

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**

**August 11, 2025 - 6:00 PM**

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

**OR**

**Zoom Teleconferencing**

**Meeting ID: 848 3297 2479 | Passcode:069651**

**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: GPM Southeast, LLC, 8565 Magellan Parkway, Suite 400, Richmond, VA 23227; Regina A Nievinski, 4054 Ross Avenue, Weston, WI 54476, agent at RStore #4487, 5485 Highway 10 East, Stevens Point, replacing Nathan Eckhardt.
  - B. Commercial Animal Establishment License:
    1. The Barking Lot Boarding & Bathhouse LLC, 3432 Minnesota Avenue, Stevens Point; Laura Thiel, Lynden Currier, Ashley Thiel at 2241 Jefferson Street, Stevens Point, owners.
    2. Country Paws Bed & Biscuit, 2107 Country Club Drive, Stevens Point; Laura Bronk at 6760 Burr Oak Road, Stevens Point, owner.
3. Request to Hold Event/Street Closing:
  - A. Stevens Point Brewery Pointoberfest and Blubber Run 5K on September 20, 2025 (Recurring).
  - B. Stevens Point Fire Department Open House on October 18, 2025 (New Event).
  - C. SPASH 2025 Fall Color Run on September 27, 2025 (Recurring).

D. Festival Foods Turkey Trot on November 27, 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, August 11, 2025**

**Change of Agent:**

1. GPM Southeast, LLC, 8565 Magellan Parkway, Suite 400, Richmond, VA 23227; Regina A Nievinski, 4054 Ross Ave, Weston, WI 54476, agent at RStore #4487, 5485 Hwy 10 E, Stevens Point, replacing Nathan Eckhardt.

**Commercial Animal Establishment License:**

1. The Barking Lot Boarding & Bathhouse LLC, 3432 Minnesota Ave, Stevens Point; Laura Thiel, Lynden Currier, Ashley Thiel at 2241 Jefferson St, Stevens Point, owners.
2. Country Paws Bed & Biscuit, 2107 Country Club Dr, Stevens Point; Laura Bronk at 6760 Burr Oak Rd, Stevens Point, owner.

SPECIAL EVENT PERMIT APPLICATION

Application Fee: \$35

<b>OFFICE USE ONLY:</b>	
DATE:	<u>7/21/25</u>
AMOUNT:	<u>\$35</u>
RECEIPT:	<u>179214684</u>

- 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: Stevens Point Brewery Pointoberfest and Blubber Run 5K
- 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#: \_\_\_\_\_
- Contact Person: Julie Birrenkott  
Phone: 715-252-3926 Email: julie@pointbeer.com Fax: \_\_\_\_\_  
Address: 2617 Water St. City: Stevens Point State: WI Zip Code: 54481
- Event Type: (Check All That Apply and Describe: Run/Walk, Concert, Festival, Picnic, Etc.)  
 Athletic Event: Blubber Run 5K  
 Financial Gain Event on City Property: \_\_\_\_\_  
 Free Public Event on City Property: \_\_\_\_\_  
 Private Event: Pointoberfest at the Stevens Point Brewery  
 Other: \_\_\_\_\_
- Event Date(s): Saturday, September 20, 2025 Event Start Time: 3:00 PM Event End Time: 8:00 PM
- Set Up Date and Time: Set up Wednesday - Friday, Sept. 17-19
- Event Assembly Location: Across the street from the Stevens Point Brewery  
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: \_\_\_\_\_ Spectators/Attendees: 1000-1500 Vehicles: \_\_\_\_\_ Animals: 0
- 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 attaining and proper placement of barricades): See attached
- Briefly Describe Your Event (You May Attach Additional Pages, If Needed):  
See attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Describe any additional needs from the City or City Facilities (Fencing, Garbage Cans, City Facilities, Parks, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Police Presence Needed?  Police  Auxiliary Officer (Contact Lt. Uitenbroek at [buitenbroek@stevenspoint.com](mailto:buitenbroek@stevenspoint.com))  
Please Explain: Two contractual officers and Auxiliary officers on race route if possible
- 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	Alcoholic Beverages Served (Additional Permit Required— Contact City Clerk: 715-346-1569)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	Erection of Tents/Temporary Structures—Area of 400 sq ft or greater (Additional Permit Required— Contact Fire Dept & Ask for Officer on Duty: 715-344-1833)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Admission/Entry Fee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11	Financial Gain Activity	<input checked="" type="checkbox"/>	<input 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: <a href="mailto:sinnert@stevenspoint.com">sinnert@stevenspoint.com</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Boats/Snowmobiles/ATVs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	14	Food Truck on Site	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	16	Portable Toilets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Electricity Needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17	Vendor Displays/Sales	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Erection of Tents/Temporary Structures— Area of 399 sq ft or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18	Usage of the Square (Farmers Market Runs May 1st - October 31st— Contact: <a href="mailto:stevenspointfarmersmarket@gmail.com">stevenspointfarmersmarket@gmail.com</a> )	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				19	Horses/Animals	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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: June Brimacombe Date: 7/21/25

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

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

## Pointoberfest

### Description of the event:

The Stevens Point Brewery is proud to announce its annual Pointoberfest and Run/Walk 5K Saturday, September 20, 2025. The run/walk will begin at the brewery, Saturday afternoon at 3PM and finish around 4:30PM. This year's run/walk will draw 500 runners over 21 years of age, with proceeds donated to promote and support the sport of running and healthy lifestyles in Central Wisconsin.

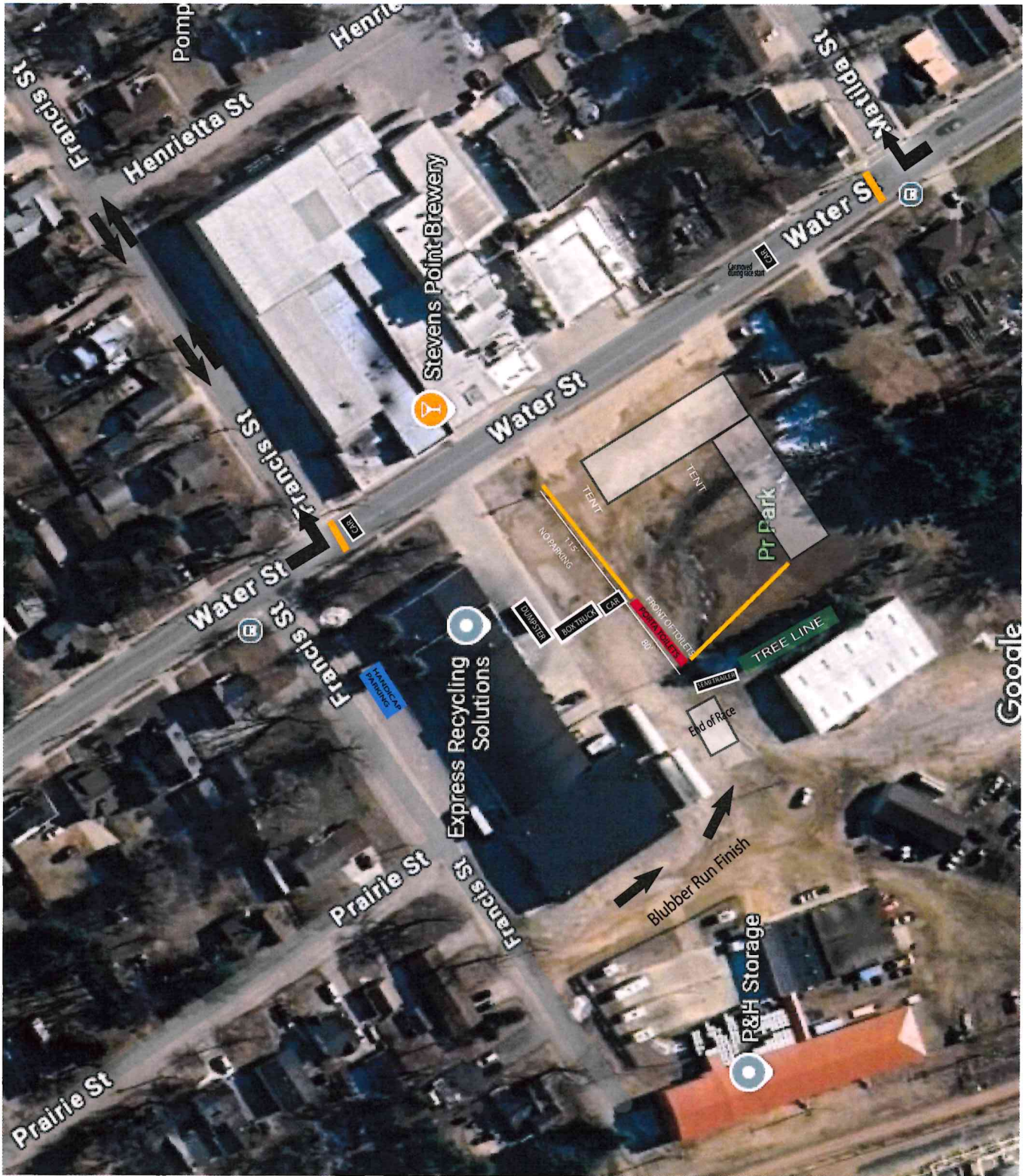
The Stevens Point Brewery Pointoberfest Celebration to benefit Pints for Prostates/Oktoberfest For a Cure will take place at Brewery Park from 4PM – 8PM. Festival participants will be able to sample Stevens Point Brewery products, listen to live music and enjoy German-themed foods. This is a ticketed event and all participants must be 21 year of age or older.

### Road Closures

#### SATURDAY SEPTEMBER 20th:

- The inside west-bound lane (one lane) of County Highway HH from Echo Dells to the Green Circle Trail will be closed to traffic from approx 2:45 P.M. – 3:45 P.M.
- Traffic will be HELD on Water Street from Matilda St. to Whiting Ave. approx. 2:55 P.M. until 3:15 P.M.
- Traffic will be HELD from Water Street to Whiting Ave. until runners move off Whiting Ave. onto Howard.
- Water St. will be CLOSED between Francis and Matilda from 1:30 P.M. to 8:30 P.M. Area residents will have southbound access to Water St.

See event map



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: [X] New Event [ ] Return Event as Previously Presented [ ] Return Event w/ Changes
2. Name of Event: Stevens Point Fire Department Open House
3. Name of Sponsoring Person or Organization: Stevens Point Fire Department
Address: 1701 Franklin St. City: Stevens Point State: WI Zip Code: 54481
Is this a 501 (C-3) non-profit organization? [ ] Yes [X] No If Yes, Tax Exempt CES#:
4. Contact Person: Justin Malin
Phone: 715-340-0913 Email: malinj@stevenspoint.com Fax:
Address: 1701 Franklin St. 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:
[X] Free Public Event on City Property: SPFD Station 2 4401 Industrial Park Drive Road
[ ] Private Event:
[ ] Other:
6. Event Date(s): 10/18/25 Event Start Time: 11am Event End Time: 3pm
7. Set Up Date and Time: 10/18/25 @ 8am
8. Event Assembly Location: 4401 Industrial Park Road Stevens Point, WI 54481
Event Dispersal Location (if different from Assembly Location):
9. Alternative Location: [ ] Yes [X] 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: 20 Spectators/Attendees: 200 Vehicles: ?? Animals: N/A
11. Site Plan/Map of Event Attached [REQUIRED]: [X] Yes [ ] No
(Include Locations of Vendors, Tents, Portable Restrooms, Etc.)
12. Street Closures Required: [X] 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 attaining and proper placement of barricades): Parkway Dr. from Industrial Drive to 1st Driveway.
14. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
Open house to show case the department & promote fire safety.
15. Describe any additional needs from the City or City Facilities (Fencing, Garbage Cans, City Facilities, Parks, etc.):
Tables & chairs from park & rec
Extra garbage cans
Street message boards from public works
16. Police Presence Needed? [ ] Police [X] Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)
Please Explain: Assst w/ crossing & safety. Contact already made with Lt. Uitenbroek.
17. Emergency On-Site Contact Person (Please list full name, phone number and email):
Justin Malin / 715-340-0913 / malinj@stevenspoint.com



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

	Yes	No		Yes	No
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alcoholic Beverages Served (Additional Permit Required— Contact City Clerk: 715-346-1569)			Erection of Tents/Temporary Structures—Area of 400 sq ft or greater (Additional Permit Required— Contact Fire Dept & Ask for Officer on Duty: 715-344-1833)		
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Admission/Entry Fee			Financial Gain Activity		
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Amplification Equipment			Fireworks—Please Explain Below: (Additional Permit Required—Contact Fire Department & Ask for Officer on Duty: 715- 344-1833)		
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amusement Rides/Inflatables (Certificate of Insurance Required— Contact City Clerk's Office: 715-346-1569)			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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	14	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Boats/Snowmobiles/ATVs			Food Truck on Site		
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concession Sales			Musical Bands		
7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Drive Anything Into the Ground (Utility Location Required \$25—Contact Parks Department: 715-346-1531)			Portable Toilets		
8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electricity Needed			Vendor Displays/Sales		
9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Erection of Tents/Temporary Structures— Area of 399 sq ft or less			Usage of the Square (Farmers Market Runs May 1st - October 31st— Contact: stevenspointfarmersmarket@gmail.com)		
			19	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			Horses/Animals		

Additional Explanation Here:

Local 484 Charitable Foundation will be selling 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**

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: 7/23/25

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

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

Date: \_\_\_\_\_



Blocked off between the black lines on Parkway Drive

SPECIAL EVENT PERMIT APPLICATION

OFFICE USE ONLY:

DATE: \_\_\_\_\_

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

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

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: SPASH 2025 Fall Color Run
3. Name of Sponsoring Person or Organization: SPASH HOSEA and Raise your voice  
Address: 401 North Point Dr City: Stevens Point State: WI Zip Code: 54481
- Is this a 501 (C-3) non-profit organization?  Yes  No If Yes, Tax Exempt CES#: 008-0000 986667-01
4. Contact Person: Barb Wetzel - bwetzel@pointschools.net  
Phone: 715-570-1348 Email: \_\_\_\_\_ Fax: School - 715-345-5403 ext 4  
Address: 347 Acorn Street 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: Run and walk  
 Financial Gain Event on City Property: \_\_\_\_\_  
 Free Public Event on City Property: \_\_\_\_\_  
 Private Event: \_\_\_\_\_  
 Other: \_\_\_\_\_
6. Event Date(s): September 27th 2025 Event Start Time: 11 am Event End Time: 3pm
7. Set Up Date and Time: September 27th 2025 @ 10am
8. Event Assembly Location: SPASH  
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: 200 Spectators/Attendees: 50 Vehicles: 0 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 attaining and proper placement of barricades): North Point Dr by Holiday Trail cross walk
14. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):  
SPASH HOSEA and Raise your voice are holding a Run/walk to raise money for Evergreen to help the homeless. The Run/walk will start at SPASH and will make its way through the green circle ending at SPASH
15. Describe any additional needs from the City or City Facilities (Fencing, Garbage Cans, City Facilities, Parks, etc.):  
we need Barricades/fencing on North Point Dr by Holiday Trail that the runners/walkers will go through
16. Police Presence Needed?  Police  Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)  
Please Explain: stops traffic at the blocked road on North Point Dr. to ensure runners/walkers are safe.
17. Emergency On-Site Contact Person (Please list full name, phone number and email):  
Barb Wetzel - bwetzel@pointschools.net, 715-570-1348

**RECEIVED**

JUL 30 2025

CITY CLERK'S  
OFFICE

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

		Yes	No			Yes	No
1	Alcoholic Beverages Served (Additional Permit Required— Contact City Clerk: 715-346-1569)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	Erection of Tents/Temporary Structures—Area of 400 sq ft or greater (Additional Permit Required— Contact Fire Dept & Ask for Officer on Duty: 715-344-1833)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Admission/Entry Fee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11	Financial Gain Activity	<input checked="" type="checkbox"/>	<input 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	Food Truck on Site	<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 of 399 sq ft or less	<input type="checkbox"/>	<input checked="" 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"/>
				19	Horses/Animals	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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.

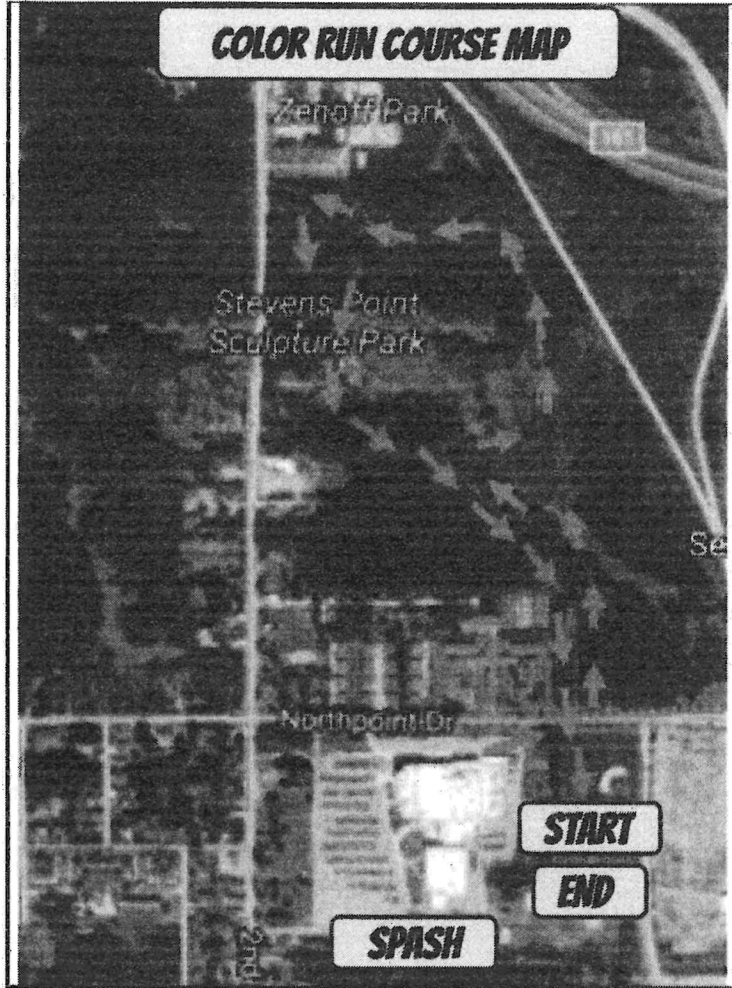
I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:

Signature of Applicant: Malia McLeigh Date: 7/8/2025

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

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

**COLOR RUN COURSE MAP**



SPECIAL EVENT PERMIT APPLICATION

OFFICE USE ONLY:

Online Payment

DATE: 8/2/25  
AMOUNT: 36.50  
RECEIPT: 180342951

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: Festival Foods Turkey Trot
3. Name of Sponsoring Person or Organization: Festival Foods
Address: 1600 Academy 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: Daylyn Hopp
Phone: 715-498-9513 Email: hibbaday@yahoo.com Fax:
Address: 3816 Jay Court 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:
Private Event:
Other:
6. Event Date(s): Thursday, November 27, 2025 Event Start Time: 7:30am Event End Time: 11:30am
7. Set Up Date and Time: Thursday, November 27, 2025 5:30am
8. Event Assembly Location: Stevens Point Area Senior High
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: 1,000 Spectators/Attendees: 200 Vehicles: 500 Animals: 100
11. Site Plan/Map of Event Attached [REQUIRED]: Yes No
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 attaining and proper placement of barricades):
14. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
The Festival Foods Turkey Trot is an annual event intended to get families together as they celebrate Thanksgiving. The event is a major benefit to the youth and families of our community. Last year, over \$20,000 was donated to the BGC of Portage County and over \$20,000 to the Y.
15. Describe any additional needs from the City or City Facilities (Fencing, Garbage Cans, City Facilities, Parks, etc.):
16. Police Presence Needed? Police Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)
Please Explain: Please contact Kevin Hopp at 715-321-0705 to discuss police help at specific crossings like in prior years.
17. Emergency On-Site Contact Person (Please list full name, phone number and email):
Daylyn Hopp, 715-498-9513, hibbaday@yahoo.com

RECEIVED
AUG 04 2025
CITY CLERK'S OFFICE

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

		Yes	No			Yes	No
1	Alcoholic Beverages Served (Additional Permit Required— Contact City Clerk: 715-346-1569)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10	Erection of Tents/Temporary Structures—Area of 400 sq ft or greater (Additional Permit Required— Contact Fire Dept & Ask for Officer on Duty: 715-344-1833)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Admission/Entry Fee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11	Financial Gain Activity	<input type="checkbox"/>	<input type="checkbox"/>
3	Amplification Equipment	<input checked="" 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	Food Truck on Site	<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 of 399 sq ft or less	<input type="checkbox"/>	<input checked="" 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"/>
				19	Horses/Animals	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Explanation Here:

portable toilets will be located in the SPASH parking lot.

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:

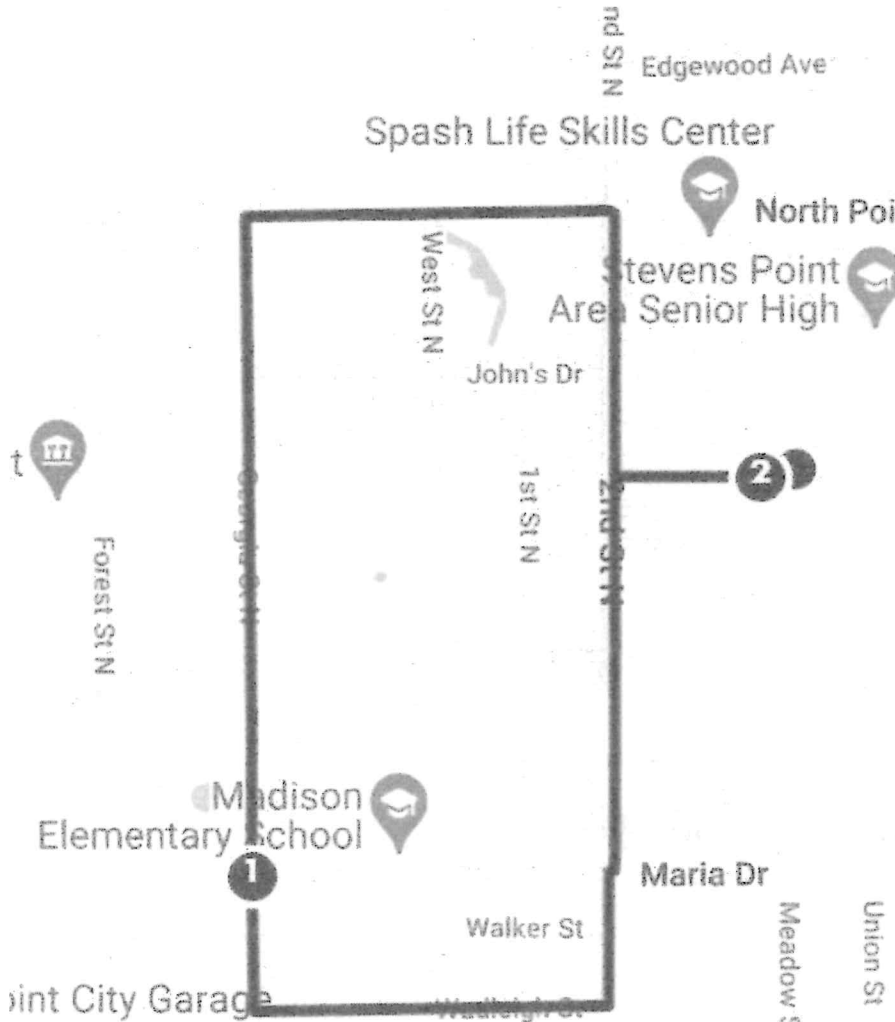
Signature of Applicant: Kevin Hopp Date: 8-2-25

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

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

**2023 Festival Turkey Trot Maps**  
*2024*  
*2025*

**2 Mile Route – Starts and ends in the SPASH West Parking Lot**



**2 Mile**

**Start in the SPASH parking lot, go South and turn right onto Wadleigh St, right onto Georgia, turn right onto North Point Dr, and turn right onto N. 2<sup>nd</sup> St, turn left into the SPASH parking lot and finish at the start/finish area.**