

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 SPECIAL COUNCIL MEETING

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

**April 8, 2025
12:00 PM**

OR

Zoom Teleconferencing

Meeting ID: 870 0712 3308 | Passcode: 978245

By Computer: [Zoom Link](#)

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

AGENDA

1. Roll Call.

Consideration and Possible Action on the Following:

2. Request to hold event with street closing for the Trivia Parade on April 11, 2025 (Recurring).
3. Adjournment.

RMC – Revised Municipal Code

Persons who wish to address the Common Council may make a statement as long as it pertains to a **specific** agenda item. Persons who wish to speak on an agenda item will be limited to a five (5) minute presentation. Any person who wishes to address the Common Council on a matter which is not on the agenda will be given a maximum of three (3) minutes and the time strictly enforced under the item, "Persons who wish to address the mayor and council on non-agenda items." Individuals should not expect to engage in discussion with members of the City Council and City staff.

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 or by mail at 1515 Strongs Avenue, 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 the regular business hours from 7:30 A.M. to 4:00 P.M.

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: 3-28-25
 AMOUNT: 35.00
 RECEIPT: 173385199

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: Trivia Parade
- Name of Sponsoring Person or Organization: Friends of 90 FM
 Address: 3520 Burr Oak Ct City: Plover State: WI Zip Code: 54487
 Is this a 501 (C-3) non-profit organization? ☒ Yes ☐ No If Yes, Tax Exempt CES#: _____
- Contact Person: Jim Oliva
 Phone: 715 321 0601 Email: thcoz@dwave.net Fax: _____
 Address: 3520 Burr Oak Ct City: Plover State: WI Zip Code: 54467
- 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: Parade
- Event Date(s): 4/11/25 Event Start Time: 4:00 Event End Time: 5:00
- Set Up Date and Time: Lot Q 3:30 PM April 11
- Event Assembly Location: LOT Q
 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: 75 Spectators/Attendees: 150 Vehicles: 14 Animals: _____
- 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 (Event Organizer is responsible for proper placement of barricades to close the street): See Attached
- Briefly Describe Your Event (You May Attach Additional Pages, If Needed):

- Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):
Blocking Street intersections, Road Parade

- Police Presence Needed? ☒ Police ☐ Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)
 Please Explain: _____
- Emergency On-Site Contact Person (Please list full name, phone number and email):
Jim Oliva 715 321-0601 thcoz@dwave.net

RECEIVED
 MAR 31 2025
 CITY CLERK'S
 OFFICE

18. 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:

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:  Date: 3/27/25

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

Signature of City Clerk: _____ Date: _____

To: City of Stevens Point

From: Friends of 90FM, WWSP 90FM Radio, Jim Oliva (Chairperson of Trivia)

Re: Trivia Parade Permit

Date: March 28, 2025

We are again asking permission to hold a Trivia Parade prior to the 2025 Trivia Contest on WWSP 90FM radio. We will again be registering teams in advance at the 90FM studios, and will ask Trivia teams to be in the parade on April 11. We would like to start the parade at 4:00 P.M. in the parking lot on Illinois Avenue (lot Q). The route that the parade would follow would be the same as last year, it follows:

Illinois avenue north to Maria Drive, Turn left.
West on Maria Drive to Isadore Street, Turn left.
South on Isadore Street to Portage Street, Turn left.
East on Portage Street to Phillips Street, Turn right.
South on Phillips Street to College Avenue, Turn left.
East on College Street to Reserve, Turn left.
North on Reserve to High Street, Turn right.
East on High to Fremont Street, Turn right.
South on Fremont to Simms Avenue, Turn left.
East on Simms into the P.J. Jacobs parking lot.

The parade should last about 1 hour, from beginning to end. We ask that the above route be approved. If there are any questions, please contact Jim Oliva at 321-0601. We will provide 8 people to help with the smooth flow of the parade.