



The Downtown Business Improvement District (BID) is established to help support the residents, business owners, organizations, and owners of property within Downtown Stevens Point. The BID boundaries and operating documents may be found at: <https://stevenspoint.com/1296/Business-Improvement-Districts>.

Downtown BID meetings are scheduled for the first Tuesday of each month but moved for special circumstances. Additional ad hoc meetings are held as needed. All board meetings of the board are hosted in-person and virtually and are open to the public.

Members

- Tara Manzke
- Hana Cutler
- Mike Beacom
- Brian Cummins
- Rosalind Kealiher
- Alderperson
Christianson
- Vacant

AGENDA

DOWNTOWN BUSINESS IMPROVEMENT DISTRICT BOARD MEETING

Date	October 17, 2023	Location:	City Conference Room 1515 Strongs Avenue, Stevens Point, WI
Time:	2:30 PM		<u>OR</u> Zoom Teleconferencing
Meeting ID: 827 3164 7857 Passcode: 983709			
By			
Computer: https://us02web.zoom.us/j/82731647857?pwd=a05uQjdxay9KczNEOXdwWW92UmpXdz09			
By Phone: +1-312-626-6799 (US Chicago)			

Opening Section:

1. Roll Call.
2. Election of temporary Chair.
3. Comments from the public on non-agenda items.
4. Request from Stevens Point Alliance.
5. Workgroup & Committee Reports
 - A. City Staff Updates
 - B. Downtown MOU Workgroup (Chris K., Hana C., Marc C., Tara M.)
 - C. Main 5:

- Bathrooms (Mike B., Tara M., Chris K.)
- Branding (Brian C., Hana C., Rosalind K.)
- Lighting (Mike B., Chris K.)
- Outdoor Support (Vacant)
- Volunteer Database (Tara M.)

Discussion and Possible Action on:

1. Approve Meeting Minutes from September 20th, 2023 and October 3rd, 2023
2. Approval of 2024 Downtown Business Improvement District Operating Plan.
3. Approval of Main Street Resource Team Visit Dates.
4. Review and possible approval of Main Street Resource Team 5th Consultant.
5. Approval of Downtown Director Position Description Revisions.

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 Strong's Avenue, Stevens Point, WI 54481.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strong's Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

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

October 11, 2023

Dear Business Improvement District,

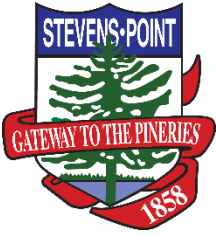
My name is Nikki Kaiser and I am the current Stevens Point Alliance president. At our meeting earlier today (10/11/23) it was voted and approved by the membership to approach the BID for \$10,000 to help with marketing downtown events.

We would use these funds for a variety of events that we currently host. Such events as Discover Downtown, Notes @ Night, Shop Small, Holiday Parade and Downtown Christmas. The funds would help us to draw more people downtown. All these events bring hundreds of people downtown, which in turn helps the local community.

Thank you for your consideration in this matter. We are excited to see the changes the BID will bring to the downtown area. We look forward to working with you. If you have any questions or concerns, feel free to reach out to me personally.

Thank you,

Nikki Kaiser
SPA President
info@downtownpointwi.com
715-571-4201



Memo

Chris Klesmith
Neighborhood Planner / Economic
Development Specialist

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

(715) 341-4171 | cklesmith@stevenspoint.com

To: Downtown Business Improvement District Board of Directors
From: Chris Klesmith
CC: Ryan Kernosky
Date: October 12, 2023
Subject: Tree Lighting Costs and Timeline

Board of Directors,

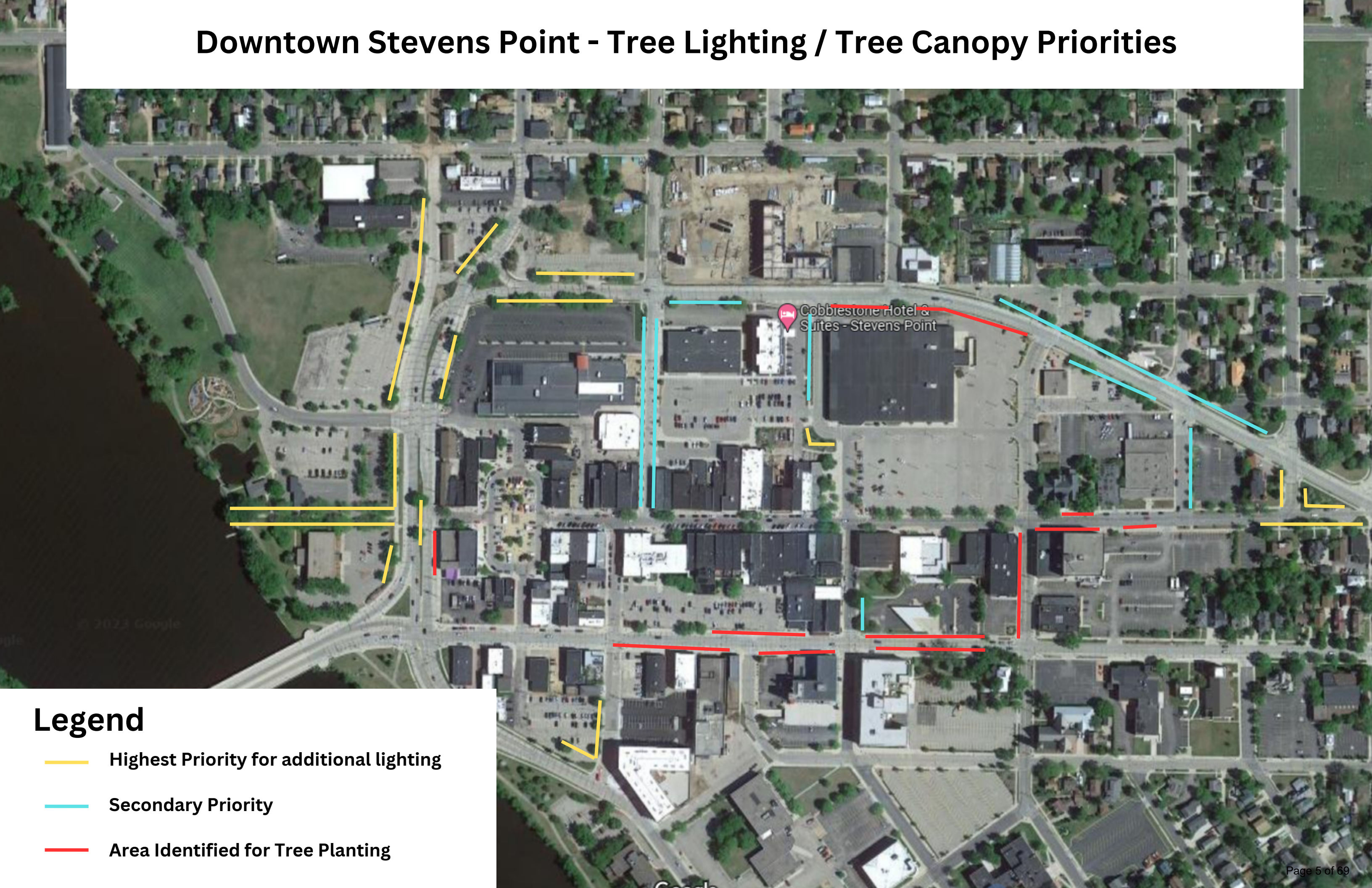
Director Beduhn has confirmed that adding lights to roughly one sixth of the current footprint of Downtown Stevens Point annually would be financially feasible for Public Works' decorations budget. The annual contribution would equate to roughly \$1,700 per year from the City to light these

No match was requested from Director Beduhn. If you would like to accelerate the lighting of Downtown Stevens Point or propose any revisions to the tree lighting plan, you may consider a contribution to the project. As a reminder, not all of these zones have established trees along them. I have confirmed with City Forester Todd Ernster that only one tree is included in this year's fall planting.

Cheers,

Christopher Klesmith

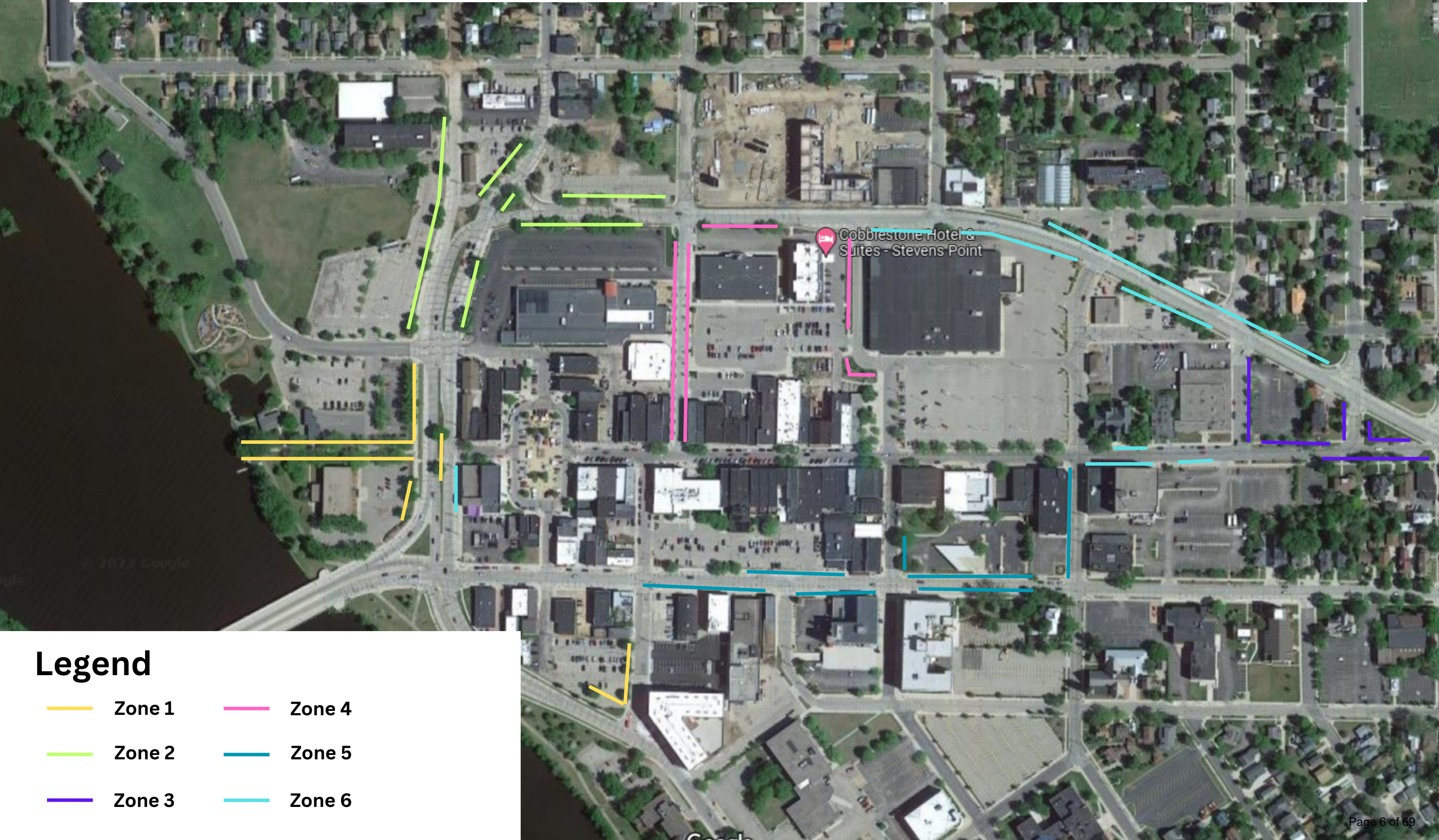
Downtown Stevens Point - Tree Lighting / Tree Canopy Priorities



Legend

- Highest Priority for additional lighting
- Secondary Priority
- Area Identified for Tree Planting

Downtown Stevens Point - Multiple Year Tree Lighting Project



Legend

- | | |
|--------|--------|
| Zone 1 | Zone 4 |
| Zone 2 | Zone 5 |
| Zone 3 | Zone 6 |

09/20/2023

2:36 BID meeting called to order by Chris Kleismith

1-Roll call: all present in person

2-Public comment: No comments

3-Workgroup and committee reports:

A-MOU Workgroup: Update on hiring, we have a draft of the contract position description included in the agenda packet.

B-Main 5

Bathrooms- still searching for bids.

Water spigot has been added to the square!

*Branding-*Brian will be scheduling a meeting for the committee this upcoming week.

Lighting- will be getting quotes in the near future.

Outdoor support-

Volunteer database-(Tara), list is being built. SPA has put minimal effort into this and already have 10 volunteers. Working on more effort, call for volunteers will be on the spa website in the near future. For now interested volunteers can email info@downtpointwi.com

C-Staff updates-downtown target area master plan is being re-initiated. Reached out to Vanderwall and assoc. to bring that some life. Chris shared info regarding the WEDC-and requirements for main st programs. The contract between us and them is included in our agenda packet. KIVA loans-three have been distributed to Point this year. Main St Make Over contest-several have applied. There have been several inquiries about downtown business start ups- Chris would like to suggest putting together a start up packet for businesses.

4-BID Tax levy discussion-Ryan shared a presentation as an overview of current levy. We will need to make decisions in before the end of October regarding the BID for the next budget. The city put in \$70,000 to start so we could meet Main St program requirements. \$35,000 is committed for next fiscal year. This subsidy is set for 5 years, the goal is that this subsidy will no longer be necessary after that period of time.

General consensus is that we would like to keep the BID at 0.60/thousand. Ryan will crunch numbers and give us more accurate tax info.

Discussion and Possible Action:

1-Minutes: Motion to Approve minutes by Brian, second by Tara. All approved.

2-Main st hiring steps: Contract and position description is included.

Marc made a motion to authorize city staff to call for a special meeting of this group to approve job description and approve hiring process and to have BID personnel meeting in regards to the chair. Second from Hana. Motion passes unanimously.

3-Scheduling an annual town hall meeting.

Mike motion to establish- Rosalind Seconds. Motion passes unanimously.

Mike B. Rosalind, and Tara will be in the group.

4-Requirement to annually review and publish an operating plan.

Necessary to have this established before the end of October.

Brian motions to establish workgroup for operating plan review. Marc seconds.

Hana, Brian, and Marc volunteer.

Motion passes unanimously.

5-Special projects fund: originally pursued establishing a 501c3 - our solution as an alternative to this is to establish a special projects fund. \$250 is the minimum to be established. There is an annual fee. Mike's question-should we wait to establish this fund till after we hire?

Marc-beneficial to have this established before the end of the year for tax purposes. Tara-we shouldn't wait to start a strategy, this is a partnership. We would like to include the Stevens Point Alliance in establishing the fund and will take initiative to schedule a meeting with the president and treasurer of the SPA. Message needs to be established and partnership with SPA is key. This funding will also be a part of what the SPA would draw from. We need to have a discussion with SPA on what their expectation of this and how this works.

Hana-makes motion that MOU meet with alliance president and treasurer to discuss community foundation special project fund. Marc seconds. Motion passes unanimously.

Next meeting-10/3 special meeting, 10/10 next formal BID meeting.

Agenda is exhausted meeting adjourned.

10/05 BID meeting

Hana Cutler

Brian Cummins

Rosalind Kealiher

Alderson Marc Christianson

Election of temporary chair

Hana nominated herself as chair for today's temporary chair, second by Marc Christianson.

All voted in favor. Hana is today's chair.

No public comment**Workgroups-**

MOU reports-MOU met with Nikki Kaiser, Bob Willis, and our team. Evaluated the TOC, fundraising, policies and procedures. Questions about tax receipts-waiting for response. Fund would need to be approved by the group of representatives. So all would know about those. Marc pointed out the annual fee is void this year since it is so close to the end of the year. Lighting-received a bid for pricing regarding extending lighting. This is something for all of us to look over.

Annual Town Hall meeting-MSTC Mon 10/30-6-8pm, Rosalind will email info to group before next meeting

Operating plan review-Update from Ryan-see agenda packet for more info.

Action will be needed in November after the public hearing.

Approval of updated downtown director position description and anticipated hiring timeline:

Mainstreet manager position description and hiring package was included in the agenda for the board to look over. Marc made a motion that we include the entire BID board be present in the second interview. Motion passed unanimously.

Brian motioned to approve the position description with change regarding second interview

Marc seconds. Unanimous approval.

Meeting adjourned.

Next meeting date: Oct 17 2:30 location TBD

Business Improvement District

Downtown Stevens Point

2024 Operating Plan

2nd Year of Operation

DRAFT

October 9, 2023

APPROVED BY THE BID BOARD OF DIRECTORS ON: October 17, 2023

**ADOPTED BY THE COMMON COUNCIL OF THE CITY OF STEVENS POINT ON:
November 20, 2023**

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Introduction

Under Wisconsin Statutes section 66.1109, cities are authorized to create Business Improvement Districts ("BIDs") upon the petition of at least one property owner within the proposed district. The purpose of the BID statute is ". . . to allow businesses within those districts to develop, to manage and promote the districts and to establish an assessment method to fund these activities."

In October 2022, a petition to create a BID in downtown Stevens Point was received from downtown property owners representing the Stevens Point Alliance. In December 2022 the City of Stevens Point Common Council approved a Resolution establishing a downtown BID and adopting the initial operating plan for the BID. In January 2023, the Common Council approved the appointments of members to the BID consistent with Article II, Section I of the BID Bylaws (Appendix B).

The main objective of the BID is to improve the social, economic, and physical environment of Historic Downtown Stevens Point and the surrounding business areas that are impacted by the economic vitality of the area. Additionally, and arguably the most critical to the success of the BID, is intended to unite businesses, organizations, and local government through collaboration and partnership to achieve the main objectives discussed within the initial operating plan.

Consistent with BID Statute, this 2024 Operating Plan for the district has been prepared to establish the services proposed to be offered by the District, proposed expenditures by the District, and the special assessment method applicable to properties within the District for the 2024 Operating Plan. This plan has been developed by the BID Board of Directors with technical assistance from the Department of Community Development.

District Boundaries

The 2024 BID boundaries are consistent with the original BID boundaries adopted in 2022. Flanked by the Wisconsin River on the western border, the BID boundaries include Portage Street as the norther boarder, Centerpoint Drive to Rogers Street to the east, and along Ellis Street and Arlington Place along the southern border of the district. A full map is outlined in Appendix C. A list of properties included in the BID is included in Appendix D and Appendix E.

2023 Operating Plan Goals Review

1. Recertify the City's Downtown as a Wisconsin Economic Development Corporation "[Main Street Community](#)" community ([2005 Comprehensive Plan](#), pg. 145).
 - a. The BID was recertified as a Main Street Community in July 2023 with major assistance from the BID Board of Directors, Community Development Staff, and a commitment of funds from the City of Stevens Point Common Council.
2. Encourage, revise, and promote the City's façade improvement grant program ([2005 Comprehensive Plan](#), pg. 122).
 - a. The City of Stevens Point's Community Development Department manages the Façade Improvement Program. One downtown storefront utilized the program in

2023, 1040 Main Street. Several other storefronts intend to use the program in 2024.

3. Assist, with help from community partners, continued maintenance and implementation of a wall mural program in the Downtown ([2005 Comprehensive Plan](#), pg. 122).
 - a. A contemporary mural program is lead by CREATE Portage County, and a historic mural program is maintained by the City. Assistance may be provided by the Business Improvement District to ensure mural installations maintain the health of the historic buildings in Downtown Stevens Point while supporting the goals of both programs. The Business Improvement District may also inform priority locations for murals to fulfill Goal #4.
4. Enhance the District by placemaking and embracing the City's heritage through historic markers and monuments ([2005 Comprehensive Plan](#), pg. 121).
 - a. Currently under consideration by the City's Historic Preservation Commission, the historical markers and monument program is likely to be implemented in 2024/2025 as the City and downtown property owners invest in the historical markers and their story of each historical property in Downtown Stevens Point.
5. Promote, with assistance from the City, unique business development, expansion, and relocation to the District through managed events and marketing ([2005 Comprehensive Plan](#), pg. 145).
 - a. Events occurring in Downtown Stevens Point seldom target industries and eliminating property vacancies. New programs to fill vacancies and promote industry expansion will need to be piloted.
6. Continue to encourage Downtown Revitalization through partnerships and cooperation ([2005 Comprehensive Plan](#), pg. 164).
 - a. Several organizations serve Downtown Stevens Point, and many other organizations in Central Wisconsin have tools and expertise that can support the work of these organizations. Partnerships with organizations such as the Community Foundation of Central Wisconsin, the Stevens Point Area Convention and Visitor's Bureau, and others should be built to expand visitor capture and grow the financial capacity of the organizations.
7. Promote, manage, and elevate Stevens Point Cultural Events that occur downtown ([2005 Comprehensive Plan](#), Appendix F of said document).
 - a. Cultural events serve multiple purposes for Downtown Stevens Point. Goals of events should be clearly defined so partner organizations can allocate appropriate resources (marketing, volunteer recruitment, etc) to benefit – and expand – the variety of events that take place in Downtown Stevens Point.

8. Execute projects and programs in accordance with approved updates to the City of Stevens Point Comprehensive Plan.
9. Execute specific improvements in the BID as identified in downtown targeted area master plans as such plans become approved.
 - a. The City of Stevens Point Community Development Department has recently requested a completion of the 2018 Targeted Area Master Plan for Downtown Stevens Point. Downtown members will be notified as the plan moves toward completion.

Proposed Operating Plan

Goal: Hire & Onboard Main Street Manager

Hiring and onboarding a dedicated staff member to ensure the success of the BID will be critical for 2024. This position, in cooperation with the Stevens Point Area Convention and Visitors Bureau, will provide critical guidance, leadership, and planning for a successful BID.

Goal: Continued Support of Downtown with Memorandum of Understanding

It is the goal of multiple organizations to support the vitality of Downtown Stevens Point, including, but not limited to, the Stevens Point Alliance and Downtown Business Improvement District. Efficiency of work completed in Downtown Stevens Point can be enhanced by focusing organizations on complementary programs and services.

Goal: Establish Public Space Enhancement Program

Enhancement of public spaces in Downtown Stevens Point are a critical component of ensuring future success of the BID. When visitors and residents find comfortable public spaces to spend their time at in downtown, the more likely they are to visit retail, restaurants, and other spaces. This program could include additional murals, lighting, streetscape design, and other placemaking activities consistent with place-based economic development practices.

Goal: Establish Vacant Storefront Reinvestment Program

Vibrant, full storefronts in Downtown Stevens Point make our downtown an active, thriving place that visitors, residents, and business want to invest in. Vacancy in our storefronts can communicate to the public that our downtown is vulnerable to economic downturn, unsafe conditions, or lack of care. To ensure that there are capital opportunities to reinvest in existing but vacant store fronts, the BID had identified a modest grant program to make these investments. A goal of the BID is to establish the Vacant Storefront Reinvestment Program for 2024. Such specific details and program guidelines will need to be addressed through City staff and the BID Board in 2024.

Goal: Maintain Main Street Community Designation

After a 10-year hiatus from being a Main Street Community and being reaccepted into the program in 2023, maintaining the designation will be a critical component of ensuring local, state, and federal support to Downtown Stevens Point.

Goal: Update BID Bylaws to add a Vice-Chair position

Current BID Bylaws do not have a vice-chair position. The intention of the vice-chair position is to stand-in for the BID Chair when they are unable to do so. This could include presiding over BID Board of Director meetings, signing documentation, working with City staff, and providing general leadership to the BID Board of Directors.

Goal: Hold Annual Town Hall in 2024

Annually, it's important to invite all property owners within the BID to a town hall to provide an informal place to ask questions, and understand how the BID is working to better Downtown Stevens Point. This takes the formality, typically imposing to the public found with government meetings out of the question. Annual meetings should be held in the fall

Proposed Expenditures and Method of Assessment

The 2024 proposed annual budget is \$118,174.28. Of which, \$53,174.28 will be the amount received from the BID assessments from properties within the BID. \$35,000 is additional income provided from the City of Stevens Point annually through 2027. Consistent with BID state law, a segregated account has been established with the City of Stevens Point Treasurers office for exclusive use within the BID. A full 2024 budget outlining expenditures and revenue can be found in Appendix F.

The Board shall approve an annual operating budget for the District each year. Prior to approving any annual operating budget, the District will mail a public hearing notice and make available a copy of the proposed annual operating plan and budget to all owners of real property within the District. In addition, a Class 2 notice of the public hearing will be published in a local newspaper of general circulation. The BID Board will review the Operating Plan and Special Assessment Levy and make a recommendation to the Common Council of the City of Stevens Point, who will hold a public hearing and approve the annual operating plan and budget for the BID for that year. Such public hearing notice was published on October 27th, 2023, and November 3rd, 2023 in the *Portage County Gazette*. Said public hearing and subsequent approval the budget and operating plan took place at a Special Meeting of the Common Council on November 20th, 2023.

Method of Assessment

The 2023 assessed valuation of all property subject to assessment within the original District boundaries was approximately \$88,623,800.00. The annual assessment for BID operating expenses will be levied against each property within the District in direct proportion to the commercial assessed value of each property for real property tax purposes on record with the BID as of the date the Common Council held the public hearing regarding its 2024 Operating Plan (November 20, 2023). No owner of property within the BID shall be eligible to receive or be subject to any reductions or increases in its assessment as a result of a decrease or increase in the assessed value for their property occurring after such date. In addition, the amount of an assessment against a particular property may change from year to year if that property's assessed value changes relative to other properties within the District.

Appendix D identifies each property included in the District and shows the proposed BID assessment for each property for the 2024 Operating Plan. Such proposed assessments are based on the assessed value and classification for the 2023 assessment roll.

2024 Budget Income **(based upon a mill rate of \$0.60 per \$1,000 of assessed value)**
\$53,174.28.

Excluded and Exempt Properties

The BID statute requires explicit consideration of certain classes of property. In compliance with the law, the following statements are provided.

1. **Wisconsin Statutes section 66.1109(5)(a): Property used exclusively for residential purposes will not be assessed.** Mixed use properties containing some residential use will be assessed by the BID consistent with applicable law.
2. Consistent with Wisconsin Statutes section 66.1109(5)(a), property within the BID boundaries but exempt from general real estate taxes under Wisconsin Statutes section 70.11 may not be special assessed by the BID. In addition, consistent with Wisconsin Statutes section 66.1109(1)(b), those tax exempt properties within the original or amended boundaries of the District which later become taxable shall automatically become included within the District and subject to assessment under any current operating plan without necessity to undertake any other act.

Promotion of Orderly Development of the City

Under Wisconsin Statutes section 66.1109(1)(f)(4), this Operating Plan is required to specify how the creation of the District promotes the orderly development of the City. The BID will encourage commerce, increase business activity, and subsequently economic vitality within the District. Orderly development is consistent with the City's Comprehensive Plan and Downtown Targeted Area Master Plan.

City Role in District Operation

The City of Stevens Point is committed to helping owners and occupants in the District promote the objectives outlined in this Operating Plan, while maintaining autonomy in the preparation of its annual budget. The City has made significant annual investments in the District for maintenance, economic investments, infrastructure, and others. The City will continue providing services, capital improvements, funds for maintenance, the Facade Grant Program, Revolving Loan Fund Program and promoting economic development within the District. The City of Stevens Point will also commit to the following:

1. Encourage County, State and Federal Governments to support activities of the District, including application for grants and other non-BID revenue monies for projects, infrastructure, and economic investments.
2. Collect assessments and maintain a segregated account.

3. Provide disbursement of BID funds to service providers in accordance with the Operating Plan and budget.
4. Obtain and review annual audits as required per WI Stats. §66.1109(3)(c)
5. Provide a separate monthly financial statement to the BID Board.
6. Review annual audits as required by WI Stats. §66.1109(3)(e) of the BID Law.
7. Provide to the BID Board no later than September 1st each plan year, the official City records on assessed value for each tax parcel within the District as of that date in each Operating Plan year, for the purpose of calculating the BID assessment.
8. Adopt this Operating Plan in the manner required by the BID Law.
9. Appoint and confirm new BID Board members as required by BID Law.

Operating Plan Approval Process

The BID statute establishes a specific process for reviewing and approving operating plans. Pursuant to the statutory requirements, the following process will be followed:

1. The BID shall submit its proposed Operating Plan to the Department of Community Development.
2. The BID shall hold a public hearing on the Operating Plan and Assessment consistent with State Statute.
3. After the BID public hearing and recommendation, the City Finance Committee will review the proposed Operating Plan at a public meeting and will make a recommendation to the full Common Council.
4. The Common Council will act on the proposed Operating Plan.
5. If approved, the 2024 Operating Plan for the District is approved and implementable.

Future Year Operating Plans

It is anticipated that the BID will continue to revise and develop this Operating Plan annually, in response to changing needs and opportunities in the BID, in accordance with the purposes and objectives defined in this Operating Plan.

Wisconsin Statutes section 66.1109(3)(b) requires the Board and the City to annually review and make changes as appropriate in the Operating Plan. Therefore, while this document outlines in general terms proposed activities, information on specific assessed values, budget amounts and assessment amounts are based solely upon current conditions. Greater detail about subsequent years' activities will be provided in the required annual plan updates, and approval by the Common Council of such plan updates shall be conclusive evidence of compliance with this Operating Plan and the BID statute.

Early Termination of the District

The City shall consider terminating the District if the owners of property assessed under the Operating Plan having a valuation equal to more than 50% of the valuation of all property

assessed under the Operating Plan, using the method of valuation specified herein, or the owners of property assessed under the Operating Plan having an assessed valuation equal to more than 50% of the assessed valuation of all property assessed under the Operating Plan, file a petition with the City Plan Commission requesting termination of the District. On or after the date such a petition is filed, neither the Board nor the City may enter into any new obligations by contract or otherwise until the expiration of thirty (30) days after the date a public hearing is held and unless the BID is not terminated.

Within thirty (30) days after filing of a petition, the City Plan Commission shall hold a public hearing on the proposed termination. Notice of the hearing shall be published as a Class 2 notice. Before publication, a copy of the notice with a copy of the Operating Plan and a copy of the detail map showing the boundaries of the BID shall be sent by certified mail to all owners of real property within the BID.

Within thirty (30) days after the date of such hearing, every owner of property assessed under the Operating Plan may send a written notice to the City Plan Commission indicating, if the owner signed a petition, that the owner retracts the owner's request to terminate the BID or, if the owner did not sign the petition, that the owner requests termination of the BID.

If, after the expiration of thirty (30) days after the date of the public hearing, by petition or subsequent notification and after subtracting any retractions, the owners of property assessed under the Operating Plan having a valuation equal to more than 50% of the valuation of all property assessed under the Operating Plan, using the method of valuation specified in the Operating Plan, or the owners of property assessed under the Operating Plan having an assessed valuation equal to more than 50% of the assessed valuation of all properties assessed under the Operating Plan have requested the termination of the District, the City shall terminate the District on the date that the obligation with the latest completion date entered into to implement the Operating Plan expires.

Amendment, Severability, and Expansion

This District has been created under authority of Wisconsin Statutes section 66.1109. Except as set forth in the next sentence, should any court find any portion of this statute invalid or unconstitutional its decision will not invalidate or terminate the BID and this Operating Plan shall be amended to conform to the law without need of re-establishment. Should any court find invalid or unconstitutional the organization of the entire District Board, the budgeting process or the automatic termination provision of this or any subsequent Operating Plan, the District shall automatically terminate and this Operating Plan shall be of no further force and effect.

Should the legislature amend the statute to narrow or broaden the definition of a BID so as to exclude or include as assessable properties a certain class or classes of properties, then this Operating Plan may be amended by a 2/3 majority of the entire BID Board and a majority of the Common Council of the City of Stevens Point as and when they conduct their annual Operating Plan approval and without necessity to undertake any other act. This is specifically authorized under section 66.1109(3)(b).

Automatic Termination Unless Affirmatively Extended

The District Board shall not incur obligations extending beyond thirty years from the date on which the BID was created. At the end of the twenty-ninth year of the BID's existence, the BID Board shall prepare an operating plan for the thirtieth year that contemplates termination of the District at the commencement of the thirtieth year as set forth in Wisconsin Statutes section 66.1109(3)(b), unless the owners of property assessed by the District having a valuation equal to 60% of the valuation of all property assessed by the District affirmatively vote to continue the District.

DRAFT

Appendix A: Wisconsin Statutes §66.1109

Updated 2021–22 Wis. Stats. Published and certified under s. 35.18. September 14, 2023.

173 Updated 21–22 Wis. Stats.

purchase and rehabilitation of housing in the neighborhood or area.

(b) “Local legislative body” means the common council, village board of trustees or town board of supervisors.

(c) “Municipality” means a city, village or town.

(d) “Planning commission” means a plan commission created under s. 62.23 or a plan committee of the local legislative body.

(e) “Reinvestment neighborhood or area” means a geographic area within any municipality not less than one-half of which, by area, meets 3 of the 5 following conditions:

1. It is an area in need of rehabilitation as defined in par. (a).

2. It has a rate of owner-occupancy of residential buildings substantially below the average rate for the municipality as a whole.

3. It is an area within which the market value of residential property, as measured by the rate of change during the preceding 5 years in the average sale price of residential property, has decreased or has increased at a rate substantially less than the rate of increase in average sale price of residential property in the municipality as a whole.

4. It is an area within which the number of persons residing has decreased during the past 5 years, or in which the number of persons residing has increased during that period at a rate substantially less than the rate of population increase in the municipality as a whole.

5. It is an area within which the effect of existing detrimental conditions is to discourage private lenders from making loans for and present or prospective property owners from investing in the purchase and rehabilitation of housing.

(2) DESIGNATION OF REINVESTMENT NEIGHBORHOODS OR AREAS. A municipality may designate reinvestment neighborhoods or areas after complying with the following steps:

(a) Holding of a public hearing by the planning commission or by the local governing body at which interested parties are afforded a reasonable opportunity to express their views on the proposed designation and boundaries of a reinvestment neighborhood or area. Notice of the hearing shall be published as a class 2 notice, under ch. 985. Before publication, a copy of the notice shall be sent by 1st class mail to the Wisconsin Housing and Economic Development Authority, and a copy shall be posted in each school building and in at least 3 other places of public assembly within the reinvestment neighborhood or area proposed to be designated.

(b) Designation by the planning commission of the boundaries of a reinvestment neighborhood or area recommended by it to be designated and submission of the recommendation to the local legislative body.

(c) Adoption by the local legislative body of a resolution which:

1. Describes the boundaries of a reinvestment neighborhood or area with sufficient definiteness to identify with ordinary and reasonable certainty the territory included in the neighborhood or area. The boundaries may, but need not, be the same as those recommended by the planning commission.

2. Designates the reinvestment neighborhood or area as of a date provided in the resolution.

3. Contains findings that the area to be designated constitutes a reinvestment neighborhood or area.

History: 1977 c. 418; 1979 c. 361 s. 112; 1985 a. 29 s. 3200 (14); 1999 a. 150 s. 479; Stats. 1999 s. 66.1107; 2001 a. 104.

66.1108 Limitation on weekend work. (1) DEFINITIONS. In this section:

(a) “Construction project” means a project involving the erection, construction, repair, remodeling, or demolition, including any alteration, painting, decorating, or grading, of a private facility, including land, a building, or other infrastructure that is directly related to onsite work of a residential or commercial real estate development project.

MUNICIPAL LAW 66.1109

(b) “Political subdivision” means a city, village, town, or county.

(2) CONSTRUCTION PROJECTS; WEEKEND WORK. (a) A political subdivision may not prohibit a private person from working on the job site of a construction project on a Saturday. A political subdivision may not impose conditions that apply to a private person who works on a construction project on a Saturday that are inapplicable to, or more restrictive than the conditions that apply to, such a person who works on a construction project during weekdays.

(b) If a political subdivision has enacted an ordinance or adopted a resolution before April 5, 2018, that is inconsistent with par. (a), that portion of the ordinance or resolution does not apply and may not be enforced.

History: 2017 a. 243.

66.1109 Business improvement districts. (1) In this section:

(a) “Board” means a business improvement district board appointed under sub. (3) (a).

(b) “Business improvement district” means an area within a municipality consisting of contiguous parcels and may include railroad rights-of-way, rivers, or highways continuously bounded by the parcels on at least one side, and shall include parcels that are contiguous to the district but that were not included in the original or amended boundaries of the district because the parcels were tax-exempt when the boundaries were determined and such parcels became taxable after the original or amended boundaries of the district were determined.

(c) “Chief executive officer” means a mayor, city manager, village president or town chairperson.

(d) “Local legislative body” means a common council, village board of trustees or town board of supervisors.

(e) “Municipality” means a city, village or town.

(f) “Operating plan” means a plan adopted or amended under this section for the development, redevelopment, maintenance, operation and promotion of a business improvement district, including all of the following:

1. The special assessment method applicable to the business improvement district.

1m. Whether real property used exclusively for manufacturing purposes will be specially assessed.

2. The kind, number and location of all proposed expenditures within the business improvement district.

3. A description of the methods of financing all estimated expenditures and the time when related costs will be incurred.

4. A description of how the creation of the business improvement district promotes the orderly development of the municipality, including its relationship to any municipal master plan.

5. A legal opinion that subds. 1. to 4. have been complied with.

(g) “Planning commission” means a plan commission under s. 62.23, or if none a board of public land commissioners, or if none a planning committee of the local legislative body.

(2) A municipality may create a business improvement district and adopt its operating plan if all of the following are met:

(a) An owner of real property used for commercial purposes and located in the proposed business improvement district designated under par. (b) has petitioned the municipality for creation of a business improvement district.

(b) The planning commission has designated a proposed business improvement district and adopted its proposed initial operating plan.

(c) At least 30 days before creation of the business improvement district and adoption of its initial operating plan by the municipality, the planning commission has held a public hearing on its proposed business improvement district and initial operating plan. Notice of the hearing shall be published as a class 2

2021–22 Wisconsin Statutes updated through 2023 Wis. Act 33 and through all Supreme Court and Controlled Substances Board Orders filed before and in effect on September 14, 2023. Published and certified under s. 35.18. Changes effective after September 14, 2023, are designated by NOTES. (Published 9–14–23)

notice under ch. 985. Before publication, a copy of the notice together with a copy of the proposed initial operating plan and a copy of a detail map showing the boundaries of the proposed business improvement district shall be sent by certified mail to all owners of real property within the proposed business improvement district. The notice shall state the boundaries of the proposed business improvement district and shall indicate that copies of the proposed initial operating plan are available from the planning commission on request.

(d) Within 30 days after the hearing under par. (c), the owners of property to be assessed under the proposed initial operating plan having a valuation equal to more than 40 percent of the valuation of all property to be assessed under the proposed initial operating plan, using the method of valuation specified in the proposed initial operating plan, or the owners of property to be assessed under the proposed initial operating plan having an assessed valuation equal to more than 40 percent of the assessed valuation of all property to be assessed under the proposed initial operating plan, have not filed a petition with the planning commission protesting the proposed business improvement district or its proposed initial operating plan.

(e) The local legislative body has voted to adopt the proposed initial operating plan for the municipality.

(2m) A municipality may annex territory to an existing business improvement district if all of the following are met:

(a) An owner of real property used for commercial purposes and located in the territory proposed to be annexed has petitioned the municipality for annexation.

(b) The planning commission has approved the annexation.

(c) At least 30 days before annexation of the territory, the planning commission has held a public hearing on the proposed annexation. Notice of the hearing shall be published as a class 2 notice under ch. 985. Before publication, a copy of the notice together with a copy of a detail map showing the boundaries of the territory proposed to be annexed to the business improvement district shall be sent by certified mail to all owners of real property within the territory proposed to be annexed. The notice shall state the boundaries of the territory proposed to be annexed.

(d) Within 30 days after the hearing under par. (c), the owners of property in the territory to be annexed that would be assessed under the operating plan having a valuation equal to more than 40 percent of the valuation of all property in the territory to be annexed that would be assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property in the territory to be annexed that would be assessed under the operating plan having an assessed valuation equal to more than 40 percent of the assessed valuation of all property in the territory to be annexed that would be assessed under the operating plan, have not filed a petition with the planning commission protesting the annexation.

(3) (a) The chief executive officer shall appoint members to a business improvement district board to implement the operating plan. Board members shall be confirmed by the local legislative body and shall serve staggered terms designated by the local legislative body. The board shall have at least 5 members. A majority of board members shall own or occupy real property in the business improvement district.

(b) The board shall annually consider and may make changes to the operating plan, which may include termination of the plan, for its business improvement district. The board shall then submit the operating plan to the local legislative body for its approval. If the local legislative body disapproves the operating plan, the board shall consider and may make changes to the operating plan and may continue to resubmit the operating plan until local legislative body approval is obtained. Any change to the special assessment method applicable to the business improvement district shall be approved by the local legislative body.

(c) The board shall prepare and make available to the public annual reports describing the current status of the business improvement district, including expenditures and revenues. The report shall include one of the following:

1. If the cash balance in the segregated account described under sub. (4) equaled or exceeded \$300,000 at any time during the period covered by the report, the municipality shall obtain an independent certified audit of the implementation of the operating plan.

2. If the cash balance in the segregated account described under sub. (4) was less than \$300,000 at all times during the period covered by the report, the municipality shall obtain a reviewed financial statement for the most recently completed fiscal year. The statement shall be prepared in accordance with generally accepted accounting principles and include a review of the financial statement by an independent certified public accountant.

(cg) For calendar years beginning after December 31, 2018, the dollar amount at which a municipality is required to obtain an independent certified audit under par. (c) 1. and the dollar amount at which a municipality is required to obtain a reviewed financial statement under par. (c) 2. shall be increased each year by a percentage equal to the percentage change between the U.S. consumer price index for all urban consumers, U.S. city average, for the month of August of the previous year and the U.S. consumer price index for all urban consumers, U.S. city average, for the month of August 2017, as determined by the federal department of labor. Each amount that is revised under this paragraph shall be rounded to the nearest multiple of \$10 if the revised amount is not a multiple of \$10 or, if the revised amount is a multiple of \$5, such an amount shall be increased to the next higher multiple of \$10.

(cr) The municipality shall obtain an additional independent certified audit of the implementation of the operating plan upon termination of the business improvement district.

(d) Either the board or the municipality, as specified in the operating plan as adopted, or amended and approved under this section, has all powers necessary or convenient to implement the operating plan, including the power to contract.

(4) All special assessments received from a business improvement district and all other appropriations by the municipality or other moneys received for the benefit of the business improvement district shall be placed in a segregated account in the municipal treasury. No disbursements from the account may be made except to reimburse the municipality for appropriations other than special assessments, to pay the costs of audits and reviewed financial statements required under sub. (3) (c), or on order of the board for the purpose of implementing the operating plan. On termination of the business improvement district by the municipality, all moneys collected by special assessment remaining in the account shall be disbursed to the owners of specially assessed property in the business improvement district, in the same proportion as the last collected special assessment.

(4g) A municipality may convert a business improvement district under this section into a neighborhood improvement district under s. 66.1110 if an owner of real property that is subject to general real estate taxes, that is used exclusively for residential purposes, and that is located in the business improvement district petitions the municipality for the conversion. If the municipality approves the petition, the board shall consider and may make changes to the operating plan under s. 66.1110 (4) (b).

(4m) A municipality shall terminate a business improvement district if the owners of property assessed under the operating plan having a valuation equal to more than 50 percent of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50 percent of the assessed valuation of all

property assessed under the operating plan, file a petition with the planning commission requesting termination of the business improvement district, subject to all of the following conditions:

(a) A petition may not be filed under this subsection earlier than one year after the date the municipality first adopts the operating plan for the business improvement district.

(b) On and after the date a petition is filed under this subsection, neither the board nor the municipality may enter into any new obligations by contract or otherwise to implement the operating plan until the expiration of 30 days after the date of hearing under par. (c) and unless the business improvement district is not terminated under par. (e).

(c) Within 30 days after the filing of a petition under this subsection, the planning commission shall hold a public hearing on the proposed termination. Notice of the hearing shall be published as a class 2 notice under ch. 985. Before publication, a copy of the notice together with a copy of the operating plan and a copy of a detail map showing the boundaries of the business improvement district shall be sent by certified mail to all owners of real property within the business improvement district. The notice shall state the boundaries of the business improvement district and shall indicate that copies of the operating plan are available from the planning commission on request.

(d) Within 30 days after the date of hearing under par. (c), every owner of property assessed under the operating plan may send written notice to the planning commission indicating, if the owner signed a petition under this subsection, that the owner retracts the owner's request to terminate the business improvement district, or, if the owner did not sign the petition, that the owner requests termination of the business improvement district.

(e) If after the expiration of 30 days after the date of hearing under par. (c), by petition under this subsection or subsequent notification under par. (d), and after subtracting any retractions under par. (d), the owners of property assessed under the operating plan having a valuation equal to more than 50 percent of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50 percent of the assessed valuation of all property assessed under the operating plan, have requested the termination of the business improvement district, the municipality shall terminate the business improvement district on the date that the obligation with the latest completion date entered into to implement the operating plan expires.

(5) (a) Real property used exclusively for residential purposes and real property that is exempted from general property taxes under s. 70.11 may not be specially assessed for purposes of this section.

(b) A municipality may terminate a business improvement district at any time.

(c) This section does not limit the power of a municipality under other law to regulate the use of or specially assess real property.

(d) If real property that is specially assessed as authorized under this section is of mixed use such that part of the real property is exempted from general property taxes under s. 70.11 or is residential, or both, and part of the real property is taxable, the municipality may specially assess as authorized under this section only the percentage of the real property that is not tax-exempt or residential. This paragraph applies only to a 1st class city.

History: 1983 a. 184; 1989 a. 56 s. 258; 1999 a. 150 s. 530; Stats. 1999 s. 66.1109; 2001 a. 85; 2017 a. 59, 70, 189.

66.1110 Neighborhood improvement districts. (1) In this section:

(a) "Board" means a neighborhood improvement district board elected under sub. (4) (a).

(b) "Chief executive officer" means a mayor, city manager, village president, or town chairperson.

(c) "Local legislative body" means a common council, village board of trustees, or town board of supervisors.

(d) "Municipality" means a city, village, or town.

(e) "Neighborhood improvement district" means an area within a municipality consisting of nearby but not necessarily contiguous parcels, at least some of which are used for residential purposes and are subject to general real estate taxes, and property that is acquired and owned by the board if the local legislative body approved acquisition of the property under sub. (4) (d) as part of its approval of the initial operating plan under sub. (3) (e).

(f) "Operating plan" means a plan adopted or amended under this section for the development, redevelopment, maintenance, operation, and promotion of a neighborhood improvement district.

(g) "Owner" means the owner of real property that is located within the boundaries, or the proposed boundaries, of a neighborhood improvement district.

(h) "Planning commission" means a plan commission under s. 62.23 or, if none exists, a board of public land commissioners or, if none exists, a planning committee of the local legislative body.

(2) An operating plan shall include at least all of the following elements:

(a) The special assessment method applicable to the neighborhood improvement district.

(b) The kind, number, and location of all proposed expenditures within the neighborhood improvement district.

(c) A description of the methods of financing all estimated expenditures and the time when related costs will be incurred.

(d) A description of how the creation of the neighborhood improvement district promotes the orderly development of the municipality, including its relationship to any municipal master plan.

(e) A statement as to whether the local legislative body authorizes the board to own real property and, if so, a description of the real property to be owned, the purpose of the ownership, and a statement of to whom the real property will be transferred if the neighborhood improvement district is terminated.

(f) A legal opinion that pars. (a) to (e) have been complied with.

(3) A municipality may create a neighborhood improvement district and adopt its operating plan if all of the following conditions are met:

(a) An owner of real property subject to general real estate taxes and located in the proposed neighborhood improvement district designated under par. (b) has petitioned the municipality for creation of a neighborhood improvement district.

(b) The planning commission has designated a proposed neighborhood improvement district and adopted its proposed initial operating plan.

(c) At least 30 days before creation of the neighborhood improvement district and adoption of its initial operating plan by the municipality, the planning commission has held a public hearing on its proposed neighborhood improvement district and initial operating plan. Notice of the hearing shall be published as a class 2 notice under ch. 985. Before publication, a copy of the notice, together with a copy of the proposed initial operating plan and a copy of a detail map showing the boundaries of the proposed neighborhood improvement district, shall be sent by certified mail to all owners of real property within the proposed neighborhood improvement district. The notice shall state the boundaries of the proposed neighborhood improvement district and shall indicate that copies of the proposed initial operating plan are available from the planning commission on request.

(d) Within 30 days after the hearing under par. (c), one of the following has not filed a petition with the planning commission protesting the proposed neighborhood improvement district or its proposed initial operating plan:

Appendix B: Business Improvement District Bylaws

Bylaws for the City of Stevens Point

Downtown Business Improvement District

Article I – General

Section I – Name

This organization shall be known as the Downtown Business Improvement District (DBID), operating as the Board of Directors of the Downtown Business Improvement District.

Section II – Creation

The DBID was approved on December 19, 2022 by the Common Council of the City of Stevens Point and must, per Chap. 66.1109, Wis. Stats. be approved annually by that body.

Section III – Purpose

The main objective of the DBID is to improve the social, economic, and physical environment of Historic Downtown Stevens Point and the surrounding business areas that are impacted by the economic vitality of the downtown. The DBID exists to unite businesses, organizations, and local government through collaboration and partnership to achieve objectives identified in the DBID Operating and Implementation Plan.

Section IV – Area

The DBID will include all properties shown within the boundaries outlined in Appendix B of the DBID Operating and Implementation Plan.

Article II – Board of Directors

Section I – Board Composition and Appointment

The DBID Board of Directors shall be comprised of seven (7) voting members appointed by the Mayor of Stevens Point and confirmed by the City Council. The DBID Board of Directors will make annual Board member recommendations to the Mayor. Said members shall comprise of the following:

- Two (2) real property owners within the District that do not own or operate a business within the District.
- Two (2) real property owners within the District that also operate a business within the District.
- Two (2) business owners within the District that do not own any real property within the District
- One (1) Alderperson representing the 1st Aldermanic District

- The Director of Community Development or their designee shall serve as an ex-officio non-voting member of the Board.

Section II – Term of Office

Term appointments will be for a period of two (2) years on staggered terms each ending December 31st of the year of expiration. Term of office will begin January 1st. The Alderperson serving the DBID will serve a term of two (2) years.

Section III – Meetings

The DBID Board of Directors shall meet monthly to achieve the goals as defined in the Operating Plan.

Section IV – Quorum

A simple majority of the current total voting Board membership shall constitute a quorum. The concurrence of a majority of the voting Board members present at a meeting at which a quorum is present shall be necessary to conduct the business of the Board. “Present” shall be defined as physical or virtual attendance.

Section V – Voting

At any meeting of the Board, each voting Board member shall be entitled to one vote with a majority vote determining the issue.

Section VI – Vacancies

Vacancies on the Board of Directors shall be filled by appointment of the Mayor and confirmed by the City Council.

Section VII – Officers

Board members shall appoint a Chairperson, Treasurer, and Secretary on a yearly basis each January. Any two of the three executives shall have the authority to execute documents on behalf of the BID Board, only for purposes authorized by the full BID Board of Directors, including the authorization for writing of checks and executing contracts.

- A. Chairperson. The Chairperson shall serve as the chief officer of the DBID and shall preside at all meetings of the Board of Directors. The Chairperson shall assign committee chairs, subject to approval of the Board of Directors.
- B. Treasurer. The Treasurer shall be responsible for overseeing and reporting the financial activities of the DBID. Activities include coordinating the annual budget with the Chairperson and committee chairs, present notable updates of DBID finances to the Board, and consult the Board of Directors or DBID staff about the financial health of the DBID. Funds shall be kept in a segregated account in the municipal treasury and disbursed through the City of Stevens Point.
- C. Secretary. The Secretary will be responsible for creating the minutes of each meeting according to the requirements of Open Meetings Law and are to be provided to the DBID

Chairperson no later than one (1) week after the previous DBID Board meeting. The Secretary creates monthly BID Board agendas under direction of the DBID Chairperson to be provided to the City Clerk no less than one (1) week prior to the next DBID Board meeting.

Article III – Finances

Section I – Special Assessment

Special assessments under this Operating Plan will be levied by the City of Stevens Point against each taxable property within the District pursuant to Wis. Stats. 66.1109. These properties will be levied at a rate determined by the Board of Directors and approved by the City of Stevens Point Common Council.

Section II – Exemptions

All properties within the boundaries of the DBID shall be assessed, except for properties used exclusively for residential purposes and property exempt from paying real estate taxes or owned by government agencies.

Section III – Probationary Funding

The City of Stevens Point will provide the DBID a minimum of \$70,000.00 upon inception and a minimum of \$35,000.00 per calendar year from 2024-2027 to support the establishment and investigate the efficacy of the DBID.

Section IV – Fiscal Year

The fiscal year of the DBID shall close on December 31st of each year.

Section V – Budget & Report

Each August, the DBID Officers shall formulate a budget in line with the coming year's goals and objectives. The DBID Treasurer shall present a proposed budget at the September meeting, which will, in turn, be presented along with the previous year's report to the City of Stevens Point Finance Committee and Common Council.

Section VI – Accounting

Until the DBID budget exceeds the amount necessary for annual audit (\$300,000), the DBID shall obtain a reviewed financial statement for the most recently completed fiscal year. The statement shall be prepared in accordance with generally accepted accounting principles and include a review of the financial statement by an independent certified public accountant.

Article IV – General Provisions

Section I – Parliamentary Authority

The current edition of Democratic Rules of Order shall be the final source of authority in all questions of parliamentary procedure when such rules are not consistent with the Bylaws of the DBID.

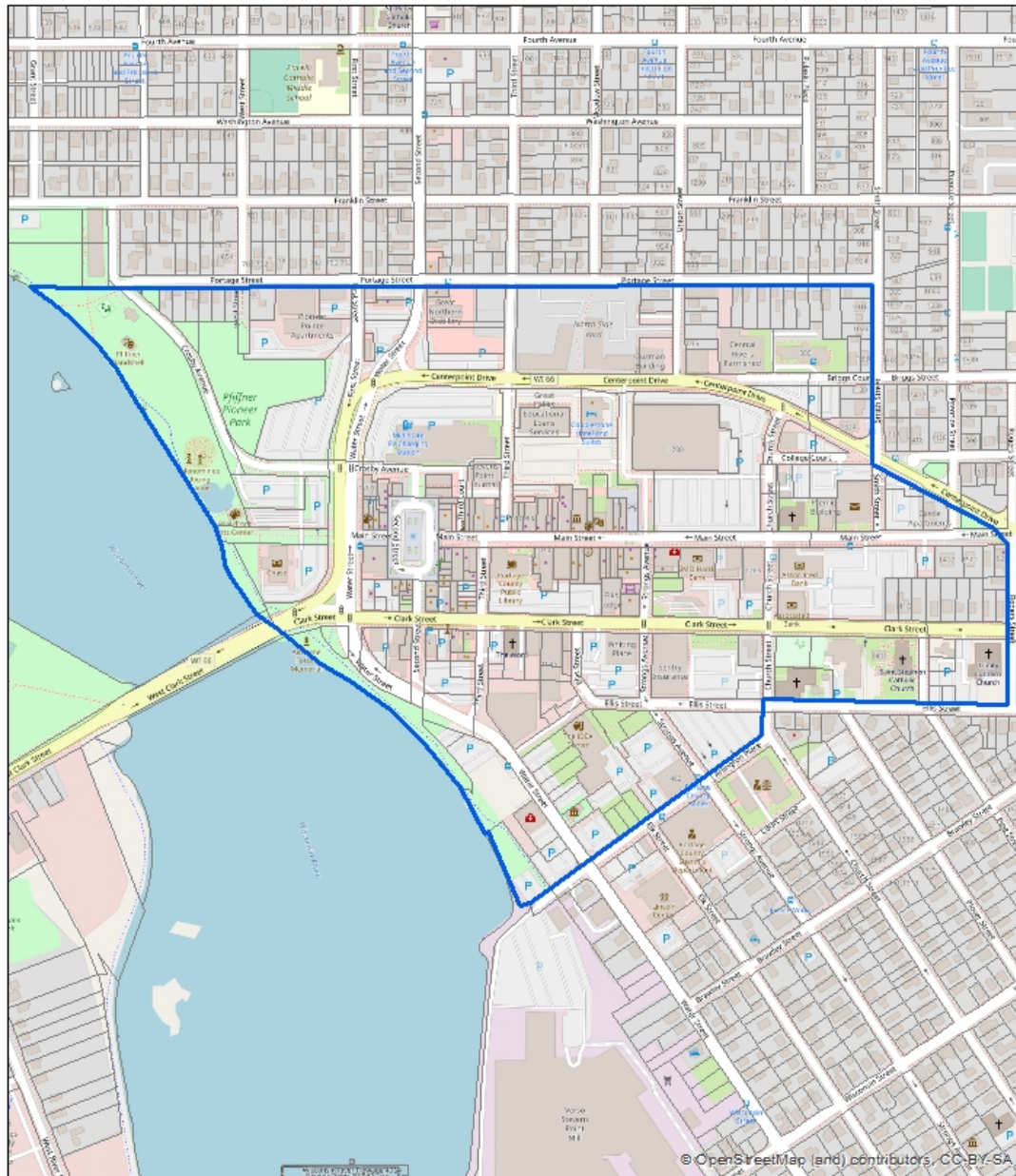
Section II – Amendments

These bylaws may be amended or altered by a two-thirds vote of the Board of Directors.

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Appendix C: Downtown Business Improvement District Map

2024 Downtown Business Improvement District Boundary



Department of
Community Development

Maps are for graphical purposes only. They do not represent a legal survey. While every effort has been made to ensure that these data are accurate and reliable within the limits of the current state of the art, City of Stevens Point cannot assume liability for any damages caused by any errors or omissions in the data, nor as a result of the failure of the data to function on a particular system. City of Stevens Point makes no warranty, expressed or implied, nor does the fact of distribution constitute such a warranty.

Legend

 Downtown BID Boundary



Appendix D: List of Properties in Downtown BID and Subject to BID Assessment

Owner	Property Description	2023 Assessment	BID Levy Liability
24-0832100511 FIRST FINANCIAL BANK INC C/O FIRST FINANCIAL ATTN ASSOCIATED LEASING MS8227 433 MAIN ST GREEN BAY, WI 54301	Main St S 32' W 1/2 LOT 4 S 32' LOT 5 LOTS 6,7 & 8 BLK 7 SMITH BRIGGS&PHILLIPS CSM12/64BNG PRT NW NE S32 T24 R8 468/685 476/780 Section: 32 Acres: 0.510	\$ 183,700.00	\$ 110.22
24-0832100512 GAUDENCIA G WORZALLA 1416 MAIN ST #3 STEVENS POINT WI 54481	1416 Main St L9&10 & PT LTS 1&2 BLK 7 SMITH BRIGGS&PHILLIPS ADD EX PRT SLD HWY 430/549; BNG PRT NWNE S32 350/460; 430/295;494/1043;528/64; 759022;766413 Section: 32 Acres: 0.243	\$ 257000	\$ 154.20
24-0832100601 BRODY L RICE MICHELLE A RICE 111 MAPLE BLUFF RD N STEVENS POINT WI 54482	1525 Main St LOT 1 CSM#6158-22- 231 BNG PRT NWNE S32 T24 R8 SUBJ TO NON-EXCLUSIVE ESMT & INCLUD ESMT DES 665/1 838864 Section: 32 Acres: 0.146	\$ 333,900.00	\$ 200.34
24-0832100604 SCHULFER INVESTMENTS LLC 7677 ANDREWS LN CUSTER WI 54423	1417 Main St E 25' LOT 1 BLK 1 SMITH BRIGGS & PHILLIPS ADD & PRT NW NE S32 T24 R8 BNG A PRCL 87' x 126' AS DES 568323 S32 T24 R8 767874;893862;893864 Section: 32 Acres: 0.321	\$ 327,400.00	\$ 196.44
24-0832100605 SCHULFER INVESTMENTS LLC 7677 ANDREWS LN CUSTER WI 54423	Main St W 50' LOT 1 E 25' LOT 2 BLK 1 SMITH BRIGGS & PHILLIPS ADD BNG PRT NE NE S32 T24 R8 767874;893862;893864 Section: 32 Acres: 0.215	\$ 61,100.00	\$ 36.66
24-0832100628 FIRST FINANCIAL BANK INC C/O FIRST FINANCIAL ATTN ASSOCIATED LEASING MS8227 433 MAIN ST GREEN BAY, WI 54301	1305 Main St LOT 1 CSM#9559-41- 39 BNG PRT NENW,NWNE & SWNE S32 T24 R8 288/406 320/152 356/632 401/173 474/148 476/774 592/555 Section: 32 Acres: 3.167	\$ 5,493,100.00	\$ 3,295.86
24-0832101503 1501 CLARK ST LLC 1410 ROGERS ST STEVENS POINT WI 54481	1501 Clark St N 75' LOTS 9 & 10 A G ELLIS ADD S32 T24 R8 813598 Section: 32 Acres: 0.179	\$ 281,100.00	\$ 168.66

24-0832200111 1001 UNION LLC 221 UNION ST STEVENS POINT WI 54481	1001 Union St LOT 1 & 2 CSM#6749 -24-272 BNG LOT 7 & PRT LOT 8 BLK 35 VALENTINE BROWN ADD S32 T24 R8 579943 Section: 32 Acres: 0.355	\$ 284,500.00	\$ 170.70
24-0832200116 13 INVESTMENTS LLC 1043 UNION ST STEVENS POINT WI 54481	1043 Union St LOTS 1 & 2 BLK 35 VALENTINE BROWN ADD S32 T24 R8 796618;800400AGMT;811122AGM Section: 32 Acres: 0.285	\$ 388,000.00	\$ 232.80
24-0832200137 ELODIN HOLDINGS LLC PO BOX 186 STEVENS POINT WI 54481	1220 Briggs Ct LOT 1 CSM#10171-45 -51 BNG PRT LOTS 3,4,8,9 & & ALL LOTS 18,19,20&21 BLK 35 VALENTINE BROWN ADD BNG PRT NENW S32 T24 R8 762543 Section: 32 Acres: 1.045	\$ 399,600.00	\$ 239.76
24-0832200201 NORTH SIDE YARD LLC C O MERGE LLC 604 CLAY ST CEDAR FALLS IA 50613	1000 Union St LOT 7 BLK 34 VALENTINE BROWN ADD BNG PRT NENW S32 T24 R8 854120 Section: 32 Acres: 0.152	\$ 27,400.00	\$ 16.44
24-0832200205 NORTH SIDE YARD LLC C O MERGE LLC 604 CLAY ST CEDAR FALLS IA 50613	Union St LOT 9 BLK 34 VALENTINE BROWN ADD S32 T24 R8 886787 Section: 32 Acres: 0.152	\$ 42,900.00	\$ 25.74
24-0832200206 RON HANSON LLC 2740 STANLEY ST UNIT B STEVENS POINT WI 54481	1008 Union St LOT 8 CSM#3157-11- 115 BNG LOT 8 BLK 34 VALENTINE BROWN ADD S32 T24 R8 303/563 516/254 792225;792735AOC Section: 32 Acres: 0.152	\$ 145,600.00	\$ 87.36
24-0832200207 NORTH SIDE YARD LLC C O MERGE LLC 604 CLAY ST CEDAR FALLS IA 50613	1100 Centerpoint Dr LOTS 11 & 12 & E 132' LOT 13 BLK 34 VALENTINE BROWN ADD ACCESS RIGHTS-438/480 S32 T24 R8 886787 Section: 32 Acres: 0.439	\$ 500,800.00	\$ 300.48
24-0832200305 NORTH SIDE YARD LLC C O MERGE LLC 604 CLAY ST CEDAR FALLS IA 50613	1009 Portage St Unit 4, NORTH SIDE YARD CONDO & UNDIV 1% INT IN COM ELEMNTS SUBJ TO DECL-868961,891901;SUB REST-573677851495 Section: 32 Acres: 0.300	\$ 78,400.00	\$ 47.04
24-0832200306 NORTH SIDE YARD CONDO 1 LLC 604 CLAY ST CEDAR FALLS IA 50613	1060 Centerpoint Dr UNIT 1 NORTH SIDE YARD CONDO & UNDIV 37% INT COM ELMTS;SUBJ DECL 868961,891901; SUBJ REST- 573677 1.370A870295;891899AOC Section: 32 Acres: 1.370	\$ 9,164,000.00	\$ 5,498.40

24-0832200307 NORTH SIDE YARD CONDO 2 LLC 604 CLAY ST CEDAR FALLS IA 50613	1020 Centerpoint Dr UNIT 2 NORTH SIDE YARD CONDO & UNDIV 37%INT COM ELMTS; SUBJ DECL 868961,891901 SUBJ REST- 573677 1.359A870294;891900AOC Section: 32 Acres: 1.359	\$ 8,585,000.00	\$ 5,151.00
24-0832200308 NORTH SIDE YARD CONDO 3 LLC 604 CLAY ST CEDAR FALLS IA 50613	1017 Third St UNIT 3 NORTH SIDE YARD CONDO & UNDIV 25% INT COM ELMTS;SUBJ DECL 868961, 891901;SUBJ REST- 573677 .919A891902 Section: 32 Acres: 0.919	\$ 1,463,700.00	\$ 878.22
24-0832200404 KIM L KRAYECKI 1001 SECOND ST STEVENS POINT WI 54481	1001 Second St N 40' LOTS 45 & 46 EX E 10' BLK 16 STRONG ELLIS & OTHERS ADD S32 T24 R8 684/670 Section: 32 Acres: 0.083	\$ 194,200.00	\$ 116.52
24-0832200501 KIM L KRAYECKI 1001 SECOND ST STEVENS POINT WI 54481	Portage St N 51 1/2' LOTS 42, 43,44 BLK 17 STRONG ELLIS & OTHERS PLAT S32 T24 R8 639/497 Section: 32 Acres: 0.179	\$ 36,900.00	\$ 22.14
24-0832200505 YME CAFE LLC 1708 CHURCH ST STEVENS POINT WI 54481	1009 First St LOT 1 CSM#2328-8- 186 BNG PRT LOTS 41, 42, 43 & 44 BLK 17 STRONG ELLIS & OTHERS ADD 596264 596532 609773 609770 728412 728414 Section: 32 Acres: 0.326	\$ 324,700.00	\$ 194.82
24-0832200507 JEFFREY J THOMPSON CHRISTY A THOMPSON 1442 W RIVER DR W STEVENS POINT WI 54481	1101 First St LOT 1 CSM#011672 DOC-890392 BNG PRT LOT 52 BLK 15 STRONGS ELLIS & OTH GOV LOT 1 S32 T24 R08 .096A 484356;894494AGMT Section: 32 Acres: 0.096	\$ 205,200.00	\$ 123.12
24-0832200601 OAK TREE INVESTMENTS LLC 1004 FIRST ST STE 4 STEVENS POINT WI 54481	1004 First St LOT 1 CSM#4040-14- 96 BNG PRT BLK 18 STRONG ELLIS & OTHERS ADD & PRT GL 1 S32 T24 R8 835966 Section: 32 Acres: 0.358	\$ 462,500.00	\$ 277.50
24-0832200910 WI PUBLIC SERVICE ATTN TAX DEPT 231 W MICHIGAN ST MILWAUKEE WI 53203	1111 Crosby Ave LOTS 60,61,62 BLK 19&BLK14 STRONG ELLIS&OTHER & PRT GL1 S32 T24 R8 ALSO VAC RIVER ST OWNED BY WI PUBLIC SERVICE EX PT Section: 32 Acres: 3.010	\$ 194,200.00	\$ 116.52
24-0832201110 BANK ONE WISCONSIN C/O BANK ONE WI ATTN LERETA LLC PO BOX 35605 DALLAS, TX 75235	Water St LOT 2 CSM#3583-12- 241 BNG PRT BLKS 1,2,7 & 8 STRONG ELLIS&O ADD BNG PRT GOVT LOT 1 S32 T24 R8 AGRMT ESMT-480/687 VAC CROSBY- Section: 32 Acres: 0.840	\$ 422,900.00	\$ 253.74

24-0832201218 BANK ONE WISCONSIN C/O BANK ONE WI ATTN LERETA LLC PO BOX 35605 DALLAS, TX 75235	601 Main St LOT 1 CSM#8136-31- 116 BNG PRT GL 1 S32 T24 R8 480/366 480/687-AGRMT 480/709-ESMT 480/686 480/780 481/638 507/1178 678146 Section: 32 Acres: 1.556	\$ 2,312,000.00	\$ 1,387.20
24-0832201401 JODI A KOBACK 2151 ELLIS ST STEVENS POINT WI 54481	841 Clark St E25' LOT 4 & W25' OF THE S 56' LOT 4 BLK 10 EX N 8' FOR ST STRONG ELLIS & OTHERS ADD S32 T24 R8 590164 Section: 32 Acres: 0.103	\$ 187,800.00	\$ 112.68
24-0832201412 SCHERTZ FAHRNER LLC ATTN JERRY FAHRNER 2688 SCENIC DR STEVENS POINT WI 54481-9630	817 Clark St THAT PRT LOTS 1, 2 & 7 BLK 10 STRONG ELLIS & OTHERS ADD LYG NELY OF HWY ROW S32 T24 R8 737771 Section: 32 Acres: 0.257	\$ 281,900.00	\$ 169.14
24-0832201413 TERENCE J LANDOWSKI LOUISE R LANDOWSKI 921 EIGHTH ST PLOVER WI 54467-2150	833 Clark St LOT 1 CSM#6767-24- 290 BNG PRT LOTS 3, 4, 5 & 6 BLK 10 STRONG ELLIS & OTHERS ADD S32 T24 R8 705/1143-CERT 703141 Section: 32 Acres: 0.340	\$ 389,800.00	\$ 233.88
24-0832201508 TR RANCH PROPERTIES LLC 2130 COUNTY ROAD J NORTH CUSTER WI 54423	900 Main St S36' LOTS 1 & 2 W3' OF S 36' LOT 3 BLK 4 STRONG ELLIS & OTHERS ORIG PLAT BNG PRT NWNW S32T24R8 435/139 577/1145 715388 Section: 32 Acres: 0.085	\$ 321,300.00	\$ 192.78
24-0832201509 1616 MAIN ST LLC 1052 MAIN ST STE #203 STEVENS POINT WI 54481	1221 Second St N25' LOT 7 & N26' OF W 1/2 LOT 6 BLK 4 STRONG ELLIS & OTHERS ;SUBJ ESMT OVR E10'-454/465 S32T24R08 664661CERT;800970 832190RES Section: 32 Acres: 0.043	\$ 212,000.00	\$ 127.20
24-0832201510 BARS NONE INC PO BOX 586 STEVENS POINT WI 54481	1225 Second St PRT LOT 7 BLK 4 STRONG ELLIS&OTHERS DES:COM 82' N SW/C LOT 7;TH E 25'; TH N 6 INCHES;TH E 25';TH N 24 1/2'; TH W50';TH S 25' TO POB S32T24R8 Section: 32 Acres: 0.029	\$ 185,600.00	\$ 111.36
24-0832201515 ROBERT L BUTT CARRIE L BUTT 1434 PLOVER HEIGHTS RD STEVENS POINT WI 54482	944 Main St W 15 3/8' LOT 5 BLK 4 STRONG ELLIS & OTHERS AD EX W 4 INCHES OF SAID DES 354/178 S32 T24 R8 552927 Section: 32 Acres: 0.045	\$ 79,600.00	\$ 47.76
24-0832201516 ROBERT L BUTT CARRIE L BUTT 1434 PLOVER HEIGHTS RD STEVENS POINT WI 54482	944 Main St W 12 3/8' LOT 1 BLK 28 VALENTINE BROWN ADD & E 9 5/8' LOT 5 BLK 4 STRONG ELLIS & OTHERS ADD S32 T24 R8 552927 Section: 32 Acres: 0.067	\$ 135,000.00	\$ 81.00

24-0832201522 ELODIN HOLDINGS LLC PO BOX 186 STEVENS POINT WI 54481	1200 Third St LOTS 3 & 4 BLK 28 V BROWN ADD 818399 Section: 32 Acres: 0.341	\$ 338,800.00	\$ 203.28
24-0832201524 ELODIN HOLDINGS LLC PO BOX 186 STEVENS POINT WI 54481	Third St PRCL 1 DES IN 455/1002 BNG PRT BLK 4 STRONG ELLIS & OTHERS ADD 818399 Section: 32 Acres: 0.055	\$ 18,400.00	\$ 11.04
24-0832201526 FRANCESCO E SCIARRONE ET AL 2517 PRAIS ST STEVENS POINT WI 54481	968 Main St LOT 2 CSM#8248-32- 78 A&B BNG PRT LOT 2 BLK 28 VALENTINE BROWN ADD BNG PRT NENW S32 T24 R8 402/633 639331 757549 757918 763825 Section: 32 Acres: 0.041	\$ 110,300.00	\$ 66.18
24-0832201527 FRANCESCO E SCIARRONE ET AL 2517 PRAIS ST STEVENS POINT WI 54481	1236 Third St LOT 3 CSM#8248-32- 78 A&B BNG PRT LOT 2 BLK 28 VALENTINE BROWN ADD BNG PRT NENW S32 T24 R8 .02A 402/633 639331 757549 757918 763825 Section: 32 Acres: 0.017	\$ 51,000.00	\$ 30.60
24-0832201528 SCHERTZ PROPERTIES LLC 2220 MAPLEWOOD DR PLOVER WI 54467-3104	956 Main St LOT 1 CSM#8248-32- 78 & E 43 5/8' LOT 1 & LOT 2 BLK 28 VALENTINE BROWN ADD BNG PRT NENW S32 T24 R8 587481 635643 663498 Section: 32 Acres: 0.233	\$ 946,400.00	\$ 567.84
24-0832201529 TROY HOJNACKI DANIEL RETZKI PO BOX 586 STEVENS POINT WI 54481	912 Main St LOT 7 BLK 4 STRONG ELLIS & OTHERS ADD BNG PRT NWNW S32 T24 R8 666401;789326AGMT Section: 32 Acres: 0.094	\$ 618,900.00	\$ 371.34
24-0832201531 JAMES E LAABS PATRICIA A LAABS 1026 SECOND ST N STEVENS POINT WI 54481	1205 Second St N56' OF S92' LOTS 1&2, AND W3' OF N56' OF S92' LOT 3 ALL IN BLK 4STRONG ELLIS & OTH .133A 353/314;666768 Section: 32 Acres: 0.132	\$ 413,000.00	\$ 247.80
24-0832201603 GREAT SETTER PROPERTIES LLC 6022 STATE HWY 66 STEVENS POINT WI 54482-9349	1201 Water St LOT 1 & W 7 1/2' OF S 86' LOT 2 & W 42 1/2' OF N 46' LOT 2 BLK 3 EX PRT SOLD-221/210 STRONG ELLIS & OTHERS ADD S32 T24 R8 800209;818651RES Section: 32 Acres: 0.101	\$ 351,400.00	\$ 210.84
24-0832201605 K5 LTD C/O K 5 LTD 230 BLACK FOREST DR PLOVER, WI 54467	804 Main St PRT LOT 8 BLK 3 FRONT20.8' ON MAIN ST &120' DEEP DES 186/46 ALSO USE OF ROW OVER N 12' OF SD LOT 8 STRONG ELLIS & OTHERS ADD 668150 Section: 32 Acres: 0.057	\$ 208,700.00	\$ 125.22

24-0832201606 OATER LLC 474 SCENIC CIR STEVENS POINT WI 54481-8957	812 Main St PARCEL 1 CSM#9858- 43-38 BNG PRT LOTS 7 & 8 BLK 3 STRONG ELLIS & OTHERS ADD BNG PRT NWNW;ALSO 1/2 INT IN ROW OVR N12' L8 & PT L7 Section: 32 Acres: 0.051	\$ 226,800.00	\$ 136.08
24-0832201607 OATER LLC 474 SCENIC CIR STEVENS POINT WI 54481-8957	820 Main St PARCEL 2 CSM#9858- 43-38 BNG PRT LOT 7 BLK 3 STRONG ELLIS & OTHERS ADD BNG PRT NWNW S32 T24 R8 845601 Section: 32 Acres: 0.055	\$ 266,600.00	\$ 159.96
24-0832201608 OATER LLC 474 SCENIC CIR STEVENS POINT WI 54481-8957	1232 Second St PARCEL 3 CSM#9858- 43-38 BNG PRT LOTS 7 & 8 BLK 3 STRONG ELLIS & OTHERS ADD BNG PRT NWNW;ALSO 1/2 INT IN ROW DES 240/406 S32 T24 R Section: 32 Acres: 0.036	\$ 168,800.00	\$ 101.28
24-0832201609 OATER LLC 474 SCENIC CIR STEVENS POINT WI 54481-8957	1220 Second St PARCEL 4 CSM#9858- 43-38 BNG PRT LOTS 2 & 7 BLK 3 STRONG ELLIS & OTHERS ADD;SUBJ TO SIDEWALK ESMT DES 676561 S32 T24 R8 845601 Section: 32 Acres: 0.094	\$ 379,800.00	\$ 227.88
24-0832201618 POINT HOMES LLC PO BOX 489 STEVENS POINT WI 54481	832 Main St LOT 1 CSM#3403-12- 61 BNG PRT LOT 3 BLK 3 STRONG ELLIS & OTHERS ADD S32 T24 R8 857136 Section: 32 Acres: 0.049	\$ 312,200.00	\$ 187.32
24-0832201701 RCE LLC C/O RCE LLC 8100 E CAMELBACK RD#122 SCOTTSDALE, AZ 85251	823 Main St LOTS 1 & 2 BLK 6 STRONG ELLIS & OTHERS ADD S32 T24 R8 558642 564197 564873-REST Section: 32 Acres: 0.303	\$ 919,000.00	\$ 551.40
24-0832201702 RCE LLC C/O RCE LLC 8100 E CAMELBACK RD#122 SCOTTSDALE, AZ 85251	800 Clark St LOT 8 CSM#2689-9- 247 AKA LOT 8 BLK 6 STRONG ELLIS & OTHERS ADD S32 T24 R8 564871 564872-REST Section: 32 Acres: 0.143	\$ 92,800.00	\$ 55.68
24-0832201703 RCE LLC C/O RCE LLC 8100 E CAMELBACK RD#122 SCOTTSDALE, AZ 85251	Clark St LOT 7.1 CSM#3320- 11-278 BNG PRT LOT 7 BLK 6 STRONG ELLIS & OTHERS ADD S32 T24 R8 564871 564872-REST Section: 32 Acres: 0.055	\$ 23,200.00	\$ 13.92
24-0832201705 K5 LTD C/O K 5 LTD 230 BLACK FOREST DR PLOVER, WI 54467	Clark St LOT 5 BLK 6 STRONG ELLIS & OTHERS ORIG PLAT EX N 98' THEREOF & EX S 8' MOL FOR ST S32 T24 R8 739310 Section: 32 Acres: 0.030	\$ 10,000.00	\$ 6.00

24-0832201709 SEAN J STROIK 3016 DELLA ST STEVENS POINT WI 54481	831 Main St PRT LOT 6 BLK 6 BNG 29' E & W BY 61' N & S IN NE COR SD LOT STRONG ELLIS & OTHERS ADD S32 T24 R8 660252 662002 Section: 32 Acres: 0.041	\$ 113,400.00	\$ 68.04
24-0832201712 RCE LLC C/O RCE LLC 8100 E CAMELBACK RD#122 SCOTTSDALE, AZ 85251	Clark St LOT 1 & OUTLOT 1 CSM#4447-15-242 BNG PRT LOTS 6 & 7 BLK 6 STRONG ELLIS & OTHERS ADD S32T24R8 528/267 558642 564873-REST Section: 32 Acres: 0.193	\$ 74,600.00	\$ 44.76
24-0832201713 SCHERTZ PROPERTIES LLC 2220 MAPLEWOOD DR PLOVER WI 54467-3104	835 Main St LOT 1 CSM#5101-18- 126 BNG PRT LOT 5 BLK 6 STRONG ELLIS & OTHERS ADD S32 T24 R8 645108 Section: 32 Acres: 0.028	\$ 143,800.00	\$ 86.28
24-0832201714 MIDAS VENTURES LLC ATTN KEATON SCHULTZ PO BOX 804 STEVENS POINT WI 54481	1324 Second St LOT 1 CSM#5168- 18-193 & 193A OUTLOT 1 CSM#5101- 18-126 & 126A&B BNG PRT LOT 5 BLK 6 STRONG ELLIS & OTHERS ADD S32 T24 R8 895752 Section: 32 Acres: 0.018	\$ 121,600.00	\$ 72.96
24-0832201715 K5 LTD C/O K 5 LTD 230 BLACK FOREST DR PLOVER, WI 54467	1338 Second St LOT 2 CSM#5101-18- 126 & LOT 2 CSM#5154-18-179 BNG PRT LOT 5 BLK 6 STRONG ELLIS & OTHERS ADD BNG PRT SW NE S32 T24 R8 678555 Section: 32 Acres: 0.054	\$ 120,700.00	\$ 72.42
24-0832201716 K5 LTD C/O K 5 LTD 230 BLACK FOREST DR PLOVER, WI 54467	1342 Second St LOT 3 CSM#5101-18- 126&A&B BNG PRT LOT 5 BLK 6 STRONG ELLIS & OTHERS ADD S32 T24 R8 779259 Section: 32 Acres: 0.015	\$ 62,100.00	\$ 37.26
24-0832201803 POINT HOMES LLC PO BOX 489 STEVENS POINT WI 54481	927 Main St E 46' LOT 3 BLK 5 STRONG ELLIS & OTHERS ADD S32 T24 R8 671304-CERT 778653RES;826599RES;832369 Section: 32 Acres: 0.139	\$ 472,900.00	\$ 283.74
24-0832201804 SUSAN M SIMKOWSKI 519 NO HAMMOND HWY NEW ORLEANS LA 70124-1507	921 Main St E23' OF N60' LOT 2& W4' OF N60' LOT 3 BLK 5 STRONG ELLIS&OTHERS EX JT USE OF STAIRWAY W SDE BLDG-115/407 197/477 201/432 1/2 544/285 773466 Section: 32 Acres: 0.037	\$ 192,100.00	\$ 115.26
24-0832201805 DBGREEN LLC 605 N MAPLE BLUFF CT STEVENS POINT WI 54482-9251	913 Main St W 27' OF N 60' LOT 2 BLK 5 STRONG ELLIS & OTHERS ADD S32 T24 R8 799686 W/STIP Section: 32 Acres: 0.037	\$ 198,700.00	\$ 119.22

24-0832201806 MICHAEL W MUNAGIAN 1315 SECOND ST STEVENS POINT WI 54481	1313 Second St PRT LT2 & LT3 BLK5 STRONG,ELLIS & OTHR ADD DES-COM 60' S OF NW/C LOT 2 TH S 26'; THE E 54' M/L;TH N 26' TH W 54' TO POB 545/297CERT;776352 Section: 32 Acres: 0.032	\$ 210,900.00	\$ 126.54
24-0832201807 MICHAEL P LAZARE ET AL 1317 SECOND ST STEVENS POINT WI 54481	1317 Second St BEG 86' S OF NW/C LOT 2 BLK 5;TH S 26';TH E ABOUT 54';TH N 26';TH W ABOUT 54' TO BEG STRONG ELLIS & OTHERS ADD S32T24R8 458/845 Section: 32 Acres: 0.032	\$ 83,500.00	\$ 50.10
24-0832201808 BRUCE D WOBORIL STACIE M WOBORIL 710 FOURTH ST PLOVER WI 54467	1321 Second St S 20' LOT 2 & S 16' OF W 4' LOT 3 BLK 5 STRONG ELLIS & OTHERS ADD S32 T24 R8 807/264 Section: 32 Acres: 0.025	\$ 101,700.00	\$ 61.02
24-0832201809 STEEVO'S OF STEVENS POINT INC 2490 SUNSET DR N STEVENS POINT WI 54482	1327 Second St N 24' LOT 7 EX E 18 IN THEREOF & UND 1/2 INT IN 8' SQ IN NE/C LOT 8 ALL IN BLK 5 STRONG ELLIS & OTHERS ADD S32 T24 R8 550657 Section: 32 Acres: 0.029	\$ 137,200.00	\$ 82.32
24-0832201810 JAMES B MOZUCH 1331 SECOND ST STEVENS POINT WI 54481	1331 Second St COM NW/C L8 BLK 5 SE&O PLAT TH S 65'; TH E50' TH N65';TH W50'-POB INC INT PARTY WALL EX 1/2 INT PRCL 8 SQ IN NE/C;SUBJ AGRMT DES 687472 Section: 32 Acres: 0.075	\$ 262,400.00	\$ 157.44
24-0832201815 PETER J SPENCER CONNIE R SPENCER 5748 REGENT ST STEVENS POINT WI 54482	920 Clark St LOT 1 CSM#10353-46-83 BNG PRT L7 BLK 5 STRONG ELLIS & OTHERS ADD .12A 784286;843745TOD Section: 32 Acres: 0.117	\$ 276,900.00	\$ 166.14
24-0832201816 PETER J SPENCER CONNIE R SPENCER 5748 REGENT ST STEVENS POINT WI 54482	924 Clark St LOT 2 CSM#10353-46-83 BNG PRT LOT 6 BLK 5 STRONG ELLIS & OTHERS ADD .07A 784286;843745TOD Section: 32 Acres: 0.072	\$ 197,500.00	\$ 118.50
24-0832201817 JOHN J MALLICK 1346 THIRD ST STEVENS POINT WI 54481	1346 Third St PRT LOTS 5 & 6 BLK 5 STRONG ELLIS&OTHERS COM SE/C LOT 5 SD BLK TH W 75';TH N 25';TH E 75'; TH S 25' TO POB S32 T24 R8 720533 Section: 32 Acres: 0.043	\$ 165,300.00	\$ 99.18
24-0832201818 B & C LLC 516 SECOND ST N STEVENS POINT WI 54481	1338 Third St BEG 25' N SE/C LOT 5 BLK 5 TH W 75';N 17.8'; E 75';S 17.8' TO BEG PRT LOTS 5&6 BLK 5 STRONG ELLIS & OTHERS ADD S32 T24 R8 892033 Section: 32 Acres: 0.031	\$ 145,300.00	\$ 87.18

24-0832201819 B & C LLC 516 SECOND ST N STEVENS POINT WI 54481	Third St BEG 42.8' N SE/C LOT 5 TH W 75';N 19.10';E 75';S 19.10' TO BEG BNG PRT LOTS 5&6 BLK 5 STRONG ELLIS & OTHERS 892033 Section: 32 Acres: 0.033	\$ 10,800.00	\$ 6.48
24-0832201820 POINT HOMES LLC PO BOX 489 STEVENS POINT WI 54481	Third St S 25' OF N 66' LOT 5 & S 25' OF N 66' OF E 1/2 LOT 6 BLK 5 STRONG ELL ELLIS & OTHERS ADD;SUBJ TO AGRMT DES 488/842 CSM 13/63 S32 T24 R8 832369 Section: 32 Acres: 0.038	\$ 12,500.00	\$ 7.50
24-0832201821 POINT HOMES LLC PO BOX 489 STEVENS POINT WI 54481	Third St S 21' OF N 41' LOT 5 & S 21' OF N 41' OF E 1/2 OF LO 6 BLK 5 STRONG ELLIS & OTHERS ADD S32 T24 R8 400465CSM 832369;838601UTIL Section: 32 Acres: 0.036	\$ 11,900.00	\$ 7.14
24-0832201822 POINT HOMES LLC PO BOX 489 STEVENS POINT WI 54481	Third St BEG AT NE/C LOT 5 TH S 20';W 75';N 20';E 75' TO BEG PRT LOTS 5 & 6 BLK 5 STRONG ELLIS & OTHERS ADD S32 T24 R8 400465CSM 832369;838601UTIL Section: 32 Acres: 0.034	\$ 11,300.00	\$ 6.78
24-0832201823 POINT HOMES LLC PO BOX 489 STEVENS POINT WI 54481	1314 Third St PRT LOT 4 BLK 5 SE&O ADD COM AT SE/C LOT 3 BL 5 SD ADD TH N42';TH E 26';TH S9';TH S9';TH E 25' TH S ALG 3RD ST 33' TH W TO POB 671304-CERT Section: 32 Acres: 0.054	\$ 220,100.00	\$ 132.06
24-0832201825 SCO LILY LLC 1343 SECOND ST STEVENS POINT WI 54481	1343 Second St LOT 1 CSM#7739-29- 19 BNG PRT LOT 8 BLK 5 STRONG ELLIS & OTHERS ADD S32 T24 R8 404/776 554/1074 807950 Section: 32 Acres: 0.070	\$ 353,500.00	\$ 212.10
24-0832201826 JJJWD LLC 1579 CHURCH ST STEVENS POINT WI 54481	937 Main St N90' LOT 4 BLK 5 STRONG ELLIS & OTH ORIG PLAT & PRT NENW S32 T24 R8 COM NE/C LOT 4 BLK 5 TH S99'; TH E25' TO 3RD ST; TH N99'; W 25' TO POB Section: 32 Acres: 0.109	\$ 360,600.00	\$ 216.36
24-0832201901 CHP OF STEVENS PT LLC 945 CLARK ST STEVENS POINT WI 54481	945 Clark St E 2' OF N 90' LOT3 & N 90' LOT 4 BLK 11 STRONG ELLIS & OTHER ORIG PLAT S32 T24 R8 803398 Section: 32 Acres: 0.107	\$ 332,600.00	\$ 199.56
24-0832201902 STEVENS POINT RENTALS LLC 10115 YELLOW BRICK RD AMHERST WI 54406	925 Clark St W 48' OF N 90' LOT 3 BLK 11 STRONG ELLIS & OTHERS ADD S32 T24 R8 788780;795419AGMT;802389AGM Section: 32 Acres: 0.099	\$ 354,400.00	\$ 212.64

24-0832201903 STEVENS POINT RENTALS LLC 10115 YELLOW BRICK RD AMHERST WI 54406	Clark St LOT 2 BLK 11 & ESM ESMT-341/93 STRONG ELLIS & OTHERS ADD S32 T24 R8 788780;789808AOC;791468UTIL Section: 32 Acres: 0.142	\$ 54,500.00	\$ 32.70
24-0832201904 MLH PROPERTIES LLC 5419 PINWOOD DR STEVENS POINT WI 54481	901 Clark St LOT 1 BLOCK 11 STRONG ELLIS & OTHERS ADD SUBJ ESMT S 9' DES 341/93 S32 T24 R8 592240 698393 Section: 32 Acres: 0.142	\$ 246,600.00	\$ 147.96
24-0832201927 ADELINE & ELOISE LLC PO BOX 5 NELSONVILLE WI 54458	1410 Third St S 34' LOTS 3 & 4 BLK 11 STRONG ELLIS & OTHERS S32 T24 R8 843772 Section: 32 Acres: 0.078	\$ 376,800.00	\$ 226.08
24-0832202001 ROBERT E MCDONALD SALLY A MCDONALD LEWIS 1059 CLARK ST STEVENS POINT WI 54481	1059 Clark St E 29' OF N 75' OF OL 6 ALSO A STRIP COM NE/C OL E 2.6';S 75' MOL W 3.46';N 75' TO POB S E & O ADD 405/921 518/828 753/94 541337 718369 Section: 32 Acres: 0.055	\$ 236,800.00	\$ 142.08
24-0832202005 SCHERTZ PROPERTIES LLC 2220 MAPLEWOOD DR PLOVER WI 54467-3104	1001 Clark St PRCL B CSM#275-1- 275 BNG W 60' OF OL 6 STRONG ELLIS & OTHERS ADD S32 T24 R8 641986 713269 Section: 32 Acres: 0.180	\$ 68,900.00	\$ 41.34
24-0832202042 COMPASS PROPERTIES LLC 4501 STATE HIGHWAY 66 STEVENS POINT WI 54482-8412	1007 Ellis St S 91' OF E 29' OF N166' OF OL 6 STRONG ELLIS& O'S ADD ALSO VAC ELLIS ST DES 185/488 1/2 229/257 717/1 595984 595985 Section: 32 Acres: 0.067	\$ 192,300.00	\$ 115.38
24-0832202051 WISCONSIN BELL INC 1010 PINE 9E L 01 ST LOUIS MO 63101	Water St LOT 1 CSM#4948-17- 203 BNG PRT OUTLOT 9 STRONG ELLIS & O'S ADD BNG PRT GOVT LOT 2 S3 T24 R8 559/1012-13 Section: 32 Acres: 0.295	\$ 59,200.00	\$ 35.52
24-0832202054 GENCAP STEVENS POINT 88 LLC 6938 N SANTA MONICA BLVD MILWAUKEE WI 53217	1443 Water St Lot 1, CSM 11298-52-128 BNG PRT OUTLOTS 7 & 8 STRONG ELLIS & OTH; SUBJ ESMTS 278051 & 856223AMD;SUBJ TO REST-8641181.116A Section: 32 Acres: 1.116	\$ 7,514,000.00	\$ 4,508.40
24-0832202301 SENTRY INSURANCE 1800 N POINT DR STEVENS POINT WI 54481	Strongs Ave ALL BLK 27 STRONG ELLIS&O'S S32T24R8 184/340 186/62 191/406 237/205 238/210 326/579 337/536 Section: 32 Acres: 1.323	\$ 339,100.00	\$ 203.46

24-0832202405 SENTRY INSURANCE 1800 N POINT DR STEVENS POINT WI 54481	Ellis St S 75' LOTS 15 & 16 BLK 28 STRONG ELLIS & OTHERS ADD S32 T24 R8 475/1072 Section: 32 Acres: 0.172	\$ 67,400.00	\$ 40.44
24-0832202406 SENTRY INSURANCE 1800 N POINT DR STEVENS POINT WI 54481	1421 Strong's Ave LOTS 3,4,5,6,7,8,9 10,11,12,13,14 & N 57' LOTS 15 & 16 BLK 28 STRONG ELLIS & OTHERS ADD S32 T24 R8 143/524 Section: 32 Acres: 2.420	\$ 4,471,900.00	\$ 2,683.14
24-0832202503 DIVISION SUSSEX LLC ET AL PO BOX 215 PLOVER WI 54467	1408 Strong's Ave LOT 5 CSM#3527-12- 185 BNG PRT OL5 STRONG ELLIS & OTHERS ADD BNG PRT GOVT LOT 2 S32 T2 R8 892372 Section: 32 Acres: 1.284	\$ 2,351,200.00	\$ 1,410.72
24-0832202601 AMETHYST MAIN LLC PO BOX 804 ATTN KEATON SCHULTZ STEVENS POINT WI 54481	1141 Main St LOT 1 CSM#3391-12- 49 BNG PRT NE NW S32 T24 R8849853 Section: 32 Acres: 0.130	\$ 453,500.00	\$ 272.10
24-0832202606 BONITA A BROWN 1701 CLARK ST STEVENS POINT WI 54481	1121 Main St PT NENW S32 T24 R8 COM 142 1/4' W WL STRONGS AVE ON SL MAIN ST;TH S THRU CTR/L PARTY WALL 122';W20'; N122';E20'TO POB;JT ESMT DES 510/1178 Section: 32 Acres: 0.056	\$ 185,300.00	\$ 111.18
24-0832202609 PATRICK D BARLOW DIANA BARLOW 1497 OLD WAUSAU RD STEVENS POINT WI 54481	1101 Main St LOT 1 CSM 3992-14- 48 BNG PRT OL 5 STRONG ELLIS & OTHERS ADD & GL2 S32 T24 R8 BNG CSM#3887-13- 245 580409 583021 602911 Section: 32 Acres: 0.100	\$ 305,900.00	\$ 183.54
24-0832202610 JEROME L KAWSKI CARRIE L KAWSKI 2215 OXFORD CT #5 PLOVER WI 54467	1059 Main St PT NENW S32 COM275 FT W COR MAIN&STRONGS E52' S 1/8 LN;W52' N-POB EX E26' SOLD TO ANDRAE ALSO INC 6 INCHES DES 510/75 510/424 Section: 32 Acres: 0.076	\$ 310,600.00	\$ 186.36
24-0832202611 DBGREEN LLC 605 N MAPLE BLUFF CT STEVENS POINT WI 54482-9251	1055 Main St PT NENW S32 T24 R8 COM 422' E NE/C L3 BLK 5 ORIG PLAT TH 68.5' S TO 1/8 LN;E 68.5'N-POB&PT DES 226/ 196 509/1185-ESMT Section: 32 Acres: 0.195	\$ 1,212,900.00	\$ 727.74
24-0832202632 CORDEN J KEALIER ET AL C/O ROSALIND R KEALIER 1111 MINNESOTA AVE STEVENS POINT, WI 54481	1140 Clark St PT OUTLOT 5 COM NW/C CLARK & STRONGS TH W 75.6';TH N 90';TH E 75.6'; TH S 90' TO POB STRONG ELLIS & OTHERS ADD S32 T24 R8 845127 Section: 32 Acres: 0.156	\$ 384,900.00	\$ 230.94

24-0832202633 LARRY RAIKOWSKI SARA RAIKOWSKI 4025 COUNTY ROAD H & O JUNCTION CITY WI 54443	1332 Strongs Ave PT OL 5 COM COR CLARK & STRONGS N 90'TO POB TH N 36';W 75';S 36';E 75' TO POB STRONG ELLIS&OTHERS ADD S32 T24 R8 755423 Section: 32 Acres: 0.062	\$ 174,000.00	\$ 104.40
24-0832202637 AMETHYST MAIN LLC PO BOX 804 ATTN KEATON SCHULTZ STEVENS POINT WI 54481	1137 Main St LOT 2 CSM#3218-11- 176 BNG PRT NENW S32 T24 R8 ESMT-457/524 854062 Section: 32 Acres: 0.050	\$ 194,100.00	\$ 116.46
24-0832202638 EPIC INVESTMENTS LLC PO BOX 804 STEVENS POINT WI 54481-0804	1129 Main St LOT 4 CSM#3227-11- 185 BNG PRT LOT 1 CSM#3207- 11-165 BNG PRT NE NW S32 T24 R8 878651 Section: 32 Acres: 0.076	\$ 223,900.00	\$ 134.34
24-0832202639 BONITA ANN BROWN 1701 CLARK ST STEVENS POINT WI 54481-3002	1125 Main St LOT 1.1 CSM#3227- 11-185 BNG PT L1 CSM#3218- 11-176 BNG PRT NE NW S32 T24 R8 574/528 759033 814187 Section: 32 Acres: 0.057	\$ 150,400.00	\$ 90.24
24-0832202646 TLB PROPERTIES LLC 1720 RIDGEWOOD CIR PLOVER WI 54467	1320 Strongs Ave LOT 3 & OL 2.1 CSM#3218-11-176 BNG PRT NENW S32 T24 R8 & PRT OL5STRONGS ELLIS & OTH DES AS COM NE CRNR OL 5 SE & O; S24'; W75'; N24'; TH E Section: 32 Acres: 0.122	\$ 330,600.00	\$ 198.36
24-0832202652 JAMES E LAABS PATRICIA A LAABS 1026 SECOND ST N STEVENS POINT WI 54481	1035 Main St LOTS 1&2 CSM#5130- 18-155 & A,B & C BNG PRT LOTS 1&2 CSM#3584-12-242 BNG PRT NENW S32 T24 R8& ESMT 577/455 & AGMT-816305 Section: 32 Acres: 0.294	\$ 627,900.00	\$ 376.74
24-0832202653 SENTRY INSURANCE 1800 N POINT DR STEVENS POINT WI 54481	1105 Main St PT NENW S32 T24 R8 BEG SL MAIN 226.08' W WL STRONGS;E63.70';S120.71';W 2.45';S19.29';W61.25'N140' TO POB & OL1 Section: 32 Acres: 0.204	\$ 708,000.00	\$ 424.80
24-0832202703 FABORRS PROPERTIES INC 1257 MAIN ST STEVENS POINT WI 54481	1257 Main St W 12' LOT 2 & ALL LOTS 3 & 4 EX PRT SOLD OFF W SIDE LOT 4 DES 228/339 BLK 29 STRONG ELLIS & OTHERS ADD ESMT-452/172 S32 T24 R8 389/711 Section: 32 Acres: 0.304	\$ 828,900.00	\$ 497.34
24-0832202704 DHL BMO LLC ET AL C/O DB STEVENS POINT LLC 20201 E COUNTRY CLUB DR NO 603 AVENTURA, FL 33180	1245 Main St WLY 5' LOT 4 LOTS 5&6 ELY 39.4' LOT 7 EX W4' FOR ALLEY-S100' LOTS 10&11& W20' LOT 12;E30'LOT12 LOTS 13,14,15,16 BLK29 SE&O ADD EX 327/96 Section: 32 Acres: 1.573	\$ 2,270,300.00	\$ 1,362.18

24-0832202939 MBM PROPERTIES LLC 1052 MAIN ST STE #LL6 STEVENS POINT WI 54481	1100 Main St LOT 5.1 CSM#3886- 13-244 BNG PRT BLK 29 VAL BROWN ADD S32 T24 R8 ESMT AGRMT-493/539 872762 Section: 32 Acres: 0.230	\$ 512,900.00	\$ 307.74
24-0832202950 DIVISION MAIN LLC PO BOX 215 PLOVER WI 54467	1200 Main St THAT PRT BLKS 29, 30,31 & 32 & VAC UNION ST & COLLEGE AVE VAL BROWN ADD LOCATED IN NE NW S32 T24 R8 DES IN 457/1087-89 885903 Section: 32 Acres: 2.410	\$ 2,523,200.00	\$ 1,513.92
24-0832202963 SCHERTZ PROPERTIES LLC 2220 MAPLEWOOD DR PLOVER WI 54467-3104	Third St THAT PRT LOTS 1,2, 21 & 22 BLK 29 VALENTINE BROWN ADD DES 706813;SUBJ TO DEED REST DES 706813 S32 T24 R8 706813 Section: 32 Acres: 0.045	\$ 8,200.00	\$ 4.92
24-0832202970 HOTELS OF AMERICA LLC DBA COBBLESTONE HOTEL 980 AMERICAN DR NEENAH WI 54956	1117 Centerpoint Dr LOT 1 CSM#10818-49 -98 BNG PRT NENW & PRT VALENTINE BROWNS ADD S32 T24 R8 .62A 776836RC 820768 Section: 32 Acres: 0.620	\$ 6,321,100.00	\$ 3,792.66
24-0832202975 THE OPERA HOUSE LLC PO BOX 1004 STEVENS POINT WI 54481	1124 Main St LOT 1 CSM#011409 DOC-866837 AND E24' LOT 7 ALL BLK 29 VALENTINE BROWN ADD; ESMTS 386661 & 315928 & SUBJ TOESMT-788999 .360A (867366) Section: 32 Acres: 0.360	\$ 416,900.00	\$ 250.14
24-0832203137 PENGUIN PROPERTIES LLC PO BOX 1004 STEVENS POINT WI 54481	1324 Centerpoint Dr LOT 1 CSM#2831-10- 89 BNG PRT BLK 3 SMITH BRIGGS & PHILLIPS ADD S32 T24 R8 816940;817142 Section: 32 Acres: 0.226	\$ 365,300.00	\$ 219.18
24-0832203139 PENGUIN PROPERTIES LLC PO BOX 1004 STEVENS POINT WI 54481	1300 College Ct LOT 1 CSM#3344-12- 2 BNG PRT LOT 6 BLK 3 SMITH BRIGGS & PHILLIPS BNG PRT NE NW S32 T24 R8 856612;857250 Section: 32 Acres: 0.348	\$ 314,800.00	\$ 188.88
24-0832300264 PIXELLE ANDROSCOGGIN LLC 228 S MAIN ST SPRING GROVE PA 17362-1000	Arlington Pl PRT LOT 1 CSM#10720-48-150 LYG N ARLINGTON PL ROW DES-847685BNG PRT GOV LOT 2 S32 T24 R8 858200AGMT.779A 858199;858715NMCHG Section: 32 Acres: 0.779	\$ 45,600.00	\$ 27.36
Total properties listed: 132 Total acres and values by class: G2		\$ 88,623,800.00	\$ 53,174.28

Appendix E: List of Properties in Downtown BID and Not Subject to BID Assessment

KEY:
Residential
Tax Exempt Property

Parcel ID #	Physical Property Address	Owner
281240832202020	0 ARLINGTON PL STEVENS POINT WI 54481	PORTAGE COUNTY
281240832201931	1466 WATER ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832202021	1016 ARLINGTON PL STEVENS POINT WI 54481	PORTAGE COUNTY
281240832202018	1475 WATER ST STEVENS POINT WI 54481	PORTAGE COUNTY HISTORICAL SOCIETY INC
281240832202048	0 WATER ST STEVENS POINT WI 54481	PORTAGE COUNTY
281240832202013	1455 WATER ST STEVENS POINT WI 54481	PORTAGE COUNTY
281240832201935	0 WATER ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832202030	0 STRONGS AVE STEVENS POINT WI 54481	PORTAGE COUNTY
281240832202031	1101 ELLIS ST STEVENS POINT WI 54481	PORTAGE COUNTY
281240832202038	0 ELLIS ST STEVENS POINT WI 54481	WISCONSIN TELEPHONE COMPANY
281240832101507	1508 ELLIS ST STEVENS POINT WI 54481	TRINITY LUTHERAN CHURCH OF STEVENS POINT
281240832101506	1500 ELLIS ST STEVENS POINT WI 54481	TRINITY LUTHERAN CHURCH OF STEVENS POINT
281240832202006	0 THIRD ST STEVENS POINT WI 54481	STEVENS POINT AREA PUBLIC SCHOOLS
281240832101504	1409 PINE ST STEVENS POINT WI 54481	TRINITY LUTHERAN CHURCH OF STEVENS POINT
281240832202401	1249 CLARK ST STEVENS POINT WI 54481	ADA A SANDERS
281240832201411	0 SECOND ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832292709	0 CLARK ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832100623	1532 CLARK ST STEVENS POINT WI 54481	AUSTIN LAMB
281240832100624	1540 CLARK ST STEVENS POINT WI 54481	TRAVIS J KORNOWSKI
281240832100616	1408 CLARK ST STEVENS POINT WI 54481	ALEXANDER G BURNETT

281240832100617	1416 CLARK ST STEVENS POINT WI 54481	JOHN R HARTMAN
281240832100620	1508 CLARK ST STEVENS POINT WI 54481	MICHAEL WILLIAMS
281240832100602	1517 MAIN ST STEVENS POINT WI 54481	HOMETOWN INVESTMENTS ON MAIN LLC
281240832201208	0 CLARK ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832101611	0 CENTERPOINT DR STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832201604	800 MAIN ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832101610	0 CENTERPOINT DR STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832100513	0 SMITH ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832202802	0 COLLEGE CT STEVENS POINT WI 54481	FRAME MEMORIAL PRESBYTERIAN CHURCH
281240832203138	0 COLLEGE CT STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832202961	1101 CENTERPOINT DR STEVENS POINT WI 54481	CENTER POINT MALL CORPORATION
281240832203128	1108 SMITH ST STEVENS POINT WI 54481	GLORIA F SCHULTZ
281240832203103	1309 BRIGGS CT STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832203101	1100 SMITH ST STEVENS POINT WI 54481	STEVEN P LASZINSKI
281240832200115	1035 UNION ST STEVENS POINT WI 54481	PATRICIA HERMAN
281240832200126	1336 BRIGGS CT STEVENS POINT WI 54481	DIRK A GUNDERSON
281240832200113	1017 UNION ST STEVENS POINT WI 54481	DANIEL KIEFFER
281240832200112	1009 UNION ST STEVENS POINT WI 54481	IAN HARRIS
281240832200130	1016 SMITH ST STEVENS POINT WI 54481	DAVID G KEEFE TRUST
281240832200709	0 PORTAGE ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832200708	0 PORTAGE ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832200707	0 PORTAGE ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832200706	617 PORTAGE ST STEVENS POINT WI 54481	ROBERT C SKIERKA
281240832200705	625 PORTAGE ST STEVENS POINT WI 54481	JAY L DORRLER
281240832200704	633 PORTAGE ST STEVENS POINT WI 54481	NATHAN D SANDWICK
281240832200703	641 PORTAGE ST STEVENS POINT WI 54481	RICHARD & CYNTHIA
281240832200702	649 PORTAGE ST STEVENS POINT WI 54481	DOUGLAS A BARSNESS REVOCTRS

281240832200701	657 PORTAGE ST STEVENS POINT WI 54481	SCOTT SCHARENBROCH
281240832200602	1020 FIRST ST STEVENS POINT WI 54481	PIONEER POINT LLC
281240832200605	701 PORTAGE ST STEVENS POINT WI 54481	JOEL A TOWEY
281240832200109	1225 PORTAGE ST STEVENS POINT WI 54481	J GAVIN PROPERTIES LLC
281240832200107	1241 PORTAGE ST STEVENS POINT WI 54481	GREGORY J SCHWEIGER
281240832200105	1257 PORTAGE ST STEVENS POINT WI 54481	BETTY J PALLAN
281240832200103	1309 PORTAGE ST STEVENS POINT WI 54481	JENNA M LEWANDOWSKI
281240832200101	1325 PORTAGE ST STEVENS POINT WI 54481	MARGARET LASZINSKI
281240832201911	924 ARLINGTON PL STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832201912	0 WATER ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832202019	1479 WATER ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832202022	1024 ARLINGTON PL STEVENS POINT WI 54481	PORTAGE COUNTY
281240832202017	0 WATER ST STEVENS POINT WI 54481	PORTAGE COUNTY
281240832202033	0 WATER ST STEVENS POINT WI 54481	PORTAGE COUNTY
281240832202015	0 WATER ST STEVENS POINT WI 54481	PORTAGE COUNTY
281240832202014	1459 WATER ST STEVENS POINT WI 54481	PORTAGE COUNTY
281240832201933	1450 WATER ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832202052	1462 STRONGS AVE STEVENS POINT WI 54481	PORTAGE COUNTY
281240832202053	1039 ELLIS ST STEVENS POINT WI 54481	PORTAGE COUNTY
281240832202039	0 ELLIS ST STEVENS POINT WI 54481	WISCONSIN TELEPHONE COMPANY
281240832201930	0 SECOND ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832202040	0 ELLIS ST STEVENS POINT WI 54481	WISCONSIN TELEPHONE COMPANY
281240832202041	0 ELLIS ST STEVENS POINT WI 54481	WISCONSIN TELEPHONE COMPANY
281240832201926	0 THIRD ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832201905	0 SECOND ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832101510	1410 ROGERS ST STEVENS POINT WI 54481	TRINITY LUTHERAN CHURCH OF STEVENS POINT
281240832202002	1045 CLARK ST STEVENS POINT WI 54481	WISCONSIN TELEPHONE COMPANY
281240832202003	1025 CLARK ST STEVENS POINT WI 54481	STEVENS POINT AREA PUBLIC SCHOOLS

281240832202004	1009 CLARK ST STEVENS POINT WI 54481	DIVINE WORD EVANGELICAL LUTHERAN CHURCH
281240832201307	0 CLARK ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832201306	0 WATER ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240831100599	WEST CLARK ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832202629	0 CLARK ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832100618	1424 CLARK ST STEVENS POINT WI 54481	JOSEPH D DEBAUCHE
281240832100619	1500 CLARK ST STEVENS POINT WI 54481	MICHAEL P VEUM
281240832100621	1516 CLARK ST STEVENS POINT WI 54481	DAWN M CROW
281240832202630	1132 CLARK ST STEVENS POINT WI 54481	ELKS LODGE #641
281240832100622	1524 CLARK ST STEVENS POINT WI 54481	SHELLI A DUBAY-RUSSELL
281240832100625	1310 ROGERS ST STEVENS POINT WI 54481	FREDERICK A STEFFEN
281240832202651	1001 MAIN ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832100603	1501 MAIN ST STEVENS POINT WI 54481	ROBERT J JEAN
281240832201220	0 MAIN ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832201523	0 MAIN ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832202815	1300 MAIN ST STEVENS POINT WI 54481	FRAME MEMORIAL PRESBYTERIAN CHURCH OF ST PT
281240832209999	0 MAIN ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832202814	0 MAIN ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832100512	1416 MAIN ST STEVENS POINT WI 54481	GAUDENCIA WORZALLA
281240832202967	0 THIRD ST STEVENS POINT WI 54481	REDEVELOPMENT AUTHORITY OF CITY OF STEVENS POINT
281240832201111	0 MAIN ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832202818	0 CHURCH ST STEVENS POINT WI 54481	REDEVELOPMENT AUTHORITY OF CITY OF STEVENS POINT
281240832202804	0 COLLEGE AVE STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832201112	0 CROSBY AVE STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832202969	0 MAIN ST STEVENS POINT WI 54481	REDEVELOPMENT AUTHORITY OF CITY OF STEVENS POINT
281240832202972	0 STRONGS AVE STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832202971	0 THIRD ST STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832202964	1001 CENTERPOINT DR STEVENS POINT WI 54481	MID-STATE TECH COLLEGE DISTRICT
281240832203102	1317 BRIGGS CT STEVENS POINT WI 54481	CITY OF STEVENS POINT
2.81241E+14	1328 BRIGGS CT STEVENS POINT WI 54481	DAVID A WORLEY

281240832200911	1111 CROSBY AVE STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832200134	1026 SMITH ST STEVENS POINT WI 54481	DAVID L SCHLEIHS
281240832200712	1017 CROSBY AVE STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832200136	1300 BRIGGS CT STEVENS POINT WI 54481	STEVENS POINT HOUSING AUTHORITY
281240832200506	0 CENTERPOINT DR STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832200502	801 PORTAGE ST STEVENS POINT WI 54481	GUYMAR PROPERTIES LLC
281240832200108	1233 PORTAGE ST STEVENS POINT WI 54481	ANDREW KRUEGER
281240832200106	1249 PORTAGE ST STEVENS POINT WI 54481	RONALD WAYNE PETERSON
281240832200104	1301 PORTAGE ST STEVENS POINT WI 54481	BETTY J PALLAN
281240832200135	1317 PORTAGE ST STEVENS POINT WI 54481	KAR2 LLC
281240832200805	1200 CROSBY AVE STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240830402204	0 CROSBY AVE STEVENS POINT WI 54481	CITY OF STEVENS POINT
281240832100711	1417 CHURCH ST STEVENS POINT WI 54481	POINT PARADISE FAMILY LP
281240832100710	0 CLARK ST STEVENS POINT WI 54481	ST STEPHEN'S CONGREGATION
281240832100709	1401 CLARK ST STEVENS POINT WI 54481	ST STEPHEN PARISH
281240832200423		REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT
281240832200421		REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT
281240832200420		REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT
281240832202974		REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT
281240832201530	0 CROSBY AVE STEVENS POINT WI 54481	REDEVELOPMENT AUTHORITY OF CITY OF STEVENS POINT
281240832200425		REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT
281240832200424	1009 SECOND ST STEVENS POINT WI 54481	REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT

Appendix F: 2024 Business Improvement District Budget

2024 Business Improvement District Budget				
Revenue		2023	2024	Change
BID Assessments		\$ -	\$ 53,174.28	\$ 53,174.28
CoSP Subsidy		\$ 70,000.00	\$ 35,000.00	\$ (35,000.00)
Carry Over from Prior Year			\$ 30,000.00	\$ 30,000.00
Interest Income		\$ -	\$ -	\$ -
Total Revenue		\$ 70,000.00	\$ 118,174.28	\$ 48,174.28
Expenses				
Downtown Manager Salary		\$ -	\$ 50,000.00	\$ 50,000.00
Employee Health		\$ -	\$ 25,061.00	\$ 25,061.00
Employee Life Insurance		\$ -	\$ 48.00	\$ 48.00
Wis Retirement		\$ -	\$ 3,450.00	\$ 3,450.00
Workers Comp		\$ -	\$ 50.00	\$ 50.00
Social Sec		\$ -	\$ 3,825.00	\$ 3,825.00
Office Lease		\$ -	\$ -	\$ -
Software Programs		\$ -	\$ 810.00	\$ 810.00
Computer		\$ -	\$ 2,700.00	\$ 2,700.00
Cellphone Costs		\$ -	\$ 540.00	\$ 540.00
Internet & Utilities		\$ -	\$ -	\$ -
Office Supplies		\$ -	\$ 680.00	\$ 680.00
		\$ -		\$ -
Conference Costs		\$ -	\$ 1,200.00	\$ 1,200.00
Membership Dues		\$ -	\$ 500.00	\$ 500.00
Misc. Expenses		\$ -	\$ 500.00	\$ 500.00
Public Space Enhancement		\$ -	\$ 10,000.00	\$ 10,000.00
Marketing		\$ -	\$ 2,500.00	\$ 2,500.00
Vacant Business Grant		\$ -	\$ 6,000.00	\$ 6,000.00
Event Sponsorships		\$ -	\$ -	\$ -
Transfer to BID Savings		\$ -	\$ 10,310.28	
		\$ -	\$ 107,864.00	\$ 107,864.00
Total Expenses			\$ 118,174.28	

Appendix G: Resolution Adopting Operating Plan & Special Assessment Levy for the Downtown Business Improvement District

RESOLUTION

A Resolution approving the Downtown Business Improvement District 2024 Operating Plan and 2023 Special Assessment Levy

WHEREAS, the City of Stevens Point established a Business Improvement District pursuant to Wisconsin Statute Section 66.1109 in December 2022; and,

WHEREAS, Wisconsin Statute 66.1109(3)(b) requires the Downtown Business Improvement District Board of Directors to annually submit its operating plan to the Common Council of the City of Stevens Point for approval; and,

WHEREAS, Wisconsin Statute 66.1109(3)(b) further requires any change to the special assessment method applicable to the Downtown Business Improvement District to be approved by the Common Council of the City of Stevens Point after said governing body holds a public hearing; and,

WHEREAS, a Notice of Public Hearing was published on October 27th, 2023 and November 3rd, 2023 in the *Portage County Gazette*. Additionally, each property within the Downtown Business Improvement District was notified through US Postal Service mail of said public hearing; and,

NOW THEREFORE, that the Common Council of the City of Stevens Point, Portage County, Wisconsin, at a meeting held on the 20th of November, 2023, with a quorum being present, did resolve as follows:

BE IT RESOLVED, that the Common Council of the City of Stevens Point does hereby approve the 2024 Downtown Business Improvement District Operating Plan and hereby levies the special assessments contained in the plan as attached in **Appendix D** of said Operating Plan.

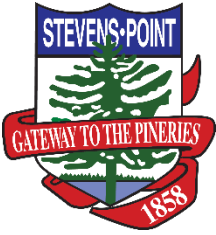
PASSED AND ADOPTED by the Common Council of the City of Stevens Point, Portage County, Wisconsin, this 20th day of November, 2023.

Mike Wiza, Mayor

ATTEST: _____

Kari Yenter, City Clerk

Drafted by: R. Kernosky
Director of Community Development
Dated October 6, 2023
Approved:



Memo

Chris Klesmith
Neighborhood Planner / Economic
Development Specialist

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

(715) 341-4171 | cklesmith@stevenspoint.com

To: Downtown Business Improvement District Board of Directors
From: Chris Klesmith
CC: Ryan Kernosky
Date: October 12, 2023
Subject: Resource Team Visit Dates

Board of Directors,

As an onboarding component of the Main Street program, the Downtown Business Improvement District is required to host a multiple-day workshop ("Resource Team Visit") with staff and consultants from the Wisconsin Economic Development Corporation (WEDC) Downtown team. Errin Welty, the WEDC's Senior Downtown Development Director requested that we reviewed and approved dates in February for the multiple day visit.

Errin Welty had requested that the board select two to three days in one of the two windows of time noted below. Please select two-three days in one of these two windows so that we can schedule your resource visit – a sample schedule for Jefferson's resource team visit is attached for your review if you have any questions.

- February 5th, 6th, and 7th
- February 19th, 20th, and 21st

Cheers,

Christopher Klesmith

Resource Team – Jefferson Main Street Association

Date: TBD



Team Members

- Errin Welty, Wisconsin Main Street (Economic Vitality)
- Joseph Lawniczak, Wisconsin Main Street (Design)
- Adriana Saia, Wisconsin Main Street (Promotions)
- Amy Hansen, Downtown Fond du Lac Partnership (Organization)

Purpose

The Resource Team visit is a service provided by Wisconsin Main Street to guide local revitalization efforts through the first year of the program's designation and beyond. The Resource Team will provide recommendations for action to the Jefferson Main Street Association and its stakeholders and partners based on the Main Street Four-Point Approach™. The objective is to establish an overarching transformation strategy and recommend a course of action with specific activities for each of the four focus areas. Recommendations will be based on information gathered through a review of written materials, interviews and meetings, and facilitated community input.

The visit will be comprehensive and the team's investigation, observations, recommendations, and presentation will follow all 4-Points™ of the Main Street process of downtown revitalization:

- **Design** of the built environment, signage, streetscape, public spaces and other visual aspects of the downtown;
- **Economic Vitality** or the process of helping to strengthen and expand the downtown's economic base.
- **Organization** of broad based local support and leadership, membership and fundraising; and
- **Promotion** to market downtown as a center of commercial and social engagement.

Process

The Resource Team will gain as much information as possible through a survey sent in advance (**We can discuss what surveys need to be done, or what has been done**), meetings, interviews, tours, and a community visioning session (**again, we don't always have to do this part, depending on if you think it will be helpful or not**). Each team member will have input on all four points. Each individual team member will present recommendations in the team meeting for discussion and final recommendations. The team will present and leave as a tool, an outline of their findings and first actions for the community to take. A final report and supporting materials will be sent to the Jefferson Main Street Association within four (4) weeks of the Resource Team Visit.

Team Meeting Room

The Resource Team will be provided a separate private meeting room to be their “home base” and meeting point during the Jefferson visit - if it is possible, in the same location as the interview space, downtown.

INTERVIEWS

Each scheduled interview is intended to gather information on each group’s unique perspective about the downtown. Interview groups should generally consist of 3 to 10 persons- and no more than 10 persons- who are representative of the group/topic. Sample questions are below, though each team member is encouraged to ask specific questions to assist in their research.

Sample Interview Topics

1. What are you most proud of with regard to downtown and/or the Main Street program’s efforts to date?
2. What do you think is the general image of downtown & how does that image impact your business/organization’s role in the community?
3. What would you/your group like to see the local main street program accomplish?
4. What overlap do you see between your efforts and efforts to revitalize downtown?
5. Where are opportunities to partner with the downtown organization?
6. How do you see the efforts to revitalize downtown helping your business/organization?
7. What resources/opportunities should the main street program be aware of?
Issues/initiatives?

People and groups who agree to be interviewed do not need to prepare anything but should be ready to answer these and other questions and give opinions.

Interview Space: We will be provided a room located downtown to conduct interviews and meetings. A bank boardroom, city office, library, or chamber of commerce spaces, for example, often have very good interviewing facilities. We will need the space as described for three days.

Proposed Schedule

Day 1

9:00 AM	Team Arrives
9:00-10:00 AM	Meet with JMSA Staff/Exec Committee
10:00 – Noon	Walking Tour, Drop in on Businesses not attending sessions
Noon – 1:00 PM	Lunch
1:00-2:00 PM	Meet with local government officials/staff
3:00 – 4:00 PM	Meet with Org & Promo Committees/Interested Parties (Training/Q&A)
4:00 – 5:00 PM	Meet with Design & Economic Vitality Comm/Interest (Training/Q&A)

DAY 2

8:00 – 9:00 AM	Business Owner Focus Group (not on committees)
9:00- 10:00 AM	Other Focus Groups as Needed (historic, corporate stakeholders, property owners)
9:00 – 11:00 AM	Meet with JMSA board of directors
11:00 AM – 1:00 PM	Field Time (i.e., Business Visits, Photography, Investigations, etc.)
1:00 – 4:00 PM	Team Work Time

Day 3

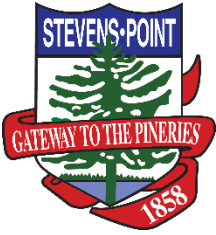
12:00 – 1:30 PM	Team Presentation/Q&A (To be recorded)
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Media Coverage

We encourage the Jefferson Main Street Association to invite the media to the final presentation, or potentially to the walking tour of the district. This is an excellent opportunity to get local and regional publicity for your Program.

Public Presentation

A public presentation of general observations and recommendations will be delivered on the last day of the Resource Team visit. Stakeholders for the Main Street Program/District and community at large are invited – the session will also be recorded for viewing by those that cannot attend in person. Please select a space that is conducive to a presentation (i.e., free of noise, clean and adaptive to audio / visual requirements, preferably not a basement).



Memo

Chris Klesmith
Neighborhood Planner / Economic
Development Specialist

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

(715) 341-4171 | cklesmith@stevenspoint.com

To: Downtown Business Improvement District Board of Directors
From: Chris Klesmith
CC: Ryan Kernosky
Date: October 12, 2023
Subject: Resource Team Visit – Fifth Consultant

Board of Directors,

In preparation for the Wisconsin Economic Development Corporation's (WEDC) Resource Team Visit to Stevens Point, you all approved the request to seek a fifth consultant to analyze parking around Downtown Stevens Point. Errin Welty has acquired two scopes of work for your review, and they are attached following this memo.

As a reminder, the WEDC will contribute \$15,000 towards the fifth consultant. You may suggest changes to the scopes of work to narrow the project costs to \$15,000 or contribute financially to the project.

After further discussion with Ms. Welty, you are not required to fill the fifth consultant spot during the Resource Team Visit. Jefferson, the other approved Main Street Community, opted to receive a tech visit after settling into their work.

Cheers,

Christopher Klesmith



September 21, 2023

Errin Welty, CEcD, EDPF

Senior Downtown Development Director
WISCONSIN ECONOMIC DEVELOPMENT CORPORATION
201 West Washington Avenue
Madison, WI 53703
Telephone: 608.210.6832
Email: errin.welty@wedc.org

Re: Stevens Point WI Parking Study Update

Dear Errin,

WGI, Inc. (WGI) is pleased to provide this proposal to Wisconsin Economic Development Corporation (CLIENT) for professional services on the above referenced project. Our scope of services and corresponding fees are detailed below. In addition, it is agreed that WGI's services will be performed pursuant to WGI's "Contract Terms and Conditions" which are enclosed and incorporated into this proposal.

PROJECT UNDERSTANDING

The most recent parking study for the City of Stevens Point WI was provided in 2015. The City has requested an update to that parking study and recommendations, specifically for the riverside downtown area.

SCOPE OF SERVICES

TASK 1 – CURRENT-CONDITIONS ASSESSMENT



1. Document Parking Inventory and Occupancy:

- Provide the City with an initial request for information (RFI) to document the building occupancies, user groups, parking supply, parking enforcement, and parking occupancy information for the study area, as well as background information concerning any proposed developments.
- Review existing parking supply in the study area, including on-street and off-street spaces, both public and private. The location, number, and restrictions on the use of spaces will be noted. (information provided by City)
- Review the parking enforcement data, parking occupancy, and building information provided by the City.
- Conduct a parking-occupancy survey of the parking locations, both on- and off-street, within the study area. The occupancy surveys will be conducted as directed by the City, but in general, making observations during a typical weekday (business hours and evenings). (Site Visit)
- Generate a model of the parking-occupancy surveys of the parking, both on- and off-street, within the study area. The occupancy surveys will be conducted as directed by the City, but in general will make observations during a typical weekday, weekend evening, weekend afternoon, and peak-demand condition (e.g., a special event). This occupancy and utilization information will be documented in table and graphic form, including "heat maps" that visually illustrate parking occupancies in aerial map form.

TASK 2 – PARKING OPERATIONS REVIEW

1. Operations, Technology, and Policy Review
Review of operational policies, ordinances, and zoning requirements for developing parking. This review will include:
 - Standard operating procedures
 - Integration of parking with other modes of transportation
 - Parking related city ordinances and policies
 - Staffing patterns
 - Parking technologies employed
 - Local parking development requirements
 - On- and off-street parking time limits and rules
 - Customer-service standards
2. Review existing parking-related technologies and assess the opportunities to leverage new technologies. The analysis portion of the study will consider factors such as:
 - Capital outlay and monthly data costs
 - Effectiveness of enforcement
 - Management and operational requirements
 - Customer ease of use
 - Opportunities to increase revenue
 - Improved efficiencies for maintenance and management
3. Parking Budget and Financial Analysis
 - Review the current fiscal year budget, and previous four years of year-end actual revenue and expense reports, to identify and document financial trends.
 - Review options such as special assessments, payment-in-lieu-of-parking, tax-increment financing, public/private partnerships, and other potential revenue sources.
4. Parking Enforcement Review
 - Review existing parking citation-issuance policies, management, technologies, and perform a back-end ticket processing system; provide specific recommendations to improve efficiencies and enhance the customer experience.

TASK 3 – PARKING ADEQUACY/DEMAND MODELING

1. WGI will compare the observed parking occupancy against the existing supply of spaces to determine if additional parking capacity is needed to accommodate current and future parking demand.
2. We will review information provided by the City regarding current building programming, occupancies, and future development plans in the study area, such as projected employment data, existing and projected land-use data, location of proposed future buildings, new developments, creation of new residential space in existing buildings, any anticipated loss of existing parking capacity, and development of new parking facilities or programs.
3. Develop estimates of current and future parking sufficiency based on current capacity, projected land uses, and application of parking-demand ratios. Sufficiency estimates will include shared-parking demand modeling to account for shared-parking opportunities as they are available throughout the study area. Future parking demand will be presented in the following formats:
 - Short-term Estimates (1-3 year)
 - Zone basis
 - Long-Term Estimates (4-7 years)
 - Weekday and weekend demand estimates

TASK 4 – PLANNING FOR FUTURE PARKING SUPPLY

1. Develop options for addressing current and projected parking demand. The project team will focus on improving the utilization and management of existing parking supplies before adding any new lots or facilities. This may include:
 - Reviewing existing public parking and recommending efficiency improvements.
 - Identifying opportunities to increase parking supply in the study area (through the creation of new spaces or reconfiguring existing spaces).
 - Recommending strategies that the City can use to improve the availability of privately-owned parking through potential shared-parking opportunities.
 - Providing recommendations to manage existing public parking inventories, improve current operations, and improve utilization of existing parking.
2. Provide recommendations for future parking facility changes/additions. Identify locations for additional parking in off-street lots and possible structures. Determine the number of parking spaces needed and provide preliminary estimates on how much parking can be provided at potential sites, based on available site footprints.

TASK 5 – FINAL REPORT

1. Draft Recommendations
 - Upon completion of our analysis, we will submit a preliminary findings and recommendations summary. The document will present our primary findings and recommendations, and provide preliminary costs for our recommended improvements, including a timeline and phasing plan for implementation.
 - The Initial Recommendations Review will provide a focused opportunity for City staff to consider how their goals can be achieved and discuss the details of an implementation plan.
2. Draft Report
 - WGI will prepare a draft report summarizing the results of tasks identified above and submit for review. The report will include a set of management, organizational, and financial options, as well as possible planning and code modifications for the City to consider in redefining parking and mobility programs to position it for future development activity.
3. Final Report
 - We will incorporate the feedback and comments received from the draft into the final report document. The final document will summarize all elements of our analysis, along with tables, aerial maps, graphs, graphics, and appendices. A recommended implementation plan, including the estimated costs, benefits, and risks of each recommendation, will be included with a breakdown of short-term, mid-term, and long-term parking management and implementation strategies.

SCHEDULE

WGI is prepared to start this project immediately upon receipt of notice to proceed. A typical timeline for study of this scope would be 8 to 10 weeks. We estimate completing this project in accordance with the City's anticipated schedule.

PROFESSIONAL FEES

We propose to perform the referenced scope of services for a lump sum fee of **\$36,500** plus reimbursable expenses, in accordance with our attached Terms and Conditions. Customary project-related expenses include travel, mileage, reproduction, and shipping which are anticipated to be minimal for this project. Any additional optional services requested by CLIENT will be provided in accordance with WGI's hourly fee schedule in effect at the time of service, or a fixed fee to be negotiated once a scope of service is defined.

Any additional optional services requested by CLIENT will be provided in accordance with WGI's hourly fee schedule in effect at the time of service, or a fixed fee to be negotiated once a scope of service is defined.

PROPOSAL ACCEPTANCE

We appreciate the opportunity to be of service to Wisconsin Economic Development Corporation. Upon acceptance of this proposal, along with the attached Contract Terms and Conditions and our current Fee Schedule, please sign and return an executed copy to this office. Please note that the Contract Terms and Conditions are an integral part of this contract, are hereby incorporated by reference, and are controlling unless both parties expressly waive them in writing prior to commencement of work. By executing this Proposal, CLIENT expressly agrees to be bound by the Contract Terms and Conditions and the enclosed Fee Schedule. Further, and whether this proposal is executed or not, the ordering of, acceptance of, or reliance on services performed by WGI constitutes acceptance of the attached Contract Terms and Conditions.

Respectfully submitted,
WGI, Inc.



Raymond T. Smith, PE
Market Leader, Vice-President
Raymond.Smith@WGIInc.com



Benjamin Sands, CPP
Manager, Parking Planning and Operations
Benjamin.Sands@WGIInc.com

CLIENT'S CORPORATE ATTESTATION: If signing this Proposal on behalf of a corporate entity, I hereby affirm that such entity is correctly identified above, and is legally valid, active, and duly licensed and authorized to conduct business in the state where the project is located. I also affirm that I am duly authorized and have legal capacity to execute this Proposal and bind the corporate entity.

AUTHORIZATION FOR CREDIT CHECK: By signing this Proposal, I hereby authorize WGI to conduct a credit check or obtain a credit report with respect to CLIENT (as identified in this Proposal) for purposes of WGI providing services to CLIENT.

Corporate Representative:

Name (Printed)

This Proposal accepted this ____ day of _____, 2022

By _____
Name (Signature)
Wisconsin Economic Development Corporation

Please provide the following billing information:

Name / Company Name

Billing Address

City

State

Zip

Contact Name

Email Address

Phone Number

Fax Number

Enc.: WGI, Inc. Contract Terms and Conditions, Fee Schedule

WGI, INC.
CONTRACT TERMS AND CONDITIONS
JUNE 2020

1. **Performance:** WGI, Inc.'s ("WGI") services pursuant to this Agreement ("Services") will be performed in a manner consistent with that degree of skill and care ordinarily exercised by members of the same profession currently practicing under similar circumstances in the same geographic area. No other warranties, expressed or implied, are made with respect to WGI's performance of Services. WGI is not a guarantor of the Project for which its Services are directed, and its responsibility is limited to work performed for the Client. WGI is not responsible for acts or omissions of the Client, nor third parties not under its direct control. Client's acceptance of WGI's Services constitutes acceptance of these Terms and Conditions.
2. **Billing/Payments:** Invoices for WGI's Services and reimbursable expenses shall be submitted on a monthly basis. Payment shall be due on the date each invoice is received and shall be deemed delinquent 30 calendar days after issuance. Delinquent invoices shall accrue interest on the balance due at a rate of 18% per annum, or the highest interest rate allowable by law. Outstanding invoices delinquent beyond 45 calendar days may at WGI's election be deemed a notice to stop performance under this contract, and WGI may in that event suspend its Services until the invoice is paid, with no liability to WGI. Client shall make payment in full at or before delivery to Client of any reports, plans, record drawing, or certifications prepared under this Agreement. All attorneys' fees, court costs and/or expenses associated with collection of past due invoices will be paid by Client, whether or not suit is filed. Client's failure to timely pay any WGI invoice within 45 calendar days of issuance shall constitute a waiver of any and all claims against WGI. Retainers shall be credited on WGI's final invoice.
3. **Fees:** WGI's fees for its Services are set forth in WGI's Fee Schedule, which is attached as a separate exhibit to this Agreement or has otherwise been provided to Client. WGI's fees reflected in this Agreement exclude testing, permit fees, reproduction costs, and any service not reflected in this Agreement. All fees for Services are based on a one-time performance only. Additional Services and/or changes in service, whether field or office, shall be performed only after authorization by Client. Fees for changes and/or additional services are not included in this Agreement and shall be invoiced at the hourly rates quoted on WGI's then-current Fee Schedule.
4. **Reimbursable Expenses:** Direct costs including, without limitation, prints, copies, long distance phone calls, mileage, airfare, per diem, delivery service, etc., are not included in the above fees but shall be billed as Reimbursable Expenses at the rates set forth in WGI's then-current Fee Schedule.
5. **Storage:** Material samples not consumed in the performance of WGI's Services may be discarded 30 days after submission of the test report unless Client requests other disposition. After notification to Client, WGI may charge Client for extended storage of materials, records, or equipment.
6. **Consequential Damages:** Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither Client nor WGI, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project, WGI's Services, or this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of financing, loss of business, loss of income, loss of reputation, interest expenses, and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both Client and WGI shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this Project.
7. **Hazardous Materials:** Unless specifically and expressly set forth in WGI's scope of services under this Agreement, and only to the extent set forth therein, WGI shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. WGI's Services expressly exclude any Services for Client involving or related in any manner to hazardous substances, and Client shall defend, indemnify, and hold harmless WGI, its employees, officers, directors, professionals, and subconsultants from and against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) arising out of or in any way related to the presence, discharge, release, or escape or contaminants or hazardous substance of any kind, or environmental liability of any nature, in any manner related to WGI's Services under this Agreement.
8. **LIMITATION OF LIABILITY:** In recognition of the relative risks and benefits of the project to both Client and WGI, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of WGI and its officers, directors,

partners, employees, shareholders, owners, and subconsultants for any and all claims, losses, costs, and damages of any nature whatsoever whether arising from breach of contract, negligence, or other common law or statutory theory of recovery, or claims expenses from any cause or causes, including attorney's fees and costs, so that the total aggregate liability of WGI and its officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed \$50,000.00, or the total amount of the fee actually paid to WGI for its Services performed under this Agreement, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law, including but not limited to negligence, breach of contract, or any other claim whether in tort, contract or equity.

In the event Client is unwilling or unable to limit liability in accordance with the provisions set forth in this section, Client may, upon written request of Client and received by WGI within five days of Client's acceptance hereof, increase the limit of liability to a maximum of \$1,000,000.00 by agreeing to pay WGI a sum equivalent to an additional amount of 10% of the total fee, or \$10,000.00, whichever is greater, to be charged for WGI's Services. In the event professional fees increase during the Project, Client agrees to pay an additional 10% of said increase for the aforementioned higher limits on liability. This charge is not to be construed as being a charge for insurance of any type, but is increased consideration for the greater liability involved. In any event, attorney's fees and costs expended by WGI in connection with any claim shall reduce the amount available, and only one such amount will apply to any Project.

If any of the above provisions of this section is/are deemed invalid or unenforceable for any reason, the limit of liability shall not exceed the available policy limits of any insurance policy providing coverage for WGI's Services on the Project. The provisions of this section shall inure to the benefit of WGI's officers, directors, partners, employees, shareholders, owners, and subconsultants, which shall be considered third-party beneficiaries for the purposes of this section. The provisions of this section shall survive the termination of this Agreement.

- 9. Events of Default:** Client shall be in default under this Agreement if it (i) fails to pay in full any invoice from WGI on the due date or fails to make any other payment due to WGI under this Agreement, (ii) fails to observe or perform any other term, condition or covenant under this Agreement, (iii) breaches any warranty or representation made under this Agreement, (iv) dissolves, terminates or liquidates its business, or its business fails or its legal existence is terminated or suspected, (v) commences any voluntary or involuntary bankruptcy, reorganization, insolvency receivership, or other similar proceeding is commenced by or against Client, (vi) fails to work with WGI in good faith and fair dealing under this Agreement, or (vii) becomes insolvent, makes an assignment for the benefit of creditors, or conveys substantially all of its assets.
- 10. Ownership of Instruments of Service:** All plans, data, reports, drawings, specifications, maps, surveys, ideas, scripts, sketches, designs, CAD files, field data, notes, Digital Data files, and other documents and instruments prepared by WGI or its subconsultants, whether such work product is tangible or intangible ("Instruments of Service") shall remain the sole and exclusive property of WGI until such time as Client makes full and final payment to WGI pursuant to the terms set forth in this Agreement, and until such time, Client shall not use, deliver, solicit, transmit, or otherwise employ the Instruments of Service, whether directly or indirectly, by any means or manner. Client understands that changes or modifications to the documents made by anyone other than WGI may result in adverse consequences which WGI can neither predict nor control. Therefore, Client agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless WGI from and against all claims, liabilities, losses, damages, and costs (including reasonable attorney's fees) arising out of or in any way connected with the modification, misinterpretation, misuse, or reuse by Client or others of the documents provided by WGI under this Agreement.

If documents are provided to Client, Client's contractor, or Client's other consultants by WGI in electronic media, such as CAD files or other native format, Client agrees that this is solely as a convenience, and may not be relied on in the same manner as the signed, sealed documents; nor are such electronic files represented to be accurate and faithful representations of the signed, sealed documents. WGI makes no representations or warranties regarding the accuracy, completeness, or readability of information contained in electronic media files.

- 11. Digital Data Files:** It is expressly understood that CADD and BIM files, and other electronic files ("Digital Data files") are issued only as supplemental information for convenience to the Client, contractor or other authorized user. Digital Data files, like any electronic data, transferred in any manner or translated from the system and format used by WGI to another system or format are subject to errors and modifications that may affect the accuracy and reliability of the data, and, in addition, such electronic data may be altered or corrupted, whether inadvertently or otherwise. As a result, WGI makes no representations or warranties, whether expressed or implied, as to the accuracy of any Digital Data files. The accuracy of Digital Data files cannot be warranted or guaranteed, and any such files provided by WGI to Client or any other party will be issued solely as a convenience and courtesy. Digital Data files are not contract documents, and shall not be relied upon, or used for construction or staking. Any use of the information obtained or derived from Digital Data files will be at Client's, or other receiving party's or user's sole risk, and Client hereby waives and releases any and all claims against WGI arising from or relating to the use of or reliance upon

Digital Data files. To the extent any differences, discrepancies, or conflicts exist between the Digital Data files and the contract documents, the contract documents shall control.

- 12. Successors and Assigns:** Client shall not assign, sublet, or transfer any rights under or interest in this Agreement without the prior written consent of WGI. Except where specifically stated otherwise in this Agreement, nothing herein shall be construed to give any rights or benefits hereunder to anyone other than Client or WGI.
- 13. Third Parties:** Except as expressly provided herein, nothing in this Agreement shall confer any right, remedy or claim upon any person or entity not a signatory to this Agreement.
- 14. Corporate Protection:** WGI's performance of Services under this Agreement shall not subject WGI's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, Client agrees that as Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WGI, and not against any of WGI's employees, shareholders, officers, or directors.
- 15. Severability and Survival:** If any term of this Agreement is to any extent held to be invalid or unenforceable, then such term shall be excluded to the extent of such invalidity or unenforceability, and all other terms hereof shall remain in full force and effect. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between Client and WGI shall survive the completion of WGI's Services hereunder and the termination of this Agreement.
- 16. Merger and Amendment:** This Agreement constitutes the entire agreement between WGI and Client, and all negotiations and oral understandings between the parties are merged herein. This Agreement can be supplemented and/or amended only by a written document executed by both WGI and Client.
- 17. Applicable Law and Venue:** This Agreement shall be governed by the laws of the state in which the WGI office performing the services for the subject project is located. Venue for all disputes between the Parties arising from or relating to this Agreement shall lie exclusively in a court of competent jurisdiction in the county in which the WGI office performing the services for the subject project is located.
- 18. Force Majeure:** WGI shall not be liable for any damages or delays in rendering its Services arising from acts of God, epidemics, pandemics, quarantine restrictions, strikes, labor disputes, civil unrest or disturbances, acts of terrorism or war, abnormal weather conditions, or any other cause beyond WGI's reasonable control.

WGI, INC.
FEE SCHEDULE
EFFECTIVE DATE – 02/26/2022

Hourly Rate	
ENGINEERING SERVICES	
Executive Engineer	\$345.00
Chief Engineer	\$335.00
Principal Engineer	\$300.00
Senior Project Manager	\$300.00
Project Manager	\$235.00
Senior Engineer 2	\$275.00
Senior Engineer 1	\$245.00
Engineer 2	\$215.00
Engineer 1	\$195.00
Senior Engineer Intern	\$150.00
Engineer Intern	\$135.00
Chief Utility Coordinator	\$260.00
Senior Utility Coordinator	\$200.00
Utility Coordinator	\$160.00
Chief Designer	\$190.00
Senior Designer	\$160.00
Designer	\$130.00
Field Engineer	\$195.00
Field Inspector	\$145.00
SURVEYING SERVICES	
Chief Surveyor	\$300.00
Principal Surveyor	\$250.00
Senior Project Manager	\$210.00
Project Manager	\$185.00
Senior Professional Surveyor	\$170.00
Professional Surveyor	\$160.00
Certified Photogrammetrist	\$190.00
Senior Survey Technician	\$140.00
Survey Technician	\$120.00
SUE Technician	\$120.00
Field Technician	\$90.00
1 Person Field Survey Crew	\$120.00
2 Person Field Survey Crew	\$150.00
3 Person Field Survey Crew	\$190.00
4 Person Field Survey Crew	\$250.00
2 Person SUE Crew	\$160.00
3 Person SUE Crew	\$220.00
4 Person SUE Crew	\$260.00
5 Person SUE Crew	\$300.00
Laser Scan Crew	\$250.00
Hydrographic/Bathymetric Crew	\$325.00

Hourly Rate	
PLANNING SERVICES	
Executive Planner	\$325.00
Chief Planner	\$250.00
Principal Planner	\$210.00
Senior Project Manager	\$200.00
Project Manager	\$175.00
Senior Planner	\$150.00
Planner	\$115.00
LANDSCAPE ARCHITECTURE SERVICES	
Principal Landscape Architect	\$265.00
Senior Project Manager	\$210.00
Project Manager	\$175.00
Senior Landscape Architect	\$220.00
Landscape Architect	\$185.00
Senior Designer	\$150.00
Designer	\$115.00
Entry Level Designer	\$100.00
ENVIRONMENTAL SERVICES	
Executive Environmental Scientist	\$250.00
Principal Environmental Scientist	\$225.00
Senior Project Manager	\$200.00
Project Manager	\$170.00
Senior Environmental Scientist	\$200.00
Environmental Scientist	\$135.00
Environmental Technician	\$100.00
ARCHITECTURAL SERVICES	
Principal Architect	\$300.00
Senior Project Manager	\$260.00
Project Manager	\$215.00
Senior Architect	\$250.00
Project Architect	\$200.00
Architect	\$170.00
Senior Graduate Architect	\$150.00
Graduate Architect	\$130.00
OTHER PROFESSIONAL SERVICES	
Expert Witness	\$425.00
GIS Technician	\$115.00
Administrative Assistant	\$120.00
Intern	\$80.00
REIMBURSABLE EXPENSES	
Copies, Black & White (each)	\$0.30
Copies, Color (each)	\$1.00
Plots, Black & White (each)	\$2.00
Plots, Color (each)	\$15.00
Mylars (each)	\$70.00
Foam Core Presentation Boards (each)	\$7.50
All Third-Party Expenses	Cost Plus 15%

Expenses: In addition to labor, WGI, INC. bills for the following project related costs at a contractually agreed markup: printing; conference calling charges; document review, permit or recording fees paid on behalf of CLIENT; shipping; bid advertisement; specialty materials, software or equipment rental; sub-consultant fees; costs of project related employee travel including meals, lodging, airfare and miscellaneous travel costs such as tolls, parking, etc.; mileage for all company-owned vehicles (trucks) will be charged at \$0.85/mile; employee owned vehicles used for transportation related to the Project will be charged at the prevailing federal mileage rate allowed by the IRS at the time the travel occurs. WGI also bills for the cost of internal reproduction and the use of specialized equipment related to subsurface utility vacuum excavation, mobile scanning (LIDAR), and hydrographic surveying.

From: [Errin Welty](#)
To: [Chris Klesmith](#)
Subject: FW: [External] Parking Scope
Date: Thursday, September 21, 2023 11:42:27 AM
Attachments: [image001.png](#)
[image002.png](#)

Chris,

I'm supposed to be getting a second scope from WGI, but they keep stalling – in essence, we can fund about \$15k towards this project – which leaves a bit uncovered – is there anything in the scope that you don't think we need, or that the City would want to cover to make sure all the bases are covered? We'd want to do this yet this fall so that we can be sure to have the information when we do the resource team in the spring...

Errin Welty, CEcD, EDFP

Senior Downtown Development Director

Wisconsin Economic Development Corporation



errin.welty@wedc.org



+1.608.210.6832

From: Nate Day <nday@sehinc.com>
Sent: Tuesday, September 5, 2023 4:10 PM
To: Errin Welty <errin.welty@wedc.org>
Subject: RE: Parking Scope

From: Nate Day <nday@sehinc.com>
Sent: Tuesday, September 5, 2023 2:46 PM
To: Errin Welty <errin.welty@wedc.org>
Subject: RE: Parking Scope

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Hi Errin,

Below is a draft of what we're thinking for a parking scope. Please take a look and let me know if this is what WEDC and the City are looking to accomplish.

SEH Parking Scope

- Review and analyze past study and recommendations. (\$400)
- Two-day data collection (\$8,000)
 - Collect downtown data and maps of the area, parking availability, and utilization.
 - Analyze parking conditions, take pictures
 - Meet with business owners
 - Analyze the data collected from the survey to determine how much parking is

provided in the study area, how parking is being utilized, and if demand exceeds capacity.

- Public involvement (\$8,000)
 - Conduct a survey of existing parking use to inventory public or private parking.
 - Approximately ten questions with QR Code Bookmarks
 - Initial coordination with City, WEDC, Chamber, Tech College for them to distribute survey.
 - Export results of survey to City and WEDC
 - Two local official meetings – virtual
 - Three-day charrette
 - Exhibit preparation
 - Attendance
- Prepare technical memo with exhibits and recommendations. (\$1,200)
- Project Management / Administration (\$1,200)
 - Two meetings with WEDC staff
 - Internal coordination and monthly invoicing

Approximate Total = \$18,800

Thanks,
Nate

[Nate Day, AICP](#)

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From: Errin Welty <errin.welty@wedc.org>

Sent: Tuesday, August 29, 2023 3:03 PM

To: Nate Day <nday@sehinc.com>

Subject: RE: Parking Scope

9 am tomorrow works great for me. Send me a meeting invite, or I can.

Errin Welty, CEcD, EDFP

Senior Downtown Development Director

Wisconsin Economic Development Corporation



errin.welty@wedc.org



+1.608.210.6832

From: Nate Day <nday@sehinc.com>

Sent: Tuesday, August 29, 2023 2:56 PM

To: Errin Welty <errin.welty@wedc.org>

Cc: Jeremy Tomesh <jtomesh@sehinc.com>

Subject: Parking Scope

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Hi Errin,

Thanks for reaching out! WEDC's resource team sounds like a great opportunity for Stevens Point. I think a call to discuss would be helpful to understand a bit more about what is needed for the scope. The study is almost 10 years old and as you mentioned, quite a bit has changed.

How does tomorrow, 8/29, at 9am or 1pm work for you? Thursday is also good for me in the afternoon.

Nate

[Nate Day, AICP](#)

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From: Errin Welty <errin.welty@wedc.org>

Sent: Tuesday, August 29, 2023 1:28 PM

To: Deb Lee <dlee@sehinc.com>

Subject: RE: Parking Scope

Looping back on this with some additional context about what we're looking to accomplish. Attached is the 2014 study you did for the City. Since then, lots has changed, including the Great Northern Distillery and the Northside Yard development. Currently in play, as you might know is the future location of the county courthouse, currently adjacent to downtown, but potentially relocating (not sure when a decision will be made). They are in the process of a wayfinding signage system install, so that will help. While this study covers campus and downtown, we're only interested in downtown for this project. As one of our new Main Street communities, we provide a three-day resource team with a team of staff and consultants. One of the topics is selected as a focus by the community, and that was parking. I'm not sure if bringing along a consultant to just participate in the three-day team and write a set of observation and recommendations as part of the final plan is sufficient, or if more needs to be done, and if so, how to coordinate timing of any studies with the parking survey.

Appreciate your thoughts on how we might scope such a project.

Errin Welty, CECD, EDFP

Senior Downtown Development Director

Wisconsin Economic Development Corporation



errin.welty@wedc.org



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Downtown Director

Description

Job Title: Downtown Director

Reports To: Downtown Business Improvement District Chair & Board of Directors

Workplace Location: Downtown Stevens Point

Work Hours: 7:30am-4pm, Monday-Friday, occasional weekends and evenings. Limited remote work.

Wage: Position is anticipated to be 32 hours per week, earning \$40,000-\$55,000 annually and benefits, commensurate with experience.

Role:

The Downtown Director fulfills duties for Downtown Stevens Point as assigned by the Downtown Business Improvement District as a part of Stevens Point's broader economic development strategy. The Downtown Director is responsible for overseeing the affairs of Downtown Stevens Point, developing and executing a strategy to enhance the vitality of the City's premiere entertainment district and economic heart.

Organization Summary:

Downtown Stevens Point is developing a partnership between the Stevens Point Alliance, a 501(c)6 organization representing Downtown Stevens Point, the Downtown Business Improvement District, and the Stevens Point Area Convention and Visitor's Bureau (CVB). The Stevens Point Alliance (SPA) has been operating since 2018 with over 60 member businesses contributing to the success of the downtown community through public events, fundraising events, and investments in public infrastructure such as outdoor lighting. The Downtown Business Improvement District was established in 2023 to further elevate services for Downtown Stevens Point, and currently is led by a 7-member board of directors comprised of business owners, business and property owners, and property owners within the district, a representative alderperson, and one city staff non-voting member. The CVB executes a tourism development strategy that will support the function of Downtown Stevens Point.

Essential Duties & Responsibilities include but are not limited to a combination of the following:

- Coordinating the annual workplan for Downtown Stevens Point with the member organizations (Downtown Business Improvement District, SPA, SPACVB, City of Stevens Point).
- Generating and improving sponsor relationships to Downtown Stevens Point.
- Establishing and growing event partnerships in Downtown Stevens Point.
- Maintaining healthy relationships between Downtown residents, business owners, property owners, and the Business Improvement District.
- Maintaining a list of Downtown business and property contacts and vacancies.
- Develop and execute a volunteer recruitment and retention strategy.
- Grant-writing, in partnership with City staff, to execute Downtown revitalization projects.
- Preparing for and hosting Downtown Business Improvement District monthly meetings.
- Researching and implementing activities to improve the vitality of Downtown Stevens Point.
- Writing editorial copy for print and web-based use.
- Writing press releases.
- Maintaining clip files, photo, and video library.
- Advise the creation of social media content for Downtown Stevens Point.

Education and/or Experience:

Candidates should have a High School Diploma, GED, or other equivalent. Ideal candidates embrace an entrepreneurial mindset and commitment – they will be willing to identify or create beneficial programs, pilot them, and evaluate them for impact and improvement. Two or more years working in community and economic development preferred. Additionally, ideal candidates will be highly organized and adaptable, and have excellent customer service skills, written and verbal communication skills and a good working knowledge of Microsoft Office Software. Experience executing strategic plans and growing community partnerships to expand the impact of the organization is essential. Candidates should be self-motivated, strategic problem solvers who are comfortable working independently and as part of a team. Excellent volunteer management and delegation skills will help candidates succeed in this position.

Physical Demands:

Successful employees may experience the following physical demands for an extended period. Reasonable accommodations shall be provided for applicants.

- Viewing computer monitors
- Visually inspect and review graphic designs, written scripts, text, and photography
- Sitting at desk or conference table
- Carrying equipment/literature up to 40lbs. is required
- Standing for extended periods of time during events (4+ hours)

Qualifications:

- Able to work an occasional night or weekend
- Must be a “People Person” – feel comfortable talking to strangers
- Must be comfortable working alone and with little supervision
- Valid driver’s license
- Pass formal background check