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:	September 14, 2026 6:00 PM	**Location:**	Community Room 933 Michigan Avenue, Stevens Point, WI OR Zoom Teleconferencing Meeting ID: 822 3933 8056 | Passcode: 801466 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 Class “B” Beer and Class “B” Wine License: Portage County Historical Society, 1475 Water Street, Stevens Point, for Lagers and Loggers Fundraising Dinner on October 7, 2026, at the Pfiffner Building, 425 Franklin Street, Stevens Point; to include consumption inside, on deck, and in nearby tent.
   - B. Class “A” Intoxicating Liquor & Class “A” Fermented Malt Beverage License Change of Agent: Kwik Trip #342, 3533 Stanley Street, Stevens Point; Kelly Prince replacing Angela Shipp.
   - C. Class “B” Beer & Class “C” Wine License Late Renewal: Chef Chu’s, 5720 Windy Drive Suite A, Stevens Point, for license period beginning September 22, 2026.
3. Request to Hold Event/Street Closing:
   - A. SPASH 2026 Fall Color Run on October 3, 2026 (Recurring).
   - B. Lagers and Loggers Fundraising Dinner on October 7, 2026 (Recurring).
   - C. Holiday Parade on November 19, 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

September 14, 2026

Temporary Class "B" Beer and Class "B" Wine License:

1. Portage County Historical Society, 1475 Water St, Stevens Point, for Lagers and Loggers Fundraising Dinner on October 7, 2026, at the Pfiffner Building, 425 Franklin St, Stevens Point; to include consumption inside, on deck, and in nearby tent.

Class "A" Intoxicating Liquor & Class "A" Fermented Malt Beverage License Change of Agent:

1. Kwik Trip #342, 3533 Stanley St, Stevens Point; Kelly Prince replacing Angela Shipp.

Class "B" Beer & Class "C" Wine License Late Renewal:

1. Chef Chu's, 5720 Windy Dr Ste A, Stevens Point, for license period beginning September 22, 2026.

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 2026 Fall Color Run
3. Name of Sponsoring Person or Organization: SPASH Hosa & SPASH Raise Your Voice
   Address: 1201 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#: 008-0000486867-04
4. Contact Person: Barb Wetzel
   Phone: 715-570-1348 Email: bwetzel@pointschools.net Fax:
   Address: 347 Acorn 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: Run Walk
   - ☐ Financial Gain Event on City Property:
   - ☐ Free Public Event on City Property:
   - ☐ Private Event:
   - ☒ Other:
6. Event Date(s): October 3, 2026 Event Start Time: 11am Event End Time: 12pm
7. Set Up Date and Time: October 3, 2026 9:30am setup
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: 150 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 by Holiday Trail crosswalk (only pause traffic when runners cross)
14. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
    SPASH HOSA and SPASH Raise Your Voice is hosting a color run to support a local family and project at SPASH. The color run will start at SPASH, will make it's way
15. Describe any additional needs from the City or City Facilities (Fencing, Garbage Cans, City Facilities, Parks, etc.):
    We hope to utilize the Auxiliary Police to help pause traffic as runners/walkers cross north Point Dr.
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):

    Barb Wetzel bwetzel@pointschools.net, 715-570-1348

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 the Fire Marshal at 715-342-4809	☐	☒
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: spfdprevention@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.

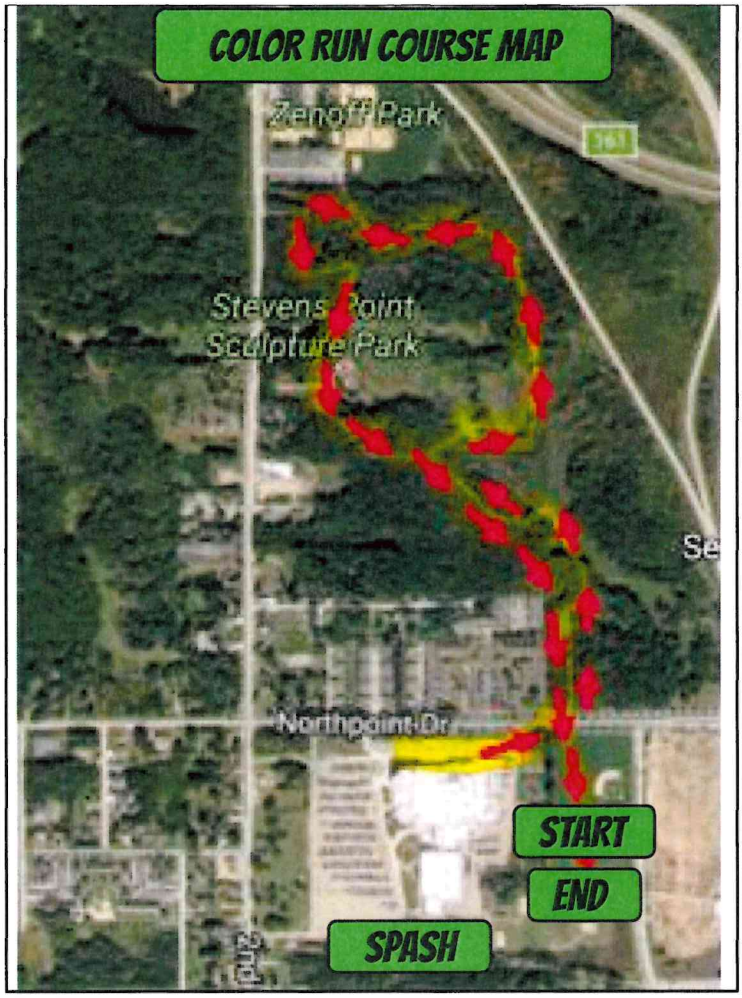
NOTHING CONTAINED WITHIN THIS AGREEMENT IS INTENDED TO BE A WAIVER OR ESTOPPELS OF THE CONTRACTING MUNICIPALITY OR ITS INSURER TO RELY UPON THE LIMITATIONS, DEFENSES, AND IMMUNITIES CONTAINED WITHIN WISCONSIN LAW, INCLUDING THOSE CONTAINED WITHIN WISCONSIN STATUTES §§ 893.80, 895.52, AND 345.05. TO THE EXTENT THAT INDEMINIFICATION 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 MUNICPAL 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: Barbara A Wetzel Date: 8/25/2024

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

Signature of City Clerk: _____ Date: _____


COLOR RUN COURSE MAP
Zenoff Park
Stevens Point
Sculpture Park
Northpoint Dr
START
END
SPASH

SPECIAL EVENT PERMIT APPLICATION

OFFICE USE ONLY:
DATE: 8/19/26
AMOUNT: 35.00
RECEIPT: 203353261

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: Lagers & Longers Fundraising Dinner
3. Name of Sponsoring Person or Organization: Portage County Historical Society
   Address: PO Box 672 City: Stevens Point State: WI Zip Code: 54481
   Is this a 501 (C-3) non-profit organization? ☒ Yes ☐ No If Yes, Tax Exempt CES#: 068-1070834357-04
4. Contact Person: John Harry
   Phone: 608 267 4531 Email: jharry@pchswi.org Fax: —
   Address: PO Box 672 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: Fundraising Dinner
   - ☐ Free Public Event on City Property:
   - ☐ Private Event:
   - ☐ Other:
6. Event Date(s): October 7, 2026 Event Start Time: 5pm Event End Time: 10pm
7. Set Up Date and Time: October 6, 2026 from 10am to 5pm, Oct 7 from 10 to 5pm
8. Event Assembly Location: Pfiffner Building 425 Fourth Street, Stevens Point
   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: 140 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): —
14. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
    Fundraising Dinner inside Pfiffner Building with pre-event socializing on deck & lawn on South side of building
15. Describe any additional needs from the City or City Facilities (Fencing, Garbage Cans, City Facilities, Parks, etc.):
    Garbage Cans
16. Police Presence Needed? ☐ Police ☐ Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)
    Please Explain: no
17. Emergency On-Site Contact Person (Please list full name, phone number and email):
    John Harry, 608-267-4531, jharry@pchswi.org

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)	X		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)	X	
2	Admission/Entry Fee	X		11	Financial Gain Activity	X	
3	Amplification Equipment	X		12	Fireworks—Please Explain Below: (**Additional Permit Required**—Contact Fire Department & Ask for Officer on Duty: 715-344-1833)		X
4	Amusement Rides/Inflatables (**Certificate of Insurance Required**—Contact City Clerk's Office: 715-346-1569)		X	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)	X	
5	Boats/Snowmobiles/ATVs		X	14	Food Truck on Site		X
6	Concession Sales	X		15	Musical Bands	X	
7	Drive Anything Into the Ground (**Utility Location Required $25**—Contact Parks Department: 715-346-1531)	X		16	Portable Toilets		X
8	Electricity Needed	X		17	Vendor Displays/Sales		X
9	Erection of Tents/Temporary Structures—Area of 399 sq ft or less		X	18	Usage of the Square (**Farmers Market Runs May 1st - October 31st**—Contact: stevenspointfarmersmarket@gmail.com)		X
				19	Horses/Animals		X

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.

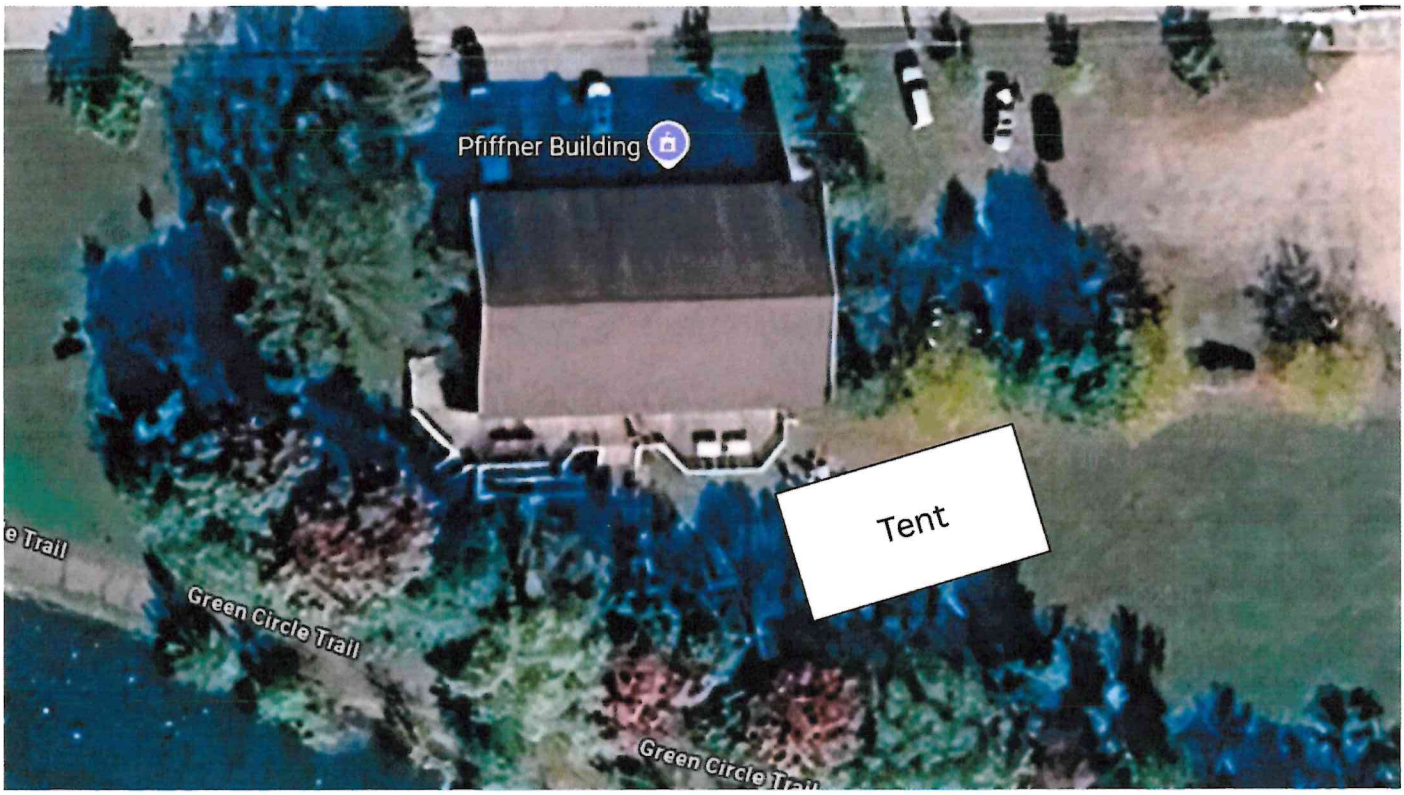
NOTHING CONTAINED WITHIN THIS AGREEMENT IS INTENDED TO BE A WAIVER OR ESTOPPELS OF THE CONTRACTING MUNICIPALITY OR ITS INSURER TO RELY UPON THE LIMITATIONS, DEFENSES, AND IMMUNITIES CONTAINED WITHIN WISCONSIN LAW, INCLUDING THOSE CONTAINED WITHIN WISCONSIN STATUTES §§ 893.80, 895.52, AND 345.05. TO THE EXTENT THAT INDEMINIFICATION 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 MUNICPAL 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: 8-14-26

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

Signature of City Clerk: _____ Date: _____


Pfiffner Building
Tent
Green Circle Trail
Green Circle Trail

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/17/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Church Mutual Insurance Company, S.I.	
Church Mutual Insurance Company, S.I. 3000 Schuster Lane P.O. Box 357 Merrill WI 54452	PHONE (A/C, No, Ext): 1-800-554-2642	FAX (A/C, No): 855-264-2329
	E-MAIL ADDRESS: customerservice@churchmutual.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Church Mutual Insurance Company, S.I.	18767
INSURED PORTAGE COUNTY HISTORICAL SOCIETY 2700 MADISON AVE PLOVER WI 54467	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			0437698 25-961408	01/12/2026	01/12/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 15,000 $ 1,000,000 $ 3,000,000 $ 1,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
A	Sexual Misconduct			0437698 25-961408	01/12/2026	01/12/2027	Occurrence Limit Aggregate Limit	$100,000 $300,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
City of Stevens Point 1515 Strongs Ave Stevens Point WI 54481	**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.** AUTHORIZED REPRESENTATIVE Pamela J Rushing

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: Holiday Parade
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: _____
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 19, 2026 Event Start Time: 6pm Event End Time: 8pm
7. Set Up Date and Time: Thursday, November 19, 2026 3pm
8. Event Assembly Location: Main Street from Rogers St to the Mathias Mitchell Square and at all intersections through Main St. See Map
   Event Dispersal Location (if different from Assembly Location): Mathias Mitchell Public 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: 30-50 Spectators/Attendees: 500+ Vehicles: 30-50 Animals: NA
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 Closed Starting at Centerpoint Dr/Rogersand all streets leading into Main Street from Centerpoint Drive. All streets leading into Mathias Mitchell Square.
14. Briefly Describe Your Event (You May Attach Additional Pages, If Needed):
    Annual Holiday Parade through Downtown Stevens Point
15. Describe any additional needs from the City or City Facilities (Barricades, Fencing, Garbage Cans, City Facilities, Parks, etc.):
16. Police Presence Needed? ☑ Police ☑ Auxiliary Officer (Contact Lt. Uitenbroek at buitenbroek@stevenspoint.com)
    Please Explain: Request for crowd safety
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:

_____

_____

_____

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.

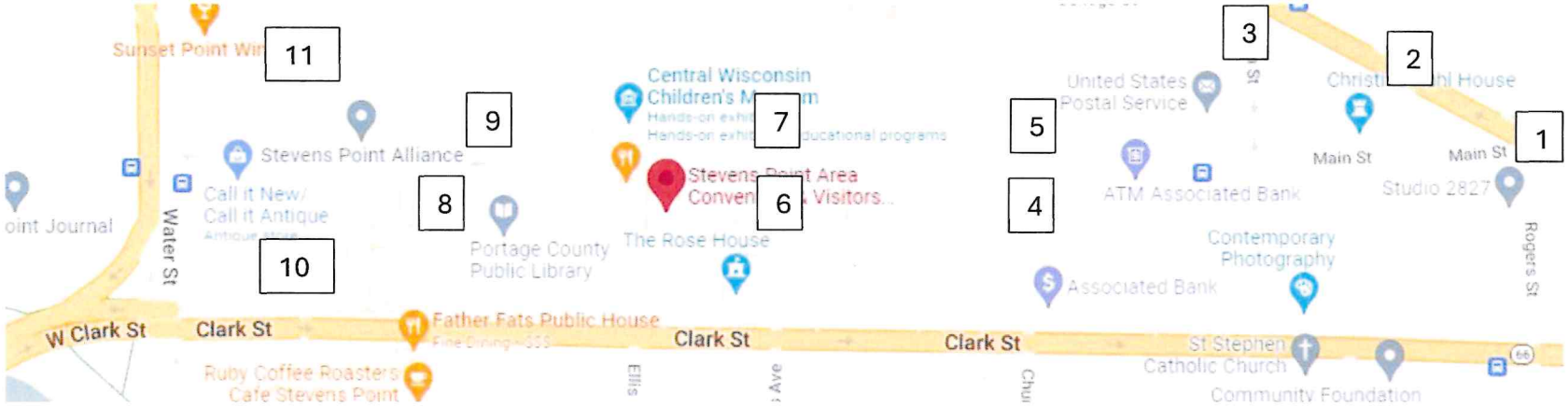
NOTHING CONTAINED WITHIN THIS AGREEMENT IS INTENDED TO BE A WAIVER OR ESTOPPELS OF THE CONTRACTING MUNICIPALITY OR ITS INSURER TO RELY UPON THE LIMITATIONS, DEFENSES, AND IMMUNITIES CONTAINED WITHIN WISCONSIN LAW, INCLUDING THOSE CONTAINED WITHIN WISCONSIN STATUTES §§ 893.80, 895.52, AND 345.05. TO THE EXTENT THAT INDEMINIFICATION 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 MUNICPAL 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: Kristeen Carne Date: 8/21/26

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

Signature of City Clerk: _____ Date: _____



Downtown Stevens Point Holiday Parade-Street Closures

Thursday, November 19, 2026

1- Main and Rogers Street

2- Prentice St and Centerpoint Dr

3- Smith St and Centerpoint Dr

4-5- North and South Intersections of Church with Main St

6-7- North and South Intersections of Strongs Ave with Main St

8-9 – North and South Intersections of 3rd St with Main St

10-11- North and South Entrances of 2nd Street to the Mathias Mitchell Public Square