

Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

**CITY OF STEVENS POINT
PUBLIC POLICY AND GENERAL GOVERNMENT**

October 11, 2021 - 6:20 PM

(or immediately following previously scheduled meeting)

**Community Room
933 Michigan Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: 859 2086 8642 | Passcode: 207153

By Computer:

<https://us02web.zoom.us/j/85920868642?pwd=U1dlQmJvaEVieE5ZZjFzd05WL1NVQT09>

By Phone: +1-312-626-6799 (US Chicago)

(A quorum of the City Council may attend this meeting)

AGENDA

Discussion and Possible Action on:

1. Roll Call.
2. Election of Vice-Chair.
3. License List:
 - A. Change of Agent: Kwik Trip, Inc, 1626 Oak St, PO Box 2107 La Crosse, WI 54602; Jennifer C. Zywicki, 2077 County Road I N, Custer, WI agent at Kwik Trip 342, 3533 Stanley St, Stevens Point, replacing Cassandra S Peper.
4. Request to Hold Event/Street Closing:
 - A. 46th Annual Frostbite Run/Walk on December 4, 2021. (Recurring)
 - B. 2021 Stevens Point Community Turkey Trot 5K & Food Drive. (Recurring)
 - C. Holiday Parade on November 17, 2021. (Recurring)

- D. Healthy Downtown Halloween Hoedown.
- 5. Ordinance Amendment - Chapter 12.28: Special Event Applications.
- 6. Adjournment.

Meeting Rider

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

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

LICENSE LIST
PUBLIC POLICY AND GENERAL GOVERNMENT
Monday, October 11, 2021

Change of Scheduled Agent

1. **Kwik Trip, Inc.**, 1626 Oak St, PO Box 2107 La Crosse, WI 54602; Jennifer C. Zywicki, 2077 County Road I N, Custer, WI agent at Kwik Trip 342, 3533 Stanley St, Stevens Point, replacing Cassandra S Peper.

CITY OF STEVENS POINT
APPLICATION FOR SPECIAL EVENT PERMIT

City of Stevens Point, 1515 Strong's Ave. Stevens Point, WI 54481

RECEIVED
SEP 15 2021
CITY CLERK'S
OFFICE

Answer all questions completely. Please print clearly.
This application must be on file in the City Clerk's Office at least **60 days** prior to the event.

1.) Please Check One: ☐ New Event ☒ As Previously Presented ☐ Changed Since Last Event

2.) Request is for: ☐ Parade ☒ Run/Walk ☐ Exhibition ☐ Other _____

3.) Name of Event: 46th Annual Frostbite run/walk (5+10 mile) Date of Event 12/4/2021

4.) Name of Sponsoring Organization: Stevens Point Area YMCA

Address: 1000 Division St. City: Stevens Point State: WI Zip Code: 54481

5.) Contact Person: Amy Fox

Phone: 715-952-9303 Fax: 715-342-2987 Email: afox@spymca.org

Address: 1000 Division St. City: Stevens Point State: WI Zip Code: 54481

6.) Assembly Time: 11:00am Start Time: 12:00pm End Time: 3:00pm

Specific Location of Event: Starts & Ends at YMCA

7.) Map of the Event Attached? ☒ Yes ☐ No Street Closures Required? ☒ Yes ☐ No

List of Street Blocks that will need to be closed: Franklin St. - between Division & Prentices (during race)

8.) Estimated Number of Participants: 250 Spectators: 75 Vehicles: 150 Animals: 5-15 ^(in lot)

9.) Food Prepared/Served at event? ☐ Yes ☒ No If yes, contact Portage County Health Dept. at 715-345-5350 and Fire Dept. at 715-344-1833

10.) Will alcoholic beverages be served? ☐ Yes ☒ No If yes, contact City Clerk's Office 715-346-1569

11.) Will the event utilize any City Facilities? ☐ Yes ☒ No Note: Park facilities handled by Parks Dept. 715-346-1531

12.) Check which services are needed: ☒ Police ☒ Auxiliary Officer Contact Lt. Mueller at jmueller@stevenspoint.com

Please explain: Traffic Control & Road safety for participants

13.) Will any fireworks or other pyrotechnic devices be used during the event? ☐ Yes* ☒ No

*If yes, Please explain: _____

14.) Will tents as described below* or other temporary structures be erected? ☐ Yes* ☒ No

*If yes, you will need a permit from the Fire Department. Please contact them at 715-344-1833 and ask for the officer on duty.

*You will be erecting a tent or other temporary structure over 400 square feet or the aggregate area of smaller tents installed within 12 feet of each other is greater than 400 square feet. A tent is defined as a structure, enclosure, or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except air.

*You will be erecting a canopy over 700 square feet or the aggregate area of smaller canopies installed within 12 feet of each other is greater than 700 square feet. A canopy is defined as a tent that is open on all sides.

15.) Will smaller tents or other temporary structures be erected? ☐ Yes ☒ No

16.) Are Inflatables or Bounce Houses part of your event? ☐ Yes* ☒ No

*If yes, you must have a certificate of insurance on file. Contact the Treasurer's Office (715-346-1573) for more information.

APPLICATION CONTINUED ON THE BACK

17.) Briefly describe your Event (you may attach additional pages):

A friends & family tradition in Central Wisconsin! ☺ This road race (run or walk) offers support and promotes physical activity & community wellness. A fun event for all ages that we hope to see whole families involved in. Last year our event was virtual only, we hope to bring back the tradition of a winter race this year to Central WI.

18.) Is any other special assistance from the City needed?

- Street Closing Signs
- No Parking Signs
- Traffic Vests for Volunteers
- Barricades to prevent Traffic on road closed (Just Franklin St. Next to Ymca)

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Additional fees such as park facilities, tent, and firework permits are in addition to the fees submitted for the Special Event Application.

HOLD HARMLESS INDEMNIFICATION AND DEFENSE

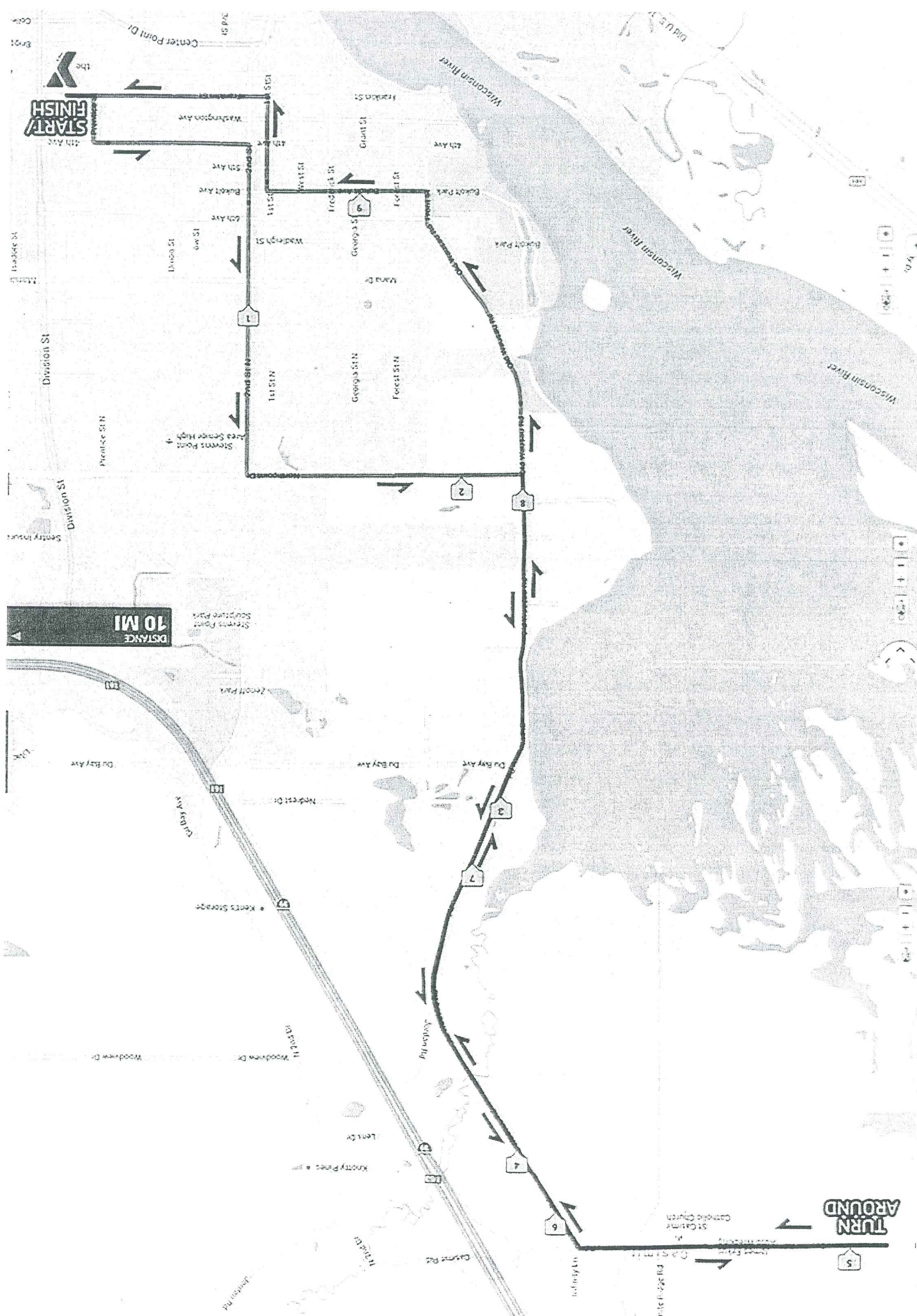
THE APPLICANT AND/OR THE ORGANIZATION AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY OF STEVENS POINT AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES, COSTS, INCLUDING ATTORNEY FEES ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ON BEHALF OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:



Signature of Applicant

9/9/21
Date



CITY OF STEVENS POINT
APPLICATION FOR SPECIAL EVENT PERMIT

City of Stevens Point, 1515 Strongs Ave. Stevens Point, WI 54481

Answer all questions completely. Please print clearly.
This application must be on file in the City Clerk's Office at least 60 days prior to the event.

- 1.) Please Check One: ☐ New Event ☒ As Previously Presented ☐ Changed Since Last Event
- 2.) Request is for: ☐ Parade ☒ Run/Walk ☐ Exhibition ☐ Other _____
- 3.) Name of Event: 2021 Stevens Point Community Turkey Trot 5K & Food Drive Date of Event: NOV. 25, 2021
- 4.) Name of Sponsoring Organization: Portage County CAN
Address: CPS 110 & 1901 Fourth Ave, USP City: St. Point State: WI Zip Code: 54481
- 5.) Contact Person: Laura Zelenak
Phone: 715-214-6375 Fax: n/a Email: LDZelenak@gmail.com
Address: 1563 Plover Street City: Stevens Point State: WI Zip Code: 54481
- 6.) Assembly Time: 6:30 AM Start Time: 9:00 AM End Time: 11:00 AM
Specific Location of Event: Pfiffner Pioneer Park
- 7.) Map of the Event Attached? ☒ Yes* ☐ No Street Closures Required? ☒ Yes ☐ No
List of Street Blocks that will need to be closed: Portion of Crosby, Portion of Franklin & Portage at start time
- 8.) Estimated Number of Participants: 6000 Spectators: 25 Vehicles: 200? Animals: some people bring their dogs 50?
- 9.) Food Prepared/Served at event? ☐ Yes ☒ No If yes, contact Portage County Health Dept. at 715-345-5350 and Fire Dept. at 715-344-1833
- 10.) Will alcoholic beverages be served? ☐ Yes ☒ No If yes, contact City Clerk's Office 715-346-1569
- 11.) Will the event utilize any City Facilities? ☐ Yes ☒ No Note: Park facilities handled by Parks Dept. 715-346-1531
- 12.) Check which services are needed: ☐ Police ☐ Auxiliary Officer Contact Lt. Mueller at jmueller@stevenspoint.com
- Please explain: Please let PD & Sheriff know to stop by for a cup of coffee!!
- 13.) Will any fireworks or other pyrotechnic devices be used during the event? ☐ Yes* ☒ No
- *If yes, Please explain: _____
- 14.) Will tents as described below* or other temporary structures be erected? ☐ Yes* ☒ No
*If yes, you will need a permit from the Fire Department. Please contact them at 715-344-1833 and ask for the officer on duty.
*You will be erecting a tent or other temporary structure over 400 square feet or the aggregate area of smaller tents installed within 12 feet of each other is greater than 400 square feet. A tent is defined as a structure, enclosure, or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except air.
*You will be erecting a canopy over 700 square feet or the aggregate area of smaller canopies installed within 12 feet of each other is greater than 700 square feet. A canopy is defined as a tent that is open on all sides.
- 15.) Will smaller tents or other temporary structures be erected? ☒ Yes ☐ No 2-3 10x10 canopies
- 16.) Are Inflatables or Bounce Houses part of your event? ☐ Yes* ☒ No
- *If yes, you must have a certificate of insurance on file. Contact the Treasurer's Office (715-346-1573) for more information.

* including ~~last year~~
2019 app w map.

APPLICATION CONTINUED ON THE BACK

17.) Briefly describe your Event (you may attach additional pages):

The Turkey Trot is a free, non-competitive 5K walk/run. The purpose is to provide ~~an~~ an opportunity for community members to be physically active & support local food pantries.

18.) Is any other special assistance from the City needed?

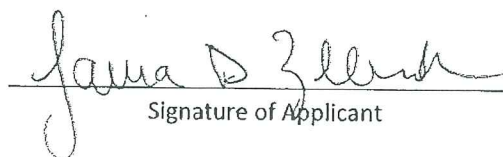
would be great if we could ~~have~~ borrow about 5 street barricades!

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Additional fees such as park facilities, tent, and firework permits are in addition to the fees submitted for the Special Event Application.

HOLD HARMLESS INDEMNIFICATION AND DEFENSE

THE APPLICANT AND/OR THE ORGANIZATION AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY OF STEVENS POINT AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES, COSTS, INCLUDING ATTORNEY FEES ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ON BEHALF OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

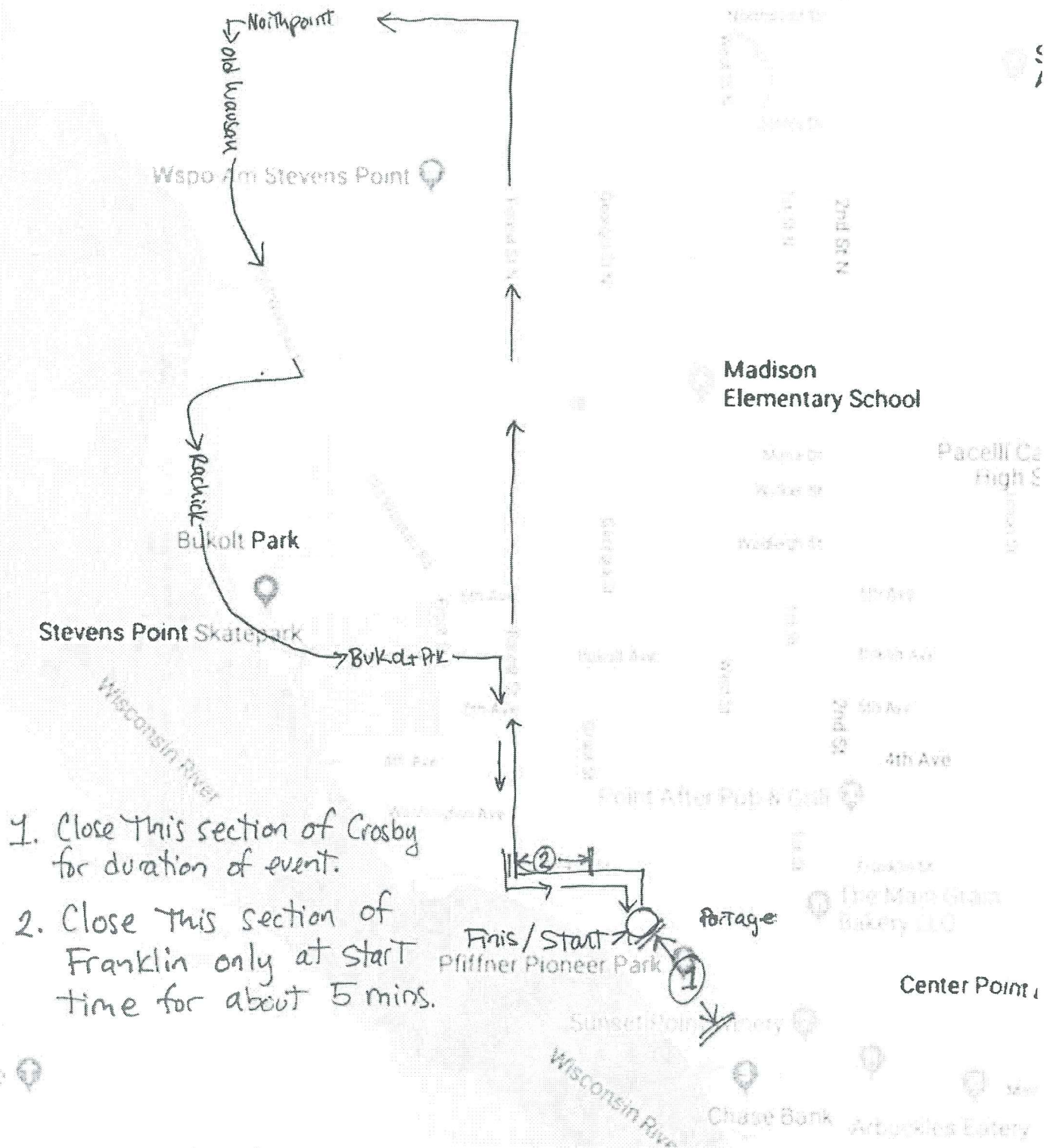
I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:


Signature of Applicant

9/27/2021
Date

2021

~~2019~~ Stevens Point Community Turkey Trot 5K & Food Drive



1. Close This section of Crosby for duration of event.
2. Close This section of Franklin only at start time for about 5 mins.

Laura Zelenak
715.214.6375
LDZelenak@gmail.com

CITY OF STEVENS POINT
APPLICATION FOR SPECIAL EVENT PERMIT

City of Stevens Point, 1515 Strongs Ave. Stevens Point, WI 54481

RECEIVED
OCT 04 2021
CITY CLERKS
OFFICE

Answer all questions completely. Please print clearly.

This application must be on file in the City Clerk's Office at least **60 days prior** to the event.

- 1.) Please Check One: ☐ New Event ☒ As Previously Presented ☐ Changed Since Last Event
- 2.) Request is for: ☒ Parade ☐ Run/Walk ☐ Exhibition ☐ Other _____
- 3.) Name of Event: Holiday / Christmas Parade Date of Event: 11/17/21
- 4.) Name of Sponsoring Organization: Stevens Point Alliance
Address: P.O. Box 586 City: St. Point State: WI Zip Code: 54481
- 5.) Contact Person: Troy Hojnacki
Phone: 715-344-4450 Fax: _____ Email: info@downtownpointwi.com
Address: 912 Main St City: St. Pt. State: WI Zip Code: 54481
- 6.) Assembly Time: 3:00 pm Start Time: 6:00 pm End Time: 8:00 pm
Specific Location of Event: Standard Downtown Parade Route
- 7.) Map of the Event Attached? ☒ Yes ☐ No Street Closures Required? ☒ Yes ☐ No
List of Street Blocks that will need to be closed: All up main St. from Center Point Square loop
- 8.) Estimated Number of Participants: 200+ Spectators: 1000+ Vehicles: 70 Animals: N/A
- 9.) Food Prepared/Served at event? ☐ Yes ☒ No If yes, contact Portage County Health Dept. at 715-345-5350 and Fire Dept. at 715-344-1833
- 10.) Will alcoholic beverages be served? ☐ Yes ☒ No If yes, contact City Clerk's Office 715-346-1569
- 11.) Will the event utilize any City Facilities? ☐ Yes ☒ No Note: Park facilities handled by Parks Dept. 715-346-1531
- 12.) Check which services are needed: ☐ Police ☐ Auxiliary Officer Contact Lt. Mueller at jmueller@stevenspoint.com
Please explain: Standard Auxiliary Support
- 13.) Will any fireworks or other pyrotechnic devices be used during the event? ☐ Yes* ☒ No
*If yes, Please explain: _____
- 14.) Will tents as described below* or other temporary structures be erected? ☐ Yes* ☒ No
*If yes, you will need a permit from the Fire Department. Please contact them at 715-344-1833 and ask for the officer on duty.
*You will be erecting a tent or other temporary structure over 400 square feet or the aggregate area of smaller tents installed within 12 feet of each other is greater than 400 square feet. A tent is defined as a structure, enclosure, or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except air.
*You will be erecting a canopy over 700 square feet or the aggregate area of smaller canopies installed within 12 feet of each other is greater than 700 square feet. A canopy is defined as a tent that is open on all sides.
- 15.) Will smaller tents or other temporary structures be erected? ☐ Yes ☒ No
- 16.) Are Inflatables or Bounce Houses part of your event? ☐ Yes* ☒ No
*If yes, you must have a certificate of insurance on file. Contact the Treasurer's Office (715-346-1573) for more information.

APPLICATION CONTINUED ON THE BACK

17.) Briefly describe your Event (you may attach additional pages):

This will be the standard parade
the happened for years! No
changes!

18.) Is any other special assistance from the City needed?

* Install No parking signs with Time!
* Road close permit to start
at 3:00pm! This will allow time
To ticket & tow cars parked in
parade Route.

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Additional fees such as park facilities, tent, and firework permits are in addition to the fees submitted for the Special Event Application.

HOLD HARMLESS INDEMNIFICATION AND DEFENSE

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I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:

Troy Hginacki
Signature of Applicant

10/4/21
Date

200 ft

CITY OF STEVENS POINT
APPLICATION FOR SPECIAL EVENT PERMIT

City of Stevens Point, 1515 Strongs Ave. Stevens Point, WI 54481

RECEIVED

OCT 06 2021

CITY CLERKS
OFFICE

Answer all questions completely. Please print clearly.

This application must be on file in the City Clerk's Office at least **60 days prior** to the event.

1.) Please Check One: ☒ New Event ☐ As Previously Presented ☐ Changed Since Last Event

2.) Request is for: ☐ Parade ☐ Run/Walk ☐ Exhibition ☒ Other _____

3.) Name of Event: Healthy Downtown/Halloween Acedown Date of Event 10/29/21

4.) Name of Sponsoring Organization: Central Wisconsin Childrens Museum

Address: 1100 Main Street City: Stevens Point State: WI Zip Code: 54481

5.) Contact Person: Cory Rusch

Phone: 715-496-3438 Fax: _____ Email: cory@cwcchildrensmuseum.org

Address: 1818 Monroe St. Apt A City: Stevens Point State: WI Zip Code: 54481

6.) Assembly Time: 4:00pm Start Time: 4:00pm End Time: 8:00pm

Specific Location of Event: Downtown Stevens Point

7.) Map of the Event Attached? ☐ Yes ☐ No Street Closures Required? ☒ Yes ☐ No

List of Street Blocks that will need to be closed: Main Street from Strongs to Water, 2nd + 3rd St. from Clark to Main.

8.) Estimated Number of Participants: 150 Spectators: - Vehicles: 40 Animals: -

9.) Food Prepared/Served at event? ☒ Yes ☐ No If yes, contact Portage County Health Dept. at 715-345-5350 and Fire Dept. at 715-344-1833

10.) Will alcoholic beverages be served? ☐ Yes ☒ No If yes, contact City Clerk's Office 715-346-1569

11.) Will the event utilize any City Facilities? ☒ Yes ☒ No Note: Park facilities handled by Parks Dept. 715-346-1531 square

12.) Check which services are needed: ☐ Police ☒ Auxiliary Officer Contact Lt. Mueller at jmueller@stevenspoint.com

Please explain: We would like the added safety of an officer on square.

13.) Will any fireworks or other pyrotechnic devices be used during the event? ☐ Yes* ☒ No

*If yes, Please explain: _____

14.) Will tents as described below* or other temporary structures be erected? ☐ Yes* ☒ No

*If yes, you will need a permit from the Fire Department. Please contact them at 715-344-1833 and ask for the officer on duty.

*You will be erecting a tent or other temporary structure over 400 square feet or the aggregate area of smaller tents installed within 12 feet of each other is greater than 400 square feet. A tent is defined as a structure, enclosure, or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except air.

*You will be erecting a canopy over 700 square feet or the aggregate area of smaller canopies installed within 12 feet of each other is greater than 700 square feet. A canopy is defined as a tent that is open on all sides.

15.) Will smaller tents or other temporary structures be erected? ☐ Yes ☒ No

16.) Are Inflatables or Bounce Houses part of your event? ☐ Yes* ☒ No

*If yes, you must have a certificate of insurance on file. Contact the Treasurer's Office (715-346-1573) for more information.

APPLICATION CONTINUED ON THE BACK

17.) Briefly describe your Event (you may attach additional pages):

See attached

18.) Is any other special assistance from the City needed?

Closing of roads, officer on square/downtown

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all Special Event organizers and participants must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Additional fees such as park facilities, tent, and firework permits are in addition to the fees submitted for the Special Event Application.

HOLD HARMLESS INDEMNIFICATION AND DEFENSE

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I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:



Signature of Applicant

10-5-21
Date

Event Description

CWCM is excited to partner with local businesses, artists, and students to present the 2021 Healthy Downtown Halloween Hoedown, October 29th (FRI), 4-8PM. Event tickets are \$10 in advance, and \$15 the week of. Up to six total participants per ticket. The following steps explain what will happen during the event.

1. Check in at CWCM by 6PM to receive supplies.
2. Follow map and clues to participating downtown Haunt Shops.
3. Collect keys and seeds from the Haunt Shops by completing games and activities.
4. Use keys to unlock chests in Spooky Exhibits at Museum.
5. Spend found treasure at the Healthy Halloween Snack Shop.

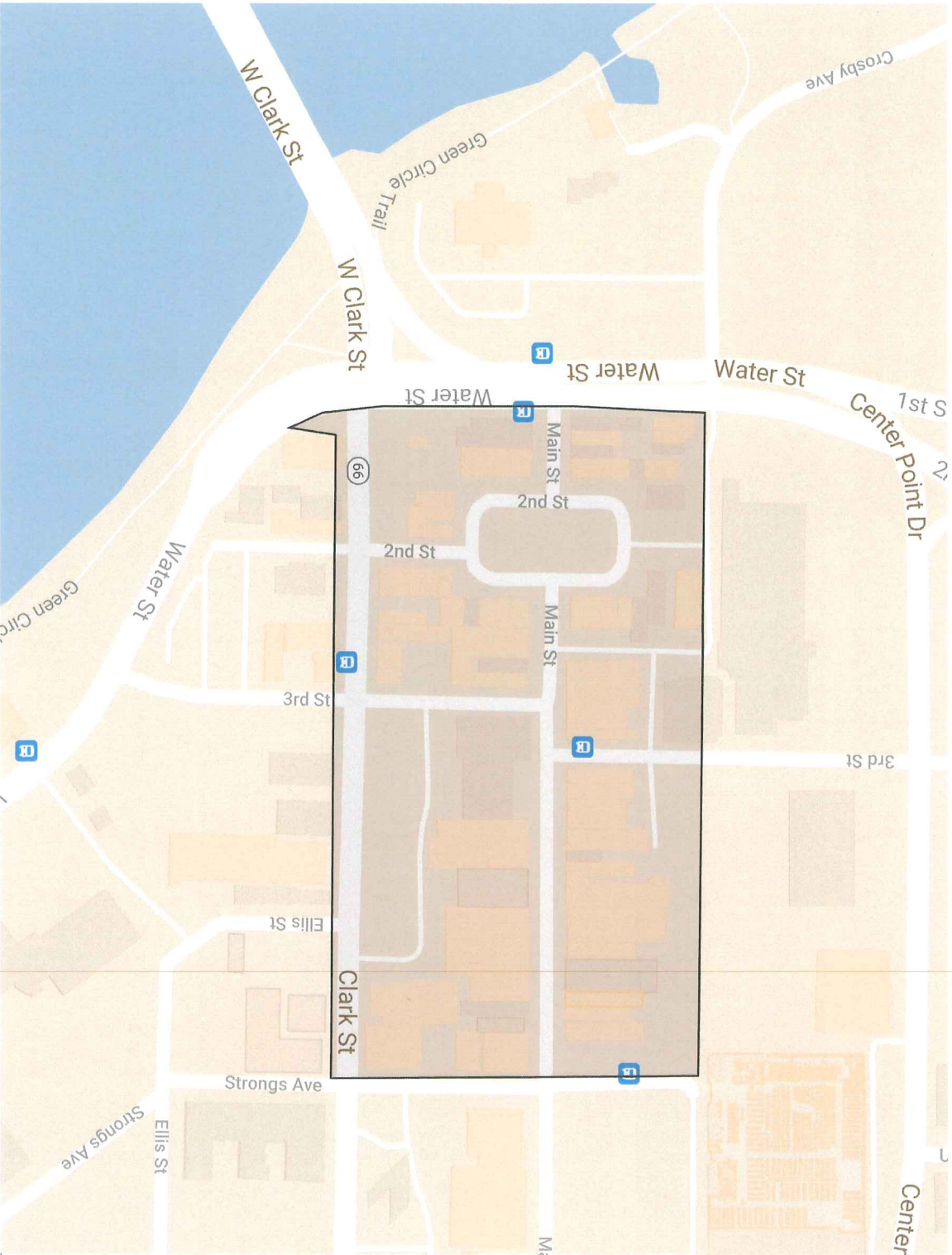
Your involvement time with this event is up to you. You choose how many Haunt Shops to visit. We anticipate between 1 - 2 hours of involvement time.

Examples of things to do at Haunt Shops: Ring Toss, Choose Your Own Adventure Tours, Sidewalk Art, Water Gun Shooting Range, and more!

Examples of things to do at CWCM: Visit Spooky Exhibits, Halloween Sensory Tables, Snack Shop, and more!

2021 Healthy Downtown Halloween Hoedown

Untitled layer



MEMORANDUM

TO: Common Council

FROM: City Attorney
Andrew Beveridge

DATE: 10-6-21

RE: Creation of RMC 12.28 – Special Events

Alderspersons:

The purpose of this memo is to provide some background information on the ordinance amendment creating RMC 12.28. The purpose of the ordinance is to provide some structure and consistency to how the City permits organized events on City property to which the general public is invited. The draft version before you was created based on examples from other cities and discussions among City staff. There are some moving parts within it, such as the definitions of small, medium, and large event, the definition of special event, and the threshold factors for when Common Council approval is required. I would particularly ask you to consider those portions and whether you believe they are appropriate.

The City Clerk's office is working on an application document that will both incorporate the information identified within the ordinance and function as a means of ensuring that input from all the relevant City offices is gathered prior to approval. We expect to bring that application form to the Council for consideration later this fall.

The intent is for the new process and standards to take effect starting January 1, 2022.

Please contact me via phone or email if you have any questions or comments.

Thank you,

Andrew Beveridge
City Attorney

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

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

SECTION I: That Section 12.28 of the Revised Municipal Code of the City of Stevens Point, Special Event Permits, is hereby **created** as follows:

12.28 SPECIAL EVENT PERMITS

(1) **PURPOSE.** Special events are community events such as parades on City streets, athletic events, charity walks and runs, music festivals, and other events that meet the definition in this chapter. Such events are allowed subject to the reasonable requirements of this chapter, City ordinances and of the policies and procedures of City departments. The Common Council finds such requirements necessary to promote the equitable and efficient use, and continued protection of limited public park and other lands, to allow for the efficient use of limited City staff resources through proper planning for such events, and to protect the public health, safety, and welfare.

(2) **DEFINITIONS.** In this ordinance:

- (a) “Large Event” means a special event with an estimated attendance of 500 or more people.
- (b) “Medium Event” means a special event with an estimated attendance of between 100 and 500 people.
- (c) “Small Event” means a special event with an estimated attendance of less than 100 people.
- (d) “Exempt Event” means any of the following:
 - i. Special events sponsored by the City or veterans groups.
 - ii. Elementary and secondary school events under the direction and supervision of school authorities.
 - iii. Funeral processions.
- (e) “Special event” is defined as follows:
 - i. A special event shall mean a scheduled public gathering of persons, on City property and/or public right of way, ~~to which~~ is open to the public ~~is invited~~ and to which any of the following apply:
 - 1. Over 100 persons are expected to attend in a single day; or
 - 2. At which concessions are to be sold, such as food or beverages;or

3. At which merchandise or other items are to be sold, such as clothing or crafts; or
 4. At which fireworks are to be discharged; or
 5. At which an entry fee or admission is charged for participation or inclusion; or
 6. At which over 2 half-barrels of fermented malt beverage or wine are to be present; or
 7. At which intoxicating liquor will be served; or
 8. Which will reasonably require, based on then existing City policies and procedures, the provision of City support services to accommodate the event on public property
- ii. A special event is open to the public at a predetermined location on public property, including but not limited to City parks, streets, and sidewalks. Events held solely on private property or public property not owned or managed by the City are not Special Events. The Saturday farmers market held on the Mathias Mitchell Public Square is not a Special Event.
 - iii. Marches, public assemblies, and other events held primarily for the purpose of conducting activities protected by the First Amendment to the United States Constitution are not Special Events.

(3) APPLICATION AND PERMIT

- (a) **Permit required.** A Special Event shall have a special event permit. It is unlawful for a special event to take place without a special event permit. Any person who organizes, holds, operates, controls, or directs a Special Event for which a permit has not been issued shall be subject to the penalties identified in this Section.
- (b) **Filing of application.** Any person, group, organization, or association desiring to hold a Special Event shall file an application with the City Clerk's Office. Special Events requiring Common Council approval shall be filed at least 60 calendar days prior to the Special Event. For all other Special Events the application shall be filed at least 30 calendar days prior to the Special Event.
- (c) **Contents of Application.** The application shall contain the following information:
 - i. A completed application form, the contents of which shall be determined by the City Clerk's office and updated as needed from time to time.
 - ii. An accurate map and layout of the proposed use of the public property requested.

Commented [AB1]: It would be useful for us to have some pre-produced diagrams of the customary locations so applicants can draw overtop of them.

- iii. A non-refundable application processing fee as indicated on the City of Stevens Point License and Permit Fee Schedule. .

(d) **Approval or Denial of Permit.** Review and approval of special events permits shall occur as follows:

- i. Common Council Approval. Approval by the Common Council is required for any Special Event for which any of the following apply:
 - 1. At which 1,000 people or more are expected to attend.
 - 2. At which 6 or more half barrels of fermented malt beverage or wine are to be present or served over the duration of the event.
 - 3. At which alcohol will be served on the streets, sidewalks, alleys, or boulevards of the City.
 - 4. The event requires the closing of a street.
- ii. Administrative Approval. All special events not requiring Common Council approval may be reviewed and approved by City staff as follows:
 - 1. The City Clerk shall refer any incomplete applications back to the applicant to provide the missing information. The City Clerk shall provide completed applications to the Parks Director if the event involves any City Park; to the Public Works Director if the event involves the use of sidewalks, streets, or other public right of way; and to the Chief of Police for all medium and large events and events at which alcohol will be sold or provided to attendees. The City Clerk shall also refer completed applications to the Fire Chief or designee for a determination of whether the applicant would need to take measures to comply with any regulations or ordinances administered by the Fire Department.
 - 2. Permits may be approved, approved with conditions, or denied based upon physical availability of the requested event space, the limited availability of City staff whose services would be needed in connection with the event, the compatibility of the proposed event with other users of the physical space where it will occur and other previously scheduled events, compliance with City ordinances and License and Permit Fee Schedule, potential damage to the proposed facility, the ability to follow health department food regulations, to protect public health, safety or welfare, or due to violation of this section, the Revised Municipal code, or applicable state or federal law. The City Clerk, Chief of Police, and Parks Director and/or Public Works

Director, if applicable, must all approve an application for the permit to be issued. If the applicant has held one or more special events in the past, the history of such events may be considered in determining whether an application will be approved. Applications not requiring approval by the Common Council shall be either approved, approved with conditions, or denied within 15 business days of the filing of the application.

3. The applicant shall be required to meet with the City Clerk or Chief of Police or their designees to review the Special Event application for all first-time events, events with significant changes from the previous year's event, or for events which generated complaints or violated City ordinances when previously held. Such meeting may be conducted in person or remotely at the discretion of the relevant City staff.

(e) **Appeal of Permit Denials.** An administrative denial of a permit may be appealed to the Common Council and heard at their next regularly scheduled meeting, provided that the request for an appeal is received no later than 4:00P.M. on the Tuesday preceding such meeting. Any appeal requests received subsequent to that time shall be heard at the Common Council meeting held at the regularly scheduled time and date in the following month. Denials of permits by the Common Council or denials of appeals by the Common Council under this subsection shall not be reviewable by the Administrative Review Board under RMC 3.56.

(f) **Fees.** The applicant for a special event permit shall pay the appropriate fee for the City services set forth in the License and Permit Fee Schedule no later than 10 days prior to the date of the special event. The City Clerk may establish reasonable fees for provision of additional City services requested by the applicant if not set forth in the License and Permit Fee Schedule. Contractual police officers may be required by the Chief of Police if deemed necessary at the Chief's discretion due to the size of the event, location of the event, presence of alcohol, duration of the event, or other appropriate factors which would necessitate the presence of sworn officers. Approved permits shall be issued upon payment of appropriate fees.

(g) **Refunds.** Permit fee payments may be refunded, other than the non-refundable application fee, if an application for a special event permit is denied by the City Clerk or if notification of cancellation of a permitted special even is received by the City Clerk at least 10 working days prior to the scheduled event.

- (4) **ALCOHOL SALES.** It is the responsibility of the special event permit holder to obtain the appropriate license for alcohol sales pursuant to RMC 12.14 if alcohol is to be provided at the special event in a manner that requires any type of licensing pursuant

to Wis. Stats. Ch. 125. Such licensing is separate and distinct from any Special Events permit issued under this Section. The license holder shall, in addition to all other requirements of the law, the City liquor license, and this section, take reasonable steps to ensure that alcohol beverages are consumed only by persons who are of legal drinking age, and not by persons who are not of age or who are intoxicated. Reasonable steps shall include the use of wristbands to indicate individuals of legal drinking age, the use of clear cups to serve alcohol, the prohibition of consumption of alcohol by bartenders while on duty, prohibition of sales to anyone under 21 years of age even if accompanied by parent or guardian, and supervision of the area by security and staff personnel. Reasonable steps may also include, especially for larger or longer duration events, the use of barriers and fences to enclose the area where alcohol is to be consumed, and/or police services fee per the provisions contained in this Section. Failure to take reasonable steps and use them at all times when alcohol is sold is grounds for termination of the event, issuance of a City ordinance citation, or denial of an alcohol licensing or special events permit in the future.

(5) CONTENTS OF PERMIT. Each special events permit shall state the following information:

- (a) The name, address, home and business telephone numbers of the person or organization named on the permit.
- (b) A description of activity for which the permit has been issued.
- (c) The date, hours, and location for the special event.
- (d) The expiration time and date.
- (e) When possible, the estimated attendance for the special event.
- (f) Where applicable for parades, the minimum and maximum speeds, and maximum intervals of space to be maintained by units of a parade.
- (g) Portions of the streets that may be occupied by the special event.
- (h) Such other information as the City Clerk shall find necessary to the enforcement of this section.

(6) PERMIT REGULATIONS.

- (a) **City Not Liable.** The special event permit application shall contain a statement that: "To the fullest extent permitted by law, the applicant shall indemnify, hold harmless, and defend the City, its officers, directors, and employees, from all demands, judgments, losses and all suits at law or in equity, costs and expenses including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation,

including both parties thereto and their employees, arising as a consequence of granting of the permit for such special event. Nothing contained herein shall waive the City's rights and defenses under Section 893.80, Wis. Stats., or any subsequent amendments thereto." No permit may be issued unless the applicant has agreed to the terms of this statement on the written application.

(b) Insurance.

- i. Each applicant for a medium or large event, and any event requiring Common Council approval, shall furnish with the application fee submitted to the City Clerk a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including worker's compensation coverage in accordance with ch. 101, Wis. Stats. The certificate shall provide that the company will furnish the City with a 10-day written notice of cancellation, non-renewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against all claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors.
- ii. The policy of insurance shall provide minimum combined single bodily injury and property damage of \$1,000,000.00, or such other insurance as deemed to be adequate by the City Attorney.

Commented [AB2]: IE: all events estimated to have more than 100 people in attendance.

- (c) No discrimination.** The special event permit application shall contain a statement that: "The applicant agrees that the sponsoring organization will not exclude any person from the public area described in the permit on the basis of membership in any protected class." No permit may be issued unless the applicant has agreed to the terms of this statement on the written application.

- (7) PENALTY.** Any person violating any violation of this section, upon conviction, shall forfeit a maximum of \$500 and the costs and disbursements of such action, and in default of payment thereof be confined to the county jail for not more than 20 days, or until such forfeiture costs are paid.

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

APPROVED: _____
Mike Wiza, Mayor

ATTEST: _____
Kari Yenter, City Clerk

Dated: October 5, 2021
Approved: , 2021
Published: , 2021