



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.

Members

- Alderperson Keymer
- Alderperson Lang
- Alderperson Donahue
- Alderperson Guthrie
- Alderperson Moldenhauer

AGENDA

PUBLIC POLICY AND GENERAL GOVERNMENT

Date and Time: August 10, 2026
6:00 PM

Location: Community Room
933 Michigan Avenue, Stevens Point, WI

OR

Zoom Teleconferencing

Meeting ID: 848 2231 6903 | Passcode:
108238

By Computer: [Zoom Link](#)

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

Discussion and Possible Action on:

1. Roll Call.
2. License List:
 - A. Temporary Extension of Licensed Premises: Partner's Pub & Grill, 2600 Stanley Street, Stevens Point, request for temporary extension of licensed premises for a returning special event, October 10, 2026, to include the area inside of the fence surrounding the property which includes the parking lot for their Partner's Pub 48th Annual Homecoming Bash.
3. Request to Hold Event/Street Closing:
 - A. Riverfront Jazz Festival on September 5 & 6, 2026 (Recurring).
 - B. Pointoberfest on September 19, 2026 (Recurring).
 - C. Pacelli Homecoming Parade on October 2, 2026 (Recurring).
 - D. Halloween Trick or Treating on October 24, 2026 (Recurring).
4. Adjournment.

PLEASE TAKE NOTICE that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

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

PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may be in attendance at this meeting.

LICENSE LIST
PUBLIC POLICY AND GENERAL GOVERNMENT
MONDAY, August 10, 2026

Temporary Extension of Licensed Premises:

1. Partner's Pub & Grill, 2600 Stanley Street, Stevens Point, request for temporary extension of licensed premises for a returning special event, October 10, 2026, to include the area inside of the fence surrounding the property which includes the parking lot for their Partner's Pub 48th Annual Homecoming Bash.



Temporary Extension of Premises Application

CITY OF STEVENS POINT
CITY CLERK'S OFFICE

1515 Strong's Avenue, Stevens Point WI

RECEIVED

JUN 23 2026

CITY CLERK'S
OFFICE

Application Fee: \$25.00

APPLICATION FEE WILL NOT BE REFUNDED IF DENIED OR WITHDRAWN

This license can only be issued to a current Class B and/or intoxicating liquor licensed establishments. City Ordinance 12.14
Requested area(s) must be adjacent with the current licenses premises.

Event Name: PARTNER'S PUB 48th ANNUAL HOMECOMING BASH

Event Date: OCTOBER 10 2026

Event Time: 12:00 PM - 10:00 PM

Business Name:

(Must be the same as existing license)

PARTNERS PUB & GRILL INC

Business Address:

2600 STANLEY ST. STEVENS POINT, WI 54481

Type of License currently held:

CLASS B

Name of Agent: JAMES SADLEMYER

(Must be the same as existing license, otherwise a new appointment of agent form must be completed)

Phone Number:

Email Address:

Name of Person in Charge of Event:

ROB KONKOL / JIM SADLEMYER

Phone Number:

Email Address:

Premises Details

Specific description of the site for which the temporary extension is sought, including the dimension of the area and where beer/liquor is to be served and consumed:

- MAP IS INCLUDED

How will the licensed premises area be restricted and screened from underage persons:

If expanded to outdoors, diagram of proposed fencing is required.

FENCING IS ERECTED AROUND THE PROPERTY WITH SECURITY AT
BOTH ENTRANCES

Location of Premises where Beer and/or intoxication liquor will be served, consumed, or stored and areas where Alcohol Beverage Records will be stored:

Address/Location Description: 2600 STANLEY ST. STEVENS POINT WI 54481 INSIDE THE BUILDING + PARKING LOT

Do premises occupy all or part of building? MAIN FLOOR OF BUILDING

If part of building, fully describe all premises covered under this application, which floor(s) & room(s) licenses is to cover:

1ST FLOOR (MAIN BAR)

Declaration: An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to pay a forfeiture.

Rb KKI 07/23/2026

(Officer Signature/Date)

FOR MUNICIPALITY USE ONLY BELOW THIS LINE

Municipal Services Recommendation and Comments:

Date Filed with Clerk:	7/23/26	Approved or Denied	Date: 8/10/26 Public Policy & General Government
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Date License Issued:	Approved or Denied	Date: 8/17/26 Common Council
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Note any conditions assigned:

Notes & Receipt Information:

Homecoming 2026

Partner's Pub and Grill is requesting a one day "Temporary Extension of Premise" for Saturday October 10th, 2026. This will be the 48th annual Homecoming celebration at the pub for the University.

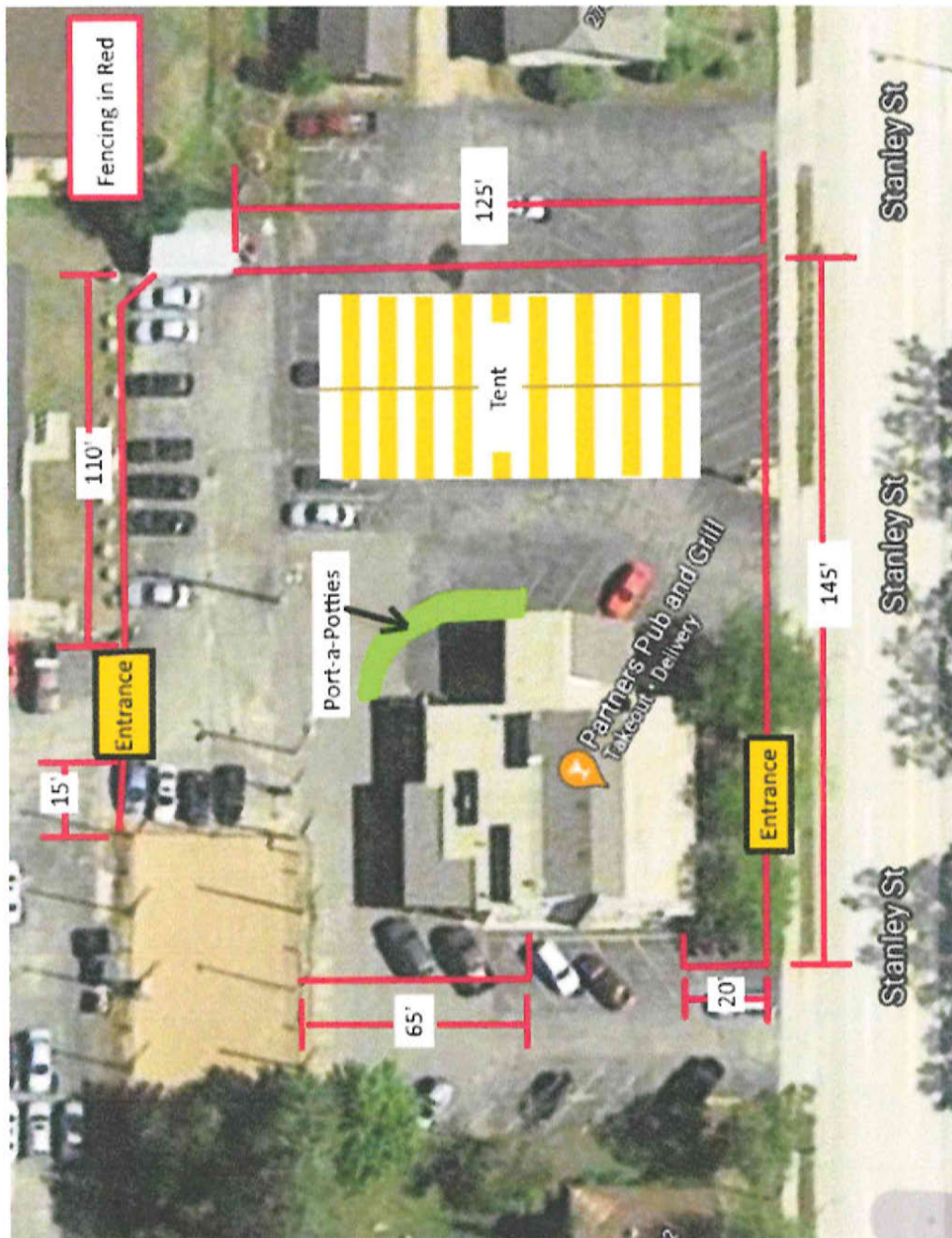
Event:	UWSP Homecoming
Time:	12:00pm until 10:00pm
Number of people expected:	Between 800 and 1000 depending on weather
Restrooms:	Three inside and 20 port-a-potties outside
Music:	DJ (or opening band) beginning at noon and a band at 4pm
Security:	Security at each entrance plus 2 owners

The tavern and outside beer areas are to be fenced off as in years past. Although the start time says 12 noon, the outside service may not begin until later, depending on the weather and crowd. Two entrances, one on the south in front of the bar on Stanley St. and one on the North off of 4th Ave., to be staffed by security.

Thank you for your consideration.

Sincerely,

Rob Konkol and Jim Sadlemyer
Owners Partner's Pub and Grill
715-544-0661



CITY OF STEVENS POINT
1515 STRONGS AVENUE
STEVENS POINT WI 54481

715-346-1573

Receipt No: 2.000022140

Jul 23, 2026

PARTNER'S PUB

Previous Balance:	.00
CITY CLERK - EXTENSION OF PREMESIS	25.00
100.44.12110.51 LIQUOR/MALT BEVERAGE LIC	
Total:	25.00
CHECK	25.00
Check No: 5493	
Payor: PARTNER'S PUB	
Total Applied:	25.00
Change Tendered:	.00

Duplicate Copy

07/23/2026 12:39 PM

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: 7/30/26
 AMOUNT: 35.00
 RECEIPT: 1000046563

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: RIVERFRONT JAZZ FESTIVAL
- Name of Sponsoring Person or Organization: CREATE WISCONSIN
 Address: P.O. Box 1054 City: MADISON State: WI Zip Code: 53701
 Is this a 501 (C-3) non-profit organization? ☒ Yes ☐ No If Yes, Tax Exempt CES#: 008-0000355827-04
- Contact Person: JODI ENGUM KRYSIAK (JAZZ FEST ADMINISTRATION)
 Phone: 715-824-3655 Email: mjkryshak@wi-net.com Fax: _____
 Address: 231 Mill St. City: AMHERST State: WI Zip Code: 54406
- 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: MUSIC FESTIVAL
☐ Private Event: _____
☐ Other: car sun.
- Event Date(s): SEPT 5 AND 6, 2026 Event Start Time: 2 p.m. Event End Time: 7:30 p.m.
- Set Up Date and Time: SEPT 5 @ 10 A.M.
- Event Assembly Location: ON SITE PIONEER PIONEER PARK
 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: 4 Spectators/Attendees: 1,000+/day Vehicles: 400(TBD) Animals: N/A
- 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): _____
- Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
FREE - LIVE JAZZ PERFORMANCES, CHILDRENS MUSIC AREA SESSIONS; TO RAISE FUNDS FOR MUSIC EXPENSES AND - THE UWSP JAZZ PROGRAM AND STUDENT SCHOLARSHIPS.
- Describe any additional needs from the City or City Facilities (Fencing, Garbage Cans, City Facilities, Parks, etc.):
1) ADDITIONAL TRASH AND RECYCLING BINS AND, EXTRA BAGS FOR EACH BIN (REFER TO PREVIOUS YEARS USAGE)
2) IF POSSIBLE, MORE ELECTRICAL OUTLETS WITH INCREASED AMPERAGE FOR FOOD TRUCKS (TO AVOID GENERATOR USE/ SMELLS)
- Police Presence Needed? ☒ Police ☐ Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)
 Please Explain: THE SPDP REQUIRES ITS PRESENCE
- Emergency On-Site Contact Person (Please list full name, phone number and email):
 1) JESSIE CRANDALL, RSF MANAGER (920) 489-5361
jessiecrandallbassist@gmail.com
 2) Jodi Engum Kryshak mjkryshak@wi-net.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)	☐	☒	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)	☐	☒
2	Admission/Entry Fee	☐	☒	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: hopfenspergerj@stevenspoint.com)	☒	☒
5	Boats/Snowmobiles/ATVs	☐	☒	14	Food Truck on Site	☒	☐
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 of 399 sq ft or less (INFO TENT)	☒	☐	18	Usage of the Square (Farmers Market Runs May 1st - October 31st— Contact: stevenspointfarmersmarket@gmail.com)	☐	☒
				19	Horses/Animals	☐	☒

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: Jodi Englund Keyshak Date: 07.30.2026

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

Signature of City Clerk: _____ Date: _____

Riverfront Jazz Festival
Pfiffner Pioneer Park Usage
September 5/6, 2026



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: 7/21/20
AMOUNT: \$35
RECEIPT: 201494457

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: Pointoberfest
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: 2617 Water 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: _____
☐ Free Public Event on City Property: _____
☒ Private Event: Pointoberfest
☐ Other: _____
6. Event Date(s): Saturday, Sept. 19th Event Start Time: 4:00 PM Event End Time: 8:00 PM
7. Set Up Date and Time: Wednesday - Friday, Sept. 16 - 19
8. Event Assembly Location: Across the Street from the Stevens Point Brewery
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 attaining and proper placement of barricades): Water Street - between Francis - Matilda Streets
14. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
See attached. No 5K this year.

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: Two contractual officers needed for festival
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	Alcoholic Beverages Served (Additional Permit Required— Contact City Clerk: 715-346-1569)	☒	☐	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)	☒	☐
2	Admission/Entry Fee	☒	☐	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: hopfenspergerj@stevenspoint.com)	☒	☐
5	Boats/Snowmobiles/ATVs	☐	☒	14	Food Truck on Site	☒	☐
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 of 399 sq ft or less	☐	☒	18	Usage of the Square (Farmers Market Runs May 1st - October 31st— Contact: stevenspointfarmersmarket@gmail.com)	☐	☒
				19	Horses/Animals	☐	☒

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.

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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: *Julie Bimenkoff* Date: 7/17/26

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

Signature of City Clerk: _____ Date: _____

Pointoberfest

Description of the event:

The Stevens Point Brewery is proud to announce its annual Pointoberfest, Saturday, September 19th, 2026 to benefit Pints for Prostates/Oktoberfest for a Cure. The event 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.



SPECIAL EVENT PERMIT APPLICATION

Application Fee: \$35

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

OFFICE USE ONLY:

DATE: _____

AMOUNT: _____

RECEIPT: _____

Insurance: Medium and Large Events are required by City Ordinance 12.28(6)b to submit a Certificate of Insurance providing minimum combined single bodily injury and property damage of \$1,000,000.

1. Please Select One: ☐ New Event ☒ Return Event as Previously Presented ☐ Return Event w/ Changes
2. Name of Event: Pacelli Homecoming Parade
3. Name of Sponsoring Person or Organization: Pacelli Catholic High School: Angelo Bruscatto and Larry Theiss
Address: 1301 Maria Drive City: Stevens Point State: WI Zip Code: 54481
Is this a 501 (C-3) non-profit organization? ☒ Yes ☐ No If Yes, Tax Exempt CES#: 008-1025294345-05
4. Contact Person: Angelo Bruscatto and Larry Theiss
Phone: 715-341-2442 Email: abruscato@pacellicatholicschools.com Fax: _____
Address: 1301 Maria Drive City: Stevens Point State: WI Zip Code: 54488
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: Homecoming Parade
6. Event Date(s): October 2, 2026 Event Start Time: 4:00 Event End Time: 5:00
7. Set Up Date and Time: October 2 at 2:30
8. Event Assembly Location: St. Peter Middle School
Event Dispersal Location (if different from Assembly Location): Pacelli Catholic High School
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: 10 floats Spectators/Attendees: 300 Vehicles: 9 vehicles 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): Washington Avenue at St. Peter Middle School to Union Street; Union Street to Maria Drive; Maria Drive to Prentice Street at Pacelli High School
14. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
Pacelli High School Homecoming Parade. Pretty small with about 10 entries pulled by vehicles, Lasts about 30 minutes. We will be following the same route and format that we have used in past years. We will have about 600 spectators along the route. The entire parade lasts about 30 minutes.

15. Describe any additional needs from the City or City Facilities (Fencing, Garbage Cans, City Facilities, Parks, etc.):
None

16. Police Presence Needed? ☒ Police ☒ Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)
Please Explain: We request help leading the parade and closing major intersections.

17. Emergency On-Site Contact Person (Please list full name, phone number and email):
Angelo Bruscatto - 815-978-5110 abruscato@pacellicatholicschools.com
Larry Theiss - 715-297-4122 ltheiss@pacellicatholicschools.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)	☐	☒	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)	☐	☒
2	Admission/Entry Fee	☐	☒	11	Financial Gain Activity	☐	☒
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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: hopfenspergerj@stevenspoint.com)	☐	☒
5	Boats/Snowmobiles/ATVs	☐	☒	14	Food Truck on Site	☐	☒
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	☐	☒
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				19	Horses/Animals	☐	☒

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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.

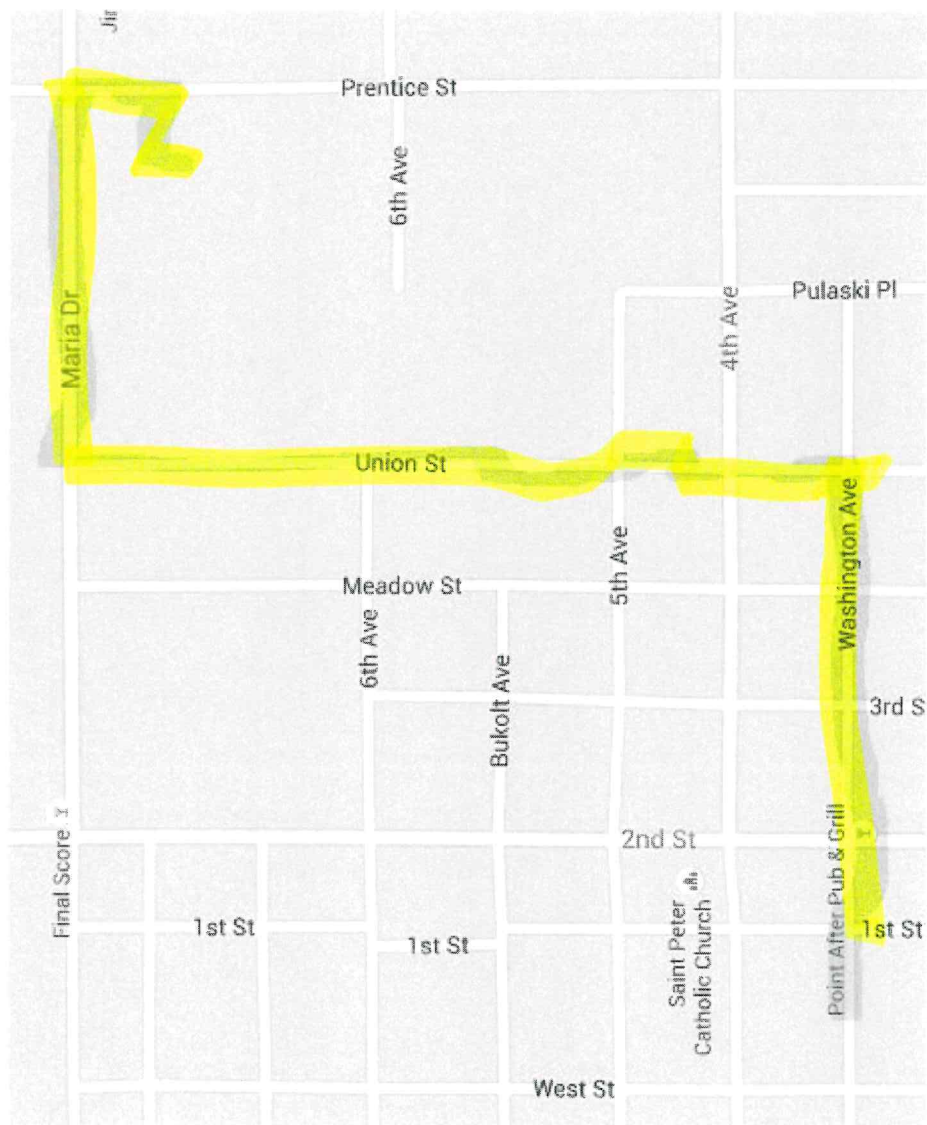
NOTHING CONTAINED WITHIN THIS AGREEMENT IS INTENDED TO BE A WAIVER OR ESTOPPELS OF THE CONTRACTING MUNICIPALITY OR ITS INSURER TO RELY UPON THE LIMITATIONS, DEFENSES, AND IMMUNITIES CONTAINED WITHIN WISCONSIN LAW, INCLUDING THOSE CONTAINED WITHIN WISCONSIN STATUTES §§ 893.80, 895.52, AND 345.05. TO THE 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: [Signature] Date: 07/09/2026

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

Signature of City Clerk: _____ Date: _____



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: Halloween Trick or Treating
3. Name of Sponsoring Person or Organization: Stevens Point Downtown Business Improvement District
Address: 1105 Main Street, Suite A 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: Kristeen Carne
Phone: 715-340-3259 Email: kristeencarne@yahoo.com Fax: _____
Address: 1105 Main Street, Suite A 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): October 24 2026 Event Start Time: 3pm Event End Time: 5pm
7. Set Up Date and Time: October 24, 2026 set up with street closures at 1pm
8. Event Assembly Location: _____
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: 10-20 Spectators/Attendees: 1000+ Vehicles: 10-20 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): Street Closures at: Main Street/ Strongs Avenue and Main Street/ Third Ave.
14. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
Business Trick or Treating with Main Street closed, Trunk or Treat on Main Street, Photo Opportunities and Live Entertainment

15. Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):
Street Closures at: Main Street/ Strongs Avenue and Main Street/ Third Ave.

16. Police Presence Needed? ☐ Police ☒ Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)
Please Explain: Staff present - Car for trunk-or-treat if possible
17. Emergency On-Site Contact Person (Please list full name, phone number and email):
Kristeen Carne 715-340-3259 kristeencarne@yahoo.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:

Use of Bus Stop Stage Area

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.

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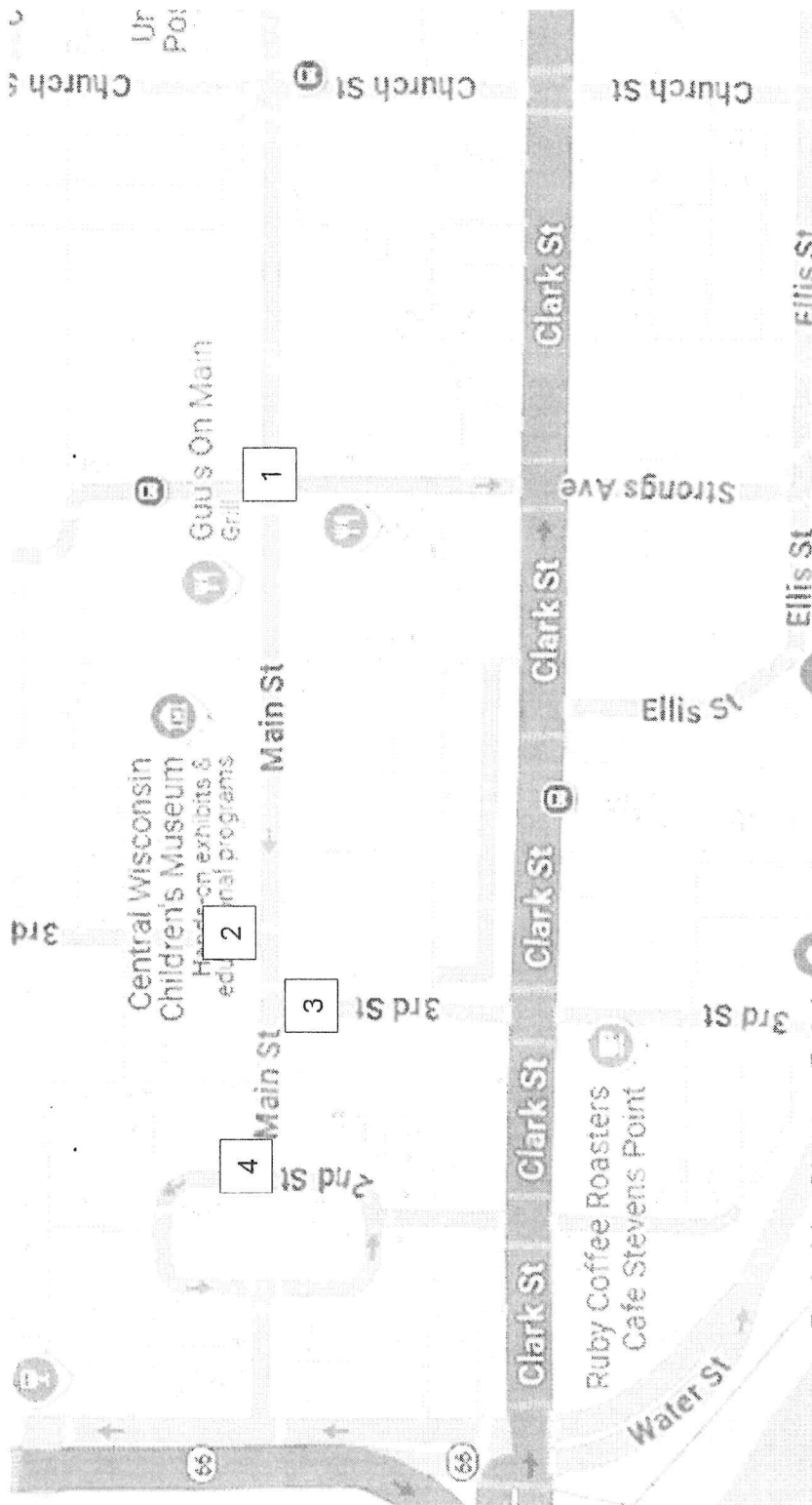
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I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:

Signature of Applicant:  Date: 7/30/26

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

Signature of City Clerk: _____ Date: _____



Downtown Stevens Point Halloween Treat or Treating - October 24, 2026 Street Closure Map

- 1- Closure of Main Street at Strong's Avenue intersection. Strong's Avenue does not need to be closed.
- 2- Closure of Main Street at 3rd Street entrances.
- 3- Closure of Main Street at 3rd Street entrances.
- 4- Closure of Main Street at 2nd Street at the Mitchell Square. 2nd Street – around the Square does not need to close.

* Main Street closed to vehicle traffic from Strong's Avenue, running west to 2nd Street at the Mitchell Square.