

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**

April 14, 2025 - 6:05 PM

(or immediately following previously scheduled meeting)

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

OR

Zoom Teleconferencing

Meeting ID: 852 6405 4662 | Passcode: 909157

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 A" Beer & Liquor License: Z's Roadside Convenience at 2133 Division Street, Stevens Point for license period beginning April 22, 2025.
 - B. Temporary Class "B" Beer License:
 1. CREATE Portage County, 1039 Ellis Street, Stevens Point, Levitt Amp Music Series on June 5, 12, 19, 26, July 10, 17, 24, 31, and August 7, 14, 21, 2025 at Pfiffner Pioneer Park, 1100 Crosby Avenue, Stevens Point.
 2. CREATE Portage County, 1039 Ellis Street, Stevens Point, Point Pride on June 14, 2025 at Pfiffner Pioneer Park, 1100 Crosby Avenue, Stevens Point.
 3. Mid-State Roller Derby, PO Box 728, Stevens Point, Mid-State Roller Derby Home Games on April 26, June 21, July 12, and August 2, 2025 at 1000 Minnesota Avenue, Stevens Point.
3. Request to Hold Event/Street Closing:
 - A. Mid-State Roller Derby Games on April 26, June 21, July 12, and August 2, 2025 (Recurring).

- B. Hmong Week Central WI on May 15, 2025 (Recurring).
- C. Stevens Point Brewery Block Party on May 17, 2025 (Recurring).
- D. Walk Wisconsin on June 7, 2025 (Recurring).
- 4. Ordinance Amendment - Section 12.18: Food Trucks and Carts on City Property and Right of Way, Section 12.10 Food & Refreshment in City Parks, and creation of Section 24.27(3)(b)10.
- 5. Adjournment.

Meeting Rider

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

LICENSE LIST
PUBLIC POLICY AND GENERAL GOVERNMENT
Monday, April 14 , 2025

"Class A" Beer & Liquor License:

1. **Z's Roadside Convenience** at 2133 Division St, Stevens Point for license period beginning 04/22/2025

Temporary Class "B" Beer License:

1. CREATE Portage County, 1039 Ellis St, Stevens Point, Levitt Amp Music Series on June 5, 12, 19, 26, July 10, 17, 24, 31, and August 7, 14, 21, 2025 at Pfiffner Pioneer Park, 1100 Crosby Ave, Stevens Point
2. CREATE Portage County, 1039 Ellis St, Stevens Point, Point Pride on June 14, 2025 at Pfiffner Pioneer Park, 1100 Crosby Ave, Stevens Point
3. Mid-State Roller Derby, PO Box 728, Stevens Point, Mid-State Roller Derby Home Games on April 26, June 21, July 12, and August 2, 2025 at 1000 Minnesota Ave, Stevens Point

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: 3/14/25
 AMOUNT: \$35.00
 RECEIPT: 2019385

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: Mid-State Roller Derby Games
3. Name of Sponsoring Person or Organization: Mid-State Roller Derby
 Address: PO Box 728 City: Stevens Point State: WI Zip Code: 54449
 Is this a 501 (C-3) non-profit organization? ☒ Yes ☐ No If Yes, Tax Exempt CES#: 008-1028851133-02
4. Contact Person: Ashley Draeger
 Phone: 715-305-3606 Email: ashley.draeger@midstaterollerderby.com Fax: _____
 Address: 1710 Spencer St City: Marshallfield State: WIZ Zip Code: 54449
5. Event Type: (Check All That Apply and Describe: Run/Walk, Concert, Festival, Picnic, Etc.)
☒ Athletic Event: Roller Derby
☐ Financial Gain Event on City Property: _____
☐ Free Public Event on City Property: _____
☐ Private Event: _____
☐ Other: _____
6. Event Date(s): 4/26/25 - 6/21/25 - 7/12/25 - 8/2/25 Event Start Time: 3pm Event End Time: 9pm
7. Set Up Date and Time: Each event day @ 11am
8. Event Assembly Location: K.B. Willett Arena
 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: 100-200
 Participants/Vendors: 50/1 Spectators/Attendees: 120 Vehicles: 100 Animals: 0
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): 0
14. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
Roller derby games with spectators, one food truck and beer sales indoors.
15. Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):
NA
16. Police Presence Needed? ☐ Police ☐ Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)
 Please Explain: NA
17. Emergency On-Site Contact Person (Please list full name, phone number and email):

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 <i>Indoors only</i>	☒	☐	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 <i>Food truck</i>	☒	☐	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 <i>Only ourselves</i>	☒	☐
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: *Robert Mueg* Date: *3-14-25*

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

Signature of City Clerk: _____ Date: _____

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: 3/24/25
AMOUNT: \$35
RECEIPT: 17328753

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: Hmong Week Central WI
3. Name of Sponsoring Person or Organization: CAP Services
Address: 2900 Hoover Road City: Stevens Point State: WI Zip Code: 54481
Is this a 501 (C-3) non-profit organization? ☒ Yes ☐ No If Yes, Tax Exempt CES#: 008-0000242751-08
4. Contact Person: Cindy Yang
Phone: 715-340-5631 Email: cyang@capmail.org Fax: _____
Address: 1608 W. River Dr. City: Stevens Point State: WI Zip Code: 54481
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: Downtown Square
☐ Private Event: _____
☐ Other: _____
6. Event Date(s): 5/15/25 Event Start Time: 6:00 pm Event End Time: 7:00 pm
7. Set Up Date and Time: 5/15/25 5:00 pm
8. Event Assembly Location: Main Street and Church St.
Event Dispersal Location (if different from Assembly Location): Downtown Square
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: 150 Spectators/Attendees: 150 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): Main Street starting at Church Street and side streets entering in from Strongs Ave.
14. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
Hmong Week Central WI is excited to celebrate its 7th annual event in Portage County. We invite the community to join us for a vibrant kickoff event, featuring a public parade that welcomes all to participate. Following the parade, we would honor Hmong veterans for the 50th year anniversary of being in the US, showcase a traditional Hmong folk song, present cultural dance performances, and invite the Mayor to deliver a proclamation in recognition of the celebration. We look forward to a day filled with unity, culture and appreciation for our community.
15. Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):
Barricades to close off the roads.
16. Police Presence Needed? ☐ Police ☐ Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)
Please Explain: _____
17. Emergency On-Site Contact Person (Please list full name, phone number and email):
Cindy Yang 715-340-5631 cyang@capmail.org

RECEIVED

MAR 27 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: Cindy Yang Date: 3/20/25

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

Signature of City Clerk: _____ Date: _____

Notes



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: 3/27/25
AMOUNT: \$35
RECEIPT: 173345997

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: Stevens Point Brewery Block Party
3. Name of Sponsoring Person or Organization: Stevens Point Brewery
Address: 2617 Water St. 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: Julie Birrenkott
Phone: 715-252-3926 Email: julie@pointbeer.com Fax: _____
Address: Same 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: Block Party at the Stevens Point Brewery
☐ Other: Block Party at the Stevens Point Brewery
6. Event Date(s): 5/17/25 Event Start Time: 4:00 PM Event End Time: 8:00 PM
7. Set Up Date and Time: Set up Wednesday - Friday May 15th - May 17th
8. Event Assembly Location: Across the Street
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: _____ Spectators/Attendees: 1000 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): Close Water Street in front of Point Brewery, Francis Street to Matilda Street during the event
14. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
The Stevens Point Brewery is hosting an outdoor Block Party on Saturday, May 17th from 4-8PM. Free Admission. Bring a lawn chair and listen to live music from Cold Sweat.
Enjoy food from local food trucks and a variety of Stevens Point Brewery beverages.
15. Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):
Yes, two contractual officers.
16. Police Presence Needed? ☒ Police ☐ Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)
Please Explain: Yes, two contractual officers.
17. Emergency On-Site Contact Person (Please list full name, phone number and email):
Julie Birrenkott, 715-252-3926, julie@pointbeer.com

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:

Food Trucks will serve food.

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.

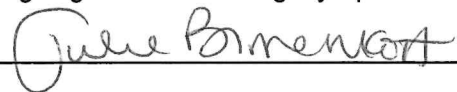
NON-DISCRIMINATION, HOLD HARMLESS, INDEMNIFICATION AND DEFENSE

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

Signature of Applicant:  Date: 3/27/25

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

Signature of City Clerk:

Date:

W

215'

Band Load-In

PORTA POTTIES

PORTA POTTIES

SNOW FENCE

STAGE

Ball Diamond

POWER

35'

20 X 40 TENT

BEER TRAILER

ENTRANCE

SNOW FENCE

35'

20' X 20"
TENT TABLES/CHAIRS

WRISTBAND

BEER
TICKETS

20' X 20"
TENT TABLES/CHAIRS

WRISTBAND

BEER
TICKETS

35'

20 X 40 TENT

BEER TRAILER

ENTRANCE

SNOW FENCE

35'

POWER

FOOD TRUCK
MUNCHIE MOBILE

Parking Lot Area

KING CONE

POWER

DRIVEWAY

FOOD TRUCK

FOOD TRUCK

FOOD TRUCK

FOOD TRUCK

DRIVEWAY

CURB/SIDEWALK

WATER STREET

WATER STREET

Road Closed

Road Closed

E

Brewery

SPECIAL EVENT PERMIT APPLICATION

OFFICE USE ONLY:

DATE: 2/19/25
 AMOUNT: \$35⁰⁰
 RECEIPT: 2.019201

Application Fee: \$35

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

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: WALK WISCONSIN
- Name of Sponsoring Person or Organization: Steps + Strides
 Address: PO Box 465 City: Plover State: WI Zip Code: 54467
 Is this a 501 (C-3) non-profit organization? ☒ Yes ☐ No If Yes, Tax Exempt CES#: 008-1031139980-02
- Contact Person: Jeanna Trzebiatowski nsin.com
 Phone: 715-570-0740 Email: info@walkwisconsin.com Fax: -
 Address: - City: - State: - Zip Code: -
- Event Type: (Check All That Apply and Describe: Run/Walk, Concert, Festival, Picnic, Etc.)
☒ Athletic Event: WALK
☐ Financial Gain Event on City Property: -
☐ Free Public Event on City Property: -
☐ Private Event: -
☐ Other: -
- Event Date(s): June 7 Event Start Time: 7am Event End Time: 6pm
- Set Up Date and Time: June 6 all day
- Event Assembly Location: Pfister + course
 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: 1000 Spectators/Attendees: 1100 Vehicles: 110 Animals: 0
- Site Plan/Map of Event Attached [REQUIRED]: ☐ Yes ☒ No → viewable on walkwisconsin.com
 (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): -
- Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
WALK - full, half + quarter marathons
- Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):
garbage cans, picnic tables, bathroom use
- Police Presence Needed? ☐ Police ☐ Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)
 Please Explain: NO
- Emergency On-Site Contact Person (Please list full name, phone number and email):
jeanna treb- 715-570-0740

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

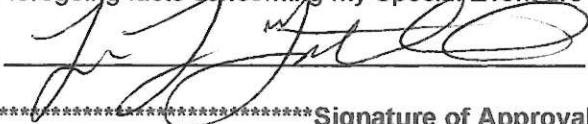
THE PERSON OR GROUP NAMED AS THE SPONSORING ORGANIZATION ON THIS APPLICATION WILL BE RESPONSIBLE FOR THE CONDUCT OF THE SPECIAL EVENT AND FOR THE CONDITION OF THE FACILITY. THE SPONSORING ORGANIZATION WILL NOT DENY ANY PERSON ANY BENEFIT OR OTHERWISE SUBJECT ANY PERSON TO DISCRIMINATION BECAUSE OF RACE, 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:

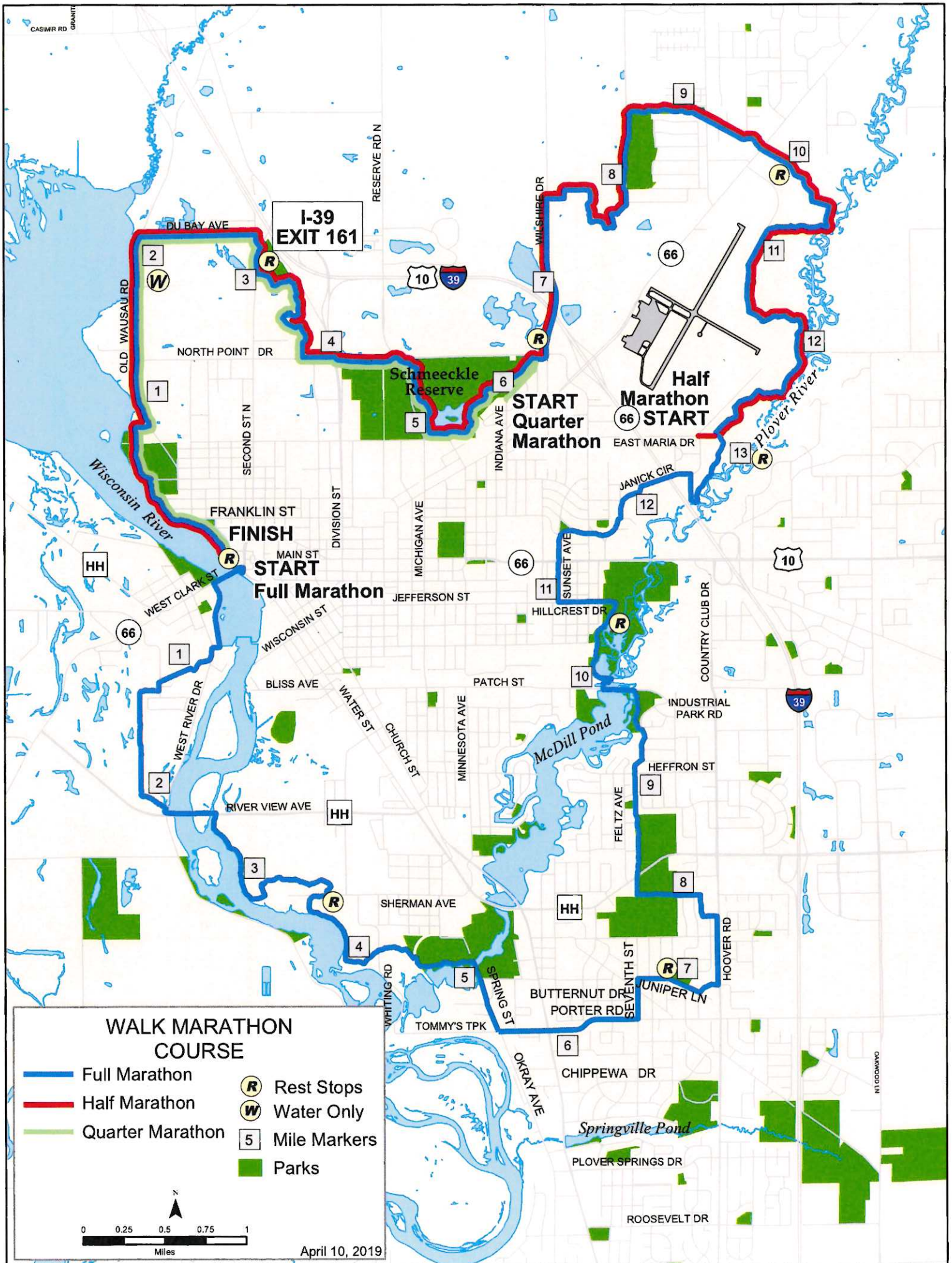
2/18/2025

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

Signature of City Clerk:

Date:

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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 12.18 of the Revised Municipal Code, Food Vending Carts on City Property, is hereby **amended and renamed** to read as follows:

12.18 FOOD TRUCKS AND CARTS ON CITY PROPERTY AND RIGHT OF WAY.

(1) Definitions: In this chapter:

(a) Portage County Environmental Health Supervisor means the person or persons designated by Portage County as the restaurant inspector or other substantially similar title or role.

(b) “Food” means all articles used for food, drink or condiment including ice or water used by humans whether simple, mixed, or compound and articles used or intended for use as ingredients in the composition or preparation thereof.

(c) “Food peddler” means any person who sells food in the city from a pushed, pedaled, pulled or motorized vehicle or from a carried container.

(d) “Person” means any individual, firm or corporation.

(2) Permits:

(a) When required: Any Food peddler operating within the City of Stevens Point shall be required to obtain a permit under this subsection.

(b) When not required: A person selling only bottled or canned water or bottled or canned soda and no other food items is not required to have a permit issued under this section but must comply with all other requirements of this section.

(c) Application, issuance, and duration: Applications for food peddler permits shall be made in writing to the City Clerk’s Office using the form provided by the City Clerk. Applicants shall submit to a background check and must provide evidence of any necessary licenses and permitting required for their operations by the Portage County Environmental Health Supervisor. A fee for food peddler permits shall be established by the Common Council and payment of such must be submitted with the completed application. Any rejected permit will result in a refund of the permit fee, minus the cost of the background check. Permits issued under this Section shall have a duration of one year. The City Clerk or its designee may issue permits under this Section, and shall submit permits to the Common Council for approval if the content of the application necessitates any specific exception under Subsection (2)(d)a.

(d) Permit exceptions:

a. The Common Council may designate specific exceptions to the requirements of this subsection as to locations, dates and/or individual events.

b. No permit is required for food peddlers operating exclusively upon private property with the permission of the owner or possessor of such property.

(e) Display of permit. Permit holders shall display or be prepared to show their permit during all times they are operating within the City of Stevens Point.

(3) Food Peddlers Operating at Special Events: No food peddler may operate within one-quarter mile of any special event for which a permit has been issued under RMC Section 12.28, except that food peddlers may operate within such distance of a special event if the holder of the special event permit has given permission to the food peddler and the food peddler possesses a permit issued under this Section.

(4) Food Peddlers Operating Within City Parks: No food peddler may operate within any City park unless they have been issued a permit under this Section and secured permission from the Parks Director, operate in compliance with any rules applied by the Parks Department, and pay any fees required by the Parks Department.

(5) Food Peddlers within the Downtown Business Improvement District: No food peddler shall operate within the Downtown Business Improvement District for more than three hours total within any calendar day unless doing so in conjunction with a Special Event under Subsection (3), or with permission from the Downtown Business Improvement District Board. No Food Peddler shall operate within the Farmer's Market and Public Vending area as identified in RMC 12.02 without both a permit under this Section and the permit required under RMC 12.02.

(6) Permit Holder to Obey All Parking Rules and Regulations: The granting of a permit under this Section does not grant any exception to City parking rules and regulations contained within RMC 9.05 or elsewhere within the Revised Municipal Code.

(7) Fire Code and Fire Department Regulations: Any person holding a permit under this Section shall comply with all rules, regulations, and orders issued by the Stevens Point Fire Department for the location and operation of vehicles and equipment associated with the food peddler's operations.

(8) Trash and Debris: All persons operating under a permit issued under this Section shall provide a trash receptacle located reasonably nearby their point of sale, unless operating in conjunction with a Special Event at which trash receptacles will be provided by the event organizer. Prior to leaving any location where sales have occurred, the food peddler shall make a reasonable effort to pick up and dispose of any trash within 150 feet of their point of sale which has originated from their products.

(9) **Sales from Median or Safety Island Prohibited.** No food peddler shall sell or offer for sale any food while the person is on any roadway median or safety island, except when the roadway has been closed to traffic and the peddler is otherwise in compliance with this section.

(10) **Permit Denials, Suspensions, and Revocation:**

(a) Permits issued under this Section shall be revoked immediately in the event the permit holder is notified by Portage County officials that they are not in compliance with any permit requirements administered by Portage County. The permit holder shall be notified in writing of the revocation of the permit by the City Clerk. Revocations under this Subsection shall prohibit the permit holder from operating within the City of Stevens Point. Revocations under this Subsection may be appealed to the Administrative Appeals Board under RMC 3.56, however the only issue before the Board in such appeals shall be whether Portage County has in fact determined the permit holder to be in noncompliance with any Portage County rule, regulation, or ordinance. Any such appeal must be filed with the City Clerk in writing within 15 calendar days of the written notice of revocation or be waived.

(b) Permits issued under this Section may be suspended under Subsection 14(a)2. Additionally, a permit issued under this Section may be suspended for a period of up to 90 days based upon any violation of this Section regardless of whether such violation results in the permit holder being issued a citation. Suspensions for violations not resulting in a citation shall be based upon the determination by the City Clerk that the permit holder has violated any provision of this Section. Such determination and suspension shall be noticed to the permit holder in writing. Suspensions under this Subsection for violations which did not result in a citation may be appealed to the Administrative Appeals Board under RMC 3.56. Suspensions resulting from a conviction by the Municipal Court may not be appealed to the Administrative Appeals Board and shall be appealable exclusively via any appeal provision applicable to Municipal Court proceedings under the Wisconsin Statutes.

(c) Permits issued under this section may be revoked based upon the conviction of the permit holder for any unlawful act committed by the permit holder or any employee of the permit holder during hours of operation under the permit.

(d) Permit applications may be denied based upon failure to submit a fully complete application, failure to pay any required permit application or issuance fees, failure to demonstrate satisfaction of any permit requirement, background check information incompatible with the safe and responsible operation of a food service business, or previous revocations, suspensions, or citations under this Section.

(11) **Prohibited Acts:** A food peddler shall not do any of the following:

(a) Sell food between the hours of 11:00 P.M. and 6:00 A.M. the following morning. This prohibition shall not apply during any other specific hours specified by the Common Council.

(b) Block or restrict an individual's access to a business or residential doorway.

(c) Block or restrict pedestrians on the public way.

(d) Sell food door-to-door, except for non-profit organizations, as defined under Section 12.25 Direct Sellers/Transient Merchants.

(12) Portage County Rules and Regulations: The Portage County Environmental Health Supervisor is authorized to make and adopt the written rules and regulations as may be necessary for the proper enforcement of this section. The Portage County Environmental Health Supervisor may file a certified copy of all such rules and regulations with the City Clerk. Such rules and regulations shall have the same force and effect as the provisions of this section, and the penalty for violations thereof shall be the same as the penalty for violations of this section as hereinafter provided. A copy of any such rules and regulations shall be provided to the applicant by the City Clerk along with the permit upon issuance.

(13) Peddlers are Agents of Permit Holders. Whenever a business, organization or individual holds a food peddler's permit and individual peddlers make sales under the authority of that permit, each such individual peddler is an agent of that business, organization or individual for purposes of those sales. Any violation of this section by an agent shall be imputed to the business, organization or person that holds the food peddler's permit under which the agent's sales are made.

(14) Penalties.

(a) A person who violates any provision of this ordinance shall be subject at the discretion of the Municipal Court, to any or all of the following penalties:

1. A forfeiture of not less than \$20 nor more than \$200 for each violation.
2. A suspension of the food peddler's license for not less than 30 days nor more than 90 days, or a revocation of the food peddler's license for the remainder of its term.

(b) Citations issued for violations of this Section may be issued by Stevens Point Police Officers or by the City Clerk or their designee.

SECTION II: That Subsection 12.10 of the Revised Municipal Code, Food & Refreshment in City Parks, is hereby **amended** to read as follows:

12.10 FOOD & REFRESHMENT IN CITY PARKS. License Required. No person, organization, or group shall sell food or refreshments, e.g., candy, snack foods, ice cream products, shaved ice products, sandwiches, or similar products, in the city parks without first

obtaining both a permit under RMC Section 12.18, as well as securing permission from the Parks Department and paying any fees established for the conducting of such sales within City parks.

SECTION III: That Subsection 24.27(3)(b)10. of the Revised Municipal Code is hereby **created** to read as follows:

10. The City Clerk or designee, for any violations related to permits issued by the City Clerk’s Office.

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

APPROVED: _____
Mike Wiza, Mayor

ATTEST: _____
Kari Yenter, City Clerk

Dated: April 9, 2025
Approved: April 21, 2025
Published: May 1, 2025