

Application Form

Name: _____

Address: _____

Phone: _____

Email: _____

Indicate which board(s), commission(s), and/or committee(s) you are interested in serving on.

Please write a brief description of your background and why you are interested in serving (attach extra sheets if necessary):

Please return the completed application and a copy of your resume to:

City of Stevens Point City Clerk's Office
1515 Strong's Avenue, Stevens Point WI, 54481

**City of Stevens Point
Attn: City Clerk's Office
1515 Strongs Ave.
Stevens Point, WI 54481**

Stevens Point

Boards, Commissions, & Committees Application



Interested in Local Government?

Are you interested in local government or do you want to contribute to your community? Consider serving on a city board, commission, or committee. As a representative serving on one of the City's boards, commissions or committees, you will focus on community needs requiring your dedication, vision, experience, and enthusiasm. Ultimately, the City of Stevens Point's Common Council has the legal responsibility to carry out decisions that affect the welfare of the entire community; however, the boards, commissions and committees play a significant role in the process of deciding what goes in front of the Common Council. So if you are interested in local government and want to serve your community, the City of Stevens Point's boards, commissions and committees may be a good fit for you.

What are the eligibility requirements?

Applicants must be eligible voters and *reside within the Stevens Point city limits*. Please review all details of specific vacancies, as some may have different requirements or require specific representation.

How do I know if I was or was not appointed to a board, commission, or committee?

If appointed to one of the boards, commissions, or committees, you will be notified. The City Clerk's Office will contact you to come in and sign an oath of office.

How do I apply?

Please complete the application form on the reverse side and return to the City Clerk's Office at 1515 Strongs Avenue, Stevens Point, WI 54481. You may also complete the application online at stevenspoint.com. Typically, appointments are made during April or May of each year; however, vacancies vary. Please check out our list of current vacancies

located on stevenspoint.com or by contacting the City Clerk's Office at: (715)346-1569

What boards, commissions, and committees can I be appointed to?

Board of Appeals:

- Hears and makes decisions on appeals where it is alleged that there is an error in any requirement, decision, or determination made.
- Authorizes variances and disability variances.
- Citizen Positions: 5 (3 year term)
- Alternative Positions: 2 (3 year term)

Redevelopment Authority:

- Prepares redevelopment and urban renewal plans.
- Carries out redevelopment and urban renewal projects within the corporate limits of the city.
- Develops and implements redevelopment plans.
- Administers economic development and housing loans.
- Adopts rules for the transaction of its business and keeps a record of its resolutions, transactions, findings, and determinations.
- Establishes rehabilitation and design standards.
- Assembles and disposes of land, including the taking of real estate through eminent domain.
- Demolishes and/or rehabilitates substandard structures.
- Participates in real estate development and commercial revitalization.
- Citizen Positions: 4-6 (position availability varies) (5 year term)

Historical Preservation/Design Review Commission:

- Designates historic structures, historic sites, and the designation of historic districts within

the city limits, subject to approval by the common council.

- Regulates construction, reconstruction, alteration, and demolition within designated districts.
- Cooperates with the State of Wisconsin historic preservation officer and the state historic preservation review board in attempting to include properties designated as landmarks or landmark sites, or historic districts, in the National Register of Historic Places and the State Register of Historic Places.
- Solicits and receives funds for historic preservation in the city.
- Citizen Positions: 5 (3 year term)
- Alternates: 2 (3 year term)

Housing Authority:

- Carries out duties designed by the Community Development Authority.
- Citizen Positions: 3-5 (position availability varies) (5 year term)

Board of Park Commissioners:

- Develops policies concerning the operation of the parks and recreation facilities, subject to approval by the common council.
- Acquires and/or maintains parks and green spaces, conservation areas, park buildings, the community pool, KB Willett ice rink, City cemeteries, boat ramps, and other parks, recreation and forestry facilities and public property.
- Aids in long-range planning, strategic planning, and setting service standards for the Parks, Recreation and Forestry Department.
- Citizen Positions: 8 (3 year term)

Plan Commission:

- Advises the city council on comprehensive planning and land use issues.
- Prepares and administers a comprehensive plan while providing leadership and insight

into opportunities and challenges that confront the community.

- Makes reports and recommendations relating to the plan and development of the city to public officials and agencies, public utility companies, civic, educational, professional, and other organizations and citizens.
- Recommends, to the mayor or council, programs for public improvements and the financing thereof.
- Has such powers as may be necessary to enable it to perform its functions and promote municipal planning.
- Reviews requests for annexation, certified surveys, conditional uses, public right-of-way vacations, and rezoning.
- Performs planned unit development reviews, site, building, and landscape reviews, subdivision plat reviews, and map reviews.
- Citizen Positions: 5 (3 year term)

Board of Review:

- Has broad powers with respect to assessments within their jurisdictions.
- Acts upon any and all protests filed by taxpayers or taxing districts.
- Reviews and equalizes assessments established by the assessor.
- Adds to the assessment rolls any property omitted by the assessor for the current year.
- Has the power to add to the assessment rolls for taxation property which the board believes has been erroneously exempted from taxation.
- Has the power to subpoena witnesses and administer oaths.
- Citizen Positions: 5 (5 year term)
- Alternate Positions: 2 (3 year term)

Transportation Commission:

- Reviews and advises the Mayor and Common Council and adopts rules for the control and operation of the specific utility.
- Citizen Positions: 5 (3 year term)

Board of Water & Sewage Commissioners:

- Makes recommendations to the Common Council and adopts rules for the control and operation of the specific utility.
- Citizen Positions: 5 (5 year term)

Bicycle - Pedestrian Street Safety Commission:

- Advises the Common Council on updates, maintenance, and implementation of the Portage County Countywide Bicycle & Pedestrian Plan and the Transportation Element of the Comprehensive Plan.
- Promotes the integration of bicycling and walking in the City of Stevens Point's planning.
- Makes recommendations concerning the capital and operating budget to identify pedestrian and bicycle needs, services, programs, or facilities.
- With prior authorization from the City, develops and distributes informational, educational, and promotional materials for bicyclists, pedestrians, and motorists.
- Citizen Positions: 5 (3 year term)
- Alternate Positions: 1 (3 year term)

Police and Fire Commission:

- Organizes and supervises the police and fire departments and prescribes rules and regulations for their control and management.
- Citizen Positions: 5 (5 year term)

Weed Commissioner:

- Investigates the presence of noxious weeds in the city.
- Destroys, or has destroyed, noxious weeds in the most economical manner.
- Investigates the presence of noxious weeds. the complete killing of weeds or the killing of weed plants above the surface of the ground.
- Plans and organizes an effective roadside management program.
- Monitors weed conditions within the county to effectuate the weed control and eradication

policies and programs of the County and the State.

- Is a certified pesticide applicator, and maintains knowledge of proper chemicals and methods of application and enforce noxious weed laws.
- Coordinates the activities of part-time help in carrying out the County's weed control and eradication programs; including assigning work, training, motivation, and checking results.
- Operates, maintains, and repairs spraying equipment and trucks.
- Investigates and handles complaints within an area of responsibility according to established regulations and in a manner consistent with County regulations and policies.
- Maintains proper records of chemical applications, equipment, and materials.
- Prepares reports, and performs various other related duties in the area of responsibility.

Tourism Commission:

- Administers the room tax fund in accordance with state law.
- Reviews grants requests for room tax funds that promote tourism in the City.

Deer Management Committee:

- Oversees the Urban Wildlife Abatement programs for the City of Stevens Point.
- Focuses primarily on whitetail deer and geese within the city.

Administrative Appeals Board:

- Hears and rules on appeals from initial administrative determinations or decisions of City officers, employees, agents, agencies, committees, boards, and commissions. This primarily includes property maintenance violations.