

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**

**February 10, 2025 - 6:00 PM**

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

**OR**

**Zoom Teleconferencing**

**Meeting ID: 881 5145 0381 | Passcode: 175015**

**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 & Liquor License:
    1. Elbow Room Bar at 1321 Second Street, Stevens Point for license period beginning February 18, 2025.
    2. Sister's Corner Store at 1221 Second Street, Stevens Point for license period beginning March 1, 2025.
3. Request to Hold Event/Street Closing:
  - A. Downtown Easter Egg Hunt on April 19, 2025 (Recurring).
4. 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, February 10, 2025**

**"Class B" Beer & Liquor License:**

1. **Elbow Room Bar** at 1321 2<sup>nd</sup> St, Stevens Point for license period beginning 2/18/2025
2. **Sister's Corner Store** at 1221 2<sup>nd</sup> St, Stevens Point for license period beginning 3/1/2025

## 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: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

RECEIPT: \_\_\_\_\_

*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.*

1. Please Select One: ☐ New Event ☒ Return Event as Previously Presented ☐ Return Event w/ Changes
2. Name of Event: Downtown Easter Egg Hunt
3. Name of Sponsoring Person or Organization: Stevens Point Parks, Recreation and Forestry Department  
Address: 2442 Sims Avenue City: Stevens Point State: WI Zip Code: 54481  
Is this a 501 (C-3) non-profit organization? ☐ Yes ☒ No If Yes, Tax Exempt CES#: \_\_\_\_\_
4. Contact Person: Dan Kremer  
Phone: 715-346-1536 Email: dkremer@stevenspoint.com Fax: \_\_\_\_\_  
Address: Same as above City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
5. Event Type: (Check All That Apply and Describe: Run/Walk, Concert, Festival, Picnic, Etc.)  
☒ Athletic Event: \_\_\_\_\_  
☐ Financial Gain Event on City Property: \_\_\_\_\_  
☒ Free Public Event on City Property: \_\_\_\_\_  
☐ Private Event: \_\_\_\_\_  
☐ Other: \_\_\_\_\_
6. Event Date(s): Saturday, April 19 Event Start Time: 10 am Event End Time: 11 am
7. Set Up Date and Time: Saturday, April 19 at 7 am
8. Event Assembly Location: Downtown Square  
Event Dispersal Location (if different from Assembly Location): \_\_\_\_\_
9. 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)
10. Estimated Attendance Of:  
Participants/Vendors: 25 Spectators/Attendees: 500 Vehicles: \_\_\_\_\_ Animals: \_\_\_\_\_
11. Site Plan/Map of Event Attached [REQUIRED]: ☒ Yes ☐ No  
(Include Locations of Vendors, Tents, Portable Restrooms, Etc.)
12. 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).
13. List of Street Blocks to Close for Event (Event Organizer is responsible for proper placement of barricades to close the street): 2nd street and main street immediately adjoining the square
14. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):  
Free egg hunt - free eggs to be picked up by children. Eggs filled with candy  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):  
Run by city parks department  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
16. Police Presence Needed? ☐ Police ☒ Auxiliary Officer (Contact Lt. Uitenbroek at [buitenbroek@stevenspoint.com](mailto:buitenbroek@stevenspoint.com))  
Please Explain: Post no parking the evening before event on square after 7 am - help remove vehicles at 7 am. Auxiliary crowd control during event  
\_\_\_\_\_  
\_\_\_\_\_
17. Emergency On-Site Contact Person (Please list full name, phone number and email):  
Dan Kremer - 715-346-1536 - dkremer@stevenspoint.com  
\_\_\_\_\_

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

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

Additional Explanation Here:

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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.

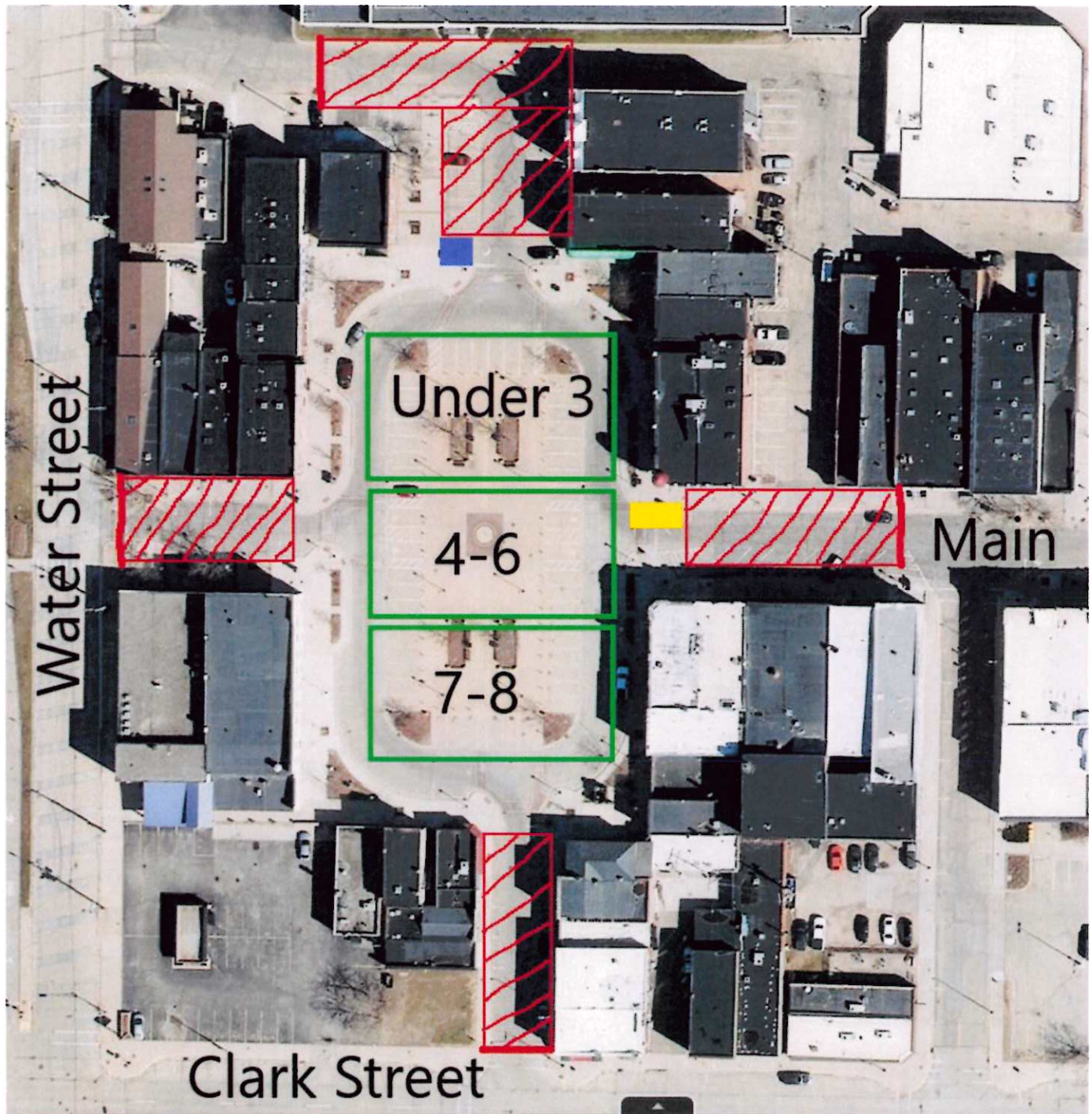
I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:

Signature of Applicant: Don K Date: 1-10-25

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

Signature of City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Stevens Point Easter Egg Hunt Map 2023



Street Closures



Portable Bathroom



Egg Hunt Area



Prize Table