

**CITY OF STEVENS POINT
PUBLIC PROTECTION COMMITTEE**

June 8, 2020 - 6:10 PM

(or immediately following previously scheduled meeting)

Zoom Conference Call Meeting

Click to Connect: [Zoom Meeting](#) | Dial in Number: (312) 626-6799 | Meeting ID: 810 3697 2353

AMENDED

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

AGENDA

Discussion and Possible Action on:

1. Roll Call
2. License List
 - A. Class "B" Beer and "C" Wine; and Renewal Class "B" Combination
3. Commercial Animal Establishment (Renewal):
 - A. The Barking Lot, 3432 Minnesota Avenue, Stevens Point, WI; Pamalla Schneider, 1937 Plover Street, owner.
 - B. Country Paws Bed & Biscuit, 2107 Country Club Drive, Stevens Point, WI; Laura Bronk, 2107 Country Club Drive, owner.
4. Request to Hold Event/Street Closing
 - A. Pedal Point Rally 2020, July 31 and August 1, 2020 (New)
 - B. Bria Bella & Co Birthday Bash, June 15 - June 20, 2020 (Recurring)
 - C. Discover Downtown, July 18, 2020 (Recurring)
 - D. Farmers Market - Street Closure Request
5. Polling Locations Changes
 - A. Resolution - Temporary Change to District 1 Polling Location
 - B. Ordinance Amendment: Chapter 15.10 Polling Places
6. City of Stevens Point Media Relations Policy

7. Ordinance Amendment: Chapter 16.12 Central Business District Sidewalk Café Licenses
8. Discussion and possible action on relaxing the Open Intoxicant Ordinance on specific days in the downtown area.
9. **Discussion and possible action regarding the use of public parking lots and street side parking spaces for outdoor service, seating, and sales areas for local businesses.**
10. 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 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 4:00p.m.

LICENSE LIST
PUBLIC PROTECTION COMMITTEE
Monday, June 8, 2020

CLASS "B" BEER AND "C" WINE:

1. **Hoffman Estates Limited**, for Habibi's Gyros and Kabob House, 1157 Main Street, Stevens Point; Mary Hoffman, agent for license period beginning July 1, 2020.

RENEWAL "CLASS B" COMBINATION BEER AND LIQUOR LICENSE:

1. **Two Harps Pub LLC**, for Two Harps Pub LLC at 2301 Church Street, Stevens Point for license period beginning July 1, 2020.

PAMALLA SCHNEIDER
1937 PLOVER STREET
STEVENS POINT, WI 54481

KF
\$36.00
5/29/2020

Commercial Animal Establishment
Application for License
City of Stevens Point, Wisconsin

APPLICATION DATE 5-25-2020 FEE \$36.00

PET SHOP _____ GROOMING SHOP _____ KENNEL X
NAME OF BUSINESS: THE BARKING LOT PHONE: 715-341-9322
STREET ADDRESS: 3432 MINNESOTA AVE SELLER'S PERMIT # 456-000028842-03
E-MAIL ADDRESS: _____
OWNER: Pamella Schneider ADDRESS: 1937 Plover St ST. PT. WI
MANAGER: _____ ADDRESS: _____
LIST ANIMALS HANDLED: DOGS - CATS

Please Note: A special permit from the City is needed to keep, maintain, have in your possession, or control any farm, dangerous, or wild animal. See City Ordinance Ch.21.03(16) for more information.

ARE ISOLATION FACILITIES AVAILABLE FOR DISEASED ANIMALS? YES
SIGNATURE: Pamella Schneider DATE: 5-25-2020

For Office Use Only:

INSPECTED BY: Hand Size DATE: 6/2/20
LICENSE YEAR: _____ DATE APPROVED: _____
(date of council meeting)

City ordinance requires that an inspection be conducted each year prior to consideration of the application by the Common Council. To ensure action prior to expiration of the present license on June 30, applications should be returned to the City Clerk no later than 05-29-20

Housing

1. Large enough to stand, turn around and stretch out to entire length? ☒ Yes ☐ No ☐ N/A
2. Cages clean/in good repair? ☒ Yes ☐ No ☐ N/A
3. Cages made of impervious, non-porous, easily sanitized material? ☒ Yes ☐ No ☐ N/A
4. Cages free of waste products? ☒ Yes ☐ No ☐ N/A
5. Cages adequate for species? ☒ Yes ☐ No ☐ N/A
6. Proper lighting? ☒ Yes ☐ No ☐ N/A
7. Overcrowding? ☐ Yes ☒ No ☐ N/A

Ventilation/Temperature

1. Adequate air exchange? ☒ Yes ☐ No ☐ N/A
2. Rooms free of odor? ☒ Yes ☐ No ☐ N/A
3. Healthy temperature? ☒ Yes ☐ No ☐ N/A

Note: temperate snakes 68-95 F,

tropical snakes and lizards 80-100 F

-
4. Shade from direct sun? ☒ Yes ☐ No ☐ N/A

Provisions

1. Quality food with sufficient nutritive value required by species? ☐ Yes ☐ No ☐ N/A
2. Feed(s) normally used? OWNER'S choice
3. Normal feeding frequency? yes
4. Normal feeding times? AS needed
5. Food stored in rodent-free containers? ☒ Yes ☐ No ☐ N/A
6. Water available at all times? ☒ Yes ☐ No ☐ N/A
7. Frequency water changed? everyday
8. Clean food and water containers, mounted so that

animal cannot turn them over and removable for
cleaning? ☒ Yes No N/A

9. Bedding adequate for species?

☒ Yes No N/A

*Note: snake bedding should be non-abrasive material:
newspaper for snakes, gravel for lizards. There must
be a heat source present – pad, lamp, etc.*

10. Bedding clean?

☒ Yes No N/A

Animal Health

1. Signs of malnutrition? Yes ☒ No N/A

2. Signs of infectious disease? Yes ☒ No N/A

3. Signs of parasites? Yes ☒ No N/A

Note: mange, fleas lice ringworm, ticks, etc.

4. Signs of fractures or congenital abnormalities affecting
the general health of the animal?

Yes ☒ No N/A

5. Isolation area used? Yes No ☒ N/A

Recordkeeping

1. Records maintained which fully disclose a description of
the animal, the name and address of buyer or seller,
whether paid for or not, date of acquisition and disposition
and method of disposition.

☒ Yes No N/A

2. Records on premises and readily available
which include documentation of rabies vaccination and
licensing on dogs five months or older.

☒ Yes No N/A

Has one but won't keep sick animals on premises

Pursuant to Portage County Ordinance 4.9 Animal Control, specifically 4.9.14 Commercial Animal Establishment, any person who operates a commercial animal establishment as defined within the ordinance is subject to inspection. A copy of this ordinance is available online at <http://www.co.portage.wi.us/>.

Humane Officer

Heath Sizemore

Date

6-2-20

Commercial Animal Establishment Representative

Landis Schuck

Date

6-2-2020



3200 Iber Lane, Plover, WI 54467 ~ (715) 344-6012 ~ (715) 344-5954 Fax ~ www.hspcwi.org

Animal Establishment Inspection Form

Name of Commercial Animal Establishment

County Paws Bed/Biscuit

Date of Inspection

6/2/2020

Address

2107 County Club Dr. Stevens Point, WI 54481

Phone/Fax

715-544-4448

Contact Person

Laura Brink

Cleaning and Disinfecting

Officer Notes

1. Available hot and cold water? ☒ Yes No N/A

2. Disinfectant used? ☒ Yes No N/A

3. How often?

daily/powder wash every other

4. What kind?

Cherry-256

5. Cages disinfected when animal leaves?

☒ Yes No N/A

Sanitation

1. Removal of waste adequate? ☒ Yes No N/A

2. Equipment clean and in good repair?

☒ Yes No N/A

3. Method used for carcass disposal?

Contact vet

4. Facility clean and free of clutter?

☒ Yes No N/A

5. Floors and walls of rooms where animals are housed covered with impervious, smooth surfaces?

☒ Yes No N/A

6. Facility free of insect and rodent infestations?

☒ Yes No N/A

Housing

1. Large enough to stand, turn around and stretch out to entire length? ☒ Yes No N/A
2. Cages clean/in good repair? ☒ Yes No N/A
3. Cages made of impervious, non-porous, easily sanitized material? ☒ Yes No N/A
4. Cages free of waste products? ☒ Yes No N/A
5. Cages adequate for species? ☒ Yes No N/A
6. Proper lighting? ☒ Yes No N/A
7. Overcrowding? Yes ☒ No N/A

Ventilation/Temperature

1. Adequate air exchange? ☒ Yes No N/A
2. Rooms free of odor? ☒ Yes No N/A
3. Healthy temperature? ☒ Yes No N/A

Note: temperate snakes 68-95 F,

tropical snakes and lizards 80-100 F

4. Shade from direct sun? ☒ Yes No N/A

Provisions

1. Quality food with sufficient nutritive value required by species? ☒ Yes No N/A
2. Feed(s) normally used? provide husbandry or
3. Normal feeding frequency? 2x day bring them
4. Normal feeding times? 6:30am-7:00pm all
5. Food stored in rodent-free containers? 6:30pm-7:00pm
6. Water available at all times? ☒ Yes No N/A
7. Frequency water changed? daily
8. Clean food and water containers, mounted so that

animal cannot turn them over and removable for

cleaning?

☒ Yes No N/A

9. Bedding adequate for species?

☒ Yes No N/A

Note: snake bedding should be non-abrasive material: newspaper for snakes, gravel for lizards. There must be a heat source present – pad, lamp, etc.

10. Bedding clean?

☒ Yes No N/A

Animal Health

1. Signs of malnutrition? Yes ☒ No N/A

2. Signs of infectious disease? Yes ☒ No N/A

3. Signs of parasites? Yes ☒ No N/A

Note: mange, fleas lice ringworm, ticks, etc.

4. Signs of fractures or congenital abnormalities affecting the general health of the animal?

Yes ☒ No N/A

5. Isolation area used? ☒ Yes No N/A

Recordkeeping

1. Records maintained which fully disclose a description of the animal, the name and address of buyer or seller, whether paid for or not, date of acquisition and disposition and method of disposition.

☒ Yes No N/A

2. Records on premises and readily available which include documentation of rabies vaccination and licensing on dogs five months or older.

☒ Yes No N/A

Garage which is climate controlled

Hard copy and online

Pursuant to Portage County Ordinance 4.9 Animal Control, specifically 4.9.14 Commercial Animal Establishment, any person who operates a commercial animal establishment as defined within the ordinance is subject to inspection. A copy of this ordinance is available online at <http://www.co.portage.wi.us/>.

Humane Officer Christina J. Siroty Date 6/2/2020

Commercial Animal Establishment Representative [Signature] Date 6/2/2020

LAURA BRONK, COUNTRY PAWS BED
& BISCUIT LLC
2107 COUNTRY CLUB DRIVE
STEVENS POINT, WI 54481

Commercial Animal Establishment
Application for License
City of Stevens Point, Wisconsin

RA 1-82581

5/22/20

\$ 36.00

APPLICATION DATE 5/9/2020 FEE \$36.00PET SHOP _____ GROOMING SHOP X KENNEL XNAME OF BUSINESS: Country Paws Bed & Biscuit LLC PHONE: 715 544 4448STREET ADDRESS: 2107 Country Club Dr. Stevens Point SELLER'S PERMIT # 4510-1028285179-02E-MAIL ADDRESS: countrypawsbandb@gmail.comOWNER: Laura Bronk ADDRESS: 2107 Country Club Dr Stevens Point WI 54481MANAGER: Same ADDRESS: SameLIST ANIMALS HANDLED: dogs

Please Note: A special permit from the City is needed to keep, maintain, have in your possession, or control any farm, dangerous, or wild animal. See City Ordinance Ch.21.03(16) for more information.

ARE ISOLATION FACILITIES AVAILABLE FOR DISEASED ANIMALS? yesSIGNATURE: [Signature] DATE: 5/9/2020

For Office Use Only:

INSPECTED BY: Chirvan J. Seiverson DATE: 6/2/2020LICENSE YEAR: _____ DATE APPROVED: _____
(date of council meeting)

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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 Bicycle ride, catered meal and concert
- 3.) Name of Event: Pedal Point Rally Date of Event July 31 & August 1st
- 4.) Name of Sponsoring Organization: Boys & Girls Club of Portage County, Hostel Shoppe, and Point Area Single Track Association (PASTA)
- Address: 3201 John Joanis Drive City: Stevens Point State: WI Zip Code: 54482
- 5.) Contact Person: Breanna VanDeHey
- Phone: 715-341-4340 Fax: (715) 341-7414 Email: Breanna@hostelshoppe.com
- Address: 3201 John Joanis Drive City: Stevens Point State: WI Zip Code: 54482
- 6.) Assembly Time: 10 AM 7/31/20 Start Time: 1:00 PM 7/31/20 End Time: 9:30 PM 8/1/20
- Specific Location of Event: 3201 John Joanis Drive, Stevens Point WI 54482
- 7.) Map of the Event Attached? ☒ Yes ☐ No Street Closures Required? ☐ Yes ☐ No
- List of Street Blocks that will need to be closed: _____
- 8.) Estimated Number of Participants: 400 Spectators: _____ Vehicles: 200 Animals: 0
- 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 Officer Spath at sspath@stevenspoint.com*

Please explain: course support at intersections on 8/1/20

- 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 event is a fundraiser for the Boys & Girls Club of Portage County. The event will begin the afternoon of Friday with an ice cream social ride and a catered welcome dinner back at Hostel Shoppe. Saturday morning riders of all ages and abilities will gather for fun filled rides of distances from 4-64 miles long. These routes will be nearly identical to the routes used by the Bike for Boys & Girls event and the Midwest Recumbent Rally event that this event has now merged into one. We will have entertainment, games, vendors, bicycle safety lessons, a light lunch and awards after the ride. Then later that evening all attendees and other members of the community are invited back to the store grounds for a concert performed by The Spicy Tie Band. As mentioned above this event is the merger of two previously independent events that happened on the same weekend for many years. We have expanded the two events to include the concert Saturday evening.

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

If we can borrow garbage cans or recycling containers for the event that would be great. We would take care of disposal. We could also use some traffic cones to help direct riders in and out of the business park.

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:

Breanna L VanDerHey
Signature of Applicant
Hostel Shoppe

04/30/20
Date

[Signature]
Signature of Applicant

05/01/20

[Signature]
Signature of Applicant
PASTA

05/01/20

Sunday Morning 8 Mile Route

At	Directions	For
0.0	Left out of parking lot on School Rd	0.6
0.6	R on Alm Rd	1.8
2.3	R on CR Q	0.6
3.0	R to stay on CR Q	0.2
3.2	R on 1st St (Ruby Coffee to your right)	0.1
3.3	R on CR SS (8 Mile Route Cutoff)	1.5
4.8	R on Tomorrow River Rd	2.9
7.6	R on Mill St	0.1
7.8	R on N Main St	0.5
8.2	End of route	

Sunday Morning 14 Mile Route

At	Directions	For
0.0	Left out of parking lot on School Rd	0.6
0.6	R on Alm Rd	1.8
2.3	R on CR Q	0.6
3.0	R to stay on CR Q	1.0
4.0	Cont. on CR ZZ	1.0
5.0	R on Grayson Rd	1.0
6.0	R on CR A	0.3
6.2	L on Trout Creek Rd	1.5
7.7	R on CR T (14 mile route cutoff)	1.0
8.7	Straight onto CR A/ CR T	1.0
9.7	R onto CR SS	1.0
10.7	L onto Tomorrow River Rd	2.6
13.3	R onto Mill St	0.1
13.4	R onto N Main St	0.5
13.8	End of route	

Sunday Morning 28 Mile Route

At	Directions	For
0.0	Start of route	0.6
0.6	R onto Alm Rd	1.8
2.3	R onto CR Q	0.7
3.0	R onto CR Q/CR SS	1.0
4.0	Cont. onto CR ZZ	1.0
5.0	R onto Grayson Rd	1.0
6.0	R onto CR A	0.3
6.2	L onto Trout Creek Rd	5.2
11.4	R to stay on Trout Creek Rd	0.9
12.3	Left onto Johnson Rd	2.2
14.6	R onto WI-49 S	1.5
16.1	Cont. onto South St	1.7
17.8	R onto Bestul Rd	5.7
23.5	Straight onto CR SS	1.0
24.5	L onto Tomorrow River Rd	2.9
27.4	R onto Mill St	0.1
27.5	R onto N Main St	0.5
28.0	End of route	



Ruby Coffee



Millstone Rest Stop for
amazing Gellato
or
Crystal Cafe for incredible
pies.
or
Both



Sunday Morning 39 Mile Route

At	Directions	For
0.0	Start of route	0.5
0.5	R onto Alm Rd	1.8
2.3	R onto CR Q/CR Q	0.6
2.9	R onto CR Q/CR SS	1.0
3.9	Cont. onto CR ZZ	1.1
4.9	R onto Grayson Rd	1.0
5.9	R onto CR A	0.3
6.2	L onto Trout Creek Rd	1.5
7.7	L onto CR T	1.8
9.4	R onto CR MM/CR T	1.6
11.0	L onto CR T	2.4
13.4	R onto CR Z	1.2
14.6	Cont. onto Roosevelt Rd	2.4
17.0	L onto Anderson Rd	0.6
17.6	R onto N Lake Rd	1.1
18.7	R onto Graham Lake Rd	1.3
20.0	L onto Nelson Rd	0.3
20.2	Cont. onto Oak Rd	0.6
20.8	L onto Moen Rd	0.6
21.4	R onto CR J	1.0
22.4	R onto Tresness Rd	2.8
25.1	L onto Johnson Rd	0.3
25.4	R onto WI-49 S/Main St	1.5
26.9	Cont. onto CR G/South St	1.7
28.7	R onto Bestul Rd	5.7
34.3	Cont. onto CR SS	1.0
35.4	L onto Tomorrow River Rd	2.9
38.2	R onto Mill St	0.1
38.4	R onto N Main St	0.5
38.9	End of Route	

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: Bria Bella & Co Birthday Bash Date of Event: 6/15/20 - 6/20/20
- 4.) Name of Sponsoring Organization: Bria Bella & Co.
Address: 925 Main St. City: Stevens Point State: WI Zip Code: 54481
- 5.) Contact Person: Tara Manzke
Phone: 715-575-2000 or 715-544-9656 Fax: _____ Email: tara@briabellaco.com
Address: 925 Main St. City: St. Point State: WI Zip Code: 54481
- 6.) Assembly Time: 8am Start Time: 9am End Time: 5pm
Specific Location of Event: Directly in front of storefront.
- 7.) Map of the Event Attached? ☐ Yes ☐ No Street Closures Required? ☐ Yes ☒ No
List of Street Blocks that will need to be closed: 2 parking spaces
- 8.) Estimated Number of Participants: _____ Spectators: _____ Vehicles: _____ 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
- 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
- 16.) Will 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 is the 3rd Annual "Anniversary/Bday" party for Bria Bella & Co.

We are requesting the use of 2 parking spaces on any 1-2 days during the event, with our preference being Friday and/or Saturday June 19 / June 20. The space will be used to set up an outdoor activity area, to allow adequate spacing & social distancing as well as to encourage families to come Downtown.

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

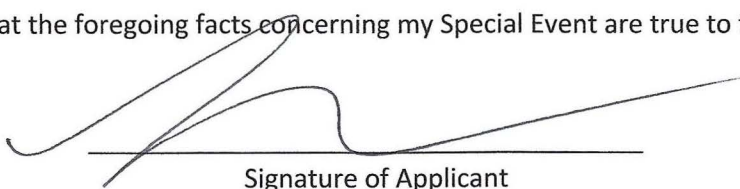
No + at this time, other than the approval needed for these spaces!!

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

6/2/20
Date

RECEIVED

JUN 03 2020

CITY OF STEVENS POINT
APPLICATION FOR SPECIAL EVENT PERMIT

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

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 Discover Downtown *(relax opening of)*
- 3.) Name of Event: Discover Downtown Date of Event: 7/18/2020
- 4.) Name of Sponsoring Organization: Stevens Point Alliance *(Rain Date 7/25/2020)*
Address: P.O. Box 675 City: Stevens Point State: WI Zip Code: 54481
- 5.) Contact Person: Troy Hojnacki
Phone: (715) 340-8013 Fax: _____ Email: info@discoverdowntownwi.com
Address: 912 Main St. City: St. Point State: WI Zip Code: 54481
- 6.) Assembly Time: 7:00 am Start Time: 10:00 am End Time: 4:00 pm
Specific Location of Event: Main St. from Strong's to the Square
- 7.) Map of the Event Attached? ☒ Yes ☐ No Street Closures Required? ☒ Yes ☐ No
List of Street Blocks that will need to be closed: (map included)
- 8.) Estimated Number of Participants: 50 Spectators: 1000 Vehicles: N/A 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: _____

- 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):

* Sidewalk Sales from Shop Owners
in Downtown Area.

This Event happens yearly.

* We are asking for a (Rain Date)
of 7/25/2020 if we have to
close the Event due to rain on 7/18/2020

* ALSO requesting The Relating of The
Open intoxicant Law
From 10AM To 8 PM

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

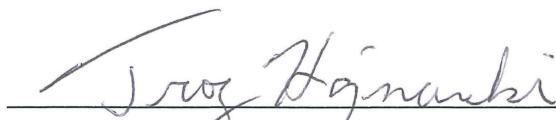
No parking signs need to be put up
The night before with no parking
times on then for Saturday 7/18/20
7am-4pm
(or on 7/25/2020
Rain out Date)

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

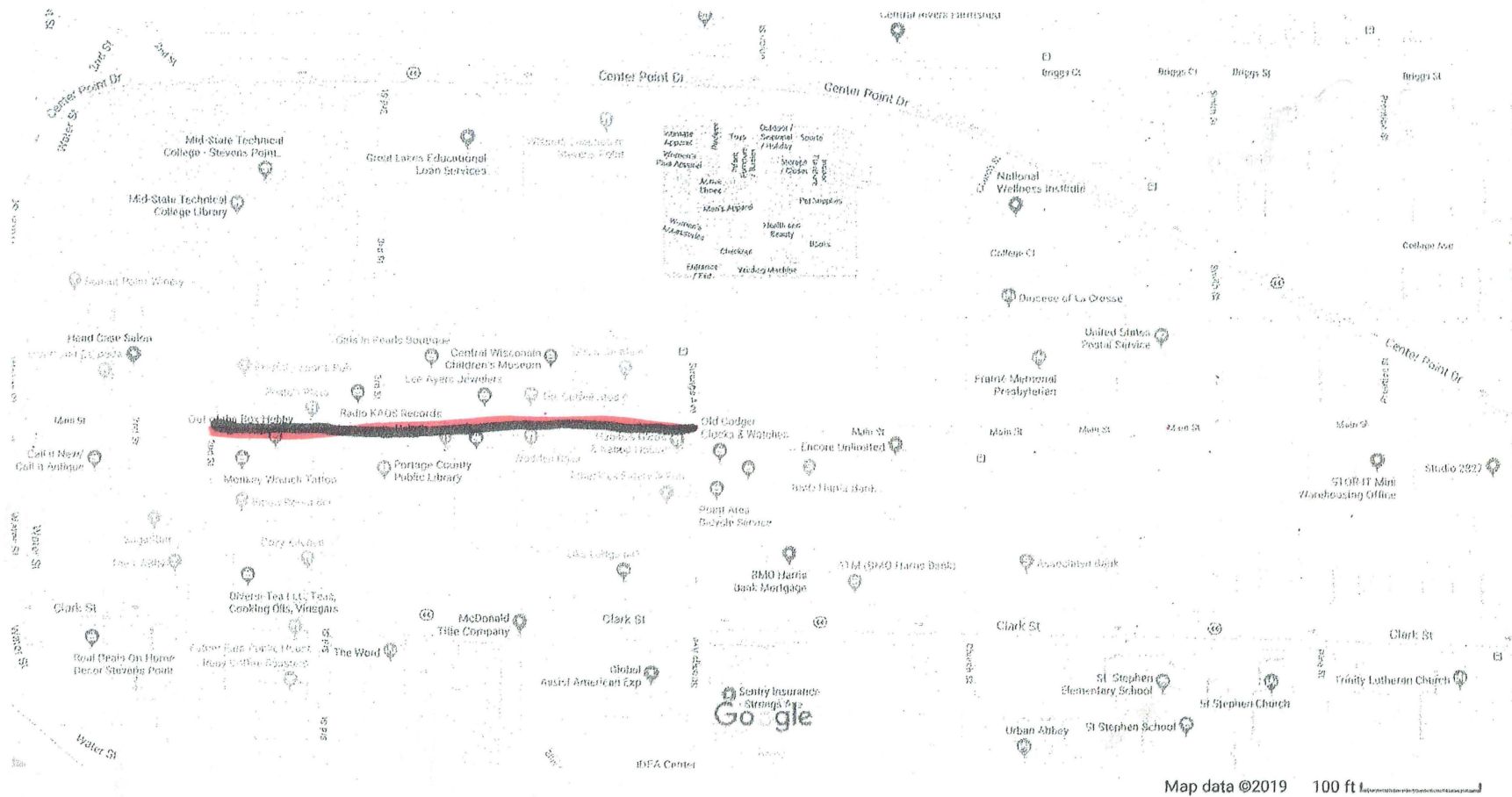
THE APPLICANT AND/OR THE ORGANIZATION AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY OF STEVENS POINT AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES, COSTS, INCLUDING ATTORNEY FEES ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED 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

6/3/2020
Date

Google Maps



* Red line is Street close request
Road to be closed at 7:00am - 4pm

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 Farm Market
- 3.) Name of Event: Stevens Point Area Farmers Market Date of Event Every Saturday, through Oct 2020
- 4.) Name of Sponsoring Organization: Stevens Point Farmers Market Association
Address: 1579 Church St City: Stevens Point State: WI Zip Code: 54481
- 5.) Contact Person: Oren Jakobson
Phone: 920-268-8489 Fax: _____ Email: oren@risingsand.com
Address: 1579 Church Street City: Stevens Point State: WI Zip Code: 54481
- 6.) Assembly Time: 4am Start Time: 7am End Time: 3pm
Specific Location of Event: Downtown Square, Intersection of Main St & 2nd St
- 7.) Map of the Event Attached? ☒ Yes ☐ No Street Closures Required? ☒ Yes ☐ No
List of Street Blocks that will need to be closed: (see map)
- 8.) Estimated Number of Participants: 400 weekly Spectators: _____ Vehicles: 40 (vendors) Animals: 0
- 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: _____

- 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):

The Stevens Point Farmers Market Association is requesting to close parts of 2nd Street and Main Street on Saturdays through the end of October 2020 from 5am to 3pm such that through traffic can pass by the square but 3/4 of the square will be closed off to traffic. A map showing the proposed street closures/barricades is attached.

We are requesting these closures to improve pedestrian safety during the farmers market and to allow for vendors to use spaces on both sides of the street without market customers being deterred from crossing to see their stands. These closures will also allow the market to maintain greater physical distancing without reducing access to local food and stable sales opportunities for our farmers.

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

Just the street closures.

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:

Oren Jakobson

Signature of Applicant

6/2/2020

Date



Proposed Closures/Barricades



TO: Public Protection Committee and Common Council

FROM: Karlyn Krautkramer, City Clerk

DATE: June 4, 2020

RE: Polling Location Changes – One Temporary and One Permanent

BACKGROUND

As a result of COVID-19 and the necessary precautions and safe practices implemented to protect our senior population, changes to our polling locations are required.

SUMMARY

For the April election, the Portage County Health Care Center was closed to the public and voting was moved to the Ruth Gilfry Center. Portage County has informed the City that the Health Care Center is no longer available as a polling location, however we may continue to utilize the Ruth Gilfry Center as a polling location for District 10 voters.

A similar situation regarding restricted access to the Hi-Rise Manor as a polling location for the Partisan Primary in August and the General Election in November has required us to temporarily relocate District 1 voters. Mid-State Technical College has graciously agreed to provide the needed space for the upcoming 2020 elections.

RECOMMENDATION

Approval of Ordinance Chapter 15 amendment establishing the Ruth Gilfry Center as District 10 polling location.

Approval of resolution to temporarily change District 1 polling location to Mid-State Technical College for the remaining calendar year elections.

**RESOLUTION
TEMPORARY CHANGE TO DISTRICT 1 POLLING LOCATION**

WHEREAS, the polling place for electors of Aldermanic District 1 has been the Hi-Rise Manor located at 1300 Briggs Court and,

WHEREAS, the Stevens Point Housing Authority notified the City that in response to COVID 19 and the safety of their residents, the building will remain closed to the public, and

WHEREAS, due to the restriction of public access, the building will not be available for use as a polling place for the 2020 Fall and General elections, and

WHEREAS, Mid-State Technical College has agreed to provide adequate space to accommodate the voters, staff and equipment for the remaining calendar year elections.

THEREFORE, BE IT RESOLVED, the Common Council of the City of Stevens Point declares 1001 Centerpoint Drive to be temporarily established as the polling place location for electors residing in the 1st Aldermanic District for the August 11, 2020 Partisan Primary and the November 3, 2020 General Election.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Karlyn Krautkramer, City Clerk

Dated: June 3, 2020
Adopted: June 15, 2020

**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 15.03(10) of the Revised Municipal Code, POLLING PLACES, is hereby **amended** to read as follows:

(10) Tenth District: Ruth Gilfry Center 817 Whiting Avenue

SECTION II: The foregoing shall take effect upon passage and publication, as provided by Wisconsin law.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Karlyn Krautkramer, City Clerk

Dated: June 2, 2020
Approved: June 15, 2020
Published: June 19, 2020

City of Stevens Point Media Relations Policy

Version: 03/2020

GOAL:

The City of Stevens Point seeks to work cooperatively with the media to disseminate information of public interest and concern in an accurate, complete and timely manner.

POLICY:

1. To achieve the city's goal, the Mayor is designated as the City Public Information Officer or City PIO and shall be responsible for the implementation of this policy. When the City PIO is unavailable, he or she shall designate one of the authorized city spokespersons as the Acting City PIO.
2. The press should be treated like a customer of the city and all city employees or officials who engage with the press shall do so in a courteous, polite and professional manner. Any media inquiries received by city staff will be referred immediately to their Department Director who, in turn, will immediately forward the contact to the City PIO for response.
3. Inquiries from the news media are given a high priority by the City of Stevens Point and should be responded to as quickly and efficiently as possible. Every effort should be made to meet media deadlines and to ensure that all information released is accurate and complete.
4. When contacted by the City PIO for information needed to respond to a media inquiry, all Department Directors shall immediately provide the City PIO the most accurate and complete information available for the response.
5. If the City PIO determines that the city's goal can best be achieved by having someone with more background or expertise speak for the city on a particular topic, he or she may designate one of the authorized spokespersons to assist with, or give the city's response.
6. To assure that the city council members have accurate, complete and timely information to fulfill their responsibilities to represent the public in city affairs, they shall be informed by email of the substance of significant media inquiries and of the city's official response. They shall be notified of all official city press releases. Notification to city council members shall be in advance of release.

CITY SPOKESPERSONS:

Authorized city spokespersons that the City PIO, in his or her judgment, may designate for a particular response are:

The Mayor and City Council members
The City Attorney
All Department Directors
The Police Department or Fire Department PIO
City employees with expertise on a specific issue

**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 (2)(d)(3) of Section 16.12 of the Revised Municipal Code pertaining to fencing requirements for sidewalk cafes, is hereby **repealed**.

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

Approved: _____
Mike Wiza, Mayor

Attest: _____
Karlyn Krautkramer, City Clerk

Dated: June 3, 2020
Approved: June 15, 2020
Published: June 19, 2020