

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**

**May 12, 2025 - 6:00 PM**

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

**OR**

**Zoom Teleconferencing**

**Meeting ID: 882 3452 8419 | Passcode: 958780**

**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. Change of Agent:
    1. GPM Southeast LLC, 8565 Magellan Parkway, Suite 400, Richmond, VA 23227; Nathan A Eckhardt, 16600 Fiftieth Road, Franksville, WI 53126, agent at R Store #4487, 5485 US Hwy 10 East, Stevens Point, replacing Rhonda A Urlaub.
    2. Hilltop Pub and Grill Incorporated, 4901 Main Street, Stevens Point; Kristin Tubbs-Budzinski, 5220 Forest Circle, Stevens Point, WI 54481, agent at Hilltop Pub & Grill, 4901 Main Street, Stevens Point, replacing Michael Mitchell.
  - B. Class "B" Beer License: Cheese & Cheers Bistro at 4928 Main Street, Suite A, Stevens Point for license period beginning July 1, 2025.
  - C. "Class B" Beer & Liquor License: Michele's at 513 Division Street, Stevens Point for license period beginning May 20, 2025.
  - D. Temporary Class "B" Beer License: St. Joseph Parish, 1709 Wyatt Avenue, Stevens Point, St. Joseph Parish Picnic on June 7 and 8, 2025

at 1709 Wyatt Avenue, Stevens Point.

- E. Temporary Class “B” Beer & “Class B” Wine License: Portage County Democratic Party, 2220 Division Street, Stevens Point, Democratic Party Picnic on August 24, 2025 at Pfiffner Building, 425 Franklin Street, Stevens Point.
3. Request to Hold Event/Street Closing:
    - A. Riverfront Jazz Festival on August 30 and 31, 2025 (Recurring).
  4. Ordinance Amendment - Creation of 8.21 Camping on City Property Prohibited and creation of a portion of subsection 24.27 Exhibit A Schedule of Cash Deposits.
  5. Discussion and possible action on downtown parking.
  6. 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, May 12, 2025**

**Change of Agent:**

1. GPM Southeast LLC, 8565 Magellan Parkway, Suite 400, Richmond, VA 23227; Nathan A Eckhardt, 16600 50<sup>th</sup> Rd, Franksville, WI 53126, agent at R Store #4487, 5485 US Hwy 10 E, Stevens Point, replacing Rhonda A Urlaub.
2. Hilltop Pub and Grill Inc, 4901 Main St, Stevens Point; Kristin Tubbs-Budzinski, 5220 Forest Cir, Stevens Point, WI 54481, agent at Hilltop Pub & Grill, 4901 Main St, Stevens Point, replacing Michael Mitchell.

**Class "B" Beer License:**

1. **Cheese & Cheers Bistro** at 4928 Main St, Suite A, Stevens Point for license period beginning 07/01/2025

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

1. **Michele's** at 513 Division St, Stevens Point for license period beginning 05/20/2025

**Temporary Class "B" Beer License:**

1. St. Joseph Parish, 1709 Wyatt Ave, Stevens Point, St. Joseph Parish Picnic on June 7-8, 2025 at 1709 Wyatt Ave, Stevens Point

**Temporary Class "B" Beer & "Class B" Wine License:**

1. Portage County Democratic Party, 2220 Division St, Stevens Point, Democratic Party Picnic on August 24, 2025 at Pfiffner Building, 425 Franklin St, Stevens Point

JAZZ FEST

SPECIAL EVENT PERMIT APPLICATION

OFFICE USE ONLY:	
DATE:	4/17/25
AMOUNT:	\$35
RECEIPT:	174635646

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.

1. Please Select One:  New Event  Return Event as Previously Presented  Return Event w/ Changes
2. Name of Event: Riverfront Jazz Festival
3. Name of Sponsoring Person or Organization: CREATE Portage County  
 Address: 1039 B Ellis St PO Box 565 City: Stevens Point State: WI Zip Code: 54481  
 Is this a 501 (C-3) non-profit organization?  Yes  No If Yes, Tax Exempt CES#: 008-0003182695-04
4. Contact Person: Ryan Branwell  
 Phone: 715-340-6573 Email: ryanb@createportagecounty.org Fax: \_\_\_\_\_  
 Address: PO Box 565 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: FESTIVAL  
 Private Event: \_\_\_\_\_  
 Other: \_\_\_\_\_
6. Event Date(s): Sat., August 30 - Sunday, August 31, 2025 Event Start Time: ~~3 p.m.~~ 2pm Event End Time: 8:30 p.m.
7. Set Up Date and Time: Day of event (Aug. 30) beginning at 10 a.m. 2pm 7:30 pm
8. Event Assembly Location: On site  
 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: 6 Spectators/Attendees: 1,000 +/-day Vehicles: 400 Animals: n/a
11. Site Plan/Map of Event Attached [REQUIRED]:  Yes  No - SAME AS BEFORE. USE LEVITT MAP IF NEEDED.
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): n/a
14. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):  
FREE - Live jazz performances for the general public and, to raise scholarship funds for UWSP Jazz Program students.
15. Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):  
Additional trash and recycling containers and, extra bags for each.(refer to previous years usgae)
16. Police Presence Needed?  Police  Auxiliary Officer (Contact Lt. Uitenbroek at [buitenbroek@stevenspoint.com](mailto:buitenbroek@stevenspoint.com))  
 Please Explain: Been informed by sppd that we do need Police Presence
17. Emergency On-Site Contact Person (Please list full name, phone number and email):  
(920) 489-5361 EM: jessiecrandallbassist@gmail.com  
Jessie Crandal, Riverfront Jazz Festival Manager

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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	15	Musical Bands	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
8	Electricity Needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17	Vendor Displays/Sales	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Erection of Tents/Temporary Structures—Area Less than 400sq. ft.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18	Usage of the Square (Farmers Market Runs May 1st - October 31st—Contact: stevenspointfarmersmarket@gmail.com)	<input type="checkbox"/>	<input checked="" 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.

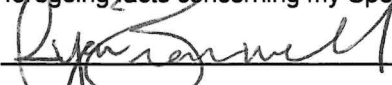
**NON-DISCRIMINATION, HOLD HARMLESS, INDEMNIFICATION AND DEFENSE**

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:  Date: 4/16/25

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

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



**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 8.21 of the Revised Municipal Code, Camping on City Property, is hereby **created** to read as follows:

8.21 CAMPING ON CITY PROPERTY PROHIBITED. Camping is hereby prohibited on all city property.

(1) Definitions:

- (a) “Camping” or “to camp” refers to the act of taking habitation upon City property or creating or maintaining a campsite upon City property.
- (b) “City property” means all real estate owned, controlled, leased, or occupied by the City of Stevens Point, including but not limited to City parks, City right of way areas, city parking lots, and areas subject to easements that grant rights or responsibilities to the City.
- (c) “Campsite” means any place upon City property where camping is occurring or where items associated with camping have been placed or left by any person.

(2) No person shall camp, lodge, live in or upon, or take habitation upon any City property. Evidence of such violation may include but is not limited to the presence of tents, sleeping bags, mattresses, blankets, cooking equipment or utensils, or other personal belongings typically associated with overnight or extended habitation. Stevens Point Police Officers may order any person camping upon City property to vacate such location and remove personal property located within the campsite. Any person refusing to comply with such order may be removed by Police Department staff and may be cited under RMC 5.06 for resistance to police.

(3) No person shall create or maintain a campsite upon City property.

(4) Warning Procedure and Removal of Persons and Property. Prior to removing property under subsection (5), ordering persons to vacate a campsite and/or remove property from such site under subsection (2), or issuing any citation under this Section, the Stevens Point Police Department or other City staff shall provide reasonable notice of the City’s intent to clear the campsite. This notice can be provided by posting a physical notice within or in the immediate vicinity of the campsite in a place reasonably visible to persons in the area or by personally providing such notice in writing to persons occupying the campsite. The City shall preserve records of such notices when posted or issued. No City staff member shall take action under subsections (2) or (5) and no citations shall be issued under this Section until at least 48 hours have elapsed since the time such notice is issued or posted. The deterioration of physical notices posted under this subsection due to weather or exposure to the elements or the removal of such notices by anyone other than City staff shall not render such notices ineffective for the purposes contained within this Section. Any person other than City staff who tampers with or removes a notice posted

under this subsection may be issued a citation under this Section. Citations issued for tampering with notices posted under this subsection are not subject to any warning provision, 48 hour notice, or diversion program provisions contained within this Section.

(5) When City staff identify a campsite or camping activity upon any City property, City staff may take the following actions with regards to any personal property which is left unattended upon such site:

- (a) Items in an unsanitary condition may be discarded by the City immediately. Items in an unsanitary condition include, but are not limited to, garbage, rubbish, and all accumulations of food waste or materials associated with food preparation.
- (b) Weapons, drug paraphernalia, suspected stolen property, contraband, and any evidence of a crime or violation of law may be retained by the Stevens Point Police Department until the disposition of such items is determined pursuant to applicable law and policy.
- (c) All items not covered by subsections (4)(a) and (4)(b) may be removed by the City and stored for a minimum of 30 calendar days. During this 30-day period, such items shall be available for release to an individual who can confirm ownership of such items. If no claim is made upon such items, they may be disposed of by the City in any appropriate manner.

(6) Diversion program. The Stevens Point Police Department in conjunction with the City Attorney's office shall develop and implement a diversion program under which individuals cited under this Section may have a first offense citation dismissed if such individual provides evidence that they have made a reasonable effort to attain services designed to assist them in securing housing. Such dismissals shall be evaluated based on a case by case basis and are at the discretion of the City Attorney based upon the facts of each individual case.

**SECTION II:** That a portion of Subsection 24.27 of the Revised Municipal Code of the City of Stevens Point, Exhibit A Schedule of Cash Deposits, is hereby **created** to read as follows:

8.21           Camping on City Property.....\$100.00

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

APPROVED: \_\_\_\_\_  
Mike Wiza, Mayor

ATTEST: \_\_\_\_\_  
Susan Pagel, City Clerk

Dated: May 6, 2025  
Approved: May 19, 2025  
Published: May 29, 2025