan review to construct covered bicycle parking facilities at the Dreyfus University Center addressed at 1015 Reserve Street, and at the new Chemistry Biology Building addressed at 2101 Fourth Avenue. He stated that any structure on university property required Plan Commission review and Common Council approval, and briefly explained the two separate locations for the proposed construction and bicycle structures. Mr. Kearns stated that it improved the aesthetics of the area, protected property for the students from the weather, and didn't impede traffic or on-site circulation. He recommended approval of the two sites, as well as giving the ability to staff to approve additional locations that are similar in structure and look if they came forward in the future.

Commissioner Curless asked if the racks on site two would only hold 6 bicycles.

Associate Planner Kearns stated that there were 6 bar racks, to which Mayor Wiza added that each rack could accommodate several bicycles.

Associate Planner Kearns stated they may be able to add additional racks as the structures were quite large.

Motion by Commissioner Curless to approve the request from the University of Wisconsin Stevens Point for a site plan review to construct covered bicycle parking facilities at the Dreyfus University Center addressed at 1015 Reserve Street (Parcel ID 2408-33-2004-01), and at the new Chemistry Biology Building addressed at 2101 Fourth Avenue (Parcel ID 2408-28-3007-19), as well as to allow staff to internally review and approve the installation of additional racks of similar design and size throughout the campus in the future; seconded by Commissioner Brush.

Motion carried 6-0

8. Request from Stratford Sign Company, LLC, representing Huntington Bank, for a sign variance to construct two freestanding signs closer than the required separation distance at 5597 US Highway 10 East (Parcel ID 2408-35-1400-10).

Associate Planner Kearns summarized the request from Stratford Sign Company, LLC, representing Huntington Bank, for a sign variance to construct two freestanding signs closer than the required separation distance at 5597 US Highway 10 East. He noted that sign one was located on US Highway 10, while sign two was located on the corner of Brilowski Road and US Highway 10, with a 150 foot separation along the frontage of the two signs. He explained that the property was unique in that it was zoned R-5 Multiple Family II Residence District, whereas the majority of the properties on Highway 10 were zoned B-5 Highway Commercial. The reason it was zoned R-5 dated back to its annexation when it wasn't used as a residence and the rezoning of the property hadn't occurred yet. He explained that when reviewing a request, they took marketability of the signs and access location into consideration. Mr. Kearns explained that there was a bit of a hardship when trying to access the location, so having the signs close to the intersection would make the most sense. Thus, he recommended approval with staff recommendations when taking those items into consideration as well as stating that they met all applicable sign code requirements.

Commissioner Brush asked whether the sign was high enough to be seen if there was heavy snow fall.

Associate Planner Kearns recommended deferring the question to the applicant, adding that it wasn't a review requirement when reviewing signs.

Mayor Wiza stated there were height limits, but no minimums and it was up to the applicant to decide what was best for them.

Commissioner Curless asked how high the signs were, to which Associate Planner Kearns stated they were both 5.5 feet and added that they had originally requested 16 foot high signs.

Aldersperson Kneebone stated that she had no issue with either sign, as they were essentially putting a new name on it.

Associate Planner Kearns noted there were existing free standing signs, but had found no information regarding a previous sign variance, leading to believe that it must have been approved by a past administration. He briefly explained that the face of a sign was allowed to be changed if using the existing base, but due to them requesting a whole new base, it had triggered the variance request.

Dan Drexler (1010 Conner Ave, Stratford WI) representing Stratford Signs, stated that they were replacing what was already there and that the First Merritt signs had been recently approved as of the last 5 years or so.

Motion by Alderperson Kneebone to approve the request from Stratford Sign Company, LLC, representing Huntington Bank, for a sign variance to construct two freestanding signs closer than the required separation distance at 5597 US Highway 10 East (Parcel ID 2408-35-1400-10) with the following conditions:

- 1. The freestanding signs shall be set back at least five feet from the property line.**
- 2. The signs shall conform to all other applicable requirements within the sign ordinance.**
- 3. Applicable building permits shall be obtained.**
- 4. Minor modifications may be approved by staff.**

seconded by Commissioner Haines.

Motion carried 6-0

9. Request from Rettler Corporation, representing Operation Bootstrap, for a site plan review to expand the parking lot at 5000 Heffron Street (Parcel ID 2308-02-2301-21), which is a city-owned property.

Associate Planner Kearns summarized the request from Rettler Corporation, representing Operation Bootstrap, for a site plan review to expand the parking lot at 5000 Heffron Street. He explained that the request was unique because a site plan review within the industrial park would not require review from Plan Commission or Common Council, but due to it being city-owned, it was before them. Mr. Kearns explained that the property was leased to Operation Bootstrap who still utilized the property as a community food pantry. They had constructed the building, as well as one or two additions, and were looking to extend the parking lot. He referenced the site plan, noting the proposed additional parking on the east side as well as the rough shape of the existing parking lot. He went on to explain the expansion would lead to allowing room for landscaping and the possibility of enlarging the drainage basins to accommodate the increased impervious surface.

Mr. Kearns stated that the department of public works had reviewed it and have no comments, but that they would like to see the driveway moved over to align with the southern property. He recommended approval with staff recommendations due to it meeting the majority of pertinent requirements for parking lots.

Commissioner Curless asked if they had to meet any DNR with the ponds, with which Associate Planner Kearns stated he wasn't sure as it was typically handled by the water department.

Associate Planner Kearns mentioned that he was aware of issues on that intersection corner, but was not specifically aware of what the Water Department had discussed with the applicant.

Ross Rettler (2149 Jefferson St) stated that based on the size of the site and area of disturbance, they would not have to go to the state from a storm water standpoint, and that they typically dealt with the city on similar projects to make sure they were meeting all requirements.

Commissioner Brush commented that the driveway showed a big improvement over what was existing as the water would be contained to the site instead of flowing into the street.

Motion by Commissioner Cooper to approve the request from Rettler Corporation, representing Operation Bootstrap, for a site plan review to expand the parking lot at 5000 Heffron Street (Parcel ID 2308-02-2301-21), which is a city-owned property.) with the following conditions:

- 1. A stall at the end of the lot shall be hashed and identified as a turn around with appropriate signage.**
- 2. The water department and public works department shall review and approve stormwater management.**
- 3. A landscaping plan shall be submitted meeting all applicable requirements to be reviewed and approved by community development department staff.**
- 4. The landscaping must have a water source within 100 feet, or be irrigated.**
- 5. Curbing, wheel stops, or an adequate alternative (as approved by the zoning administrator) must be installed for parking spaces that abut a landscaped area.**
- 6. Six bicycle stalls must be installed as per the distance and design requirements in the zoning code.**
- 7. Staff shall have the right to make minor modifications to the plans, as long as they meet all zoning code requirements.**

seconded by Commissioner Haines.

Motion carried 6-0

10. Request from Lindsay and Josh Zimmerman and Michael and Tara Cooper to detach their properties from the City of Stevens Point and join them to the Town of Hull, located at 1400 Somerset Drive (Parcel ID 2408-14-3001-04) and 1396 Somerset Drive (Parcel ID 2408-14-3001-03).

Mayor Wiza reported that there had been a memo included with the packet, a memo from Director Schatschneider, and an email follow up to the Streets Superintendent Dennis Laidlaw regarding the request.

Commissioner Cooper announced that he would be recusing himself from the agenda item.

Associate Planner Kearns summarized the request from Lindsay and Josh Zimmerman and Michael and Tara Cooper to detach their properties from the City of Stevens Point and join them to the Town of Hull, located at 1400 Somerset Drive and 1396 Somerset Drive. He explained that in order for the detachment to occur via state statute, the owners would have to submit an application for detachment, a detachment survey, and then Plan Commission and Common Council would have to

adopt an ordinance of a vote of 3/4ths approving the detachment. In addition, the Town of Hull would also have to adopt a detachment ordinance by the same 3/4ths vote. Mr. Kearns gave a brief history of the original annexation of 1989. When reviewing the request, he found that the majority of the properties within that area didn't receive water or sanitary from the city, but that they were receiving other services such as police, fire protection, and refuse collection, as well as being taxed similarly at the City of Stevens Point tax rate versus the Town of Hull tax rate. He explained that while it may make sense to detach the properties given they border the city, it could also trigger additional detachment requests within the vicinity and other areas along the periphery of the City of Stevens Point that may not be receiving water and sanitary. Thus, he recommended denying the request for detachment, and rather looking into a boundary agreement with the Town of Hull in similar areas that may not be served by city utilities and where there were no plans to serve them with city utilities.

Commissioner Curless asked how many houses in the city didn't have sewer and water, to which Associate Planner Kearns couldn't provide an exact number, but noted most of them were on the periphery of the city.

Mayor Wiza stated that he had spoken with Director Lemke about the issue and noted that there were at least 25 parcels.

Associate Planner Kearns stated that almost everything east of Torun Road was not served by city utilities and there were probably 50 properties within that area, many of which were large lots that if utilities were extended, they would not be paying for themselves given the large expanse of acreage that they would be serving versus the amount of properties that would be receiving those utilities.

Commissioner Curless asked if the owners could pay for the utilities if they were put in, to which Associate Planner Kearns stated they could potentially special assess them. Mayor Wiza added that it would be very expensive.

Commissioner Curless referenced a previous annexation request near HH and the Forest Circle subdivision where the property owners were able to keep the Town of Plover tax assessment which was lower than Stevens Point for 10 years while making payments.

Mayor Wiza stated that while it was not out of the question, based on staff analysis it would be cost prohibited, noting that if there was an issue with the wells, they would consider it more of a priority.

Commissioner Curless asked if they were paying the same mill rate per thousand as everyone else in the city with sewer and water. Mayor Wiza confirmed that they were; only they did not receive a sewer and water bill. As a point of information, he mentioned that the parcels had not been charged a storm water utility along with a bunch of others so Director Lemke had looked into it and identified several parcels that should be paying the storm water utility but were not.

Commissioner Curless stated that while garbage collection wasn't really an advantage, they would still be receiving county protection.

Mayor Wiza stated that the parcels were in the city before they were built on, and the developers would have known that, to which Commissioner Curless stated that the buyers would have known it as well when buying it.

Mike Cooper (1396 Somerset Dr) stated that they were aware that it was in the City of Stevens Point when buying the lot, but hadn't realized that they would not get City of Stevens Point Police Department or Fire Department service, referencing to previous events where they had attempted to call the police.

Commissioner Curless asked why Mr. Cooper wanted to detach from Stevens Point, to which Mr. Cooper stated it would be for tax breaks as they were paying a top rate where across the street the rates were a lot lower. Mr. Cooper also added that he was not getting city services as he had his own water and septic. In addition to the lack of policing, he mentioned that for the first 8 years they never had their garbage picked up by the city, but the Town of Hull had picked it up.

Commissioner Curless asked Mr. Cooper if he knew what the rate was in the Town of Hull, to which he did not, but that he would save a third in taxes. Mr. Cooper stated that he didn't mind paying taxes if they were getting the services they were paying for.

Commissioner Curless asked if he had the same water problem that Highway 66 had several years ago, to which Mr. Cooper stated that he had, and that he had to drop his pump 4-5 feet in his well because the water table went down, but luckily haven't had a dry summer since then.

Mayor Wiza pointed out that fire protection and police services should be available, suggesting that perhaps the calls were made prior to a joint dispatch for both the city and county. He explained that all calls went to one center, and if it was still happening, whether with fire or police dispatch, it should be corrected right away. He also added that they had a metro response for structural fires.

Tara Cooper (1369 Somerset Dr) stated that garbage was not consistently picked up, and they hadn't received garbage pick up until point went to receptacles, also noting that the Town of Hull had picked up their garbage. Lastly, she mentioned that they were missed frequently during the holidays.

Lindsay Zimmerman (1400 Somerset Dr) elaborated on Ms. Cooper's point on how garbage pickup was unreliable, as well as recalling an incident where she was not given a garbage can due to being told she was not in the City of Stevens Point. Ms. Zimmerman stated that a representative for the Town of Hull had told her that they paid for their plows to be serviced.

Mayor Wiza stated the reason for that was because it was a Town of Hull road, but the properties were in the Stevens Point.

Lindsay Zimmerman (1400 Somerset Dr) stated that they wanted to be in the Town of Hull due to the lack of services they received.

Mayor Wiza asked if there had been pickup problems since the city was made aware of the issue, to which Ms. Zimmerman stated they had.

Mayor Wiza stated that he believed the email from the Streets Superintendent was in reference to that issue.

Commissioner Curless stated the garbage pickup and police issue could be taken care of, to which Mayor Wiza agreed that they shouldn't be an issue and stated that it would be taken care of.

Commissioner Curless asked if the tax difference was a problem.

Lindsay Zimmerman (1400 Somerset Dr) stated that their taxes should reflect the lack of services were they to stay in the city.

Aldersperson Cathy Dugan (Eighth District) was appalled at the incompetence in the past for not knowing if the owners were in the city, as well as erratically getting their services and expressing understanding for why they would want to withdraw from the city. She stated that this was a great opportunity to bring up boundary issues with the Town of Hull in order to talk about the complexities of it and how they were going to work it out in a clear manner.

Mayor Wiza stated that Chairman Holdridge had agreed to boundary talks perhaps it was time to get something laid out for the Somerset area and the area south of Highway 10 as they could be better planned.

Commissioner Brush asked if the detachment could be revised after approval, to which Mayor Wiza stated it could only if the applicants requested it.

Commissioner Brush asked what the city would lose by granting the detachment.

Mayor Wiza stated that aside from losing taxes, the biggest issue would be in creating a jagged boundary.

Commissioner Brush asked if they would not be able create a straight boundary were they to grant the request.

Mayor Wiza stated it would be more difficult, adding that it had originally been a planned annexation but the reason why the properties to the east and west were not involved was because they had already been developed.

Commissioner Haines expressed concern over setting a precedent and stated that while the services issue needed to be fixed, they also had to look into a boundary agreement, suggesting that it should not wait until a comprehensive plan was done as they needed to have a conversation sooner rather than later.

Aldersperson Kneebone agreed with Commissioner Haines, adding that she was not unsympathetic for the lack of services, and that they needed we need to work out something sooner rather than later, and that it needed to be high on the agenda to be addressed.

Commissioner Brush asked if they would we be able to defer for a specific time period in which the request would go through were they not able to come to an agreement.

Mayor Wiza deferred the question to City Attorney Beveridge.

City Attorney Beveridge stated that per statute, if there is no decision made on the petition within 60 days, it would be considered denied as a matter of law.

Mayor Wiza stated that they wouldn't be able to get a boundary agreement within 60 days, thus it would not be appropriate.

Commissioner Curless stated that the services could be taken care of with some calls, but the biggest problem seemed to be the tax dollars they had spent, adding that the city was currently

undergoing reassessment. He stated that the assessor should be aware of what was going on and that their situation should be taken into consideration.

Mayor Wiza stated that he would check with the assessor to see if that would come into play.

Aldersperson Kneebone stated that while they couldn't get an agreement within 60 days, they would be able to get the conversation started.

Commissioner Curless suggested that they may be setting a precedent if they let them out of the city.

Mayor Wiza stated that he would try to find out how many parcels did not have city sewer and water.

Commissioner Brush asked how the city could annex land that they didn't intend to provide services to.

Associate Planner Kearns stated that the primary reason for the annexation ordinance was to protect the ground water supply for the municipal wells to ensure that a factory couldn't come along and leach the ground water for the municipal wells. He added that residential use was much less intense than manufacturing use.

Anita Bell (516 Forest St) explained that if the homeowners were granted a continuance, they may be able to qualify for additional benefits from the USDA Rural Development Department that they wouldn't within the City of Stevens Point were their request to be approved and she encouraged anyone in the Town of Hull to also contact the USDA office.

Cathy Dugan (Eighth District) stated that a good first contact would be the local alderperson as they were there to assist.

Mayor Wiza reiterated the point in contacting your alderperson or his office were there any problems with city services.

Tara Cooper (1369 Somerset Dr) expressed concern in contacting her alderperson as she wasn't sure how that would change anything.

Motion by Commissioner Haines to deny the request from Lindsay and Josh Zimmerman and Michael and Tara Cooper to detach their properties from the City of Stevens Point and join them to the Town of Hull, located at 1400 Somerset Drive (Parcel ID 2408-14-3001-04) and 1396 Somerset Drive (Parcel ID 2408-14-3001-03), and to direct staff to initiate conversations with the Town of Hull on a municipal boundary agreement, to check with the assessors regarding the justification for the assessment on the property, and to contact dispatch to make them aware that these two property addresses are in the City of Stevens Point; seconded by Aldersperson Kneebone.

Motion carried 6-0

11. Community Development Department Monthly Report for September 2016. *Report will be provided after September 30, 2016.*

Mayor Wiza pointed out the year to date valuation where the city was now over 36.5 million dollars in declared value for the year, adding that it was significant considering the same period of time from 2015 was 26.5 million, 2014 was 17 million, and 2013 was 18 million. Lastly, he stated that the city was on track to have a record breaking year for development. He commended the city staff and administration.

Commissioner Curless asked for clarification on the amount of monthly permits.

Associate Planner Kearns and Mayor Wiza clarified that they were building permits taken out for residential and commercial remodels as well as new construction for the month of September.

Motion by Commissioner Cooper to accept and place on file the Community Development Department Monthly Report for September 2016; seconded by Commissioner Brush.

Motion carried 6-0

12. Adjourn.

Meeting adjourned at 7:10 PM.

RESOLUTION

[CONDITIONAL USE PERMIT – 1556 PLOVER STREET – TND SETBACKS]

BE IT RESOLVED by the Common Council of the City of Stevens Point, Portage County, Wisconsin, that based upon the application and after reviewing the Plan Commission record and hearing the testimony of interested parties, the Common Council determines that all standards required have been met, the property located at **1556 Plover Street (Parcel ID 2408-32-1010-19)**, described as LOT 1 CSM#2217-8- 75 BNG PRT SUP SUB DIV OF ELLIS RESERVE S32 T24 R8 745029, City of Stevens Point, Portage County, Wisconsin, is hereby granted a Conditional Use Permit for the purposes of constructing a detached garage using “R-TND” Traditional Neighborhood Development Overlay District setback requirements, as shown on the attached plans, with the following conditions:

1. The garage shall compliment the architectural appeal of the main home. Such plans shall be reviewed and approved by the Community Development department.
2. All necessary building permits shall be obtained for the proposed work.
3. Rain gutters shall be installed on the north side of the building and the downspouts shall be directed away from adjacent properties to keep stormwater onsite.
4. All other applicable ordinance requirements shall be met.
5. Staff shall have the right to make minor modifications to the plans.
6. The garage shall not have an overhang (eave) larger than one foot to ensure the structure does not encroach onto the neighboring property.

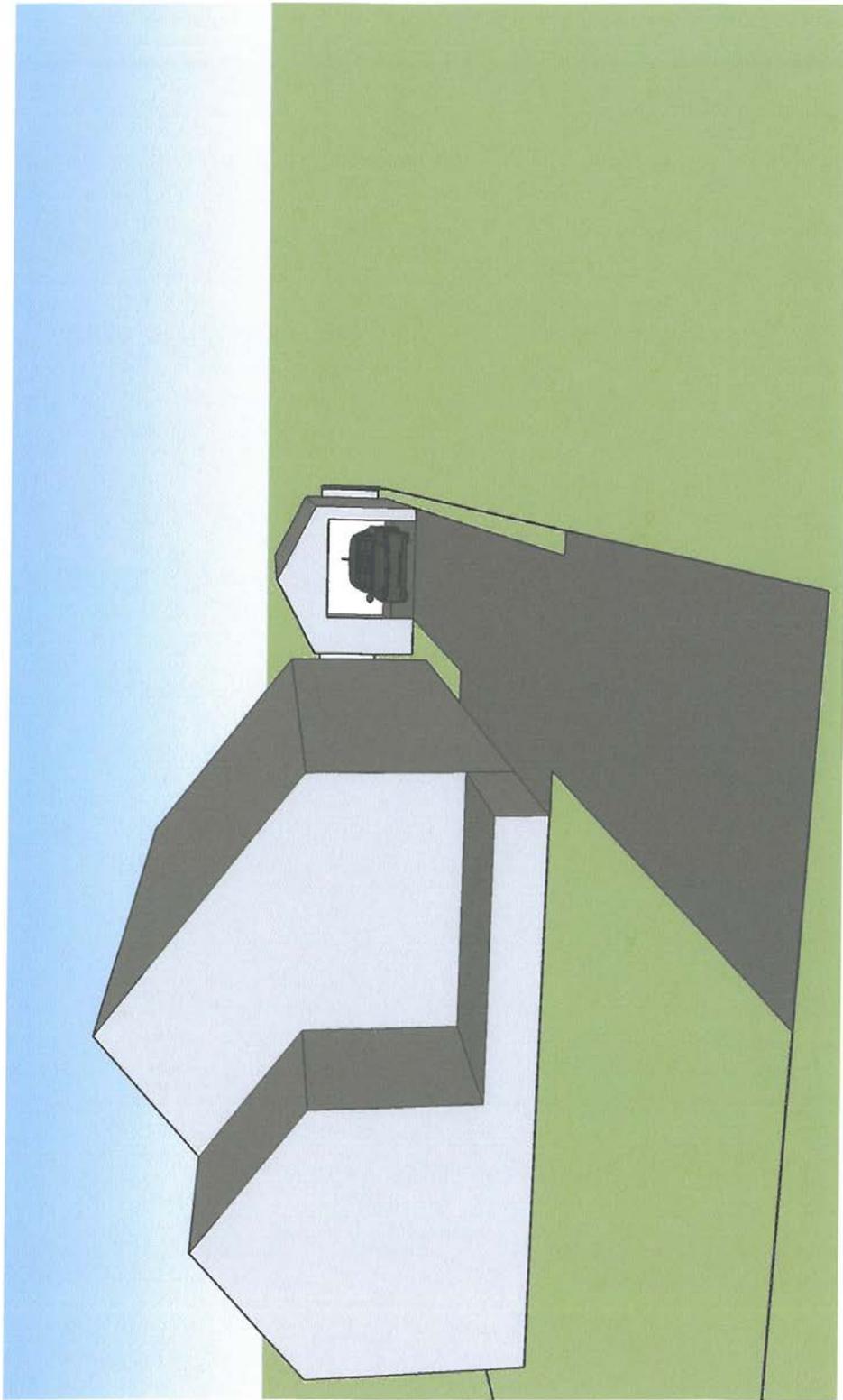
Such approval constitutes a Conditional Use under the City’s ordinances.

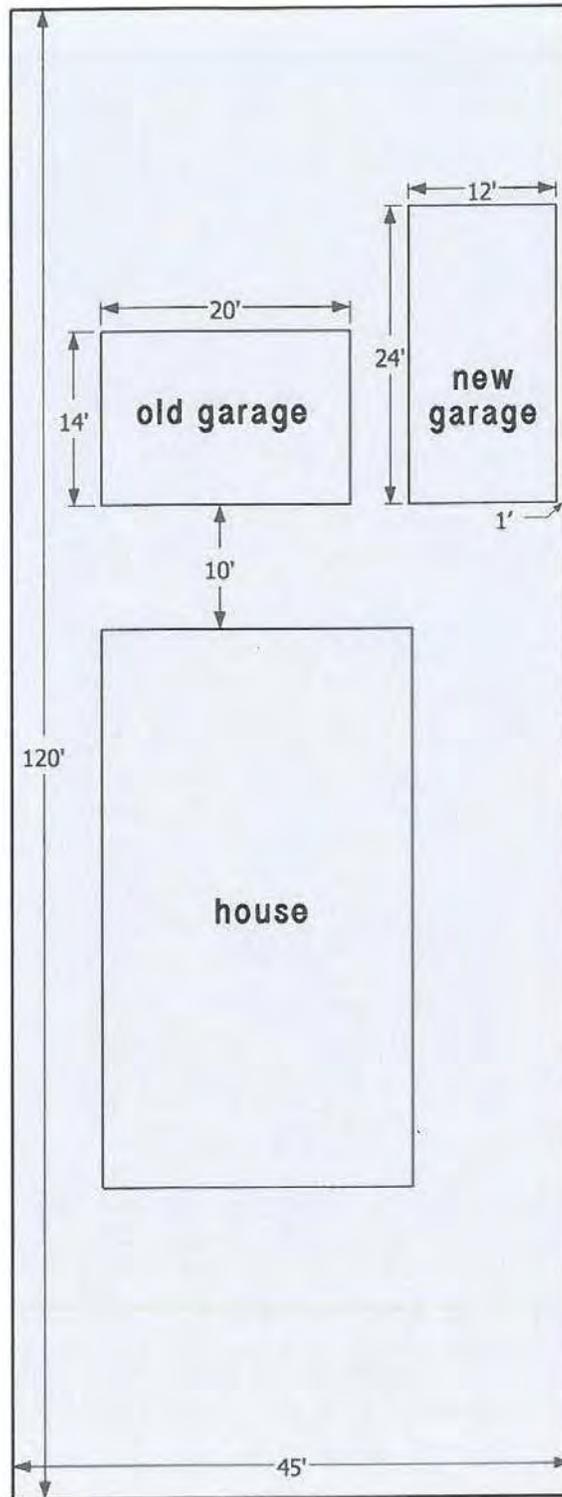
Approved: _____
Mike Wiza, Mayor

Attest: _____
John Moe, City Clerk

Dated: October 17, 2016
Adopted: October 17, 2016

Drafted by: Michael Ostrowski
Return to: City Clerk





RESOLUTION

[CONDITIONAL USE PERMIT – 316 UNION STREET – TND SETBACKS]

BE IT RESOLVED by the Common Council of the City of Stevens Point, Portage County, Wisconsin, that based upon the application and after reviewing the Plan Commission record and hearing the testimony of interested parties, the Common Council determines that all standards required have been met, the property located at **316 Union Street (Parcel ID 2408-29-3002-10)**, described as PT NESW S29 T24 R8 DES 220/632 1/2 BNG A PRCL 67' ALG WL UNION ST BY 194' DEEP 477/936 738800-TOD, City of Stevens Point, Portage County, Wisconsin, is hereby granted a Conditional Use Permit for the purposes of constructing a detached garage using "R-TND" Traditional Neighborhood Development Overlay District setback requirements, as shown on the attached plans, with the following conditions:

1. The garage shall compliment the architectural appeal of the main home. Such plans shall be reviewed and approved by the Community Development department.
2. All necessary building permits shall be obtained for the proposed work.
3. Rain gutters shall be installed on the north side of the building and the downspouts shall be directed away from adjacent properties to keep stormwater onsite.
4. All other applicable ordinance requirements shall be met.
5. Staff shall have the right to make minor modifications to the plans.
6. The garage shall not have an overhang (eave) larger than one foot to ensure the structure does not encroach onto the neighboring property.

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

Approved:

Mike Wiza, Mayor

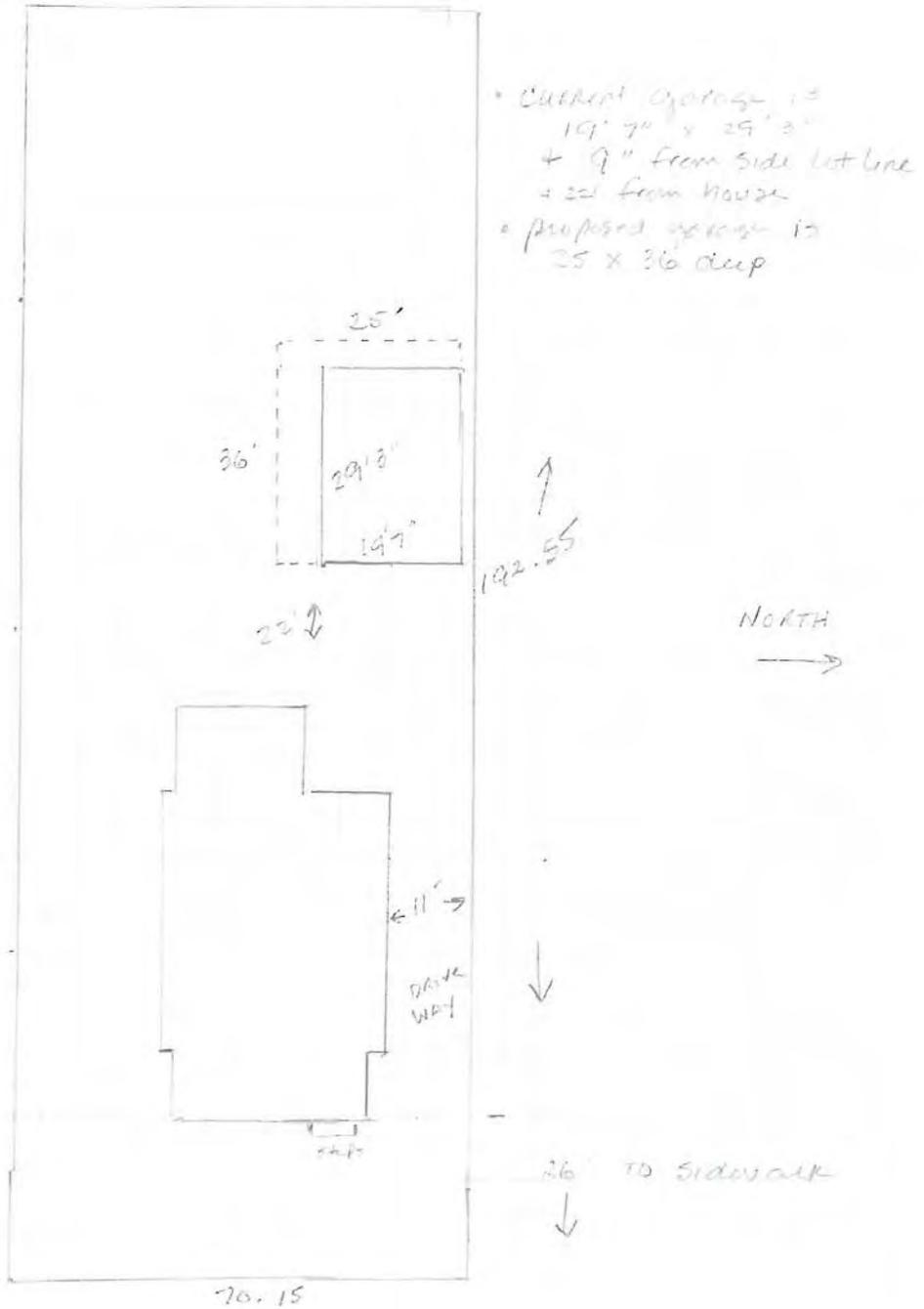
Attest:

John Moe, City Clerk

Dated: October 17, 2016
Adopted: October 17, 2016

Drafted by: Michael Ostrowski
Return to: City Clerk

316 CONCRETE
 LEE + SUN BEVERAGE



- Current Garage is 19' 7" x 29' 3" + 9" from side lot line + 22' from house
- proposed garage is 25' x 36' deep

Proposed garage – 316 Union Street (Lee & Sue Beveridge)

The Garage Plan Shop - Plan 051G-0052

<https://www.thegarageplanshop.com/051g-0052.php>



Unheated Sq. Ft.	
Garage	760 sq. ft.
Loft	504 sq. ft.
Dimensions	
Width	34 ft. 0 in.
Depth	30 ft. 0 in.
Approx. Height	25 ft. 3 in.
Ceiling Heights	
First Floor	9 ft. 0 in.
Roof Pitch	
	4:12 Main
Roof Framing	
	Stick
Exterior Wall	
	2x6

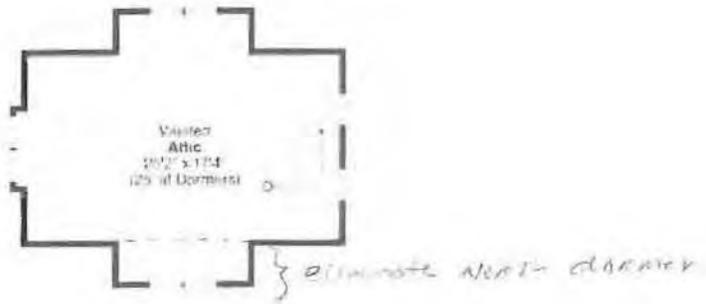
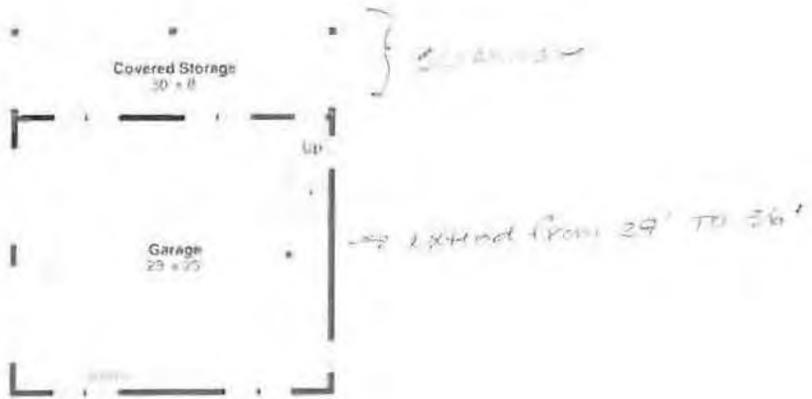
*25 x 36
of the porch
12
21-10 in.*



Eliminate porch. Enlarge garage to 25 wide x 36 deep (900 sq ft).

Eliminate N dormer. Possibly change south shed dormer to gabled dormer to match house.

Install smaller windows on N side.



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

Members of the Common Council

I am writing this letter to appeal the decision by the Historic Preservation and Design Review Committee of Oct 5, 2016. I am appealing because my financial situation makes it impossible for me to comply with the decisions of the committee.

I have lived in my house for over 30 years. It has been a place of joy with growing children and their friends as well as a place of comfort in trying times.

I have changed, evolved, and grown older as my house has. Financial hardships have been a part of my life as they have for many others. You do the best you can with what you have and try to weather the storm until things improve.

That is the opportunity I have right now. I was able to secure a Cap Services loan to repair and weatherize my home. During the investigation of the condition of my house more decay has been discovered that must be addressed.

In a perfect world with more resources I would have pursued more ambitious design options that would have better preserved the historical features of my home. But with limited resources and knowing I will be retiring in the next 6 months or less, I believe I have chosen an option that will preserve my house and still be something I can afford.

When the siding was inspected it was found to be crumbling. The back and side porches needed extensive repair. When the siding was removed from the side porch it was apparent that it would have to be rebuilt.

The side porch is screened in summer and covered with plastic in the winter to keep out the cold. I am proposing replacing the screens and plastic with windows as they will present a more tidy appearance. I believe the side porch was used as a sleeping porch in the past. At the turn of the century many homes had sleeping porches because it was felt sleeping in fresh cold air prevented TB. The door off the side porch enters the house near the bedrooms which further makes the case the side porch was a sleeping porch. Sleeping porches were generally glassed in with sash windows and screens. Enclosing the porch will very much help to keep my home warm. In the book "Houses That Grew" by Wendell Nelson, 1983 the photograph of my house shows windows surrounding the side porch.

I believe putting windows on the side porch would be in accordance with the initial design of my house.

I have requested that I be able to replace the wooden siding with vinyl that will look similar to the original siding. The house has been covered with cedar during the 30 years I have lived here. When the cedar was removed we discovered the house had originally been sided with lap siding. I cannot afford to install wooden siding. I am asking that I be allowed to use vinyl siding that closely resembles the original siding. The siding will conform with the recommendation that it be between 0.044-0.055 inches thick coated with a UV reflective additive and wind resistant. I am also concerned that after I retire I will not be able to afford paint my house over the years.

My house is simple. In Wendell Nelson's book "Houses That Grew", 1983 it was described as "a typical Stevens Point house". I am trying to preserve the house as best I can within my means.

In conclusion this is what I am requesting:

That I be allowed to replace the siding with vinyl siding that meets the specifications of the city and looks like the siding that was on the house. I want the siding to be colored so as to provide contrast with the trim around the windows and doors.

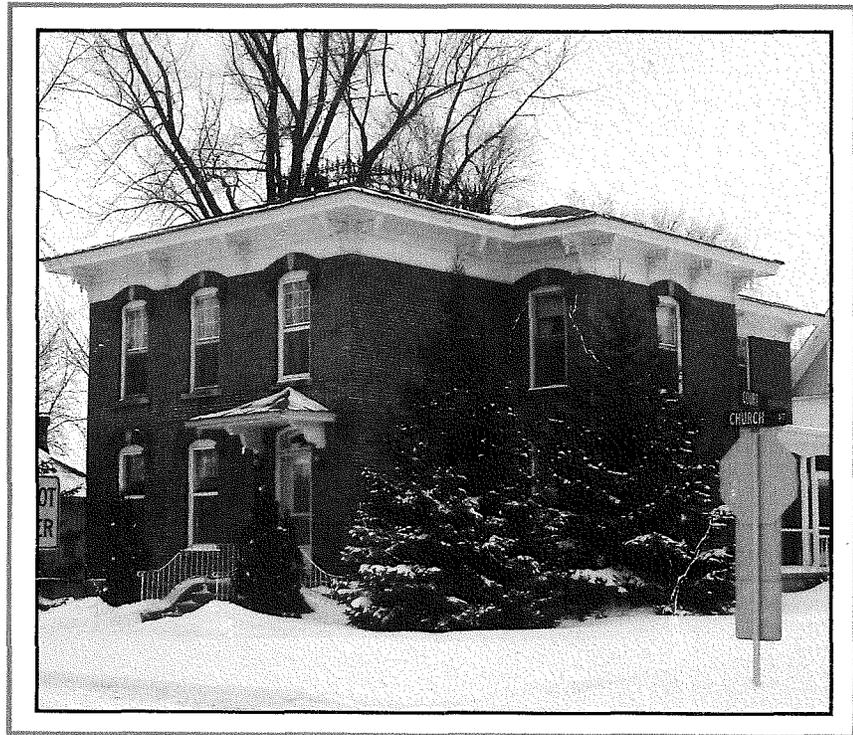
That I be allowed to enclose the side porch with windows.

Please keep in mind that in order for the Council to overrule the Historic Preservation and Design Review Committee a 2/3 majority will be required. Also please consider that I will need a decision tonight because otherwise I may not be able to have my house ready for winter.

Thank you,

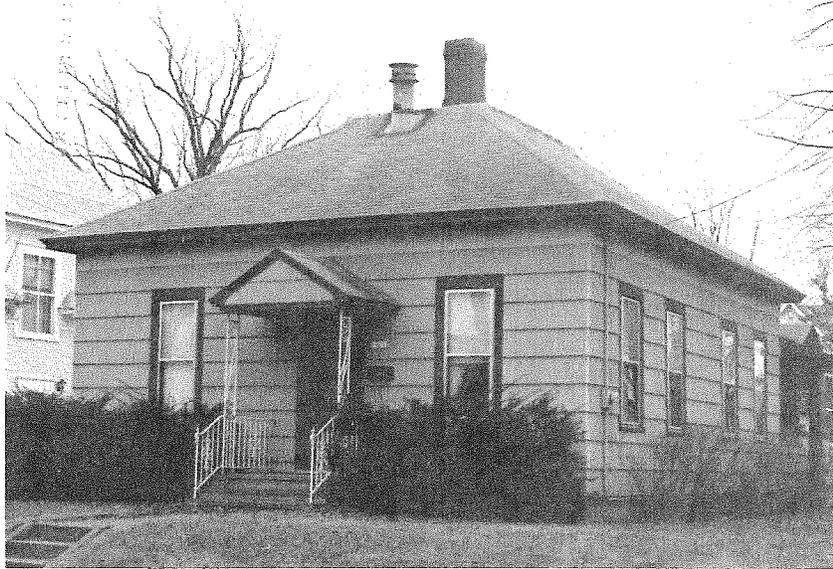
Joyce Waite 10-11-16

Joyce Waite



HOUSES THAT GREW

By
WENDELL NELSON



ADDRESS: 1801 Clark Street
STYLE: Square, deck-roof cottage with hip-roof wing
BUILT: 1894 **RE-SIDED:** 1950?
FIRST OWNER: W. H. Norton (1828-1914)
LATER OWNERS: Howard E. Ross
 Albert Butler
 Scott Rector
 Thomas Grote

This house is not particularly distinctive except as another example of the "typical Stevens Point house" described by the State Historical Society architectural survey team in the summer of 1973. But because it sits on a conspicuous corner of the city, it deserves mention.

The basic structure is a familiar one by now: a one-story, square, deck-roofed house with a center front door flanked by identical windows. Despite its shape, the house is not truly Italianate; it lacks the segmental-arched windows and moldings, the brackets under the eaves, and a cupola or an ironwork railing around the roof deck. Also, it is too late; it was built five years after the construction of the last Stevens Point house to have any distinct Italianate features.

This house has been altered in various ways. The rear (south) wing may have been added later; the small front stoop no doubt replaced an original larger, spindled porch much like the west-side porch still in place; wide, asbestos siding covers the original narrow clapboards; and a bathroom and electricity were added in 1916.

When William Norton died, he had been "the only survivor of the Mexican war. . . residing in Stevens Point and one of the few in Wisconsin." After he left the army, he became a tailor. Howard Ross was "a traveling representative for the Jung Shoe Co. of Sheboygan," Dr. Albert Butler was a dentist, Scott Rector is an underwriter for Sentry Insurance Company, and Tom Grote is an agent for Republic Airlines.

ed early. The first building stone houses

ssive, earthy or story and a ched panes of ig to neither d front porch ng popular in

uilt; the only front porch. the first two al as it might hoff's house,

as not only a company, a ent in World on numerous E.M. Copps, the business through the

AGENDA

HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

October 5, 2016 – 4:00 PM

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

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

Discussion and possible action on the following:

1. Approval of the report of the September 7, 2016 HP/DRC meeting.
2. Request from Bailey Voigt, representing the property owner, for design review to install multiple wall signs at **1009 Clark Street (Parcel ID 2408-32-2020-04)**.
3. Request from Joyce Waite, for design review to replace siding, trim, and porches at **1801 Clark Street (Parcel ID 2408-32-1027-06)**.
4. Adjourn.

Any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715)346-1569, TDD# 346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Administrative Staff Report

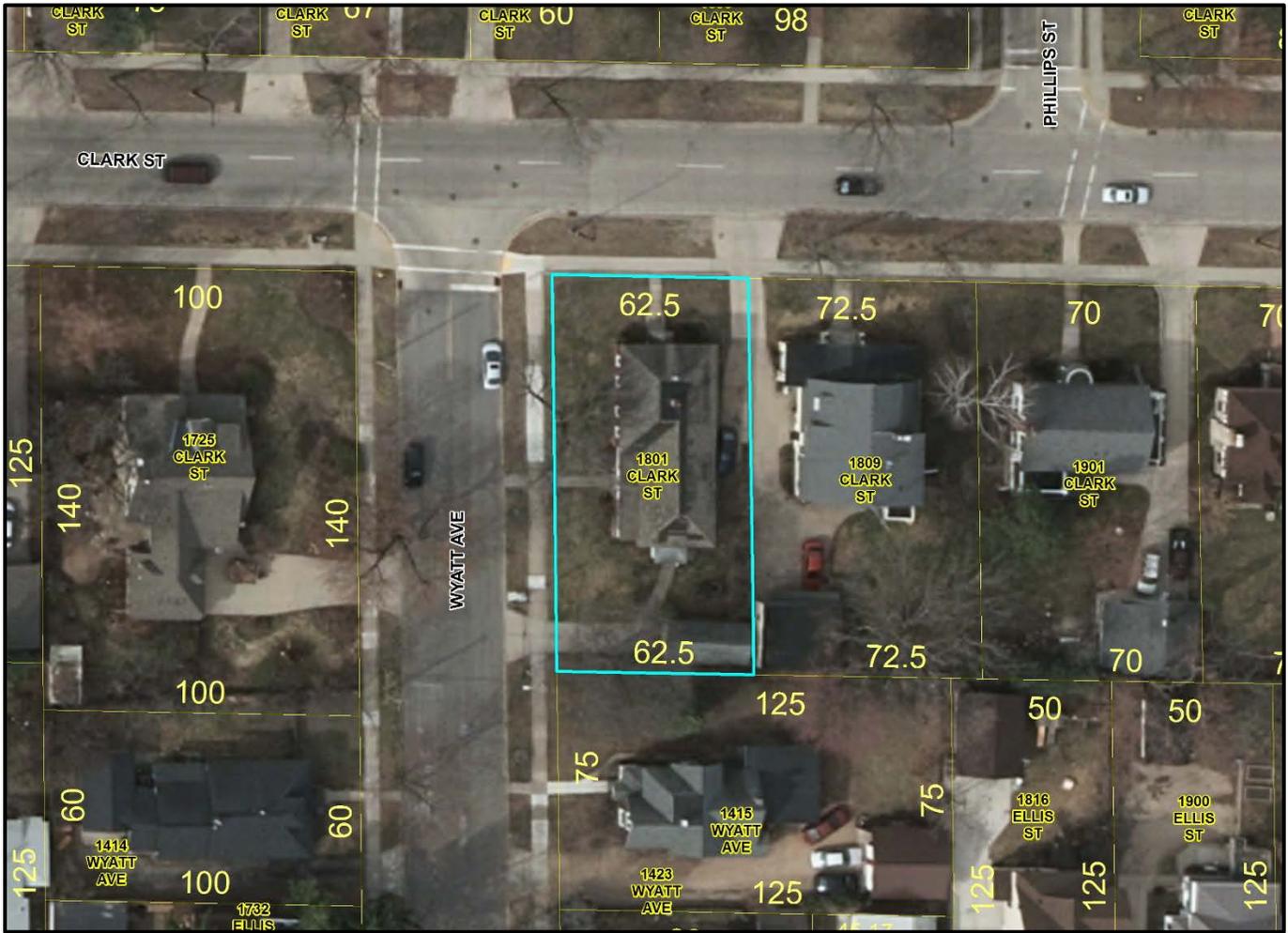


Replace Siding, Trim & Porches Design Review Request 1801 Clark Street September 29, 2016

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

<p>Applicant(s):</p> <ul style="list-style-type: none">Joyce Waite <p>Staff:</p> <ul style="list-style-type: none">Michael Ostrowski, Director mostrowski@stevenspoint.comKyle Kearns, Associate Planner kkearns@stevenspoint.com <p>Parcel Number(s):</p> <ul style="list-style-type: none">2408-32-1027-06 <p>Zone(s):</p> <ul style="list-style-type: none">"R-3" Single & Two Family Residence District <p>Council District:</p> <ul style="list-style-type: none">District 3 – Ryan <p>Lot Information:</p> <ul style="list-style-type: none">Actual Frontage: 63 feetEffective Depth: 125 feetSquare Footage: 7,813Acreage: 0.179 <p>Structure Information:</p> <ul style="list-style-type: none">Year Built: addition 1915 (101 years)Number of Stories: 1 <p>Current Use:</p> <ul style="list-style-type: none">Residential: Single Family <p>Applicable Regulations:</p> <ul style="list-style-type: none">Chapter 22Downtown Design Guidelines	<p>Request</p> <p>Request from Joyce Waite, for design review to replace siding, trim, and porches at 1801 Clark Street (Parcel ID 2408-32-1027-06).</p> <p>Attachment(s)</p> <ul style="list-style-type: none">ApplicationRendering <p>City Official Design Review / Historic District</p> <ul style="list-style-type: none">Clark Street Historic District <p>Findings of Fact</p> <ul style="list-style-type: none">The property falls within the Clark Street Historic district which requires exterior improvement to be reviewed and approved.The request is to install new siding and trim around the home as well as porches.The project has started with the removal of existing siding and re-roofing. <p>Staff Recommendation</p> <p>Deny the use of vinyl siding as proposed. Staff would recommend approving a wood siding matching closely with the original siding in design, material, and color, subject to the following conditions.</p> <ul style="list-style-type: none">The applicant shall submit another siding option more closely matching the design, material, and color of the original siding, to be reviewed and approved by the chairperson and designated agent.If vinyl siding is approved it shall have a thickness between 0.044-0.055 inches, coated with a UV reflective additive and wind resistant.All applicable building and zoning codes shall be met prior to construction.All required permits shall be obtained prior to construction.If vinyl windows are approved for the porches, they shall match those on the existing home.
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Vicinity Map



Scope of Work

Joyce Waite, 1801 Clark Street, is proposing to install new Dutch lap vinyl on her home. In addition, she is requesting to reconstruct and repair both porches on the house. Note that siding has already been removed. Furthermore, a permit has been issued for re-roofing the home with shingles. As the property falls within the residential Clark Street Historic District, the Historic Preservation/Design Review Commission must review the request.

CHAPTER 22: HISTORIC PRESERVATION

Division 5.02 Regulation of Construction, Reconstruction, Alteration, and Demolition

No owner or person in charge of a historic structure or historic site, or property located within a historic district shall reconstruct, alter, or demolish all or any part of the exterior of such property or construct any improvement upon such designated property or properties or cause or permit any such work to be performed upon such property or demolish such property unless approval has been granted by the commission.

Upon the filing of any request for a design review certificate with the commission, the commission shall review the



request in accordance with the design guidelines. If the commission determines that the application for a design review certificate and the proposed changes are consistent with the design guidelines, it shall issue the design review certificate. Upon the issuance of such certificate, any other required permits shall be obtained.

Guidelines of Review

Engineered or Synthetic Siding (Stevens Point Design Guidelines Sec. 3.1.1)

Numbers match the applicable standard.

2. Original walls should be properly maintained and repaired when necessary. If an original wall feature must be replaced due to excessive deterioration or damage, the new feature should match the original in size, profile, material, and texture.

Analysis: The applicant has removed all siding. They have indicated that the original siding was a cedar shake with which the pictures indicate. They have proposed a Dutch lap vinyl siding.

Findings: Vinyl siding is not an original wall feature or recommended in the design guidelines and therefore, staff would recommend denying its use for the project. Staff would recommend a wooden siding matching closely to the original in design. Note that in other cases, the HP/DRC has approved an engineered wood product made to resemble a cedar shake, LP SmartSide. A vinyl siding or engineered siding is typically much more durable, long-lasting, efficient, and less cost.

Our state-of-the-art SmartGuard® manufacturing process ensures that all LP® SmartSide® products deliver outstanding strength and durability. The process begins with either wood strands or wood fiber. A zinc borate compound is applied throughout the substrate to help protect against fungal decay and termites. Superior exterior-grade resins are used to create extremely strong bonds within the product. Having been tested in laboratory and real-world conditions for more than a decade, LP SmartSide products are proven to withstand extreme heat, cold, humidity and rainfall.

LP SmartSide Trim & Siding Family



5. It is not recommended to cover or replace original wall surfaces with vinyl, aluminum, veneer or other synthetic siding, including chemical applications that may change the texture of the original siding.

Analysis: The applicant has requested to replace the cedar siding with a vinyl siding.

Findings: The above design guideline is not met.

6. Whenever synthetic siding already exists, it can be replaced with wood or an approved material. Original siding is recommend to be restored if synthetic siding is removed.

Analysis: The applicant has requested to replace the cedar siding with a vinyl siding. Two layers of siding existed on the home, both have been removed including fascia and trim. Furthermore, the applicant has stated the original exposed siding was beyond repair and in need of complete replacement.

Findings: See the attached photos which identify the deterioration of the underlying siding.

7. In cases where vinyl siding is used it is recommended to have a thickness between 0.044-0.055 inches, coated with a UV reflective additive and wind resistant.

Analysis: Vinyl siding is proposed.

Findings: Staff would recommend this standard be met if the commission approved vinyl siding.

Porches and Entryways (Stevens Point Design Guidelines Sec. 3.6)

1. Entryways and porches are important character-defining elements of a historic structure and should be retained and preserved. Important elements include steps, columns, balustrades, doors, railings, brackets, roofs, cornices, and entablatures.

Analysis: The applicant is requesting to demolish and reconstruct the western porch and southern porch on the structure. Work has already begun to reconstruct the porches (see photos). A rough plan has been provided regarding the porch reconstruction



Western Porch



Southern Porch



Reconstructed Porch

Findings: Upon review, very few details existed on the original porches. Both were covered (roof), and appear to be covered in the reconstruction. The western porch is proposed to remain enclosed and vinyl windows and storm doors are proposed for the enclosed porch, matching the rest of the house. The reconstruction of the porches appears to somewhat match the original design. Staff would request that all necessary permits be obtained for the project.

2. If replacement of a porch element is necessary, replace only the deteriorated or missing detail with new materials that match the design of the original as closely as possible.

Analysis: The applicant has removed the existing porches and began to reconstruct them. They have indicated that the porches were severely deteriorated.

Findings: The western porch appears to be reconstructed as fully enclosed with windows and walls, whereas the previous porch was an enclosed screen porch. Details for the southern porch are not known.

4. Reconstruction of missing or extensively deteriorated porches is encouraged. Reconstructed porches should be based on documentary evidence. If adequate documentation is not available, a new design is appropriate if it is compatible with the style and period of the building.

Analysis: Reconstruction of two porches is proposed, see the attached photos and rendering.

Findings: The photos provided show both porches in a deteriorated state. In addition it is clear that both have little architectural and character-defining elements, their construction is of a simple design. While the reconstruction of the western porch does not exactly appear to be the same design, it is not enlarged or significantly changed. The reconstruction is also of simple design and should not be incompatible to the home.

5. It is not recommended to enclose porches on primary elevations. Porches on rear elevations not seen from the public right-of-way may be screened or enclosed only if the work is designed so that it can be installed or removed without damage to the historic structure.

Analysis: The home is on the corner of Clark Street and Wyatt Avenue. The western porch faces Wyatt Avenue, whereas the southern porch faces the neighboring residential property.

Findings: Prior to demolition, the western porch was enclosed with screens. It appears a hip wall existed with screen above the wall connecting to the roof/overhang. While enclosed porches are not recommended, in this instance the enclosure does not detract from the home and may appear to be part of the home's interior.

6. Repairs to porches using materials incompatible with the original materials are not recommended. For example, metal supports should not be used as substitutes for wood columns, plywood should not be substituted for beaded board ceilings, and concrete should not be used as a substitute for tongue-and-groove wood flooring.

Analysis: The demolished porches were likely constructed primarily of wood. The photos of the reconstruction indicate that wood is again the primary material. The applicant has also stated the enclosed western porch will have windows and a door matching the existing home.

Findings: Materials are appropriate for the porches.

Building Images



Western Façade (Facing Wyatt Ave.)



Northeast Façade



Northern Façade (Facing Clark St.)



HISTORIC PRESERVATION/ DESIGN REVIEW COMMISSION

City of Stevens Point
Community Development Department

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

APPLICATION FOR DESIGN REVIEW

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted	9/29	Assigned Case Manager	Kyle Keatts
Associated Permits or Applications (if any)				Pre-Application Conference Date	
Decision		Date Reviewed		Staff Signature	<i>[Signature]</i>
Notes:					

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/>)	
Applicant Name	Joyce Waite	Contact Name	Chad Piotruski (CAP Services)
Address	1801 Clark St.	Address	1725 West River Dr.
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	Stevens Point, WI 54481
Telephone	(715) 572-1693	Telephone	(715) 343-7178
Fax		Fax	(715) 343-7178
Email	Joyce.waite@ministryhealth.org	Email	cpiotruski@capmail.org

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input checked="" type="checkbox"/>)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
1801 Clark St.		
Legal Description of Subject Property		
See Attached		
Area of Subject Property (Acres/Sq Ft)		Area of Building or Structure (Sq Ft)
.18 Acres		1900 Sq Ft

The West one half (W 1/2) of Lots Six (6) and Seven (7) and the West one half (W 1/2) of the North one half (N 1/2) of Lot Eight (8), all in Block Five (5) of Boyington and Atwell addition to the City of Stevens Point, Portage County, Wisconsin; being part of the Southeast Quarter (SE 1/4) of the Northeast Quarter (NE 1/4) of Section Thirty-two (32), Township Twenty-four (24) North, Range Eight (8) East.



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
GOVERNOR
SCOTT NEITZEL
SECRETARY

Division of Energy, Housing and
Community Resources
P.O. Box 7970
Madison, WI 53707-7970

August 8, 2016

Chad Piotrowski
CAP Services, Inc.
1725 W. River Drive
Stevens Point WI 54481

Re: 1801 Clark St., Stevens Point

Dear Mr. Piotrowski:

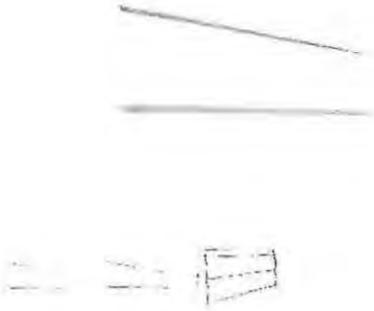
The project you submitted for review is listed on the Wisconsin Architecture and History Inventory as a *non-contributing property within an historic district*. However, all of the proposed activities—re-roofing, structural support for the back porch; replacement of vinyl shake shingles with new vinyl siding, and replacement of 5 windows with vinyl to match other vinyl windows—can be considered as in-kind replacement or repair. Therefore, there will be no impacts on properties included in or eligible for inclusion in the National Register of Historic Places. You may proceed without further consultation with this office on historical review issues.

Sincerely,

Douglas P. Brethauer
Environmental Review Coordinator

Historical preservation meeting
on web Oct 5

Harbour Crest™ Double 4 Dutch Lap Vinyl Siding



\$236.00

Description

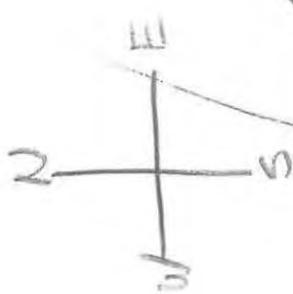
DIMENSIONS: 8" Height x 12'6" Length - 24 pieces per case = 200 square feet (2 Square)

FEATURES

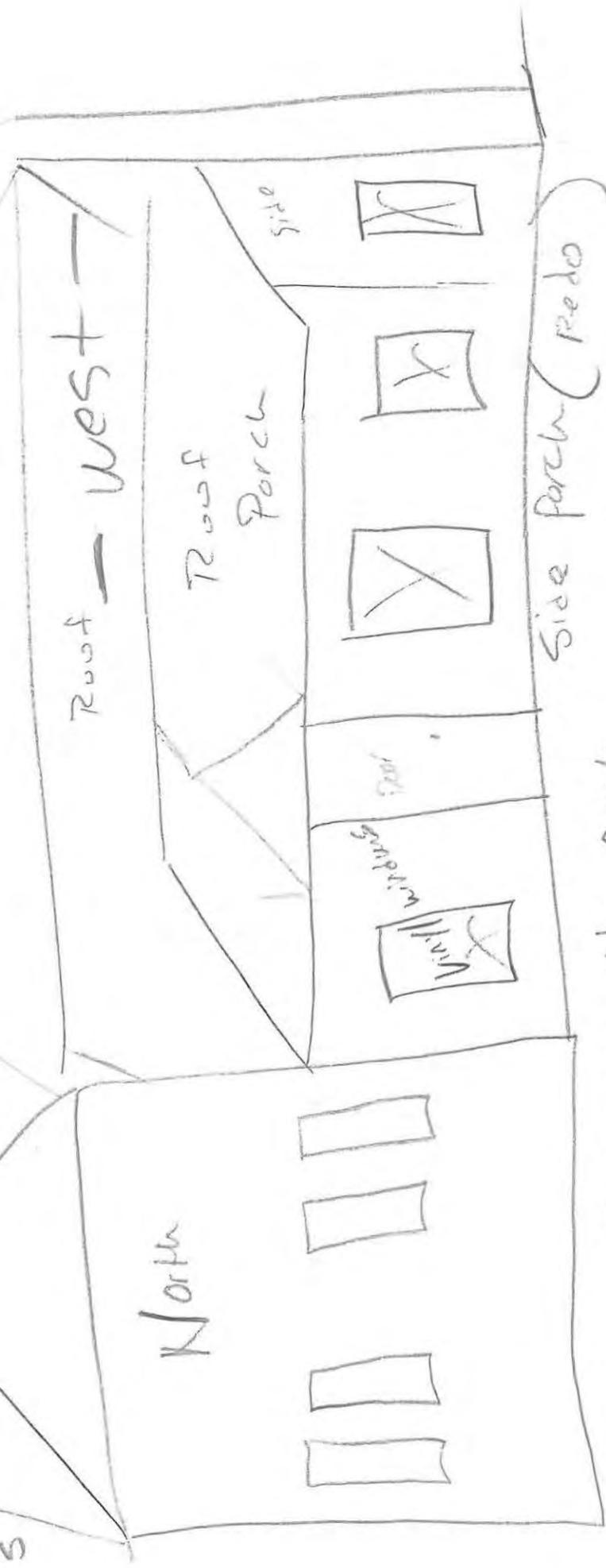
- Resists dents, hail damage, scratches and fading
- Impervious to wood boring insects, fungus and mildew
- Never needs painting
- Deep embossed wood grain surface
- Secure positive locking system
- **MANUFACTURERS LIMITED LIFETIME WARRANTY - MADE IN THE USA**

Color Chart

Material wanting to use!



Side Porch



Enclosed side porch

with new vinyl windows, door (Stem), to match rest of house.

* Porch was rotten and unsafe, joist, Deck boards need to be replaced and other structure issues to bring it up to safe and code standards.



1801











REPORT OF THE HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday October 5, 2016 – 4:00 PM

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

PRESENT: Chairperson Lee Beveridge, Alderperson Ryan, Commissioner Siebert, Commissioner Scripps, Commissioner Baldischwiler, and Commissioner Woehr.

ABSENT: Commissioner Joe Debauche

ALSO PRESENT: Associate Planner Kearns, Scott Dimler, Jim Roecker, Bailey Voigt, Chad Piotrowski, Jay Servis, and Joyce Waite.

INDEX:

1. Approval of the report of the September 7, 2016 HP/DRC meeting.
2. Request from Bailey Voigt, representing the property owner, for design review to install multiple wall signs at **1009 Clark Street (Parcel ID 2408-32-2020-04)**.
3. Request from Joyce Waite, for design review to replace siding, trim, and porches at **1801 Clark Street (Parcel ID 2408-32-1027-06)**.
4. Adjourn.

-
1. Approval of the report of the September 7, 2016 HP/DRC meeting.

Motion by Commissioner Siebert to approve the report of the September 7, 2016 HP/DRC meeting; seconded by Alderperson Ryan.

Motion carried 5-0.

2. Request from Bailey Voigt, representing the property owner, for design review to install multiple wall signs at **1009 Clark Street (Parcel ID 2408-32-2020-04)**.

Associate Planner Kearns summarized the request and staff report and identified the staff recommendation to approve the signs with the conditions outlined in the staff report.

Commissioner Beveridge asked for clarification on a planter removed on the site, to which Mr. Kearns confirmed, and stated the planter was recommended to be maintained and restored by the Commission during the original design review request.

Commissioner Beveridge inquired about removal of glass block on the north façade and urged the block to be maintained. Furthermore, he referenced the request to install a cabinet sign on the west façade smaller than the existing cabinet.

Commissioner Siebert ask for clarification on gooseneck style lighting. Mr. Kearns answered stating is exterior lighting above signage with a cut off fixture casting light down onto the sign.

Commissioner Woehr questioned the sign proposed over glass block and whether it was proposed to be translucent or internally lit. Bailey Voigt, representing the property owner, responded by indicating glass block is proposed to be removed, as some block is damaged. She went on to state upon removal, clear glass would be installed and an etched film of the logo and lettering would be

installed. Commissioner Woehr added that light would then shine through and illuminate the stairwell, to which Mrs. Voigt confirmed and added it would be ambient lighting.

Commissioner Woehr questioned access once into the facility via the main entrance. Scott Dimler, property owner, answered by saying upon entering, stairwells exist going up and down.

Commissioner Woehr asked what type of damage has occurred to the glass block. Scott Dimler said a few blocks are cracked and smashed out, and cited any repairs would be an additional expense.

Commissioner Beveridge stated in the past, things have similarly been required to be covered or sealed in, but not removed. Furthermore, he mentioned the proposed west cabinet sign face is not exactly the same size as what is existing and removal of an existing cabinet sign would not allow a new sign. Bailey Voigt clarified that the electronic message center sign is a self-contained cabinet sign, and cannot be placed within an existing cabinet sign. She added an option exists to retro-fit an electronic message center into an existing cabinet sign as a module face, but lacks in quality.

Commissioner Woehr asked if the electronic message center sign would have scrolling text. Mrs. Voigt responded by stating the applicant has a similar sign at their Village of Plover location in a residential area. Scott Dimler mentioned the sign would be used to advertise the weekly events and service times which would be a changing text.

Commissioner Siebert stated that to be consistent with previous request and Commission action, the request for an electronic message center should be denied.

Bailey Voigt stated her understanding that the denial of the previous electronic message center sign was because of the building location on Main Street and near residential second-story apartments. Commissioner Siebert indicated that both locations are within the Historic Downtown Design Review District and historic character needs to be maintained.

Commissioner Ryan questioned whether the distressed text of the individual channel letter sign can be constructed of metal or vinyl overlaid over metal. Mrs. Voigt answered that the background colors would be a solid piece with dimensional letters that have a white film on them.

Commissioner Scripps asked for staff to clarify the past review of electronic message centers and their location within the sign ordinance. Associate Planner Kearns clarified that changeable copy signs are permitted within the downtown B-3 zoning district, however, as time progressed and automatic copy signs were added to the ordinance, they were not incorporated wholly throughout the ordinance. He also proceeded to mention other locations within the downtown where electronic message centers exist and were approved by the Commission.

Commissioner Scripps cited that nearby residents could be distracted by the electronic message center signs, and asked if this was a concern for this location. Mr. Kearns identified residential units to the west of the property. Mr. Kearns added that restrictions could be added onto the approval of an electronic message center sign, for example, controlling the scroll time of text.

Commissioner Woehr stated that no signs can be flashing in the district.

Commissioner Beveridge stated the recommendation within the guidelines is to allow re-face of existing cabinet signs and the request is totally different. Furthermore, he indicated that the sign ordinance is to eliminate an over prolific amount of signage downtown, and furthermore cited previous signage. Lastly, he asked the applicant if the ability existed to insert a message center in the existing cabinet.

Bailey Voigt said it is possible to replace the face and include a digital sign, but the quality of the sign is reduced with this method as a retro-fit design is needed. She then stated the ability to provide a new face to the existing cabinet sign with just the logo and name of the church.

Commissioner Beveridge commented that there were no electronic signs on the building upon its construction.

Motion by Commissioner Siebert to approve the installation of three new wall signs as proposed, two individual channel letter signs, and one glass sign at 1009 Clark Street (Parcel ID 2408-32-2020-04) subject to the following conditions:

- 1. Signage shall be installed within the brick/stone mortar joints.**
- 2. Individual channel letter signs shall be constructed of metal, such as aluminum.**
- 3. Gooseneck style lighting shall be installed for the individual channel letter signs, to be reviewed and approved by the chairperson and designated agent.**
- 4. No new cabinet sign shall be installed, however, the existing cabinet sign shall be permitted to have a new face installed.**
- 5. Glass block on the north façade shall be repaired and maintained, but shall be permitted to be covered with the proposed glass sign.**

Commissioner Ryan questioned the material of the signage, to which Mr. Kearns stated his recommended is to require the signs be constructed of metal, and the guidelines recommend a more historically appropriate material.

seconded by Commissioner Baldischwiler

Motion Carried 5-0.

3. Request from Joyce Waite, for design review to replace siding, trim, and porches at **1801 Clark Street (Parcel ID 2408-32-1027-06).**

Associate Planner Kearns summarized the request and staff report by the applicant to install aluminum siding and reconstruct the western and southern porch. He then stated staff's recommendation to deny vinyl siding, but approve a wooden siding, and reconstruction of both porches.

Aldersperson Ryan asked if the color of the original siding is known, to which, Jay Servis, contractor, responded that red was the color, and added there were two layers of siding on the home, a wood clap board siding, and a red cedar siding. Mr. Servis continued stating that a red colored siding is proposed. Lastly, he summarized the situation and cited the owners application for a loan to CAP Services, upon which a vinyl siding was recommended. Furthermore, he indicated the state entity for historic preservation review approved the vinyl siding.

Joyce Waite, property owner, explained she attended a previous meeting and spoke to City staff where she was told she can do whatever she wants with her property and it is not historic. She went on to clarify the meeting was held at the library recently.

Mr. Kearns stated a meeting at the library occurred earlier this year, upon which a state representative spoke and provided a presentation on state historical tax credits. Mr. Kearns went on to say that the state has jurisdiction for review in State and National historic districts where tax credits are requested, and the City of Stevens Point has only one State and National historic district, Mathias Mitchell Public Square Historic District. Two additional districts exist in the City as locally designated districts, which include the Historic Downtown Design Review District and the Clark

Street Historic District. Lastly, he indicated these districts have separate regulations and the State or National District regulations do not apply to the locally designated districts.

Jay Servis stated the proposed vinyl siding is a 0.044 thickness siding, and mentioned he has examples of other types of siding.

Chap Piotrowski asked if any City funding exists to assist with the project, to which Mr. Kearns identified that no funding exists. Mr. Kearns went on to mention that a previous grant existed which has been extinguished, but only commercial properties were eligible for funding. Chad commented that CAP Services are trying to keep the costs down when funding the project and also trying to alleviate on-going maintenance as the applicant is retiring soon.

Commissioner Beveridge stated that the problem is that there was no maintenance done on the siding. He went on to state that the Clark Street Historic District was created by home owners wanting to preserve properties. Lastly he discerned his belief that wood siding should be installed and porches should be reproduced as originally built.

Commissioner Woehr asked if a permit was issued for any work on the home, with which Mr. Kearns responded stating a re-roofing permit was issued, as shingles were replacing shingles. Commissioner Woehr then asked if the existing porches were removed, to which Mr. Servis said correct. Mr. Servis went on to state porches were rotted and falling down once siding was removed.

Commissioner Woehr identified his frustration with siding removal, and porch removal being performed prior to a building permit being obtained. Mr. Servis clarified that he usually begins work and obtains a permit the same day. He went on to state that with this project, after being told of the situation, siding continued to be removed and dried-out in order to ensure the owner had a dry house. Furthermore he said when porch reconstruction began he was told a permit cannot be issued, but upon discovering the rot, new posts needed to be built to hold the existing porch roof. Lastly, he described the footings for the porch.

Commissioner Ryan asked what has been the Commission's justification in the past for approving vinyl or synthetic siding, to which Mr. Kearns stated many projects may have been approved prior to the adoption of the new design guidelines in 2014. Mr. Kearns added that cost, difficulty in obtaining materials, maintenance, improved efficiency in products, and other factors have been taken into consideration.

Commissioner Ryan asked if a shake style siding is proposed or a lap board siding. Mr. Servis responded that vinyl siding is proposed, but LP siding, hardy-board, or a vinyl shake, which is nearby on a green house, can be pursued. He proceeded to show examples and mentioned that a pre-finished cedar-shake siding cannot be obtained, and he would have to finish the siding, which also creates additional cost and maintenance in the future.

Commissioner Ryan mentioned that the Commission previously approved a synthetic fiberboard siding for his newly constructed garage. Commissioner Beveridge clarified that new construction differs from existing.

Jay Servis commented that the western porch has twelve feet of double hung or slider windows. Furthermore, he stated the existing windows on the home are double hung.

Commissioner Beveridge asked what previously supported the porch and porch roofs, to which Mr. Servis responded by indicating that brick stacks and wooden posts encased in hollow boxes supported the porch. He referenced pictures submitted within the application and cited that prior to the recent reconstruction the roofs were slanted and would have collapsed.

Commissioner Beveridge asked if the original porch floor slanted away from the house, to which Mr. Servis stated correct, at some point someone put a roof on. Commissioner Beveridge commented that likely the porch was originally covered, but open.

Joyce Waite asked for clarification as to whether the porches needed to match the home construction or time when she purchased to home. Commissioner Beveridge said the guidelines recommend changes to reflect the time of building construction and materials used during construction.

Commissioner Scripps asked if this home will be part of the potential expanded Clark Street / Main Street District, to which Mr. Kearns said yes, the home will remain as part of the existing locally designated district, but will also potentially be a State and National historic district as well, which would allow for the ability to obtain tax credits for restoration projects. He added the district expansion and nomination would not be final for at least two years. Further conversation ensued about the State historical tax credit program.

Joyce Waite asked if there is any way the side porch can be enclosed, as the enclosure would assist in insulating the house. Commissioner Beveridge responded that the porch was likely not originally enclosed. Ms. Waite stated that the home was not originally the same size and has been enlarged, and questioned if enclosure could occur if the porch size was maintained.

Commissioner Beveridge said that reconstruction should occur with historically accurate materials and design.

Commissioner Scripps motioned to deny the request to install vinyl siding, but approve the installation of wood siding and approve the request to reconstruct porches on the western and southern façade subject to the following conditions:

- 1. The applicant shall submit a wooden siding option more closely matching the design, material, and color of the original siding, to be reviewed and approved by the chairperson and designated agent.**
- 2. Porches shall not be enclosed.**
- 3. All applicable building and zoning codes shall be met prior to construction.**
- 4. All required permits shall be obtained prior to construction.**

Commissioner Ryan asked how CAP Services would respond to the requirement and motion made, given they are providing a loan to the property owner. Chad Piotrowski summarized that in his time with CAP Services they pursue vinyl siding as they see lead and asbestos on homes where the vinyl would have an encapsulating effect.

Commissioner Ryan asked what project should have required a permit, to which Mr. Kearns stated roofing, siding and porch reconstruction would all require a permit. He went on to state that the re-roofing permit was given as staff has the authority to approve reroofing of like materials.

seconded by Commissioner Ryan

Motion Carried 5-0.

4. Adjourn.

Meeting adjourned at 4:54 PM.

PERSONNEL COMMITTEE MEETING
Monday, October 10, 2016 – 6:02 p.m.
Lincoln Center ~ 1519 Water Street

PRESENT: Chairman Slowinski; Alderpersons Oberstadt, Johnson, Morrow, Shorr

OTHERS

PRESENT: Mayor Wiza; C/T Ladick; Attorney Beveridge; Clerk Moe;
Alderson(s) Ryan, Kneebone, Phillips, McComb, Dugan;
Director(s) Lemke, Schatschneider, Schrader; Chief Finn; Chief
Skibba; Tori Jennings; Andrew Halverson; Nate Enwald ~ PC
Gazette; Brandi Makuski ~ SPCT; Human Resource Manager Jakusz

Chairman Slowinski called the meeting to order.

1. 2017 Request(s) for known out of State Travel

Human Resource Manager Jakusz explained that per City policy, known out of state travel requests for the upcoming year are presented to the Personnel Committee for approval in advance of the budget being completed. Two requests were submitted to the Committee for consideration.

Alderson Johnson asked how travel is budgeted. Mayor Wiza responded that each department has their own travel accounts and are required to work within the budgeted amount.

Alderman Shorr moved to approve the requests; Alderson Oberstadt seconded. Ayes all, nays none. Motion carried.

2. Addition of voluntary Critical Illness Insurance Benefit

Human Resource Manager Jakusz referenced the memo she and Comptroller/Treasurer Ladick included in the packet. She indicated that the addition of this benefit would enhance the benefit package offered by the City without adding cost to the City as employees would pay the premium. Because the City would sponsor the plan, premiums would be deducted from the employee's pay on a pre-tax basis which more advantageous to the employees.

Alderman Morrow asked what the premiums are. Human Resource Manager Jakusz replied that pricing from one company is still outstanding and if that information is received before next week's Council meeting

she will provide it to the City Council. She added that it was necessary to bring this item to the Personnel Committee and City Council this month so that we have the approval in time for the annual open enrollment process.

Alderman Shorr to approve the addition of the voluntary critical illness insurance benefit; Alderperson Oberstadt seconded. Ayes all, nays none. Motion carried.

3. Adjournment – 6:07 p.m.

**CITY OF STEVENS POINT
PUBLIC PROTECTION COMMITTEE
Monday, October 10, 2016 – 6:09 P.M.**

PRESENT: Meleesa Johnson, Cathy Dugan, Shaun Morrow, Garrett Ryan, Mary Mccomb.

ALSO PRESENT: Mayor Wiza, Clerk Moe, Atty Beveridge, C/T Ladick, Deputy C/T Freeberg; Ald. Slowinski, Doxtator, Shorr, Oberstadt, Phillips, Kneebone; Dir. Tom Schrader, Scott Schatschneider, Joel Lemke; Fire Chief Finn, H.R. Manager Jakusz, Andrew Halverson, Tori Jennings, Nate Enwald, P.C. Gazette, Brandi Makuski, Stevens Point City Times.

Discussion and Possible Action on the Following:

1. **License List:**
 - A. **New Operator’s (Bartender’s) Licenses.**
 - B. **Temporary Class “B” / “Class B” License (Picnic):**
 - i. **St. Joseph’s Parish, 1709 Wyatt Ave, Stevens Point, for Taste of St. Joe’s III on November 12, 2016 at 1709 Wyatt Avenue. Licensed operator on premise: David Ligman. (Beer only)**
 - ii. **CREATE Portage County, 1039 B Ellis Street, Stevens Point, for Spectral Microcinema on October 20, 2016 at 1039 B Ellis Street. Licensed operator on premise: Julia Nummelin. (Beer only)**
 - iii. **CREATE Portage County, 1039 B Ellis Street, Stevens Point, for Spectral Microcinema on December 8, 2016 at 1039 B Ellis Street. Licensed operator on premise: Julia Nummelin. (Beer only)**

Chief Skibba reported there were no concerns with any of the applicants.

Ald. Dugan **moved**, Ald. Ryan seconded, to approve the New Operator’s licenses as well as the temporary “Class B” requests as presented.

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

- C. **“Class B” Combination Beer and Liquor License: Kuby’s Bar & Grill Inc., for Kuby’s Bar & Grill, 2408 Division Street, Stevens Point for license period beginning November 1, 2016.**

Clerk Moe reported this was an existing bar, big hunchies, which is being sold to a new owner.

Ald. Morrow asked if the license was being transferred.

Clerk Moe replied yes.

Ald. Morrow asked how many liquor licenses remain that can still be issued.

Clerk Moe stated there was one left plus reserve licenses.

Police Chief Skibba stated the background checks revealed no issues or concerns.

Ald. McComb **moved**, Ald. Ryan seconded, to approve the “Class B” Combination Beer and Liquor license for Kuby’s Bar and Grill.

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

2. Request to Hold Event/Street Closings: Association of Downtown Businesses – Annual Christmas Parade on November 18, 2016 – Request for the street closure of the Downtown Square and a section of Main Street.

Mayor Wiza reminded everyone that the City has a new policy effective 2017, where it will no longer provide the barricades for these type of events.

Ald. McComb **moved**, Ald. Ryan seconded, to approve the street closings for the Annual Christmas Parade to be held November 18, 2016.

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

3. Request for input regarding a brochure outlining the role, powers and responsibilities of an alderperson.

Ald. Johnson stated the intent of the brochure was to clarify the role, powers and responsibilities of an alderperson. She added the brochure would provide constituents with a concise explanation of the role of alderpersons.

Mayor Wiza stated he received two links from the League of Wisconsin Municipalities, which he will forward onto Ald. Johnson to assist with the development of the brochure. He added the document should come from the City Attorney rather than an alderperson.

Ald. Dugan stated she was appreciative of Ald. Johnson’s effort in this matter.

Ald. McComb stated she thinks this is a great idea.

Ald. Kneebone stated she liked this idea and asked that the brochure also include what the alderpersons cannot do.

Ald. Dugan **moved**, Ald. Morrow seconded, to pursue the development of an alderperson brochure.

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

4. Committee members’ ideas for future agenda items. (Topics introduced under this item will not be discussed at this meeting.)

Mayor Wiza reminded everyone that Ordinance 2.05 allows for any alderperson to request that an item be placed on any agenda.

Ald. Johnson expressed her desire to discuss the situation of overnight parking/on-street parking by permit.

Ald. Dugan suggested defining what on-street parking entails.

5. Adjournment.

The meeting was adjourned at 6:26 p.m.

**CITY OF STEVENS POINT
SPECIAL PUBLIC PROTECTION COMMITTEE
Monday, September 19, 2016 – 6:50 P.M.
Council Chambers, City-County Building, 1516 Church Street**

PRESENT: Alderpersons: Johnson, Dugan, Morrow, Ryan, McComb.

ALSO

PRESENT: Alderson Kneebone, Mayor Wiza, City Clerk Moe, City Attorney Beveridge, Police Chief Skibba, Thomas Mandeville, T&S Joint Ventures, LLC.

Discussion and Possible Action on the Following:

1. License List:

A. Class "B" Fermented Malt Beverage and Class "C" Wine License: T&S Joint Ventures LLC, for Tommy's American Grill, 5110 Main Street, Stevens Point for license period beginning September 20, 2016.

Ald. Johnson asked Chief Skibba if there were any concerns from the Police Department.

Chief Skibba stated there was no problem from the Police Department perspective.

Ald. Johnson called upon Attorney Beveridge to address the Committee with any concerns.

Attorney Beveridge stated this was a unique situation as there is a current license issued to serve alcohol in the bar. He added the beer and wine license requested this evening is for the restaurant.

Ald. Ryan **moved**, Ald. Morrow seconded, to approve the license as presented.

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

2. Adjournment.

The meeting was adjourned at 6:54 p.m.

CITY OF STEVENS POINT

BOARD OF PUBLIC WORKS MEETING

Monday, October 10, 2016
Lincoln Center – 1519 Water Street
Stevens Point, WI 54481

MINUTES

PRESENT: Mayor Mike Wiza, Comptroller/Treasurer (C/T) Corey Ladick, Director of Public Works Scott Schatschneider and Tricia Church; **Alderspersons:** Garrett Ryan(3rd), Heidi Oberstadt(4th), Jeremy Slowinski(6th), Mary Kneebone(7th) and Mary McComb(9th).

ALSO PRESENT:

DIRECTORS: Tom Schrader – Parks and Recreation and Joel Lemke – Public Utilities and Transportation.

OTHER CITY STAFF MEMBERS: City Attorney Andrew Beveridge, City Clerk John Moe, Fire Chief Bob Finn and Deputy C/T Carrie Freeberg.

ALDERPERSONS: George Doxtator(1st), David Shorr(2nd), Meleesa Johnson(5th), Cathy Dugan(8th), Mike Phillips(10th) and Shaun Morrow(11th).

OTHERS PRESENT: Nate Enwald – Portage County Gazette, Brandi Makuski – Stevens Point City Times, Tori Jennings – 1632 Ellis Street, Bill Schierl and Sarena Melotte – 109 County Road E S and Andrew Halverson – Ellis Stone Construction.

Mayor Mike Wiza called the Board of Public Works meeting to order at 6:28 p.m. The meeting was held on Monday, October 10, 2016 at the Lincoln Center located at 1519 Water Street in Stevens Point.

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

Director Schatschneider stated he had nothing to add but was open for questions.

Aldersperson Oberstadt noted that Sixth Avenue looks very nice as it is coming to the end of the project.

Aldersperson Slowinski moved to accept the Director's Report and place it on file; seconded by Aldersperson Oberstadt.

Ayes all; nays none; motion carried.

2. Report on annual APWA Snow Plow Rodeo.

Mayor Wiza reported that we brought home some hardware.

Director Schatschneider recognized Kevin Bartkowiak's, a longtime employee, for tying for 2nd place but in the end taking 3rd place in the snow plow competition amongst 113 other drivers from around the state.

Mayor Wiza explained that this is a conference that involves training, so it is work and training, and then at the end they have a snow plow competition where people get in and drive through obstacle courses and compete with others throughout the state.

Aldersperson McComb offered to do a small press release.

No action was needed on this agenda item.

3. Consideration and possible action for temporary parking modifications on Sims Avenue.

Mayor Wiza explained that the proposal is to bag the meters and work out an agreement with St. Michael's Hospital and Ellis Stone Construction to exclusively use the metered parking spaces during the time that is needed for the construction; which will be approximately a month or two, and in return they will compensate the City for the average revenue those meters would have made. The City Attorney is currently working on an agreement and if it comes through the committee tonight, it will be brought forward for consideration next Monday.

Aldersperson Slowinski moved to approve the temporary parking modifications on Sims Avenue as stated in the memo as far as compensation; seconded by Aldersperson McComb.

Ayes all; nays none; motion carried.

4. Consideration and possible action to accept the Ordinance Amendment for Sixth Avenue.

Director Schatschneider quickly explained that as part of the reconstruction project on Sixth Avenue some sign issues came up and now that the project is getting close to wrapping up, we are addressing them.

Aldersperson Oberstadt made a motion to approve the Ordinance Amendment; seconded by Aldersperson Ryan.

Ayes all; nays none; motion carried.

5. Discussion on Revocable Occupancy License Fees.

Director Schatschneider explained that this is only a discussion item this month and will be brought forward next month for a formal decision. He feels it is important for the City to have a Revocable Occupancy License to cover ourselves. In going through a recent one that has come up and how much work is involved and staff time required, he feels it is appropriate there be a fee involved.

Aldersperson Kneebone asked about billing people for the cost instead of a flat fee. Director Schatschneider stated that questions like this are the reason for this being a discussion item.

Mayor Wiza feels a flat fee would be better so people know what to expect. He noted that right now there is no fee and feels \$500.00 is a good starting point.

Aldersperson McComb feels the \$500.00 amount is good for now if it is the amount that seems to be the average for now but feels we should keep track as they come up and relook at it next year or in two years.

Aldersperson Slowinski asked how often these come up. Director Schatschneider guessed at about one a year.

No action was needed on this agenda item.

6. ADJOURNMENT: Mayor Mike Wiza adjourned the October 10, 2016 Board of Public Works Meeting at 6:38 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 550 of Section 9.06(a) of the Revised Municipal Code, **Stop Signs** is hereby **amended** to read as follows:

9.06(a) 550. For northbound and southbound traffic on West Street before entering the intersection with Sixth Avenue.

SECTION II: That subsection 809 of Section 9.06(a) of the Revised Municipal Code, **Stop Signs** is hereby **created** to read as follows:

9.06(a) 809. For northbound and southbound traffic on First Street before entering the intersection with Sixth Avenue.

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

APPROVED: _____
Mike Wiza, Mayor

ATTEST: _____
John Moe, City Clerk

Dated: October 3, 2016
Approved: October 17, 2016
Published: October 21, 2016

TEMPORARY PARKING ACCESS AGREEMENT

THIS AGREEMENT, hereinafter the “Agreement”, made and entered into this ____ day of _____, 20___, by and between City of Stevens Point, a Wisconsin municipal corporation located at 1515 Strongs Avenue, Stevens Point, Wisconsin 54481 (“City”), and Ellis Stone, Inc., a Wisconsin domestic business located at 3201 Stanley Street, Stevens Point, Wisconsin 54481 (“Ellis”).

WITNESSETH:

WHEREAS, Ellis seek authorization to exclusively utilize parking spaces at the Premises;

WHEREAS, City is willing to provide Ellis exclusive access to the Premises for parking purposes in exchange for a fee as agreed upon in this Agreement;

NOW THEREFORE, in consideration of the representations and mutual promises herein contained, City and Users agree as follows:

SECTION I - DEFINITIONS

- A. “Premises” means the approximately 16 streetside parking spaces on the north side of Sims Avenue between Fremont Street and Illinois Avenue.

SECTION II – ELLIS’ ACCESS TO PARKING AT THE PREMISES

- A. Ellis shall have exclusive use of the parking spaces located within the Premises as identified on Appendix A of this Agreement.
- B. Ellis shall use the Premises solely for parking vehicles. No heavy construction equipment or construction materials shall be staged, stored, or placed within the Premises.

SECTION III – ELLIS’ UNDERTAKINGS

- A. In exchange for exclusive use of the parking spaces within the Premises, Ellis shall pay to the City the sum of Three Hundred Dollars (\$300.00) per month for the term of this Agreement. Such payments shall be provided to the City on a monthly basis no later than the fifth (5th) day of each month during the term of the Agreement.

SECTION IV – SIGNAGE AND ENFORCEMENT

- A. Ellis shall cover the parking meters installed in the Premises in a manner sufficient to identify them as being temporarily out of service. Ellis shall further place signage, cones, or other appropriate devices within the Premises to identify the parking spaces as being reserved for Ellis’ exclusive use during the term of this Agreement.
- B. The City shall not be responsible for enforcement of Ellis’ rights under this agreement. The City shall not issue parking tickets, order vehicles towed away, or otherwise undertake any parking enforcement actions within the Premises during the term of this Agreement.

SECTION IV – TERM

- A. This Agreement shall be binding upon all undersigned parties for the period beginning October 18, 2016 and ending December 31, 2016 or when the on-site parking at 900 Illinois Avenue, Stevens Point, Wisconsin 54481.
- B. By mutual agreement of the undersigned parties, the Term may be extended beyond December 31, 2016.

SECTION IV - FAILURE TO ENFORCE DOES NOT CONSTITUTE WAIVER

The failure of either party to enforce any of the provisions of this Agreement or to require performance of the other party of any of the provisions hereof shall not be construed to be a waiver of such provisions, nor shall it affect the validity of this Agreement or any part thereof, or the right of either party to thereafter enforce each and every provision.

SECTION V - ENTIRE AGREEMENT

The terms of this Agreement constitute the entire understanding between the parties hereto and no statement, condition, understanding, inducement or representation, oral or written, expressed or implied, which is not contained herein shall be binding or valid. This Agreement may only be amended or modified by mutual consent of the parties hereto in writing signed by both parties.

SECTION XII - NOTICE AND COMMUNICATIONS

All notices, requests and other communications required under this Agreement shall be in writing and shall be deemed to have been duly given upon the delivery or receipt thereof, as the case may be, if delivered personally or sent by registered mail as follows:

1. If the City, to:

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

2. If Ellis, to:

JAMES E ANDERSON
3201 STANLEY STREET
PO BOX 366
STEVENS POINT, WI 54481

Section XIII - SUCCESSORS AND ASSIGNS

City and Ellis each bind themselves, their partners, successors, heirs, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, heirs, assigns and legal representatives of such other party in respect to all covenants of this Agreement. Ellis shall not assign, sublet, lease or transfer its interest in this Agreement without the written consent of the City. In no event shall any contractual relationship be created between any third party and the City.

IN WITNESS WHEREOF, the parties have duly executed this Agreement, or caused it to be duly executed, as of the _____ day of _____, 2016.

ELLIS:

By: _____

Date: _____

CITY OF STEVENS POINT

By: _____

Date: _____

Mike Wiza, Mayor

Attest: _____

Date: _____

John V. Moe, City Clerk

**FINANCE COMMITTEE
OCTOBER 11, 2016 AT 6:41 P.M.
LINCOLN CENTER – 1519 WATER STREET**

PRESENT: Ald. Phillips, Doxtator, Kneebone, Shorr and Dugan

ALSO

PRESENT: Mayor Wiza; C/T Ladick; City Attorney Beveridge; Clerk Moe; Directors Lemke, Schrader, Schatschneider; Ald. Slowinski, Morrow, Ryan, McComb, Oberstadt, Johnson; Fire Chief Finn; Police Chief Skibba; Deputy C/T Freeberg; Brandi Makuski; Nate Enwald; Sarena Melotte; Bill Schierl; Tori Jennings; Andrew Halverson

ITEM #1 – PUBLIC COMMENTS ON, AND CONSIDERATION OF, THE PROPOSED 2017 CAPITAL BUDGET.

Mayor Wiza explained that this is the first year that the capital budget worksheet lists both the initial capital requests along with the ranks given to each project by the department requesting it. He went on to say that after the departments do their part, the C/T and himself sit down and discuss each item and then he and C/T Ladick hash out what can be afforded. This year was an unfortunate year and they had to say no to every department head, at least once. He stated the worksheet also lists the final recommendations, and does not include paying down any debt, which was one of his priorities. Everything that was paid down this year for next year, we will be borrowing again, which is not the best way to run things, but there is a strong need for these projects. He also stated that Director Schatschneider has additional information on the road improvement line item of \$400,000.

Andrew Halverson, 501 Wilshire Blvd, applauded the Bike and Pedestrian initiatives that the City has started to undertake. He is hoping that the Committee continues to take the citizens priorities because he believes those initiatives are at a high level and he hopes that they can be maintained within the budget that is being presented. He questioned the zoning code rewrite, stating that number seems to be a little high.

Mayor Wiza stated recently they were introduced to the topic of a possible 4/3 conversation on Stanley Street. It was not part of the initial budget because we just recently found out about it. He is aware of public meetings by private entities that are trying to inform the public but once we were made aware of it, we started the ball rolling on the City side. He advised the Director to start compiling some numbers and gathering data, talking to the DOT to get their recommendation on it and designing a potential layout.

Director Schatschneider went over the line item details for the road improvement line in the capital budget for \$400,000. He stated this list is compiled by looking at roads that are in need of maintenance and by using the PASER system. He listed the projects for the chip sealing, which totaled \$302,200.54 and also the pulverizing and relay of Whiting Avenue, which totaled \$269,718.00. The total needed for this line item is \$625,862.14, which is far greater than the \$400,000 that is being budgeted for. The reason for this is that we put in the numbers based on our best calculation and hope the bids come in less so that we can get all the projects done, otherwise not all them will get done.

Ald. Shorr compared the lane conversion and stripping on Stanley Street to some of the other capital projects. He compared it to the Business 51 Project and the Prentice Street project. He stated that the Stanley project is simpler than Business 51 and the Prentice St projects, which is why he would like to see it in the 2017 budget.

Mayor Wiza stated there was not a formal request until 3-4 weeks ago for the conversion and stripping on Stanley Street, so there was no movement with regards to City staff to get the ball rolling so that the process could begin. He stated they have set a public meeting from the City's standpoint on October 26th at 6:30, so they will hopefully have a potential recommendation for that layout on Stanley Street and they would be taking public input. A direct mailing will be sent to all of the residents and business owners that are affected on that stretch, which will include one property back. He also encouraged anyone who uses that stretch of road, to try to attend the meeting and if they can't, they should submit

their comments to his office, the Director's office or to contact their alderperson. He also stated that as an alternative, some years all the money is not used in that road maintenance line item, so there is potential to do that project using leftover funds in the year 2017 or there is a contingency amount in the budget and if deemed worthy and recommended by public and the bugs are all worked out, we could use that money. He stated he is not resistant to the project, he is resistant to the process that has not happened yet. There are processes that need to take place within the City.

Ald. Phillips stated that he feels as though this Stanley Street project is being fast-tracked and questioned if that is necessary and also questioned how long of a process it takes to set up a Prentice Street type of project. Director Schatschneider replied that Prentice Street waited in the queue for about 2-3 years. He stated that, as staff, he does not know how to answer the comment on fast-tracking the Stanley Street project. Ald. Phillips stated that it seems as though this has really moved along and that we may be missing some steps. He questioned how long, under normal circumstances, would this type of project have to wait in the queue. Director Schatschneider replied that typically they are in the queue for 1-2 years, at a minimum.

Ald. Dugan asked for more information on the October 26th meeting. Mayor Wiza replied there is not much detail yet, but he has asked the Director to work out what may be a suitable option for the possible lane conversion, so he is hoping to have some costs by then and hopefully having an official recommendation from the DOT. It will be a public input session with a very probable recommended road design. The meeting location has not been determined yet, but will be given to all the media sites.

Mayor Wiza stated that staff has already starting compiling data for the Stanley Street project and so far they have found that there has been one incident involving a bike in the last 3 years. He stated that the same number holds true for Water Street, which is part of the TAP grant proposal.

Ald. Slowinski questioned if the Stanley Street project is in the 2017 budget. Mayor Wiza replied, not at this time. Ald. Slowinski stated that the Director has put this list together of streets that are in need of repair and if Stanley needed to be fixed, it should have been on the list and prioritized with the rest of the projects. He stated it is his understanding that there is nothing wrong with the structure and integrity of Stanley Street. This appears to be a request to change it from 4 lanes to 3, there is no need for the road to be fixed. He stated it appears as though there is a group of people who want the road changed and he has a problem with spending all this time and considering possibly moving this up the ladder to get it done, which would move the current projects down the prioritized list. He is not against the project, he would just like to see it wait its turn.

Ald. Dugan stated she believes the reason we are hearing about this now is that she is an alderperson and that she has experienced the problems on Stanley Street, so she brought them forward. She also stated that she believes it is a cheap fix and will slow traffic down.

Mayor Wiza stated that the request did not come through the Bike and Pedestrian Advisory Committee.

Ald. Phillips stated that since the Stanley Street project is not in the recommended 2017 Capital Budget for 2017, he would like to move onto any comments about anything that is in the 2017 Capital Budget recommendations.

Ald. Johnson stated that she appreciates wanting to move on, but reminded the Committee that the role of the alderpersons is to advocate for the people in their district, which means their priorities may be different than the work by the Public Works Director. That being said, she stated it is her understanding that Alders have the ability to amend the capital budget, or the budget, at any time during the hearings, so it is completely in order to have that discussion even though the project may not be on the list at this time. She stated she was asked when the alders get to state their priorities for road projects to which she replied that was a good question and that discussion needs to be had. She stated that along with financial, we also need to look at safety when planning a project and not all of our priorities will be the same but building consensus towards those priorities is part of what we have to do.

Ald. Kneebone stated she does not like to see the process hi-jacked for a pet project that has come up in the last couple of months when some alders have been trying to get some serious safety issues addressed for over a year, which is now being put off until maybe 2018 or 2019. She stated she has been generally supportive of a 4 to 3 conversion but would like her request of a safe route to school for elementary school students be as important.

Ald. Phillips stated he asked about a year ago, for a round robin session with just the aldermen, in an open meeting, discussing their issues and projects they want to maybe help our Directors. He stated in 1995 or 1996 under Mayor Wescott, they had a round robin where they all were able to state their ideas. They then sat, as a group and prioritized them. He stated his project was to fix Water Street and it took 7 years. He would suggest we do that again.

Mayor Wiza stated having a round robin has been brought up and many attorneys have had issues with that due to open meetings. Open meetings require you to have a specific agenda where anyone from the public can reasonably know what will be talked about. However, we do have things in place, for instance, standing rule 2.05. He stated he has met with all the alderpersons individually on multiple occasions to talk about what the priorities are, and has delivered those to staff. In the case of roads, we have engineers that we pay good money for, to evaluate the conditions of the roads and prioritize them based on engineering as road repair should not be a political decision.

City Attorney Beveridge stated he does not have a problem with a brainstorming session on capital items as it is within the confines of Chapter 19.

Ald. Slowinski stated he does not support using contingency for capital projects.

Ald. Doxtator stated it is going to take time, do it right and follow the procedures and people will be more accepting to it.

Motion made by Ald. Doxtator, seconded by Ald. Shorr, to move forward with the proposed 2017 Capital Budget as presented.

Ayes: All Nays: None Motion carried.

ITEM #2 – APPROVAL OF LONG TERM CAPITAL PLAN.

C/T Ladick stated this was presented two months ago and really looks very long term as far as every single asset that the City has, useful lives and how much we would need on an annual basis to keep up with street maintenance repairs, replacing vehicles, replacing equipment, maintaining our facilities, etc. The analysis found that we have a capital budget of about \$3.9 million for an average year, and right now, just to keep the City in the same condition that it is in, we need about \$5.5 million. He stated we have an opportunity to fix the large gap with the revaluation that is currently underway, which would be effective for the 2017-2018 tax bills. He stated that right now the tax rate is \$9.84 per thousand and with the revaluation, we are estimating that could go down to \$8.34, and if we went with the required capital and increased by \$1.6 million, it would bring the rate to \$9.45. He also stated that there are a number of issues that got us into this situation, one being it is really easy to keep pushing the capital projects down the road and to put that money into operations instead. Another issue is when a subdivision is first built, the developer pays for all the utilities, roads and infrastructure, so when a community is fairly new, there is not a big need for a large capital budget, but when that stuff comes due to be replaced, the City is now responsible for paying for it all. We are not alone, as many communities are in the same situation.

Ald. Phillips questioned how much taxes would go up on a \$100,000 house. Mayor Wiza stated the tax rate will go down, but that does not mean the tax bill will go down. C/T Ladick stated that the difference would be \$111, but we need to keep in mind that with the revaluation, different people will have different changes. There are a lot of factors that could play a role in the amount of increase or decrease in taxes. Some assessed values could go up by 15% and you may only go up by 5%, and also

keep in mind there are other taxing jurisdictions and their rates would change also. He also stated that the reason we are in this situation is because there has not been a revaluation in a very long time. Mayor Wiza stated that typically we see homes that are under assessed, the revaluation is going to bring that assessment value closer to actual value.

Motion made by Ald Doxtator, seconded by Ald. Shorr, to approve the long term capital plan.

C/T Ladick stated that recently, a new idea was brought up that we could incorporate with this as well. He stated currently constructing sidewalk and maintaining sidewalks are special assessed, so even existing sidewalk that needs to be repaired, it is special assessed to the property owner. He stated occasionally we are asked why the homeowner has to pay for it and stated a discussion that we could have is to whether or not we still want to special assess those or if we wanted to incorporate that with the property tax rate. If it was decided that we wanted to do that, it would be an additional 6 cents per thousand, making the tax rate \$9.51. He suggested that since this is new, we can just approve it as is and we can discuss this next month at Finance Committee.

Ald. Phillips questioned if that meant that he would be fixing someone else's sidewalk, stating he does not have a sidewalk. Mayor Wiza stated that he feels it is appropriate for the property owner to pay for those sidewalk repairs, but we can have the discussion next month.

Ayes: All Nays: None Motion carried.

ITEM #3 – REALLOCATION OF THE 2016 TRANSIT CAPITAL.

Director Lemke stated in last year's approved capital the dollars requested for those 4 items only represent 20% of the total capital needed to do those projects. As of last year, the State and Federal resources we have stopped awarding capital dollars to anything but revenue vehicles, or buses, so we did not get those funded through the Transit program like normal. For the dollars associated with those, we would like to reallocate the money in order to pay for 100% of one of them, which would be the mower.

Mayor Wiza questioned what is happening with the ADA door systems that were proposed in the capital, but are not here. Director Lemke stated they are listed here as what we got approved last year, assuming we would get 80% funding, so since we did not, we are requesting the full amount be used for the mower and the ADA doors would be put into 2017 for full funding.

Ald. Phillips questioned why the mowers cannot be shared amongst departments and questioned if a bus driver is cutting grass. Director Lemke stated summer help interns cut the grass, but they are hauling the lawn mower owned by the Utilities out to the Transit facility and it is taking up too much time.

Motion made by Ald. Doxtator, seconded by Ald. Dugan, to reallocate the 2016 Transit capital to purchase the mower.

Ayes: All Nays: None Motion carried.

ITEM #4 – CONTRACT EXTENSION WITH CHARTER COMMUNICATIONS FOR PROVIDING CABLE TELEVISION SERVICE TO EDGEWATER MANOR.

C/T Ladick stated this is a one year extension of the contract at the same rate as before, so no increase. He noted that currently we are still paying a higher rate for cable than what we are charging the residents by about \$6-\$7, so at some point we need to have a discussion about that.

Ald. Kneebone asked who was taking care of checking prices with other vendors. C/T Ladick stated Candlewood has been working with Charter, but they were also going to incorporate something with a longer term because with all the work that is being planned for that building, they wanted to wait to look for a longer term solution. With the renovations, there may be some rewiring and so forth.

Ald. Slowinski stated he would like to have the issue of the rate that is passed on to residents for cable on the Finance Agenda next month.

Motion made by Ald. Shorr, seconded by Ald. Kneebone, to approve the one year extension with Charter Communications at the current rate.

Ayes: All Nays: None Motion carried.

ITEM #5 – APPROVAL OF NEW ASSIGNMENT AGREEMENT WITH NORTHPOINT CENTER LLC, RELATED TO THE PAYMENT OF THEIR DEVELOPMENT INCENTIVE.

C/T Ladick stated Northpoint Center LLC opted to have their development incentive sent to their bank and they have refinanced, so now we need to enter into a new agreement with their new lender.

Motion made by Ald. Shorr, seconded by Ald. Doxtator, to approve the new assignment agreement with Northpoint Center LLC, related to the payment of their development incentive.

Ayes: All Nays: None Motion carried.

ITEM #6 – APPROVAL OF PAYMENT OF CLAIMS.

Motion made by Ald. Shorr, seconded by Ald. Dugan, to approve the payment of claims in the amount of \$1,848,959.13.

Ayes: All Nays: None Motion carried.

ITEM #7 – ADJOURN INTO CLOSED SESSION PURSUANT TO WISCONSIN STATUTES 19.85(1)E) (DELIBERATING OR NEGOTIATING THE PURCHASING OF PUBLIC PROPERTIES, THE INVESTING OF PUBLIC FUNDS, OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS, WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION ON THE FOLLOWING: A. NEGOTIATING THE SALE OF A LOT IN WHITETAIL SUBDIVISION. B. NEGOTIATING A POTENTIAL DEVELOPMENT AGREEMENT IN TIF DISTRICT 9.

Motion made by Ald. Kneebone, seconded by Ald. Doxtator, to adjourn into closed session at 7:52 p.m.

Roll Call: Ayes: Ald. Dugan, Kneebone, Shorr, Doxtator, and Phillips Nays: None
Motion carried.

ITEM #8 – RECONVENE INTO OPEN SESSION (APPROXIMATELY 30 MINUTES AFTER CLOSED SESSION STARTS) FOR POSSIBLE ACTION ON AGENDA ITEM 8A, NEGOTIATING THE SALE OF A LOT IN WHITETAIL SUBDIVISION.

Motion made by Ald. Kneebone, seconded by Ald. Dugan, to reconvene into open session at 8:34 p.m.

Roll Call: Ayes: Ald. Dugan, Kneebone, Shorr, Doxtator, and Phillips Nays: None
Motion carried.

Motion made by Ald. Doxtator, seconded by Ald. Shorr, to accept the offer to purchase Lot #2 in Whitetail Subdivision for \$25,000.

Ayes: All Nays: None Motion carried.

Adjournment at 8:35 P.M.

2017 Pavement Maintenance Projects (Estimate Only)

STREET	LOCATION	Length	Width	Square Feet	Square Yards	Est. Price	Total	
North Point Drive	Michigan Avenue to Wilshire Boulevard	4,906.0	48.0	235,498	26,165	\$2.45	\$64,105.07	
Michigan Avenue	North Point Drive to Maria Drive	2,845.0	43.5	123,758	13,751	\$2.45	\$33,689.54	
Water Street	Wisconsin Street to Whirling Avenue	3,930.0	27.0	106,110	11,790	\$2.45	\$28,885.50	
West River Drive	West Clark Street to Railroad	2,017.0	33.0	66,561	7,396	\$2.45	\$18,119.38	
West River Drive	Railroad to CTH-HH	5,293.0	27.5	145,558	16,173	\$2.45	\$39,623.99	
West Zinda Drive	City Limits to STH 66	1,990.0	30.0	59,700	6,633	\$2.45	\$16,251.67	
West Zinda Drive	STH 66 to West Maple Ridge Drive	2,605.0	24.0	62,520	6,947	\$2.45	\$17,019.33	
Fourth Avenue	Second Street to First Street	230.0	31.0	7,130	792	\$2.45	\$1,940.94	
Fourth Avenue	First Street to Frederick Street	845.0	30.0	25,350	2,817	\$2.45	\$6,900.83	
Fourth Avenue	Frederick Street to Lee Street	1,963.0	22.0	43,186	4,798	\$2.45	\$11,756.19	
Minnesota Avenue	Rice Street to Church Street/Bus. 51	4,191.0	30.0	125,730	13,970	\$2.45	\$34,226.50	
Subtotal						111,232		
Undistributed						268	\$2.45	\$656.60
Subtotal						111,500	\$2.45	\$273,175.54
HMA Pavement E-0.3 (wedging areas) (TON)						Est. Quan. Ton	Est. Price	Total
HMA Pavement E-0.3 (wedging areas) (TON)						145	\$145.00	\$21,025.00
Adjusting Manhole Covers - City Will Do (EACH)						10	\$0.00	\$0.00
Subtotal								\$21,025.00
Supplemental Unit Bid						Est. Quan. LS	Est. Price	Total
Supplemental Traffic Control (LUMP SUM)						1	\$8,000.00	\$8,000.00
Subtotal								\$8,000.00
CHIP SEAL						Total		\$302,200.54

Pulverize and Relay Whiting Avenue New Pavement-Water Street to CTH-HH

Prepared on 10/04/2016

Item	Quantity	Unit Price	Total Cost
Removals			
Excavation Common	1,206 CYD	\$12.00	\$14,472.00
Sawing Asphalt	460 LF	\$4.00	\$1,840.00
Sawing Concrete	20 LF	\$5.00	\$100.00
Removing Concrete Pavement	16 SYD	\$8.00	\$128.00
Pulverize and Relay	7,234 SYD	\$2.50	\$18,085.00
Removing Asphaltic Surface	260 SYD	\$5.50	\$1,430.00
Removing Curb and Gutter	250 LF	\$8.00	\$2,000.00
Removal Subtotal			\$38,055.00
Roadway Items			
HMA Pavement Type E-3 (5 1/4")	2,280 TON	\$75.00	\$171,000.00
Asphaltic Surface 3-Inch	50 TON	\$180.00	\$9,000.00
Concrete Driveway 6-Inch	16 SYD	\$40.00	\$640.00
Concrete Curb and Gutter 30"	250 LF	\$30.00	\$7,500.00
Base Aggregate Dense 3/4"	126 CYD	\$50.00	\$6,300.00
Base Aggregate Dense 1-1/4"	10 CYD	\$28.00	\$280.00
Finishing Roadway (Project)	1 LS	\$2,000.00	\$2,000.00
Adjusting Manhole Covers	15 EA	\$750.00	\$11,250.00
Prepare Foundation for Asphalt	1 LS	\$13,500.00	\$13,500.00
Roadway Items Subtotal			\$221,470.00
Miscellaneous Items			
Inlet Protection	8 EA	\$75.00	\$600.00
Line Striping (4-Inch Yellow)	1,200 LF	\$1.00	\$1,200.00
Signing	EA	\$100.00	\$0.00
Move Mailboxes	EA	\$350.00	\$0.00
Topsoil, Seeding, Mulch	754 SYD	\$4.50	\$3,393.00
Traffic Control	1 LS	\$5,000.00	\$5,000.00
Miscellaneous Subtotal			\$10,193.00

PULVERIZE AND RELAY

Total Project Cost \$269,718.00
Total Project Cost with 20% Contingency \$323,661.60

CHIP SEAL AND PULVERIZE TOTAL

\$625,862.14

Lisa Jakusz

From: Tom Mann <tem@cvmic.com>
Sent: Thursday, September 15, 2016 1:16 PM
To: Lisa Jakusz
Subject: Goetz v Stevens Point: DOL: 7-05-16

Lisa

I am in receipt of the above claim that has been filed against the City of Stevens Point in the amount of 100.00. According to the claim filed by the claimant, he has indicated that he incurred damage to his windshield when a police officer put a parking citation on his windshield, causing the windshield to crack.

As you are aware, the City of Stevens Point is self-insured for this loss and should the City decide to settle this claim, any settlement would come from City funds.

I have reviewed the information that you sent me and based on this information, it would be my recommendation that this claim be denied.

The burden of proof is on the claimant to prove that this damage was caused by the City and there is no undisputable proof that this damage was caused by the police officer. The claimant has made the allegation that the City caused the damage and the officer involved has indicated that he did not cause any damage to the windshield.

Absent of any undisputable proof, the City should believe the word of your employee. Unless there is an independent witness (someone that does not know either party), I do not believe that the claimant has met the burden of proof and would therefore recommend that this claim be denied.

Should you have further questions regarding this matter, please feel free to contact me.



Tom Mann, ARM
Director of Liability Claims
tel: 414-831-5988
office: 262-784-5666 (ext 188)
email: tem@cvmic.com
web: cvmic.com

See what's news at [CVMIC](#). Subscribe to our monthly [newsletter](#).

Lisa Jakusz

From: Lisa Jakusz
Sent: Thursday, September 15, 2016 10:19 AM
To: 'Tom Mann'
Cc: Corey Ladick
Subject: Liability Claim
Attachments: Liability Claim

FYI.... I had spoken with you about this claim back in July when I was initially advised of it.

Just today I received completed "Notice of Claim" from Mr. Goetz. Was hoping CVMIC could review on behalf of the City of Stevens Point.

Thank you!

Lisa~

RECEIVED

SEP 15 2016

CITY OF STEVENS POINT NOTICE OF CLAIM

Name: MARVIN GOETZ

Incident/Accident Information

Address: 7362 RIDGECLAMP WAY
CUSTER WI 54423

Date: 7-5-16

Time: PM

Phone: (715) 252-9511

Location: By ~~ROAD~~ PUFFER PARK

CIRCUMSTANCES OF CLAIM

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

(with my cycle)

I MADE A MISTAKE BY GOING BEYOND THE TRAFFIC BARREL. I DID NOT SEE THE SIGN THAT SAID NO PARKING. THUS I HAD NO PROBLEM WITH THE TICKET. I DID HOW EVER HAVE A PROBLEM WITH THE OFFICER PLYING ON THE WINDSHIELD TO PLACE TICKET CAUSING IT TO CRACK.

Signed: Marvin Goetz

Date: 7-21-16

CLAIM

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

2ND NOTICE SENT 9-13-16

The undersigned hereby makes a claim against the City of Stevens Point arising out of the circumstances described above in the amount of \$100⁰⁰.

IF BOUGHT BY DEALER COST IS 190-210⁰⁰ I PAID \$100⁰⁰ TO A GUY WHO BOUGHT WRONG COULDN'T USE!

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

Signed: Marvin Goetz

Date: 7-21-16

Address: 7362 RIDGECLAMP WAY
CUSTER WI 54423

Lisa Jakusz

7/6/2016

From: Tom Zenner
Sent: Tuesday, July 05, 2016 2:44 PM
To: Lisa Jakusz
Cc: Marty Skibba
Subject: claimed damage

Mailed form
to M. Goetz

Hello Lisa,

Spoke with Martin Goetz concerning his claimed damage to motorcycle window from a parking citation. I advised the officer denied any damage from placing a citation on his window, at which time he became quite argumentative. He claimed the officer was a lying and that he was not scared of the police. His words were a bit more expressive but that's the gist.

I advised him that you would be sending out a claim form and he provided the following info:

Martin Goetz
7362 Ridgeland Way
Custer, WI 54423

I read it back to him which he concurred was correct.

Asst. Chief Thomas Zenner
Stevens Point Police Department
715.346.1699
tzenner@stevenspoint.com

Lisa Jakusz

From: Tom Zenner
Sent: Thursday, July 07, 2016 9:08 AM
To: Lisa Jakusz
Subject: FW: Martin Goetz

Below is memo from Ofc Marchel concerning motorcycle damage complaint.

From: Kris A. Marchel
Sent: July 07, 2016 09:05
To: Tom Zenner
Subject: RE: Martin Goetz

Assistant Chief Zenner,

On Sunday, 7-3-2016, I, Ofc. Marchel was working at the Riverfront Rendezvous as supplemental staff for the fireworks. An unknown individual came to our field command post and informed Cpl. Moss that motorcycles were beginning to park past the barricades along Crosby Ave. Cpl Moss directed me to head over there and start ticketing those motorcycles and ask those who were present to move their motorcycles to a legal parking area.

I responded to the area of Crosby Ave. near Chase bank, where I located approximately 7 to 8 motorcycles parked along the west side of the road, near a no parking sign. I was able to locate 4 owners of motorcycles in the immediate area and asked them to move their bikes. I could not find the owners of 3 motorcycles and a moped and began slowly writing parking tickets for them, in the hopes that the owners would see what I was doing, and remove their bikes.

I ticketed each motorcycle and the one moped that was left, and slid the parking ticket under the windshield housings of 2 of the motorcycles. I slid the tickets in several spots along the exterior of the windshields until the tickets slid in easily without binding or damaging the paper ticket. A third motorcycle, I was not able to find a spot where the ticket would slide in like the other bikes, so I folded it in a half moon shape and placed it under the windshield, between the windshield and the bikes cowling. From what I can remember, I was able to slide the ticket into the windshield area of the moped as well. I returned to the motorcycles approximately 5 minutes later and placed bright green colored parking ticket envelopes on 2 of the motorcycles that I found in a squad car. I placed the 2 green envelopes on the motorcycles as a visual deterrent to other motorcycles that were continually arriving, even as I was writing parking tickets.

At no time did I physically attempt to force any tickets into any parts of any of the motorcycles or moped that could have caused any kind of damage. I can say with confidence that I did not damage any windshields during placement of the parking tickets. I only slid the paper tickets into where they would fit easily, and did not touch any other parts of the vehicles to help do that. I will note, that I stayed at the field command post at Pfiffner Park until 1140 hours on 7-3-2016 and did not received any complaints that night of damage to a windshield.

Ofc. Kris Marchel
Stevens Point Police Dept.
1515 Strongs Ave.
Stevens Point, WI 54481
715-346-1500
kmarchel@stevenspoint.com

From: Tom Zenner
Sent: Wednesday, July 06, 2016 8:13 AM
To: Kris A. Marchel
Subject: Martin Goetz

Mr Goetz is filing a claim that you damaged his motorcycle windshield while issuing a parking ticket. A claim request form was sent to him as he wished. That said, I will need you to write an email to me detailing your actions, including how you issued a parking citation to the other motorcycle that was unable to have a ticket slid into the housing area.

My conversation with mr goetz did not go well...

Asst. Chief Thomas Zenner
Stevens Point Police Department
715.346.1699
tzenner@stevenspoint.com

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594
FAX 715-346-1498



Department of
Administrative Services
715-346-1594

MEMORANDUM

TO: *Martin Loetz*
FROM: City Personnel
DATE: *7/6/2016*
RE: Completion of Notice of Claim From

The City of Stevens Point's liability coverage is self-funded. We are happy to accept your claim for review by counsel, however we require that you complete the NOTICE OF LIABILITY CLAIM form in its entirety.

Once you have the form completed, return it to City Personnel and the City will review your claim in accordance with Wisconsin State Statutes.



Police and Fire Commission

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

Gary Wescott
President
(715) 346-1508

September 6, 2016
4:00 p.m.

1. **Roll Call:** Commissioners Carlson, Kirschling, Moore, Ostrowski and Wescott

Also Present: Police Chief Skibba, Fire Chief Finn, Mayor Mike Wiza, Assistant Chief Joe Gemza, Comptroller Corey Ladick, City Attorney Logan Beveridge, Assistant Chief Tony Babl, Ken Horner, CVMIC, Gregg Gunta, CVMIC, Alderperson Mike Phillips, Alderperson Shaun Morrow, Alderperson Cathy Dugan, Alderperson Mary McComb, Alderperson Mary Kneebone, Brandi – Stevens Point City Times, John Quirk, Lee Ann Spoon – Records Bureau Supervisor

2. **People to be heard and announcements**

None.

Hearing no objection, President Wescott suspended agenda items 4, 5, 6, 7, 8 and 9. The Commission will meet on Thursday, September 8, at 4:00 p.m. to hear the suspended agenda items. The meeting will be at the Fire Department, 1701 Franklin Street.

3. **Informational presentation by Attorney Gregg Gunta on the roles and responsibilities of Police and Fire Commissions, related statutes and legal liabilities.**

In the beginning of 2016 the City changed insurance companies to Cities and Villages Mutual Insurance Company (CVMIC), which insure only Wisconsin Municipalities. Unlike the city's previous insurance company, CVMIC is much more proactive with training and loss control. Their philosophy is that it is much cheaper to pay for loss control activities than to pay insurance claims.

CVMIC has already provided two days of onsite employment law training for managers and supervisors. This presentation/training is being provided to the PFC since they perform management functions related to personnel.

Attorney Gregg Gunta is the primary attorney for CVMIC. Attorney Gunta provided a handout on Police and Fire Commission liability and spent approximately an hour and a half explaining the Police and Fire Commission's authority as an optional powers police and fire commission.

The following topics were presented and discussed by Mr. Gunta during his presentation:

- Stevens Point, Wisconsin Code of Ordinances, Chapter 3, Officials, Boards, Employees
- Historical Evolutions of Wisconsin's Police and Fire Commissions
- Statutory Authority and Your Police & Fire Commission
- "Just Cause" for Discipline 62.13(5)(em), Wisconsin Statutes
- Special Hiring concerns for Police & Fire Personnel
- Discrimination Laws Affecting Police & Fire Commissions
- Case Law of note from the Wisconsin Court of Appeals and the Supreme Court

Mr. Gunta has represented municipal clients in hundreds of cases involving general liability claims, public official claims and police professional claims. He has defended numerous law enforcement officers and has litigated matters in both state and federal courts arising out of the alleged negligence or intentional conduct of city employees.

On behalf of the Police and Fire Commission, President Wescott thanked Mr. Gunta for his informational presentation.

4. Adjournment

The meeting adjourned at 5:40 p.m.



Police and Fire Commission

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

Gary Wescott
President
(715) 346-1508

September 8, 2016
4:00 p.m.

- 1. Roll Call:** Commissioners Carlson, Moore, Ostrowski and Wescott
Commissioner Kirschling, excused

Also Present: Police Chief Skibba, Fire Chief Finn, Mayor Mike Wiza, Assistant Chief Joe Gemza, Alderperson Mary Kneebone, Brandi – Stevens Point City Times, Lee Ann Spoon – Records Bureau Supervisor

- 2. People to be heard and announcements**

Alderperson Mary Kneebone announced Monday, September 12th at the Public Protection Committee meeting there is an agenda item “discussion of a proposal to amend the marijuana possession ordinance and creation of ascending citation structure.”

Hearing no objection President Wescott rearranged the agenda to hear agenda item number 9.

- 3. Discussion of the Portage County EMS Oversight/Public Safety Board meeting agenda item regarding EMS system analysis with comparables and recommendations.**

Chief Finn informed the commission there is an agenda item on the Portage County EMS Oversight Board meeting on September 15th that states: “EMS System Analysis with Comparisons and Recommendations.”

The Chief will receive supporting documents on this topic on September 9th and will forward the information to the Commission for their review.

- 4. Request to hire up to two officers on about November 1, 2016, contingent upon the PD receiving letters of retirement from currently employed officers.**

Chief Skibba is asking the Commission to approve hiring up to two police officers in advance of expected retirements within the Police Department. Currently four officers are projecting a retirement date on or about January 2017. The immediate shortfall of personnel will have the greatest impact on patrol.

The field training process takes 14 weeks, using a minimum of three field instructors. By hiring police officers several months in advance, the burden to the field training program is reduced, the manpower shortage to patrol is mitigated and the ability to offer employment to the most qualified candidates is ensured.

After assessing the 2016 operating budget, the Chief believes the budget can absorb the salary of two new officers for the months of November and December. Additionally the hires would be contingent on receiving letters of retirement by two of the officers expecting to retire on or about January 2017.

Commissioner Wescott moved, seconded by Commissioner Carlson, to approve the request as outlined by the Chief of Police.

Ayes, all; nays, none. Motion carried.

5. PD staffing needs discussion (IB, School Liaison, and Patrol)

It is Chief Skibba's goal to start a public conversation regarding sworn police officer manpower at the PD. The primary growth in police officers has been through the hiring of the three police school liaison officers. The department has consistently employed between 42 and 44 sworn police officers.

The chief is studying manpower issues so in the future he is able to make appropriate staffing recommendations.

6. Police Chief's Report

Chief Skibba reported:

August:

- Complete initial interview portion of testing process for new hire eligibility list
- Work with Mayor and Treasurer on police capital requests
- Patrol saturated university area with "good neighbor" information
- Patrol stepped up traffic enforcement/awareness in school zones leading up to the start of the school year
- August 6, Auxiliary and contractual with related events: Aim for a Cure 5K run/walk (Bucks and Bulls Archery on Church Street); Boys and Girls Club Bike Rides (AIG); Midwest Recumbent Bike Rally (Hostel Shoppe); Corn on the Curb (Downtown Bar Owners on the Square)
- August 13, Project Fresh Start (Ben Franklin)
- August 19, YMCA Kids Duathlon (Lot Q area by UWSP)
- August 20, YMCA Duathlon (Lot Q area and north of town)
- August 25, Moose Club Back to School night
- August 27, Guns and Hoses (Bukolt Park)
- August 29, Crime Stoppers Concert Fundraiser (Sentry Theater)

September:

- SPASH and Pacelli football games, assisted by Auxiliary
- September 1, First day of school and move in day for UWSP freshmen
- September 3, Justice Works ½ Marathon
- September 4, Jazz Fest at Pfiffner
- September 4, Move in for the rest of UWSP
- September 7, Citizens Academy starts
- September 7, Homicide Investigators Conference, Holiday Inn
- September 9 – 11, Pacelli Panacea

- September 10, Walk for Hope, Spud Bowl and associated 5K, assisted by Auxiliary
- September 10 – 11, Gus Macker, assisted by Auxiliary
- September 17, Harvest Fest, Art in the Park, Pointober Fest and associated 5K, assisted by Auxiliary and contracted officers
- September 17 – 18, Dozynki at the Moose
- September 24, Run from the Cops and the Alzheimer's Walk

Commissioner Wescott moved, seconded by Commissioner Moore to approve the Police Chief's report for August 2016.

Ayes, all; nays, none. Motion carried.

7. **Fire Chief's report/EMS report**

Chief Finn reported:

- Hosted State MABAS convention and provided dinner to 150 attendees at Fire Station 2.
- Prep work continues for our ISO evaluation on October 11th. We have met with the Water Department and Communications Center for statistics and maintenance reports. We are close to completing our PIP's, ladder pump test data, and vehicle inventories.
- Replacement of energy efficient LED lights in the basement at Station 1 is complete, and we received the Focus on Energy rebate check to offset costs.
- C crew assisted with Movies in the Park, popped popcorn, entertained kids, and distributed Pub Ed supplies.
- Pre work also continues on controlled burn structure at 1917 Cypress. DNR permit obtained, asbestos abatement completed, instructors working on burn plan, WPS contacted for gas and electrical shutoffs. Two neighboring houses will have power shut off during the burn because of the proximity of the overhead supply line. September 28th is the scheduled burn date.
- Explorer scout meeting took place at the 1917 Cypress Street structure. They practiced donning SCBA, search and rescue drills, advancing hose lines, and fire attack.
- Guns and Hoses 3rd annual charity softball game took place Saturday, August 27th. The hoses were successful in beating the guns for the third year in a row. The final score was 23 – 10. The event raised \$40,000.00 for veterans and was highlighted with a flyover of five planes from the Stevens Point Pilots Association and Color Guard by Portage County Veterans.
- MDA boot drive was a success. \$16,000.00 was raised for the two day event at the intersections of Main and Division Streets.
- Metro fire calls, 2. Total fire calls, 90.
- Training: Relay pumping, master stream ops, standpipe drills, high and low angle rope rescue, high rise drills.
- Metro training: 325 Hoover Avenue, Aerial Ops, Denver Drills, Wall Breaches and roof ventilation. Total training hours: 71.

EMS Activities Report:

- Girls on Fire: An Explorer based group sponsored by Chippewa Valley Technical College "Girls on Fire" Camp came to SPFD Station 1 for EMS skills. They covered skills such as IV access, intubation, CPR, defibrillation and culminated with a code worked by the Explorers.
- Boys and Girls Club: We provided an ambulance at the "Bike for Boys and Girls Club" event to interact with the event participants.

- EMS training: SPFD conducted CPR training for the entire department. This was done at different times during August to ensure all personnel were able to complete the refresher.
- Joint Training: C platoon trained with the UWSP new Athletic Trainer students on different types of athletic injuries and how to work as one team.

Commissioner Moore moved, seconded by Commissioner Ostrowski, to approve the Fire Chief's report for August 2016.

Ayes, all; nays, none. Motion carried.

8. Approval of Minutes

Commissioner Moore moved, seconded by Commissioner Ostrowski, to approve the minutes of the August 2, 2016 meeting.

Ayes, all; nays, none. Motion carried.

9. Confirmation of Bills

Commissioner Ostrowski moved, seconded by Commissioner Carlson, to approve the confirmation of the August 2016 bills.

Ayes, all; nays, none. Motion carried.

10. Adjournment

The meeting adjourned at 5:21 p.m.

MINUTES
Transportation Commission Meeting
September 29, 2016

Commissioners in attendance: Chairperson Nichole Lysne, Karalyn Peterson, Elbert Rackow, Ald. Mary Kneebone, Ald. David Shorr

Excused: Fred Hopfensperger, Tom Bertram

Others present: Susan Lemke

The meeting was called to order at 5:06 p.m. by the substitute Chairperson Elbert Rackow. At 5:14 p.m. Chairperson Nichole Lysne resumed as Chair.

1. Approval of the August 17, 2016 Transportation Commission minutes.

Elbert Rackow moved to approve the minutes of the August 17, 2016 Transportation Commission meeting as presented. Ald. Mary Kneebone seconded. Ayes all; Nays none; Motion carried.

2. August 2016 financial report.

Ald. Mary Kneebone moved to approve the August 2016 financial report. Ald. David Shorr seconded. Ayes all; Nays none; Motion carried.

3. 2017 Operating and Capital budgets.

The Transit Manager presented the 2017 combined fixed route and paratransit operating budget in the amount of \$1,849,248, which is a 1.35% increase from 2016. The local share portion of the budget is \$402,663.

The 2017 Capital budget includes funding for ADA automatic door opening systems on both the Northwest and Northeast entrance doors of the transit facility and the restrooms. The total estimated cost for this project is \$11,000.

Other capital requests include the local share of the Transportation Development Plan, an estimated total cost of \$70,000 with a local share cost of \$14,000 and two 30' fixed route buses, total cost of \$960,000. Manager Lemke is applying for federal funding in 2017 for the buses in the amount of \$768,000, the estimated local share cost is \$184,000.

The Transit Division has secured both federal and local share dollars for three (3) replacement buses in previous grant applications. The two buses requested in the 2017, if approved, will be included in a multi purchase state wide procurement along with the other three (3) buses. The state-wide RFP for buses is expected to be released in October 2016. Vendors will have approximately sixty (60) days to respond to the RFP. It is anticipated buses will be ordered in 2017, with delivery anticipated to be 16-20 months following the vendor's acceptance of the order.

The buses being replaced are 2001 and 2002 buses with current mileage approaching 400,000 miles which surpasses the useful life of the vehicles, based on federal guidelines.

A request has been made to reallocate local share funding approved by the City in 2016 for support vehicles and equipment. The funding for the support vehicles and equipment

was denied in the 2016 - 5311 federal grant application. The reallocation of funds if approved will allow for the purchase a lawn mower, at full cost for the transit facility. The estimated cost is \$20,000. Federal funding was not approved for the support vehicles and equipment in 2016 due to the lack of capital dollars in 5311 capital program. The demands for 5311 capital funding have greatly exceeded the available funds, therefore funding will be allowed for revenue vehicles only until further notice.

4. Review of the draft Stevens Point-Portage County Consolidated Service Agreement.

The Commission reviewed and discussed a draft version of the consolidated transportation agreement between the City of Stevens Point and Portage County. The Commission is in favor of moving forward with the consolidated service, however because the agreement is currently in a draft and discussion phase no action was warranted.

5. Manager's Report:

- **Staff Update**

Two Bus Operator positions have been filled, one remains open. One Bus Operator has been fully trained and is on the schedule, the other is in training at this time. The applicant list has been exhausted, therefore the transit division will re-advertise for the third position.

Ald. Mary Kneebone moved to accept the Manager's report and place it on file. Ald. David Shorr seconded. Ayes all; Nays none; Motion carried.

6. Next meeting date.

October 13, 2016 – 5:00 p.m.

7. Adjourn.

The meeting was adjourned at 6:32 p.m.

Board of Water and Sewerage Commissioners
Monday, October 10, 2016
12:00 P.M.

MINUTES

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

ALSO PRESENT: Gary Kuplic, Chris Lefebvre, Mary Klesmith, Jaime Zdroik and Eric Lynne of Donohue & Associates.

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ADMINISTRATION

1. Approval of minutes of the September 12, 2016 meeting.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the minutes of the September 12, 2016 Water & Sewerage Commission meeting.

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 September. The balance as of September 1, 2016 was \$4,989,221.21; the bank deposits recorded in September 2016 were \$712,276.94. Checks issued September 2016 numbered 50455 through 50531 were in the amount of \$562,701.97. The net balance on hand September 30, 2016 was \$5,138,796.18.

WASTEWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for September. The balance as of September 1, 2016 was \$6,819,305.64; the bank deposits recorded in September 2016 were \$266,596.32. Checks issued September 2016 numbered 31971 through 32013 were in the amount of \$141,354.95. The net balance on hand September 30, 2016 was \$6,944,547.01.

STORMWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Stormwater Utility for September. The balance as of September 1, 2016 was \$1,447,493.36. The bank deposits recorded in September 2016 were \$73,945.32. Checks issued September 2016 meeting numbered 1728 through 1750 were in the amount of \$53,708.14. The net balance on hand September 30, 2016 was \$1,467,730.54.

Motion made by Mae Nachman, seconded by Anna Haines to approve the department claims for the month of September 2016 as audited and read.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

3. **Report on water distribution operations.**

Gary stated Sixth Avenue Project is complete except for the blacktop which they are currently working on. The Hoover Road Grade Separation Project is ahead of schedule.

The water operation report was distributed and reviewed for the month of September. A total of 863 valves have been operated in 2016.

4. **Report on water supply operations.**

Our pumpage in September was 151,238,000 gallons, a decrease of 24,595,000 gallons of water from September 2015.

5. **Discussion and possible action on the Draft Groundwater Management Plan (email distribution).**

This item is postponed until the November meeting.

6. **Discussion and possible action on demolition of 1917 Cypress.**

Motion made by Ray Schmidt, seconded by Carl Rasmussen to allow management to award the demolition job of the 1917 Cypress property in an amount not to exceed \$8,000.00.

Ayes all. Nays none. Motion carried.

IV. SEWAGE TREATMENT OPERATIONS

7. **Report on Collection System Maintenance.**

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

8. **Report on sewage treatment operations.**

Chris stated all permit levels were met for September. The biosolids hauling is wrapping up for the year. Approximately, two million gallons were hauled this year. The WWTP piloted the Schwing NuReSys process for possible use in the future nutrient harvesting system. The Water/Stormwater crews repaired the West Side Lift Station and did a great job.

The WWTP was one of 59 utilities nationally recognized by the Water Environmental Federation (WEF) and the National Association of Clean Water Agency (NACWA) as a Utility of the Future Today based on energy efficiency, resource recovery and biosolids management.

Eric Lynne of Donohue & Associates provided the Commission with an update of the Biosolids Improvements Project.

Paul would like Eric to bring this back to the Commission and at that time provide the Commission with what the alternative is if this project isn't approved; what are the timeframes for the project phases and how much money would be spent during these timeframes; how much of the total project cost would we get back from the state or the federal government and how would this effect the sewer rates.

B.O.D. (4 average ppm), Phosphorus (.388 average ppm) and Suspended Solid (5 average ppm) limits were met for the month of September 2016.

V. STORMWATER OPERATIONS

9. Report on Stormwater operations.

No discussion held.

VI. DIRECTOR'S REPORT

10. Verbal Report.

No report provided.

The next Water & Sewerage Commission meeting will be on Monday, November 14, 2016 at noon.

VIII. ADJOURNMENT

Motion made by Mae Nachman to adjourn the meeting.
Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:39 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS



CARL RASMUSSEN, SECRETARY

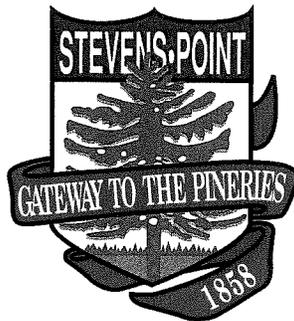
COMPTROLLER-TREASURER REPORT
for the period ending August 31, 2016

	Bal August 1, 2016	Receipts	Disbursements	Bal August 31, 2016
GENERAL OPERATING CASH	\$3,543,358.00	\$7,657,756.62	\$9,414,321.20	\$1,786,793.42
WATER & SEWER (CASH & INVEST) (includes airport, transit , stormwater)	\$14,021,512.05	\$1,053,370.11	\$954,777.97	\$14,120,104.19

INVESTMENTS	Bal August 1, 2016	TRANSFER IN	TRANSFER OUT	Bal August 31, 2016
GENERAL	\$29,886,686.48	\$359,638.18	\$5,359,579.76	\$24,886,744.90
SPECIAL REVENUE	\$640,865.38	\$0.00	\$0.00	\$640,865.38
DEBT SERVICE	\$76,195.20	\$0.00	\$0.00	\$76,195.20
CAPITAL PROJECTS	\$9,599,911.66	\$64,899.17	\$500,974.62	\$9,163,836.21
ENTERPRISE	\$0.00	\$0.00	\$0.00	\$0.00
TRUST	\$2,923,811.40	\$0.00	\$0.00	\$2,923,811.40
TOTALS	<u>\$43,127,470.12</u>	<u>\$424,537.35</u>	<u>\$5,860,554.38</u>	<u>\$37,691,453.09</u>

EXPENDITURES:	BUDGET	YTD	%	REVENUES	BUDGET	YTD	%
GENERAL GOVT	\$3,463,009.00	\$2,167,064.53	62.58%	GENERAL	\$22,182,082.00	\$17,010,108.92	76.68%
POLICE	\$5,192,699.00	\$3,413,455.36	65.74%				
FIRE	\$4,909,019.00	\$3,139,445.65	63.95%				
PUBLIC WORKS	\$5,707,540.00	\$3,278,505.55	57.44%				
PARK & REC	\$1,753,730.00	\$1,180,136.59	67.29%				
CAPITAL PROJECTS	\$750,300.00	\$406,080.59	54.12%				
DEBT SERVICE	\$5,890,657.00	\$5,110,599.21	86.76%				
YTD TARGET	66.67%						

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



Mike Wiza
Mayor
mwiza@stevenspoint.com
715-346-1570

October 6, 2016

Members of the Common Council
Stevens Point, Wisconsin

The following appointment is recommended for your consideration.

Board of Water and Sewage Commissioners

Reappoint Mae Nachman – 1515 Pine Street – Expires 9/30/2021

Your confirmation of this appointment would be appreciated.

A handwritten signature in black ink, appearing to read "Mike Wiza".

Mike Wiza
Mayor
City of Stevens Point

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



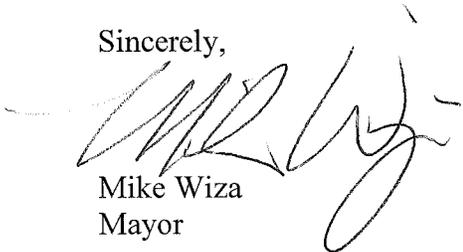
Mike Wiza
Mayor
mwiza@stevenspoint.com
715-346-1570

October 12, 2016

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,



Mike Wiza
Mayor

Name
Delores M. McKay
C. David Brazeau
Carie Winn
Christine Munson
Lisel Galloway
Mary Ann Fink
Glen Fink
Kathleen Kruthoff
Anne Rogalski
Erin Olson