

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

September 11, 2023 - 6:00 PM

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

OR

Zoom Teleconferencing

Meeting ID: 881 4246 6557 | Passcode: 387542

By Computer: [Zoom Link](#)

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. Class “B” Beer License: Baymont Stevens Point at 247 Division Street North, Stevens Point for license period beginning September 19, 2023.
 - B. “Class B” Beer & Liquor License:
 - 1) Econolodge Inn and Suites at 5110 Main Street, Stevens Point for license period beginning September 19, 2023.
 - 2) Legacy Family Restaurant at 5110B Main Street, Stevens Point for license period beginning September 19, 2023.
 - 3) The Wooden Chair at 1059 Main Street, Stevens Point for license period beginning September 19, 2023.
 - C. Temporary Class “B” Beer License: Portage County Historical Society, PO Box 672, Stevens Point for Lagers & Loggers Beer & Food Pairing Dinner October 4, 2023 at Pfiffner Shelter at 401 Franklin Street, Stevens Point, WI 54481.
 - D. Taxicab Driver License: Donald A. Alsteen III for Northwoods Cab at 209732 County Road Y, Hatley, WI 54440.
3. Request to Hold Event/Street Closing:

- A. Lagers and Loggers Beer and Food Pairing Dinner on October 4, 2023.
- 4. Ordinance - Burning Regulations.
- 5. 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, September 11, 2023

Class "B" Beer License:

1. **Baymont Stevens Point** at 247 Division St N, Stevens Point for license period beginning 09/19/2023

"Class B" Beer & Liquor License:

2. **Econolodge Inn and Suites** at 5110 Main St, Stevens Point for license period beginning 09/19/2023
3. **Legacy Family Restaurant** at 5110B Main St, Stevens Point for license period beginning 09/19/2023
4. **The Wooden Chair** at 1059 Main St, Stevens Point for license period beginning 09/19/2023

Temporary Class "B" Beer License:

1. Portage County Historical Society, PO Box 672, Stevens Point for Lagers & Loggers Beer & Food Pairing Dinner October 4, 2023 at Pfiffner Shelter at 401 Franklin St, Stevens Point, WI 54481

Taxicab Driver License:

1. Donald A. Alsteen III for Northwoods Cab at 209732 Co. Rd Y, Hatley, WI 54440

SPECIAL EVENT PERMIT APPLICATION

Application Fee: \$35

- ☐ Exempt (Veterans, Schools, Funerals) ☐ Small (Less Than 100 Attendees)
☒ Medium (100-500 Attendees) ☐ Large (500+ Attendees)

OFFICE USE ONLY:

DATE: 8-31-2023

AMOUNT: \$35

RECEIPT: 141814517

Insurance: Medium and Large Events are required by City Ordinance 12.28(6)b to submit a Certificate of Insurance providing minimum combined single bodily injury and property damage of \$1,000,000.

- Please Select One: ☐ New Event ☒ Return Event as Previously Presented ☐ Return Event w/ Changes
- Name of Event: Lanes & Lancers Beer & Food Pairing Dinner
- Name of Sponsoring Person or Organization: Portage County Historical Society
 Address: P.O. Box 672 City: Stevens Point State: WI Zip Code: 54481
 Is this a 501 (C-3) non-profit organization? ☒ Yes ☐ No If Yes, Tax Exempt CES#: 008-1030834353-04
- Contact Person: John Hurry
 Phone: 608-287-4531 Email: jhurry@stevenspointwi.org Fax:
 Address: 1814 Park Rd City: Stevens Point State: WI Zip Code: 54482
- Event Type: (Check All That Apply and Describe: Run/Walk, Concert, Festival, Picnic, Etc.)
☐ Athletic Event:
☒ Financial Gain Event on City Property: Fundraising Dinner
☐ Free Public Event on City Property:
☐ Private Event:
☐ Other:
- Event Date(s): 10-4-23 Event Start Time: 5pm Event End Time: 9pm
- Set Up Date and Time: 10-4-23 at 11am
- Event Assembly Location: Pepper Building / 401 Franklin St, Stevens Point, WI 54481
 Event Dispersal Location (if different from Assembly Location):
- Alternative Location: ☐ Yes ☒ No if "Yes" please list location:
 (usage of an alternative location must be communicated with the City Clerk's Office two business days prior to the event)
- Estimated Attendance Of:
 Participants/Vendors: 120 Spectators/Attendees: 120 Vehicles: 50 Animals: 0
- Site Plan/Map of Event Attached [REQUIRED]: ☒ Yes ☐ No
 (Include Locations of Vendors, Tents, Portable Restrooms, Etc.)
- Street Closures Required? ☐ Yes ☒ No (If "Yes" Certificate of Insurance providing minimum combined single bodily injury and property damage of \$1,000,000 is required regardless of event size).
- List of Street Blocks to Close for Event: None
- Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
This is a fundraising dinner for the Portage County Historical Society where food courses are paired with local brewery products.
- Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):
Garbage Cans
- Police Presence Needed? ☐ Police ☐ Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)
 Please Explain: None

16. Will You Have Any of the Following? Check the Appropriate Boxes:

		Yes	No			Yes	No
1	Admission/Entry Fee	☒	☐	10	Erection of Tents/Temporary Structures—Area Greater than 400sq. ft. (Additional Permit Required—Contact Fire Dept & Ask for Officer on Duty: 715-344-1833)	☐	☒
2	Alcoholic Beverages Served (Additional Permit Required—Contact City Clerk: 715-346-1569)	☒	☐	11	Financial Gain Activity	☒	☐
3	Amplification Equipment	☒	☐	12	Fireworks—Please Explain Below: (Additional Permit Required—Contact Fire Department & Ask for Officer on Duty: 715-344-1833)	☐	☒
4	Amusement Rides/Inflatables (Certificate of Insurance Required—Contact City Clerk's Office: 715-346-1569)	☐	☒	13	Food Prepared/Served (Additional Permit Required—Contact Portage County Health Dept: 715-345-5350 AND Fire Dept—Email the Fire Marshal at: sinnert@stevenspoint.com)	☒	☐
5	Boats/Snowmobiles/ATVs	☐	☒	14	Horses/Animals	☐	☒
6	Concession Sales	☒	☐	15	Musical Bands	☒	☐
7	Drive Anything Into the Ground (Utility Location Required \$25—Contact Parks Department: 715-346-1531)	☐	☒	16	Portable Toilets	☐	☒
8	Electricity Needed	☒	☐	17	Vendor Displays/Sales	☐	☒
9	Erection of Tents/Temporary Structures—Area Less than 400sq. ft.	☐	☒	18	Usage of the Square (Farmers Market Runs May 1st - October 31st—Contact: stevenspointfarmersmarket@gmail.com)	☐	☒

Additional Explanation Here:

Bokehman catering holds the food prep/serving license.

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.

NON-DISCRIMINATION, HOLD HARMLESS, INDEMNIFICATION AND DEFENSE

THE PERSON OR GROUP NAMED AS THE SPONSORING ORGANIZATION ON THIS APPLICATION WILL BE RESPONSIBLE FOR THE CONDUCT OF THE SPECIAL EVENT AND FOR THE CONDITION OF THE FACILITY. THE SPONSORING ORGANIZATION WILL NOT DENY ANY PERSON ANY BENEFIT OR OTHERWISE SUBJECT ANY PERSON TO DISCRIMINATION BECAUSE OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, RELIGION, GENDER IDENTITY, OR MEMBERSHIP IN ANY PROTECTED CLASS.

BY SIGNING THIS APPLICATION, THE SPONSORING PERSON OR ORGANIZATION LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

NOTHING CONTAINED WITHIN THIS AGREEMENT IS INTENDED TO BE A WAIVER OR ESTOPPELS OF THE CONTRACTING MUNICIPALITY OR ITS INSURER TO RELY UPON THE LIMITATIONS, DEFENSES, AND IMMUNITIES CONTAINED WITHIN WISCONSIN LAW, INCLUDING THOSE CONTAINED WITHIN WISCONSIN STATUTES §§ 893.80, 895.52, AND 345.05. TO THE EXTENT THAT INDEMNIFICATION IS AVAILABLE AND ENFORCEABLE, THE CITY OF STEVENS POINT OR ITS INSURER(S) SHALL NOT BE LIABLE IN INDEMNITY OR CONTRIBUTION FOR AN AMOUNT GREATER THAN THE LIMITS OF LIABILITY FOR MUNICIPAL CLAIMS ESTABLISHED BY WISCONSIN LAW.

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

Signature of Applicant: *[Signature]* Date: 8-23-23

*****Signature of Approval*****

Signature of City Clerk: _____ Date: _____





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/29/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ansary & Associates, LLC. 888 State Hwy 153 Mosinee WI 54455	CONTACT NAME:	
	PHONE (A/C, No, Ext): 715-693-2100	FAX (A/C, No): 715-693-2538
E-MAIL ADDRESS: AccountsRecivable@Ansary.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Society Insurance A Mutual Insurance Company		15261
INSURER B: Employers		25402
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 1156893517

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:		BOP 388753	8/28/2023	8/28/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	EIG490329301	12/9/2022	12/9/2023	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance
October 4, 2023
Fundraising Dinner Event
Pfiffner Building, Stevens Point

CERTIFICATE HOLDER**CANCELLATION**

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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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 6.11 of the Revised Municipal Code, Burning Regulations, is hereby **created** to read as follows:

6.11 BURNING REGULATIONS

Complete City Burning Regulations:

A. Open Burning – General Rules and Definitions.

1. Open burning is the process of burning any materials where the products of combustion pass directly into the open air without going through a chimney or stack.
2. Except as provided in subsection C, open burning is prohibited in the City of Stevens Point without a burning permit approved by the Chief of the Stevens Point Fire Department or his/her designee.
3. Fires should be constantly attended by a person 18 years of age or older until such fire is extinguished.
4. A garden hose connected to a water supply or other fire extinguishing equipment shall be readily available for use.
5. The Stevens Point Fire Department is authorized to require any fire to be immediately discontinued if determined that the smoke emissions are offensive to occupants of surrounding properties or if the fire is determined to constitute a hazardous condition.
6. The Stevens Point Fire Department shall have the authority to prohibit any or all open fires when atmospheric conditions or local circumstances make such fires extraordinarily hazardous. No burning will be allowed if wind conditions will cause smoke, embers, or other burning materials to be carried towards any building or other combustible material, nor anytime the wind is in excess of nine miles per hour (9 m.p.h.) as measured at the Stevens Point Fire Department, 1701 Franklin Street.
7. Fires are to be at least ten (10) feet from any building, structure, fence, combustible material or property line.
8. Fires are to be at least fifty (50) feet from any commercial building including multifamily residential other than one and two family dwellings.

9. Responsibility for fire. Any damage caused to another person's property by burning of any kind whether authorized or not, shall be the responsibility of the person(s) responsible for igniting the fire. The city may charge the cost of fire investigation and extinguishment to those responsible for the ignition of the fire.

10. Section NR 502.11, Wis. Adm. Code, allows for the burning of dry, unpainted and untreated wood, stumps or trees from a commercial business only after they have received a wood burning site license from this Department. Burning permits can be issued to burn brush and trees cleared for forestry, agriculture, road construction or building construction. They cannot be issued to burn waste generated as part of a business activity (i.e., cardboard, lumber, etc.)

B. Open Burning with a Permit

1. Unless open burning conforms to the limitations under Section C below, a permit must be obtained to open burn as described in Section A.10..
2. Permits are issued at the Stevens Point Fire Department, Station 1 (1701 Franklin Street), Station 2 (4401 Industrial Park Drive), or by calling 715-344-1833.
3. Permits are issued and valid for the day of the burning operation only. Permit requests must be called in no less than one hour prior to burning operation.
4. Burning is prohibited in any zoned Residential area.
5. Burning must be completed by 9:00 PM. (Formerly 11 PM)
6. All operations must comply with WI Adm. Code NR 502.11 regulations on open burning.
7. A site visit and inspection by fire department personnel may be required dependent upon the area being burned and the fuel load present.

C. Open Burning Allowed without a Permit.

1. Fire confined within a commercially manufactured outdoor fireplace.
 - a. Constructed and sold for the purpose of containing an outdoor recreational fire.
 - b. Must be used in accordance with all of the manufacturer's safety requirements.
 - c. Must be placed on a noncombustible surface.
 - d. Gasoline or other flammable liquids shall not be stored or used in the vicinity of this unit.
 - e. The fire place cannot be used within ten (10) feet of a building, structure, lot line, combustible materials, or in high winds.
 - f. Must include a bowl or pit for holding wood, must be covered, and have a method for/of containing embers and sparks.

g. The bowl or pit shall not exceed three (3) feet in diameter.

2. Fires located in a below-ground fire pit.

- a. Below-ground fire pits shall be constructed with a minimum depth of four (4) inches and a maximum diameter of three (3) feet. Burning materials must be contained within this enclosure at all times. Such fire pits shall be surrounded by non-combustible materials such as concrete, rock or cement block. Fire shall not extend more than three (3) feet above the pit.
- b. The fire pit cannot be used within ten (10) feet of a building, structure, lot line, combustible materials, or in high winds.
- c. Gasoline or other flammable liquids shall not be stored or used in the vicinity of this unit.

3. Only dry cut firewood may be burned when burning without a permit in an outdoor fireplace or a fire pit. These materials must fit within the confines of these devices or spaces.

4. Liquid Petroleum (LP) and Natural Gas (NG) fueled cooking devices.

- a. Shall not be operated on balconies except in single-family dwellings.
- b. Shall not be operated within ten (10) feet of a building or a lot line, except in single-family dwellings.
- c. Must be used in accordance with all the manufacturer's safety requirements.

5. Charcoal grills and open flame cooking devices.

- a. Shall not be used on combustible balconies except in single family dwellings.
- b. Shall not be used within ten (10) feet of a building or lot line, except in single-family dwellings.
- c. Shall be used in accordance with all the manufacturer's safety requirements.

D. Burning on Streets.

- 1. No materials can be burned upon any street, curb, gutter or sidewalk.

E. Yard waste and debris can be dropped off at the Stevens Point Public Works Drop Off Site, located at 100 Sixth Ave., in front of the City Garage.

Information can be found at: <https://stevenspoint.com/368/Drop-Off-Site>

E. Enforcement.

1. The Stevens Point Fire Department reserves the right to approve or disapprove any use of fire.
2. Any person who violates any provision of this section may be issued a citation with a base forfeiture of one hundred dollars (\$100.00) per occurrence as well as applicable court costs for a total of one hundred and eighty-seven dollars (\$187.00). Exact costs may be periodically changed by the court.

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: September 6, 2023
Approved: September 18, 2023
Published: September 22, 2023