

REGULAR MEETING

Tourism Commission December 12, 2024 - 7:30 AM Community Meeting Room 933 Michigan Avenue

AGENDA

Discussion and Possible Action on:

1. Roll Call.
2. Approval of October 15, 2024 meeting minutes
3. Review of 2024 and 2025 Tourism Commission financials.
4. Stevens Point Softball Association application requesting up to \$4,950 (\$550 per tournament x 9 tournaments).
5. Stevens Point Softball Association and USA Softball of Wisconsin application requesting up to \$5,000.
6. Marshfield Clinic Research Institute application requesting \$30,000.
7. Community Parks Improvement Committee, Inc. application requesting \$10,000 in 2025 and 2026 for a total of \$20,000.
8. Stevens Point Youth Baseball Association application requesting \$15,000.
9. Considering payment of the remaining pledge amounts on one or more of the previously awarded multi-year grants.
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.

SPECIAL NOTICE

Please take notice that a quorum of the Common Council, City Boards/Commissions may attend this meeting.

REGULAR MEETING

Tourism Commission October 15, 2024 - 7:30 AM

[Zoom Teleconferencing](#)

Meeting ID: 847 7929 7239 | Passcode: 825390

By Computer: [Join](#)

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

MINUTES

Discussion and Possible Action on:

1. Roll Call.

Members present: Disher, Okonek, Schrader, Sedlak, Winn
Also present: Dan Kremer

2. Approval of December 19, 2023 meeting minutes

Motion by Schrader to approve the minutes as written, second by Winn; motion passed 5-0.

3. 2025 Room tax grant program guidelines and application questions.

Discussion occurred regarding websites and staffing costs. The committee asked Director Kremer to list websites under the "not eligible" section of the guidelines. Winn asked if more focus could be put on the guidelines to mention heads in beds and hotel stays. The committee asked Director Kremer to add a line at the top of the guidelines that spells that out.

Discussion took place regarding the addition of two questions that were listed within the packet. The committee asked for both questions to be included as question #21 and #22.

4. Selection of December Tourism Commission meeting date and time following the grant application deadline.

Commission chose to hold the next meeting on Thursday, December 12 at 7:30 am.

5. Adjournment.

Motion to adjourn by Disher, second by Schrader. Meeting adjourned at 7:44 am.

**Tourism Commission Financial Update
December 2024**

2025 Financial Projections

Beginning Cash Balance	346,011
Receivable at Year End '24	62,598
Total Beginning Balance	408,609

Room Tax	2021	2022	2023	2024	2025 % '25 to '24
1st (Jan-Mar)	105,590	146,611	239,558	195,107	197,714 1.34%
2nd (Apr-Jun)	172,074	278,350	315,977	339,066	343,597 1.34%
3rd (Jul-Sep)	287,177	417,833	415,215	453,163	459,218 1.34%
4th (Oct-Dec)	182,507	231,519	270,521	270,521	274,136 1.34%
Total	747,348	1,074,313	1,241,271	1,257,857	1,274,665

Breakdown of Projected Revenue	Percentage of Total Collected	
Tourism Commission	294,957	23.14%
CVB	597,308	46.86%
General Fund	382,399	30.00%

Projected 2025 Expenses

Willett/Riverfront Arts	100,000
Miscellaneous	5,000
Riverfront Rendezvous	35,000
Athletic Field-Goerke	20,000
Bukolt Lighting	10,000
Tourism Commission Grants	

Total	170,000
Surplus	124,957
Projected Year-End Cash	470,131
Projected Receivable at YE	63,435
Total Year End '25 Balance	533,566

		Total Years	Years Paid	Years Remaining	Amount Per Year
Remaining Pledge Obligations at Year-End 2025					
Goerke Field Turf	120,000	10	4	6	20,000
Bukolt Park Lighting	80,000	10	2	8	10,000
Total Pledges	200,000			Total	30,000

Room Tax 2025 Application



Submissions are due by **Monday, December 2 at 12:00 pm.**
Send electronic submissions to: parksandrec@stevenspoint.com
Paper submissions can be dropped off at 2442 Sims Avenue, Stevens Point, WI 54481.

* Required

General Information

1. Date *

2. Title of Proposal *

3. Request on behalf of what group/organization *

4. Mission of the organization or group *

5. First and last name *

6. Email address *

7. Phone Number *

8. Street Address *

9. City, state, and zip code

10. Tax exempt? *

Yes

No

11. If yes, tax exempt number (must be the 15 digit CES number beginning with a 008) *

19. How does your program differ from similar programs offered in this area? (Respond "N/A" if there are no other similar in this area) *

20. Please list other sources for financial support and amounts? (Respond "N/A" if there are no other sources)

21. Does your organization have an operational reserve? If yes, provide the balance and describe the reserve policy.

22. How will your organization integrate/absorb these grant funds into your operations after this grant? *

23. Please provide the dollar amount of room tax grant funding you are requesting. *

Budget Information

24. If awarded a room tax grant, please select your preferred payment schedule. *

- Need all support at once
- Multi-year support acceptable

25. Please submit a copy of this questionnaire as well as the files containing your program budget and any additional information, renderings, or supporting materials to:

parksandrec@stevenspoint.com

Legacy Plaza

ENTRY FEES

Balls	\$ 10.00
Umpires -	\$ 35.00
Scorekeepers	\$ 15.00
Trny Dir Per Team	\$ 10.00
Sales Tax	5.50%
Printing/Copying	\$ 50.00
Trophies	\$ 150.00
Brackets	\$ 25.00
Umpire Rooms	\$ 250.00
Insurance	\$ 20.00
RegisterPlay Fee	\$ 8.00

Double Elim D/E	
Entry Fee	\$ 300.00
Teams	32
Games	63
ENTRY FEES	\$ 9,600.00
Balls	\$ 630.00
Umpires -	\$ 2,205.00
Scorekeepers	\$ 945.00
Prize Money	\$ 4,200.00
Trny Dir Per Team	\$ 320.00
Sales Tax	\$ 528.00
Printing/Copying	\$ 50.00
Trophies	\$ 150.00
Brackets	\$ 25.00
Umpire Rooms	\$ 250.00
Insurance	\$ 640.00
RegisterPlay Fee	\$ 256.00
TOTAL	(\$599.00)
Prize Money 1st	\$ 1,500.00
2nd	\$ 1,200.00
3rd	\$ 900.00
4th	\$ 600.00
5/6th	
5/6th	

3 Game D/E	
Entry Fee	\$ 315.00
Teams	32
Games	70
ENTRY FEES	\$ 10,080.00
Balls	\$ 700.00
Umpires -	\$ 2,450.00
Scorekeepers	\$ 1,050.00
Prize Money	\$ 4,200.00
Trny Dir Per Team	\$ 320.00
Sales Tax	\$ 554.40
Printing/Copying	\$ 50.00
Trophies	\$ 150.00
Brackets	\$ 25.00
Umpire Rooms	\$ 250.00
Insurance	\$ 640.00
RegisterPlay Fee	\$ 256.00
TOTAL	(\$565.40)
Prize Mone 1st	\$ 1,500.00
2nd	\$ 1,200.00
3rd	\$ 900.00
4th	\$ 600.00
5/6th	
5/6th	

2025 Mens State Tournament Budget

	Class E		Class D		Class C			
ENTRY FEES		\$ 7,000.00		\$ 7,000.00		\$ 2,800.00		
Balls	\$ 10.00	\$ 390.00		\$ 390.00		\$ 150.00		
Umpires - 2 Ea Game	\$ 70.00	\$ 2,730.00		\$ 2,730.00		\$ 1,050.00		
Scorekeepers	\$ 15.00	\$ 585.00		\$ 585.00		\$ 225.00		
Prize Money		\$ 2,400.00		\$ 2,400.00		\$ 1,200.00		
Trny Dir Per Team	\$ 10.00	\$ 200.00		\$ 200.00		\$ 80.00		
Sales Tax	5.50%	\$ 385.00		\$ 385.00		\$ 154.00		
Printing/Copying	\$ 50.00	\$ 50.00		\$ 50.00		\$ 50.00		
Trophies	\$ 150.00	\$ 150.00		\$ 150.00		\$ 150.00		
Brackets	\$ 25.00	\$ 25.00		\$ 25.00		\$ 25.00		
Umpire Rooms	\$ 250.00	\$ 250.00		\$ 250.00		\$ 250.00		
WASA Team Assessment	\$ 20.00	\$ 400.00		\$ 400.00		\$ 160.00		
Advertising	\$ 50.00	\$ 50.00		\$ 50.00		\$ 50.00		
RegisterPlay Trny Fee	\$ 8.00	\$ 160.00		\$ 160.00		\$ 64.00		
TOTAL		(\$775.00)	TOTAL	(\$775.00)	TOTAL	(\$808.00)		
Prize Money	1st	\$ 1,200.00	Prize Money	1st	\$ 1,200.00	Prize Money	1st	\$ 800.00
	2nd	\$ 800.00		2nd	\$ 800.00		2nd	\$ 400.00
		\$ 400.00		3rd	\$ 400.00		3rd	
				4th			4th	

2025 Modified State Tournament Budget

	Mens A		Mens B		Mens C			
ENTRY FEES		\$ 3,750.00		\$ 3,750.00		\$ 3,750.00		
Balls	\$ 10.00	\$ 190.00		\$ 190.00		\$ 190.00		
Umpires - 2 Ea Game	\$ 100.00	\$ 1,900.00		\$ 1,900.00		\$ 1,900.00		
Scorekeepers	\$ 20.00	\$ 380.00		\$ 380.00		\$ 380.00		
Prize Money		\$ 1,050.00		\$ 1,050.00		\$ 1,050.00		
Trny Dir Per Team	\$ 10.00	\$ 100.00		\$ 100.00		\$ 100.00		
Sales Tax	5.50%	\$ 206.25		\$ 206.25		\$ 206.25		
Printing/Copying	\$ 50.00	\$ 50.00		\$ 50.00		\$ 50.00		
Trophies	\$ 150.00	\$ 150.00		\$ 150.00		\$ 150.00		
Brackets	\$ 25.00	\$ 25.00		\$ 25.00		\$ 25.00		
Umpire Rooms	\$ 250.00	\$ 250.00		\$ 250.00		\$ 250.00		
WASA Team Assessment	\$ 20.00	\$ 200.00		\$ 200.00		\$ 200.00		
Advertising	\$ 50.00	\$ 50.00		\$ 50.00		\$ 50.00		
RegisterPlay Fee	\$ 8.00	\$ 80.00		\$ 80.00		\$ 80.00		
TOTAL		(\$881.25)	TOTAL	(\$881.25)	TOTAL	(\$881.25)		
Prize Money	1st	\$ 675.00	Prize Money	1st	\$ 675.00	Prize Money	1st	\$ 675.00
	2nd	\$ 375.00		2nd	\$ 375.00		2nd	\$ 375.00
	3rd			3rd			3rd	

2025 Womens ^0 COED State Tournament Budget

	Womens		COED	
Entry Fee	\$	350.00	Entry Fee	\$ 350.00
Teams		8	Teams	8
Games		15	Games	15
ENTRY FEES		\$ 2,800.00		\$ 2,800.00
Balls	\$ 10.00	\$ 150.00		\$ 150.00
Umpires - 2 Ea Game	\$ 70.00	\$ 1,050.00		\$ 1,050.00
Scorekeepers	\$ 15.00	\$ 225.00		\$ 225.00
Prize Money		\$ 1,200.00		\$ 1,200.00
Trny Dir Per Team	\$ 10.00	\$ 80.00		\$ 80.00
Sales Tax	5.50%	\$ 154.00		\$ 154.00
Printing/Copying	\$ 50.00	\$ 50.00		\$ 50.00
Trophies	\$ 150.00	\$ 150.00		\$ 150.00
Brackets	\$ 25.00	\$ 25.00		\$ 25.00
Umpire Rooms	\$ 250.00	\$ 250.00		\$ 250.00
WASA Team Assessment	\$ 20.00	\$ 160.00		\$ 160.00
Advertising	\$ 50.00	\$ 50.00		\$ 50.00
RegisterPlay Fee	\$ 8.00	\$ 64.00		\$ 64.00
TOTAL		(\$808.00)	TOTAL	(\$808.00)
Prize Money	1st	\$ 800.00	Prize Money	1st \$ 800.00
	2nd	\$ 400.00		2nd \$ 400.00
	3rd			3rd
	4th			4th

Room Tax 2025 Application



Submissions are due by **Monday, December 2 at 12:00 pm.**
Send electronic submissions to: parksandrec@stevenspoint.com
Paper submissions can be dropped off at 2442 Sims Avenue, Stevens Point, WI 54481.

* Required

General Information

1. Date *

2. Title of Proposal *

3. Request on behalf of what group/organization *

4. Mission of the organization or group *

5. First and last name *

6. Email address *

7. Phone Number *

8. Street Address *

9. City, state, and zip code

10. Tax exempt? *

Yes

No

11. If yes, tax exempt number (must be the 15 digit CES number beginning with a 008) *

19. How does your program differ from similar programs offered in this area? (Respond "N/A" if there are no other similar in this area) *

20. Please list other sources for financial support and amounts? (Respond "N/A" if there are no other sources)

21. Does your organization have an operational reserve? If yes, provide the balance and describe the reserve policy.

22. How will your organization integrate/absorb these grant funds into your operations after this grant? *

23. Please provide the dollar amount of room tax grant funding you are requesting. *

Budget Information

24. If awarded a room tax grant, please select your preferred payment schedule. *

- Need all support at once
- Multi-year support acceptable

25. Please submit a copy of this questionnaire as well as the files containing your program budget and any additional information, renderings, or supporting materials to:

parksandrec@stevenspoint.com

City of Stevens Point Room Tax Grant Program

Purpose

This grant opportunity exists to put “heads in beds” by creating overnight hotel stays within the City of Stevens Point. The City of Stevens Point allocates a percentage of its room tax revenue for the development or expansion of visitor attractions and amenities through a grant fund managed by the Stevens Point Tourism Commission.

General Guidelines

The City of Stevens Point Tourism Commission accepts grant applications for costs related to the development/expansion of attractions and amenities, the creation of new exhibits or events or substantial expansion of existing exhibits/events within the City of Stevens Point. As a Committee, our commitment will be to serve the City of Stevens Point along with serving the residents.

The room tax grant application, budget and supporting materials are online and available by selecting this link.

The **deadline for room tax grant applications is Monday, December 2, 2024 at 12 pm.** Actual funding will be awarded after the proposals have been reviewed by the Tourism Commission at their December meeting. The date and time of this meeting will be emailed to all applicants after submission.

Funding Guidelines

Programs that are funded include the items below. A full list of applicable project definitions can be found under the Eligibility section.

Capital Projects

- New capital construction projects
- Upgrades, enhancements, expansions to existing facilities
- Permanent exhibit installations

Special Projects

- First time exhibition or event
- Substantial expansion of an existing exhibition or event

The Commission will operate without discrimination as to age, race, religion, gender, national origin or sexual orientation in the consideration of funding requests and will award funding only to organizations which do not discriminate as to age, race, religion, gender, national origin or sexual orientation.

Eligibility

To be eligible, applicants must be a not-for-profit. Projects/events/etc. must also be located within the City of Stevens Point. Privately owned, for-profit businesses are not eligible.

The fund is designed to give grants for the development of visitor attractions and amenities. The grants will **NOT SUPPORT** any of the following purposes:

- Operating expenses
- Annual fund drive
- Endowment funds
- Reimbursement for previously incurred expenses
- Travel

- Expenses typically considered to be overhead
- Equipment replacement
- Grant funds may not be spent on local marketing or for operational costs that would be incurred without the project
- Websites

Criteria

Grant applications are evaluated using the following:

- Is the project interactive? Is it unique?
- Is this a new visitor attraction, or is it a substantial expansion of an existing attraction?
- Is it open to the public?
- Is it open year-round or at least 180 days a year?
- Will it serve a substantial number of overnight visitors? Will it generate hotel room nights? How many?
- Will it provide a positive economic impact on the community?
- Will it contribute to our ability to attract visitors and improve overall tourism assets in the Stevens Point area?
- Will this project be covered by media?
- Is it located within the City of Stevens Point?
- Does the organization have not-for-profit status?
- Is this a “bricks and mortar” project?
- The project is the result of a planning process that has had public involvement? Do others in the community understand and support the project?
- Have the other funds necessary to the project already been raised, or are there well-developed plans for raising them?
- Is there a solid plan to fund the project, ongoing operating costs and maintenance?
- Are there established marketing plans?
- Is there an established management/staffing structure for the project?

Payment of Grant Funds

- Grantee will receive one-half (50%) of the approved amount prior to the event, with the remaining one-half (50%) to be received upon receipt and review of the final income/expense report by the Commission or its designee.
- Grantee will supply the Commission, or its designee, with a final income/expense report showing the actual final amounts received and expended during the event, within thirty days after the event. The Commission may require documentation of actual invoices. The Commission may withhold funds to the Grantee if the report(s) or invoices show that the expenditures or Project activities have deviated from the terms as agreed to herein and within the Grantee’s application for grant funds.
- If for any reason other than inclement weather the Project is canceled, it will be the Grantee's responsibility to notify the Commission in writing. The Commission may require the **GRANT** to be paid back in part or in full, depending on the circumstances regarding the cancellation.
- Grantee represents that the title "**Stevens Point Tourism Commission**" will appear/be listed as a sponsor on any advertising done for the Project.

Grant application will be considered on its own merits and it is within the Tourism Commission’s authority to approve or deny any grant for any reason.

Room Tax 2025 Application



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MCRI

Cost Overview / Summary (ratio: payers covering non-payers)

	Total Attendance	Non-Paying	Paying
Anticipated Attendance:	400	16	384
<small>(* multiplier of 'per person cost' to generate 'paying attendee fee')</small>			
Fixed Expenses (AV, Equipment, Swag...):	\$ 101,670.00		
Additional Revenue (Dinner Guest, Sponsors, Grants...):	\$ 8,628.00	Raw	w/ Room Multiplier
Total Fixed Expenses/Revenue:	\$ 93,042.00	\$ 232.61	\$ 242.30
Catering Cost Per Attendee:		\$ 447.11	\$ 465.73
Subtotal		\$ 679.71	\$ 708.03
Contingency	5.0%	\$ 33.99	\$ 35.40
Cvent (3%)	6.0%	\$ 42.82	\$ 44.61
Final COST Per Attendee:		\$ 756.52	\$ 788.04

Conference Fees (the last step based on the final numbers above)

	# Persons	Reg. Fee
Final Registration Fees		
Early Registration:	144	
Standard Registration:	180	
Late Registration:	72	
Speaker/Comp		
Other:		
Cancelled		
Total Attendees	396	

External Revenue (outside of attendee fees)

External Revenue Sources:

Sunday Welcome Dinner Guests			
Exhibitor or Sponsor 1			
Exhibitor or Sponsor 2			
Other income			
Grants--Mtg mean business award		8,628	
Total External Revenue:			

Expenses

Facility Expense Summary:		
Room rental	1	10,000.00
A/V Equipment & Services	1	34,305.00
Bussing	1	32,000.00
Easels		
Poster Board Rental ????		
Entertainment	-	
Conference Materials (from below)	1	14,550.00
Guest Speaker Expenses (from below)	1	-
Vanderbilt Team Expenses (from below)	1	7,725.00
Conference Host Expenses (from below)	1	3,090.00
Management & Administration Expenses (from below)	1	-
Other / Miscellaneous Expenses (from below)	1	-
TOTAL Other Expenses		

Facility Expense Details:

Conference Materials	Quantity	Unit cost
Name Badge / Badge Holder / Ribbons	550	1.00
Signs and Banners	10	25.00
Give-away Items/Goodie Bags	550	20.00
Other misc. expenses	550	5.00
TOTAL CONFERENCE MATERIALS		
Guest Speaker Expenses:	Quantity	Unit cost
Room Reimbursement (typically given a comp'd room)		
Speaker Honoraria		
Speaker Travel Costs (airfare, parking, meals...)		
Other		
TOTAL SPEAKER EXPENSES		
Vanderbilt Team Expenses:	Quantity	Unit cost
Room Reimbursement (for non-comp'd rooms)	25	309.00
Other 1		
Other 2		
TOTAL COMM./SPEAKER EXPENSES		
Conference Host Expenses:	Quantity	Unit cost
Room Reimbursement (for non-comp'd rooms)	10	309.00
Travel Costs (airfare, parking, meals...)		
Other		
Total Guest Speaker Expenses:		
Management & Administration Expenses:	Quantity	Unit cost
Credit Card Fees (3%)	-	-
Conference Management / Admin per attendees beyond 'n'		
Vendor fees for online reg		
Total Management & Administration Expenses:		
Other / Miscellaneous Expenses:		
Delivery Services and Parking	-	-
Event Insurance		
Other		
Total Miscellaneous Expenses:		



10,000.00	
34,305.00	
32,000.00	
-	
-	
-	
14,550.00	
-	
7,725.00	
3,090.00	
-	
-	
	\$ 101,670.00
Total	
550.00	
250.00	
11,000.00	
2,750.00	
	\$ 14,550.00
Total	
-	
-	
	\$ -
Total	
7,725.00	
-	
-	
	\$ 7,725.00
Total	
3,090.00	
-	
-	
	\$ 3,090.00
Total	
-	
-	
-	
-	
	\$ -
Total	
-	
-	
-	
	\$ -



REDCAPCON



REDCapCon 2025 will be hosted by Marshfield Clinic in Stevens Point, Wisconsin, from September 14-17, 2025. More information will be available as we get closer to the date.

About REDCapCon

REDCapCon, our annual REDCap conference, is a three and a half-day event which offers educational and networking opportunities to REDCap administrators around the world. REDCap administrators perform a variety of functions at their institutions including technical support of the installations, end user training and support, account management, and institutional marketing of REDCap.

With these types of responsibilities in mind, the Vanderbilt REDCap team designs conference programming that is relevant and useful for supporting REDCap in a variety of environments ranging from a "one-person shop" to large teams of individuals who share responsibilities. Programming is also designed around heavy interactive attendee participation with strong leadership by some of our most active and talented consortium members. Opportunities for motivated attendees include pre-conference content planning sessions, formal conference presentations, breakout session leadership, workshop leadership, and contest participation such as training materials competitions, interesting use case challenges and poster competitions.

The inaugural REDCap conference took place in 2009, with a little over 40 attendees. REDCap Day, as it was formerly called, was a one day workshop held at Vanderbilt University, the home of REDCap, and was offered to the 63 institutional and non-profit partners that comprised the REDCap Consortium. Since then, the exponential growth in adoption of REDCap has also been reflected in the conference growth, including event length, programming, attendance and variety of locations. Consortium sites who have hosted in the past include Mayo Clinic, University of Colorado at Denver, Cincinnati Children's Hospital, Children's Hospital of Philadelphia, University of Utah, Oregon Health and Science, Duke University, Weill-Cornell Medical College, University of Chicago, and co-hosts B.C. Children's Hospital and Island Health. Sites often compete for the opportunity to host by providing detailed proposals and fun presentations to the group for evaluation and voting.

The increasing number of attendees each year includes not only mainland U.S. partners, but also a considerable number of international partners. International attendance continues to rise each year and has included administrators from multiple participating countries including Argentina, Chile, Colombia, Japan, China, Kenya, Luxembourg, Singapore, Brazil, United Kingdom, Nigeria, Canada, Denmark, South Korea, Iceland, South Africa, Belgium, New Zealand, Czech Republic, Gambia, France, Germany, Switzerland, Puerto Rico, Saudi Arabia, Botswana, Angola, Israel, Australia, and more. Since our most significant partner growth has been in the international realm, we anticipate the number of international attendees and the number of countries represented to continue to climb.

Programming for REDCapCon is designed to assist attendees in the successful support of REDCap and its end users at their home institutions. Educational opportunities continue to expand as new ideas are implemented each year based on past attendee feedback, current group interests, and new developments in REDCap.

Through this evolutionary process, however, we are careful to maintain what continues to be the most important outcome of this conference – the fostering of relationships and collaborative work among colleagues. The atmosphere for the conference is casual and fun and lends itself to

networking opportunities while maintaining the necessary structure for an event with growing attendance numbers. Attendees leave knowing that they are valued members of a team, contributors to REDCap's success, and not just consumers of the product. Everyone has something to offer if they choose to do so. Their participation as active consortium members is important to the overall success of REDCap. Conveying the message through this face-to-face experience has proven to be quite effective.

REDCapCon hosting sites

2023: Seattle, WA (University of Washington, Institute of Translational Health Sciences)

2022: Boston, Mass (Harvard Catalyst)

2021: Online/virtual via Zoom

2020: Online/virtual via Zoom

2019: Vancouver, Canada (BC Children's Hospital and Vancouver Island Health Authority)

2018: Chicago, IL (University of Chicago)

2017: New York City, New York (Weill Cornell Medicine)

2016: Durham, North Carolina (Duke University)

2015: Portland, Oregon (Oregon Clinical and Translational Research Institute)

2014: Park City, Utah (University of Utah School of Medicine [Biomedical Informatics] and University of Utah College of Nursing)

2013: Philadelphia, Pennsylvania (The Children's Hospital of Philadelphia and Penn University of Pennsylvania)

2012: Cincinnati, Ohio (Cincinnati Children's Hospital Medical Center)

2011: Breckenridge, Colorado (University of Colorado, Denver)

2010: Rochester, Minnesota (Mayo Clinic)

2009: Nashville, Tennessee (Vanderbilt University Medical Center)



2019 REDCapCon Vancouver

DIVE DEEPER

If you represent a not-for-profit institution and you seek to join the REDCap Consortium, then visit the [Join \(/partners/join\)](#) page. Learn more about our [software \(/software\)](#) or sign up for a [free demonstration account of REDCap \(https://redcapdemo.vanderbilt.edu/\)](#). Learn more about [REDCap's story \(/about\)](#) and the [REDCap Consortium \(/about/consortium\)](#), a community that collectively supports REDCap activities. If you are already at a member institution, find your group on our [world map \(https://redcap.vanderbilt.edu/consortium/map_fullscreen.php\)](#) or in our list of [REDCap partners \(/partners\)](#).

NEWEST FEATURE

Descriptive Popups are custom popups of text that become visible after hovering over a specific word or phrase on a data entry form or survey. They have two main components: 1) the link text, which should match a word or phrase used on a form or survey, and 2) the custom text for the popup content. Users may set a descriptive popup to work on all instruments/surveys (default) or on specific ones. Descriptive popups are a great way to convey extra information on a form or survey without the text taking up space on the page. Both the link text and popup content text of descriptive popups can be translated using Multi-Language Management. Web accessibility: Descriptive popups are WCAG compliant, thus they will work with screen readers.

Draft Preview Mode allows users to preview their data entry forms with their current drafted changes as if they were live. This allows users to fully test the changes they have made in Draft Mode, including all branching logic, calculations, action tags, and embedded fields, before submitting their drafted changes for approval. Additionally, Draft Preview Mode will simulate live data entry on data entry forms, thus allowing users to enter ephemeral data that is stored only in their session; however, no data will actually be saved to the project. Once a user leaves Draft Preview Mode, all ephemeral data that has been entered will vanish. Some limitations exist and are delineated in the Online Designer before enabling Draft Preview Mode. Note: Draft Preview Mode only operates on data entry pages, the Record Status Dashboard, and the Record Home Page. It does not impact any other pages, and it currently does not work on survey pages.

REDCap is supported in part by the National Institutes of Health (NIH/NCATS UL1 TR000445)



SentryWorld Golf Course
601 Michigan Avenue North
Stevens Point, WI 54481

Summary 

Countdown to the Event

286
DAYS

2
HOURS

21
MINUTES

36
SECONDS

REDCapCon, our annual REDCap conference, is a three and a half-day event which offers educational and networking opportunities to REDCap administrators around the world. REDCap administrators perform a variety of functions at their institutions including technical support of the installations, end user training and support, account management, and institutional marketing of REDCap.

With these types of responsibilities in mind, the Vanderbilt REDCap team designs conference programming that is relevant and useful for supporting REDCap in a variety of environments ranging from a "one-person shop" to large teams of individuals who share responsibilities. Programming is also designed around heavy interactive attendee participation with strong leadership by some of our most active and talented consortium members. Opportunities for motivated attendees include pre-conference content planning sessions, formal conference presentations, breakout session leadership, workshop leadership, and contest participation such as training materials competitions, interesting use case challenges and poster competitions.

Registration Coming Soon!

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TEST COPY: CONFERENCE DASHBOARD (copy)



Ready to Register?

If you need an example of a conference agenda (such as last year's) to give to your institution for registration, you can find the 2024 agenda here: [🔗 2024 Agenda](#).

Otherwise, there is a shell / preliminary agenda linked below for this year that we will fill in as more information is known/finalized.

Register Soon / View Countdown!

Conference Information

NOTE: Most of these links will not work yet. Check back here for more information related to Con once we get closer to the event!

Conference Agenda

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Coming Soon!

Hotel Information

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Coming Soon!

Travel Information

Some high-level information about nearby airports and travel options.

Airport Dashboard

Venue Maps

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[Go To Dashboard](#)

Conference FAQs

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[Coming Soon!](#)

Poster Session

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Coming Soon!

Leader Directory

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Coming Soon!

Workshops

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Coming Soon!

REDCapCon SAFETYNET

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Go To Dashboard

Food & Drink

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External Link

Additional Information

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Coming Soon!

Events & Activities

NOTE: Most of these links will not work yet. Check back here for more information related to Con once we get closer to the event!

Annual Fun Run/Walk

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Coming Soon!

Fun Things to do Outside of Con

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City of Stevens Point Room Tax Grant Program

Purpose

This grant opportunity exists to put “heads in beds” by creating overnight hotel stays within the City of Stevens Point. The City of Stevens Point allocates a percentage of its room tax revenue for the development or expansion of visitor attractions and amenities through a grant fund managed by the Stevens Point Tourism Commission.

General Guidelines

The City of Stevens Point Tourism Commission accepts grant applications for costs related to the development/expansion of attractions and amenities, the creation of new exhibits or events or substantial expansion of existing exhibits/events within the City of Stevens Point. As a Committee, our commitment will be to serve the City of Stevens Point along with serving the residents.

The room tax grant application, budget and supporting materials are online and available by selecting this link.

The **deadline for room tax grant applications is Monday, December 2, 2024 at 12 pm.** Actual funding will be awarded after the proposals have been reviewed by the Tourism Commission at their December meeting. The date and time of this meeting will be emailed to all applicants after submission.

Funding Guidelines

Programs that are funded include the items below. A full list of applicable project definitions can be found under the Eligibility section.

Capital Projects

- New capital construction projects
- Upgrades, enhancements, expansions to existing facilities
- Permanent exhibit installations

Special Projects

- First time exhibition or event
- Substantial expansion of an existing exhibition or event

The Commission will operate without discrimination as to age, race, religion, gender, national origin or sexual orientation in the consideration of funding requests and will award funding only to organizations which do not discriminate as to age, race, religion, gender, national origin or sexual orientation.

Eligibility

To be eligible, applicants must be a not-for-profit. Projects/events/etc. must also be located within the City of Stevens Point. Privately owned, for-profit businesses are not eligible.

The fund is designed to give grants for the development of visitor attractions and amenities. The grants will **NOT SUPPORT** any of the following purposes:

- Operating expenses
- Annual fund drive
- Endowment funds
- Reimbursement for previously incurred expenses
- Travel

- Expenses typically considered to be overhead
- Equipment replacement
- Grant funds may not be spent on local marketing or for operational costs that would be incurred without the project
- Websites

Criteria

Grant applications are evaluated using the following:

- Is the project interactive? Is it unique?
- Is this a new visitor attraction, or is it a substantial expansion of an existing attraction?
- Is it open to the public?
- Is it open year-round or at least 180 days a year?
- Will it serve a substantial number of overnight visitors? Will it generate hotel room nights? How many?
- Will it provide a positive economic impact on the community?
- Will it contribute to our ability to attract visitors and improve overall tourism assets in the Stevens Point area?
- Will this project be covered by media?
- Is it located within the City of Stevens Point?
- Does the organization have not-for-profit status?
- Is this a “bricks and mortar” project?
- The project is the result of a planning process that has had public involvement? Do others in the community understand and support the project?
- Have the other funds necessary to the project already been raised, or are there well-developed plans for raising them?
- Is there a solid plan to fund the project, ongoing operating costs and maintenance?
- Are there established marketing plans?
- Is there an established management/staffing structure for the project?

Payment of Grant Funds

- Grantee will receive one-half (50%) of the approved amount prior to the event, with the remaining one-half (50%) to be received upon receipt and review of the final income/expense report by the Commission or its designee.
- Grantee will supply the Commission, or its designee, with a final income/expense report showing the actual final amounts received and expended during the event, within thirty days after the event. The Commission may require documentation of actual invoices. The Commission may withhold funds to the Grantee if the report(s) or invoices show that the expenditures or Project activities have deviated from the terms as agreed to herein and within the Grantee’s application for grant funds.
- If for any reason other than inclement weather the Project is canceled, it will be the Grantee's responsibility to notify the Commission in writing. The Commission may require the **GRANT** to be paid back in part or in full, depending on the circumstances regarding the cancellation.
- Grantee represents that the title "**Stevens Point Tourism Commission**" will appear/be listed as a sponsor on any advertising done for the Project.

Grant application will be considered on its own merits and it is within the Tourism Commission’s authority to approve or deny any grant for any reason.

Room Tax 2025 Application



Submissions are due by **Monday, December 2 at 12:00 pm.**
Send electronic submissions to: parksandrec@stevenspoint.com
Paper submissions can be dropped off at 2442 Sims Avenue, Stevens Point, WI 54481.

* Required

General Information

1. Date *

2. Title of Proposal *

3. Request on behalf of what group/organization *

4. Mission of the organization or group *

5. First and last name *

6. Email address *

7. Phone Number *

8. Street Address *

9. City, state, and zip code

10. Tax exempt? *

Yes

No

11. If yes, tax exempt number (must be the 15 digit CES number beginning with a 008) *

19. How does your program differ from similar programs offered in this area? (Respond "N/A" if there are no other similar in this area) *

20. Please list other sources for financial support and amounts? (Respond "N/A" if there are no other sources)

21. Does your organization have an operational reserve? If yes, provide the balance and describe the reserve policy.

22. How will your organization integrate/absorb these grant funds into your operations after this grant? *

23. Please provide the dollar amount of room tax grant funding you are requesting. *

Budget Information

24. If awarded a room tax grant, please select your preferred payment schedule. *

- Need all support at once
- Multi-year support acceptable

25. Please submit a copy of this questionnaire as well as the files containing your program budget and any additional information, renderings, or supporting materials to:

parksandrec@stevenspoint.com

2024 Sentry Classic Budget

Advanced Ticket Sales	\$26,000.00
Coupon Sponsors	\$2,000.00
Ticket Sales at the Door	\$10,000.00
50/50 Raffle at Classic	\$2,000.00
GROSS REVENUE	\$40,000.00
Schools	\$2,000.00
Officials	\$4,800.00
Trainers	\$1,100.00
T-Shirts	\$2,000.00
Other Tournament Exps*	\$1,500.00
Trophies/Awards	\$1,100.00
Quandt Maintenance	\$1,500.00
UWSP Athletic Dept.	N/A
EXPENSES	\$14,000.00
NET PROFIT	\$26,000.00

CPIC - Funding Commitment Schedule
(As of October, 2024)

Entity/Project	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Plover - Memorial Park Bleachers	\$4,000													
UWSP - Pool/Starting Blocks	\$5,000	\$5,000	\$5,000											
Plover - Bandshell - Lake Pacawa	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000								
Stevens Point - Zenoff Park Diamond	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000								
Boston School Forest - Fishing Dock	\$2,500	\$2,500	\$2,500											
Portage County - Standing Rocks Park - Rec Center		\$2,500	\$2,500											
Friends of Schmeckle Reserve - Amphitheater	\$2,500	\$2,500	\$2,500	\$2,500										
Portage County - Standing Rocks Park - Bike Trail				\$2,500	\$2,500									
Stevens Point - Emerson Park				\$5,000	\$5,000	\$5,000								
Amherst - Nelson Park					\$4,000	\$4,000	\$4,000	\$4,000	\$4,000					
Stevens Point - Goerke Park					\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Stevens Point - Bukolt Park Lights							\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			
Plover - Woyak Community Sports Complex - Park Improvements							\$5,000	\$5,000	\$5,000	\$5,000	\$5,000			
Stevens Point - Zenoff Park Improvements							\$2,500	\$2,500						
Portage County - Standing Rocks - PASTA							\$2,500	\$2,500						
Totals	\$24,000	\$22,500	\$22,500	\$20,000	\$26,500	\$24,000	\$24,000	\$24,000	\$19,000	\$15,000	\$15,000	\$5,000	\$5,000	\$5,000

City of Stevens Point Room Tax Grant Program

Room Tax 2025 Application

General Information

1. **Date:** 11/11/2024
2. **Title of Proposal:** Updates at Iverson Baseball Field
3. **Request on behalf of:** Stevens Point Youth Baseball Association (SPYBA)
4. **Mission of organization:**

The mission of Stevens Point Youth Baseball Association (SPYBA) is to provide opportunities for the growth and development of young athletes in our community through a focus on fundamental athletic skills, cooperative spirit, good sportsmanship and hard lessons through both successes and failures through the sport of baseball. We are committed to creating a positive, respectful, and safe environment for all participants, including players, coaches, and spectators.

5. **Name:** Jessica Hoerter
6. **Email:** hoerter.jessica@gmail.com
7. **Phone:** 715-321-3366
8. **Street Address:** SPYBA – PO Box 615
9. **City, State, Zip:** Stevens Point, WI 54481
10. **Tax Exempt:** Yes
11. **If yes, tax exempt number:** 008-1029144347-02

12. Please describe how the program will engage the community and involve and/or benefit the public?

SPYBA seeks to transform the Iverson Park field into a fully equipped, accessible venue that can host games during our annual home tournaments, enhancing both player experience and community engagement. With necessary improvements—such as expanding and roofing the dugouts, updating the infield dirt, enhancing fencing, adding safety nets, and installing new gates for easier field and dugout access—this field can reach its full potential as a top-tier space for tournament play.

This project will directly benefit the local baseball and softball communities by providing a modern, safe, and enjoyable venue for players and spectators alike. Beyond benefiting players, upgrading this field will position Iverson Park as a desirable location for regional tournaments, bringing new visitors and families to our community. Tournaments attract participants who often stay overnight, creating a ripple effect that supports local hotels, restaurants, and other businesses.

With its diverse recreational amenities, Iverson Park is an ideal setting for families to spend full tournament days, allowing parents and siblings to enjoy the park's playgrounds, trails, and open spaces. By investing in this project, we are not only elevating the baseball experience but also contributing to the economic vitality and attractiveness of our community as a family-friendly destination.

We have already reached out to Outlaw and Sons Construction and they provided us with an initial quote for the project of \$31,637.50 for the project and plans have already been developed.

13. Explain how the program will impact our community's ability to attract visitors.

Upgrading the Iverson Park field will enhance our community's ability to attract visitors by positioning it as a premier location for baseball and softball tournaments. With expanded, covered dugouts, improved field conditions, modernized fencing, safety nets, and accessible gates, the field will meet the standards required for high-quality, competitive play. This transformation will make Iverson Park a sought-after venue for regional and potentially even state-level tournaments, drawing athletes, coaches, and families from surrounding areas.

The impact of attracting these events goes beyond the field. Visiting families typically seek accommodations, dining options, and entertainment, creating a positive economic ripple effect for local businesses and hotels. Iverson Park's appeal is further amplified by its diverse amenities—playgrounds, trails, and scenic views—making it an ideal destination for visitors to spend the entire day. The enhanced park facilities will foster a welcoming, family-friendly environment, strengthening our community's reputation as a vibrant place to visit and enjoy.

14. Please estimate the number of room nights that will be generated.

We host a two-day tournament that starts early in the morning, so there is potential for two-night stays for that weekend tournament. We generally have 20 teams outside of Stevens Point and often these families have more than one child playing that weekend. If you estimate 10 families per team that could be up to 200 families. Knowing that not every family will stay over, let's project on the low side of things and say 100 families stay over one night in a hotel that could bring in 100 rooms. And this is just for SPYBA. If Iverson were updated, Point FastPitch, and Stevens Point Softball Association would also be able to use this location for their tournaments as well.

15. Describe how the quality of life in our community will be enhanced by completing this program.

Completing this program will significantly enhance our community's quality of life by creating a revitalized, inclusive, and family-friendly recreational space at Iverson Park. By improving the field with covered dugouts, quality infield dirt, safer fencing, nets, and easy-access gates, we're making the park a more enjoyable and functional environment for local athletes and their families.

The benefits go beyond baseball. A well-maintained park with upgraded facilities serves as a hub for community gathering, encouraging families, friends, and neighbors to come together to watch games, support local teams, and enjoy the park's natural beauty and other amenities. The enhancements will foster a sense of pride and connection within the community by providing a safe, attractive, and versatile space for athletic events and outdoor activities.

Additionally, the updated field and park will attract more tournaments and visitors, stimulating the local economy and supporting area businesses. This steady flow of visitors contributes to a vibrant, economically resilient community, further enhancing the quality of life for residents. In short, Iverson Park's improved facilities will serve as both a recreational asset and a community catalyst, promoting health, wellness, and social connection for all.

16. Estimate how many people and what market segments will be served by this program.

This program is expected to serve a broad range of community members and visitors across various market segments. By updating the Iverson Park field, SPYBA will be able to host larger tournaments, benefiting approximately 500–700 players and coaches each season. This includes youth baseball and softball teams from our region, as well as visiting teams from neighboring cities and states who participate in tournaments.

Beyond players and coaches, the program will also attract families and spectators, adding an estimated 1,500–2,000 additional visitors annually, depending on the number of tournaments and games held.

17. Will the program generate revenue? If yes, who receives the revenue, and do you anticipate a profit?

SPYBA does charge fees for these tournaments which benefits Stevens Point Youth Baseball Association (SPYBA), however we tend to break even on these tournaments since we don't have the ability to sell concessions at Zenoff. Updates to Iverson would also allow us to sell concessions and make a profit from these events. Most of the revenue we make goes to our teams and their ability to go to other tournaments throughout the summer as well as provide equipment and such to our teams. This could also benefit Point Fastpitch in the same way as well.

While these fees may cover program costs and improvements, the primary goal is sustainability rather than profit. Any surplus funds will be reinvested into SPYBA to support youth programs, keep registration affordable for families, and continue enhancing facilities.

Additionally, local businesses—such as hotels, restaurants, and retail stores—will benefit from the increased visitor traffic generated by tournaments and events. This indirect revenue stream supports the broader community by stimulating economic activity and fostering a positive business environment. Although SPYBA does not anticipate a profit from the program itself, the broader economic impact on

the community could be substantial, strengthening the local economy and enhancing the quality of life for residents.

18. Please explain who is responsible for ongoing staffing and maintenance needs. If none, leave blank.

The board of directors runs the tournaments with support from our volunteers. The park will be maintained by the city once the improvements are made.

19. How does your program differ from similar programs offered in this area?

N/A

20. Please list other sources for financial support and amounts? (Respond "N/A" if there are no other sources)

Our 4 main avenues for financial support are listed below. These are gross amounts with the majority being taken out for expenses.

1. League and Travel Fees - \$45,470
 - a. These fees only cover the cost of uniforms and tournament fees for our teams to travel to other tournaments. No funds are generally left over from this.
2. Sponsorships - \$9,450
 - a. These funds help cover the cost of uniforms, paying for umpires and other general equipment fees and operating costs through the year.
3. Annual Raffle Sale - \$33,720
 - a. This helps cover costs for uniforms, fees, umpires and larger equipment we need to purchase.
4. Riverfront Fundraiser - \$15,524
 - a. This helps cover costs for uniforms, fees, umpires and larger equipment we need to purchase.

21. Does your organization have an operational reserve? If yes, provide the balance and describe the reserve policy.

- a. No, we do not have an operational reserve.

22. How will your organization integrate/absorb these grant funds into your operations after this grant?

Funds received from this grant will be deposited into our general bank account, with accounting records reserving them for this project at Iverson baseball field specifically. When applicable project expenses are incurred, those reserved funds will be used to pay the project expenses.

23. Please provide the dollar amount of room tax grant funding you are requesting.

- a. \$15,000

24. If awarded a room tax grant, please select your preferred payment schedule.

- a. Multi-year support acceptable

25. Please submit a copy of this questionnaire as well as the files containing your program budget and any additional information, renderings, or supporting materials to: parksandrec@stevenspoint.com

SPYBA/Iverson BID

SCOPE OF PROJECT:

REMOVE OLD DUGOUTS & DISPOSAL \$2,000.00

MOVE BLEACHERS - \$300.00

REMOVE BLACK DIRT/PROP AND POUR CONCRETE

FOR EASY ACCESS TO BLEACHERS ADD DUGOUTS - \$9,300.00

BUILD NEW DUGOUTS WITH COVERED ROOF

2X6 RAFTERS 1/2 OSB ROOF/TIN ROOF WITH

TIN FASCIA X 2 DUGOUTS \$7,287.50 FOR BOTH

ALL NEW FENCING FOR DUGOUTS INCLUDING 2

NEW GATES FOR EACH DUGOUT \$9,000.00

FIX 3RD BASE AND 1ST BASE FENCE GATE ON

3RD BASE AND HIGH FENCE / HIGH FENCE ON 1ST

BASE \$7,000.00

FINAL GRADE WORK WITH GRAVEL AND OR

GRASS SEED WITH BLACK DIRT \$1,750.00

TOTAL PROPOSAL

\$31,637.50

THANK YOU

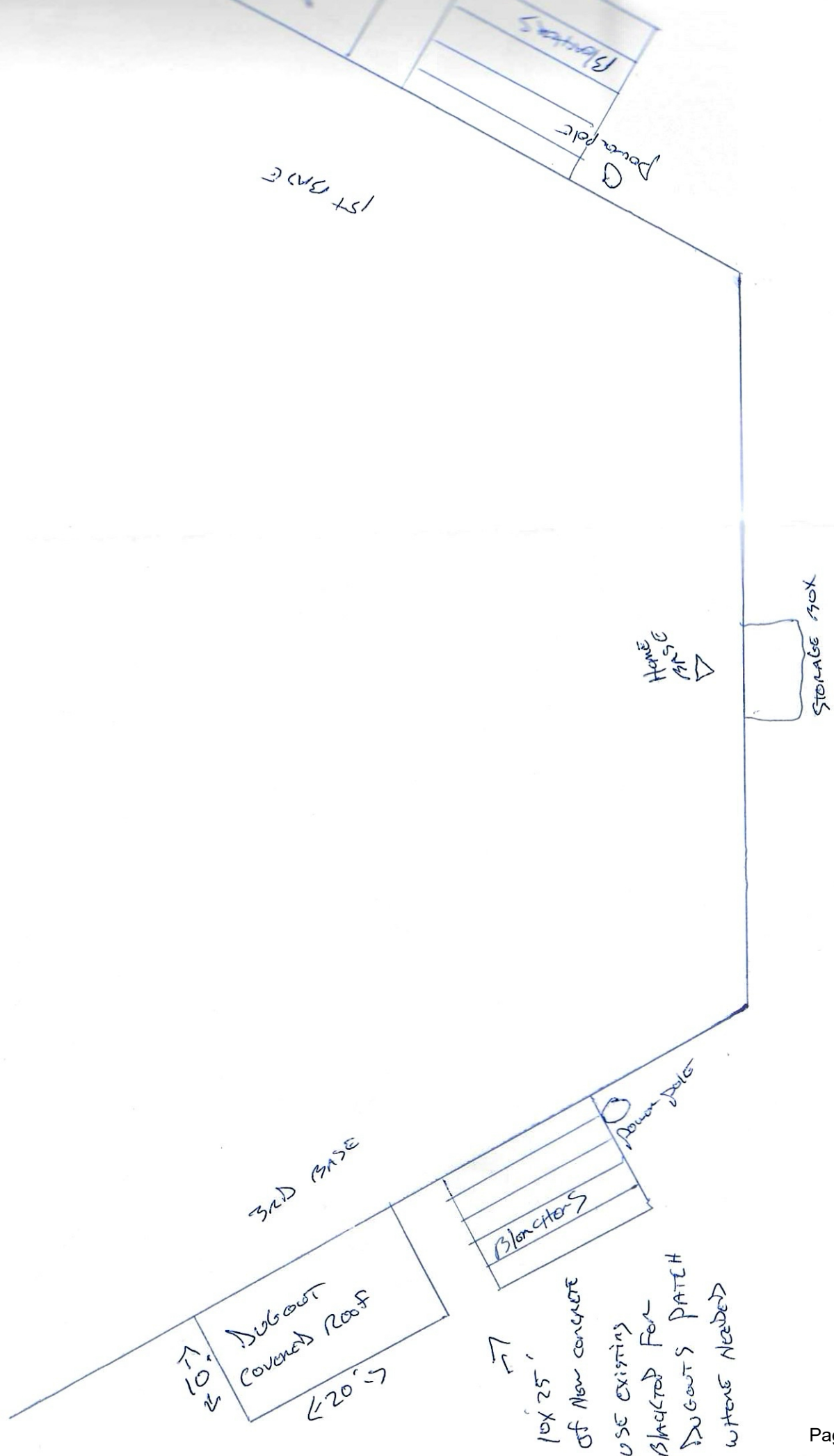
SHAWN KARATHONAS

715-252-1271

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