

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**

November 8, 2021 - 6:00 PM

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

OR

Zoom Teleconferencing

Meeting ID: 851 7966 1617 | Passcode: 884577

By Computer:

**[https://us02web.zoom.us/j/85179661617?pwd=NXBZQnRjK2hMc1lkZWwhIUVNWWH
Fydz09](https://us02web.zoom.us/j/85179661617?pwd=NXBZQnRjK2hMc1lkZWwhIUVNWWH
Fydz09)**

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. License List:
 - A. Change of Scheduled Agent: Schierl Sales Corporation, 2201 Madison St, Stevens Point; Cassidy C McLennan 521 3rd St S, Apt. A agent at The Store #58, 5601 Carrie Frost Dr, Suite B, Stevens Point, replacing Corrie Kordus.
 - B. "Class A" Liquor/Class "A" Beer License: Festival Foods at 1600 Academy Ave, Stevens Point for license period beginning 12/03/2021.
 - C. Class "B" Beer/"Class B" Liquor License: Holiday Inn Convention Center at 1001 Amber Ave, Stevens Point for license period beginning 11/15/2021.
3. Request to Hold Event/Street Closing:
 - A. Santa + Reindeer on December 11, 2021 (New Event).
4. Rules of Decorum for Public Meetings.

5. Consideration of Common Council Code of Conduct.

6. Adjournment.

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs 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 4:00 p.m.

LICENSE LIST
PUBLIC POLICY AND GENERAL GOVERNMENT
Monday, November 8, 2021

Change of Scheduled Agent

1. **Schierl Sales Corporation**, 2201 Madison St, Stevens Point; Cassidy C McLennan 521 3rd St S, Apt. A agent at The Store #58, 5601 Carrie Frost Dr, Suite B, Stevens Point, replacing Corrie Kordus.

"Class A" Liquor/Class "A" Beer License:

1. **Festival Foods** at 1600 Academy Ave, Stevens Point for license period beginning 12/03/2021
2. **Holiday Inn Express—Stevens Point** at 1100 Amber Ave, Stevens Point for license period beginning 11/15/2021

Class "B" Beer/"Class B" Liquor License:

1. **Holiday Inn Convention Center** at 1001 Amber Ave, Stevens Point for license period beginning 11/15/2021

RECEIVED

NOV 03 2021

CITY CLERKS
OFFICE

CITY OF STEVENS POINT

APPLICATION FOR SPECIAL EVENT PERMIT

City of Stevens Point, 1515 Strong's 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: Santa & Reindeer Date of Event 12-11-21
- 4.) Name of Sponsoring Organization: SPA
Address: 675 P.O. Box City: Stevens Point State: WI Zip Code: 54481
- 5.) Contact Person: Kathy Johnson / Troy Hognacki info@downtownpointwi.com
Phone: 715-544-1262 Fax: _____ Email: kathy.johnson@sunsetpointwinery.com
Address: P.O. Box 675 City: Stevens Point State: WI Zip Code: 54481
- 6.) Assembly Time: 1:00 pm Start Time: 1:30 End Time: 4:30
Specific Location of Event: Matthias Square / Public Square
- 7.) Map of the Event Attached? ☐ Yes ☒ No Street Closures Required? ☐ Yes ☒ No
List of Street Blocks that will need to be closed: we will have to block off some parking spaces
- 8.) Estimated Number of Participants: 3 Spectators: unknown Vehicles: 2 Animals: 2
- 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
Hot Cocoa + maybe cookies.
- 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: _____

- 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 pen for reindeer
- 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):

Live Reindeer Hired from Noel Productions

We will have 2 reindeer in a pen - double fence so children cannot reach them. Please check out their web site www.noelproductionsllc.com. They will be arriving with their handlers at about 1:00 - 1:15. Handlers will be dressed in Nordic ware. Company is from Osseo, WI. They are fully insured & licensed. We have also hired a Santa to be on the square with the Reindeer. This hopefully will become a family Tradition on the square by the Christmas Tree. Building memories for all.

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

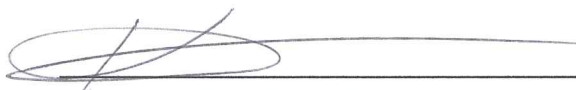
Not to my knowledge at this time.

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 HERIN, 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

11-3-21

Date

Draft Rules of Decorum Resolution and/or Ordinance

The September Common Council meeting was the first I can recall in nearly six years where community members pushed their views by clapping after each other's remarks. Anyone familiar with the workings of this Council knows we tend to give members of the public more opportunities to speak rather than less—which is why so many of our meetings go late into the night. The passion people bring to the issues is commendable, and citizens' right to be heard is fundamental. Our Council is committed to hearing everyone who wants to tell us their view of an issue. Moreover the Council depends on such input to help decide issues on our agenda that are controversial.

The problem is that applause doesn't give everyone an equal chance to weigh in, which is why it is against the rules of elected bodies at all levels of government. When members of the public share the same position, each one is welcome and encouraged to come to the microphone and express their agreement. If you think about it, though, applause actually is a way for people to give their view over and over again. So the point of rules against applause is to open up space that is truly welcome to all, rather than being a competitive arena where people with a shared view stake a claim as a supposed majority of our community of 26,000.

Having looked at some examples from other communities, I offer the text below for us to begin considering what rules of decorum the Council may want to enact. It was prepared in conjunction with President Johnson, having let Chair Leek know that we wanted to have the subject on the Public Policy and General Government Committee agenda. We anticipate there will be questions and suggested revisions that postpone action until a later meeting. Note also that while the text below is couched as an ordinance, another option might be for the Council's rules to be expressed as a nonbinding resolution.

Ald. David Shorr
District Two

WHEREAS, the Common Council depends upon robust debate to help decide the controversial matters on its agenda, and robust debate in turn requires tolerance for disparate views;

WHEREAS, an atmosphere of incivility and disrespect at public meetings can stifle participation and debate and undermine the quality of decisions; and

WHEREAS, adopting rules of decorum applicable to all public meetings will help ensure that civic engagement and local democracy continue to flourish in Stevens Point.

PROVISIONS:

A. General Guidelines

The City has numerous public meetings such as City Council meetings, Commission meetings, Board meetings, etc. (hereinafter "Public Meetings"). In order to safeguard participatory democracy in local government, all persons

attending Public Meetings should strive to:

- Treat everyone courteously
- Listen to others respectfully
- Exercise self-control
- Give open-minded consideration to all viewpoints
- Focus on the issues and avoid personalizing debate
- Embrace respectful disagreement and dissent as democratic rights that are inherent components of an inclusive public process and tools for forging sound decisions.

B. Rules of Decorum

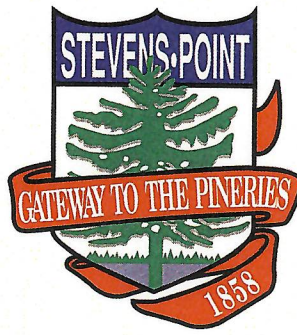
1. No person attending a Public Meeting shall engage in disorderly or boisterous conduct—including but not limited to applause, whistling, stamping of feet, booing, or making any loud, threatening, profane, abusive, personal, impertinent, or slanderous utterance—that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting.
2. All remarks by members of the public shall be addressed to the Mayor or the Chair (hereinafter “Presiding Officer”) and not to any other member of the public or to any single Council, Board or Commission Member unless in response to a question from that Member.
3. Signs, placards, banners, or other similar items shall not be permitted in the audience during a Public Meeting if the presence of such item disturbs, disrupts or otherwise impedes the orderly conduct of the meeting.
4. All persons attending a Public Meeting shall remain seated in the seats provided (subject to CDC health guidelines), unless addressing the body at the podium or entering or leaving the meeting.
5. All persons attending a Public Meeting shall obey any lawful order of the Presiding Officer to enforce the Rules of Decorum.

C. Enforcement of the Rules of Decorum

1. The Presiding Officer shall be responsible for maintaining the decorum at the Public Meeting and uniformly enforcing the Rules of Decorum.
2. In the event that any person breaches the Rules of Decorum in a manner that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting, the Presiding Officer shall order that person to cease the offending conduct for the deliberations to resume.

The Common Council, all City Boards and Commissions, and City staff shall promote the use of and adherence to these guidelines for behavior at all public meetings within the City.

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

November 4th, 2021

MEMORANDUM

TO: City Council Members
FROM: Mayor Wiza
RE: Common Council Code of Conduct

There have been instances of concern regarding conduct of Alderpersons with regard to interactions with staff, the public, media and each other. In very recent meetings, decorum and rules have been brought up but not uniformly applied.

We have had discussions with other municipalities from around the state and most have provided "reminders" of conduct to their respective bodies through a Code of Conduct document like the one before you.

There are always several opportunities for training and refreshers for Alderpersons and we have made those opportunities available to every Alderperson, especially newly elected Alders. Some have chosen to take advantage of that training, but not all.

What you see before you are proposed Codes of Conduct to more equitably apply rules of decorum and conduct that have already been established through the state, Roberts Rules of Order and best practices from our peers. This goes hand in hand with the proposed Rules of Decorum in this same agenda.

The hope is that we can send a clear message that participation and discourse is encouraged and we will stand as role models for professional and ethical behavior when it comes to conduct with staff, the public, and the media and that everyone will expect to be treated with respect and dignity, free from bias or prejudices.

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

Mayor Mike Wiza

City of Stevens Point Common Council Code of Conduct

The City of Stevens Point and its elected officials share a commitment to ethical and professional conduct and service to the City. The purpose of this code is to establish clear guidelines for the Common Council (defined as alderpersons and the Mayor) in carrying out their responsibilities in their relationships with each other, with City employees, with the citizens of the City of Stevens Point, and with all other private and governmental entities as outlined in State Statute and Robert Rules of Order

1. **Conduct with Each Other.** Every Council member has the right to an individual opinion, which shall be respected by other Council members during debate. Council shall refrain from being hostile, degrading, or defamatory when debating issues and engage in debate in a courteous and respectful manner. Alderpersons should refrain from meeting outside of a publicly noticed meeting, but if such social meeting occurs, should consider the public perception of conducting business outside of an open meeting.
2. **Conduct with City Staff.** Council members shall treat all staff as professionals, referring to them respectfully at all times especially during meetings. Alders should never publicly demean any employee. Council members will avoid interfering with the daily operations of departments and, whenever possible, direct concerns and inquiries to the Mayor or the Mayor's direct reports. Council members shall address employee performance issues or workplace concerns with the Mayor or Human Resources rather than in open session. Alders will abstain from engaging with City employees.
3. **Conduct Towards the Public.** Alderpersons will treat every member of the public in a respectful manner. Council members will demonstrate honesty and integrity in all dealings with the public and be an example of appropriate and ethical conduct. Council members will make the public feel welcome at City meetings, and will avoid showing partiality, prejudice, or disrespect to members of the public speaking at public input.
4. **Conduct with Media or Other Government or Private Entities.** When communicating with the media, other units of government, or private entities, Council members will make clear whether they are expressing a personal opinion or the official position of the City. Each Council member has differing views and until a final vote is taken, the position of any Council member is not the City's position. Council shall refer all media questions on closed session matters or litigation to the Mayor or City Attorney.
5. **Communication.** Alderpersons shall use their City-issued email address for all City-related correspondence. Alders shall refrain from contacting other Alderpersons in a manner that may create a walking quorum or other legal concern and also refrain from using their personal emails to contact City employees at work.
6. **Conduct in Meetings.** Virtual or in-person, Alderpersons should maintain the decorum of the proceedings. Alderpersons should use video when attending any meeting virtually. Consuming food during any meetings is inappropriate and should be done either before or after the meeting. Proper and professional attire should be worn for all meetings. T-shirts, shorts and the like should not be considered acceptable.