



Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

Members

- Jim Anderson
- Jeff Ramlow
- Mike Trzinski
- Debra Marten
- Chase Rettler
- Alderperson Steinmetz
- Director Kivela

AGENDA

BUSINESS PARK BUSINESS IMPROVEMENT DISTRICT BOARD MEETING

Date and Time:	April 4, 2025 9:00 AM	Location:	Conference Room Stevens Point Transit Center 2700 Week Street Stevens Point WI 54481
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Opening Section:

1. Roll Call.
2. General Reports and Updates
 - A. City Staff Updates
 - B. Executive Director Report
 - C. Board Chair Report
 - D. Treasurer Report

Discussion and Possible Action on:

1. Approve Meeting Minutes from January 17, 2025.
2. Approve Meeting Minutes from January 31, 2025.
3. Flag Update
4. Lake and Pond Solutions Contract
5. Jay's Lawn Care and Snow Removal, LLC Landscape Irrigation Seasonal Contract Review and Approval
6. Adjournment

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

Maps further defining the above area(s) may be obtained from the City of Stevens Point Downtown Manager, Chloe Kreuser, 1105 Main Street Suite A, Stevens Point, WI 54481, or by calling (715) 496-0823, during normal business hours.

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

Account Number	Account Title	2025 Current year Budget	2025 Current year Actual	2025 Current month Actual
BUSINESS PARK BID				
256.11100	GENERAL OPERATING CASH	.00	6,937-	3,438-
	Total GENERAL OPERATING CASH:	.00	6,937-	3,438-
TAXES				
256.41.00120.56	BID ASSESSMENTS	175,020	.00	.00
	Total TAXES:	175,020	.00	.00
OTHER FINANCING SOURCES				
256.49.19310.59	GENERAL FUND BALANCE USAGE	3,273-	.00	.00
	Total OTHER FINANCING SOURCES:	3,273-	.00	.00
BUSINESS IMPROV DISTRICT				
256.56.00700.1154	DOWNTOWN MANAGER SALARY	23,930	3,681	920
256.56.00700.1900	EMPLOYER CONTRIB/WISC RET	1,663	256	64
256.56.00700.1910	EMPLOYER CONTRIB/S.S. TAX	1,831	278	69
256.56.00700.1920	EMPLOYER CONTRIB/LIFE INSUR	.00	1	.00
256.56.00700.1930	WORKERS COMPENSATION PREM	428	66	16
256.56.00700.1950	MEDICAL INSURANCE PREM	3,445	287	.00
256.56.00700.2200	GAS/ELECTRIC CHARGES	25,000	26	26
256.56.00700.2203	TELEPHONE UTILITY CHARGES	200	.00	.00
256.56.00700.2204	WATER/SEWER UTIL CHARGES	4,000	.00	.00
256.56.00700.2800	COMPUTER/COMPUTER EQUIP	1,000	.00	.00
256.56.00700.3001	GENERAL OFFICE SUPPLIES	250	.00	.00
256.56.00700.5000	MISCELLANEOUS CHARGES	5,000	.00	.00
256.56.00700.5751	LAWN CARE/SNOW REMOVAL EXP	85,000	2,342	2,342
256.56.00700.5752	LANDSCAPING EXPENSES	5,000	.00	.00
256.56.00700.5753	POND MAINTENANCE	15,000	.00	.00
	Total BUSINESS IMPROV DISTRICT:	171,747	6,938	3,438
	BUSINESS PARK BID Revenue Total:	171,747	.00	.00
	BUSINESS PARK BID Expenditure Total:	171,747	6,938	3,438
	Net Total BUSINESS PARK BID:	.00	6,938-	3,438-

Account Number	Account Title	2025 Current year Budget	2025 Current year Actual	2025 Current month Actual
BUSINESS PARK BID				
256.11100	GENERAL OPERATING CASH	.00	11,171-	2,876-
	Total GENERAL OPERATING CASH:	.00	11,171-	2,876-
TAXES				
256.41.00120.56	BID ASSESSMENTS	175,020	.00	.00
	Total TAXES:	175,020	.00	.00
OTHER FINANCING SOURCES				
256.49.19310.59	GENERAL FUND BALANCE USAGE	3,273-	.00	.00
	Total OTHER FINANCING SOURCES:	3,273-	.00	.00
BUSINESS IMPROV DISTRICT				
256.56.00700.1154	DOWNTOWN MANAGER SALARY	23,930	5,522	920
256.56.00700.1900	EMPLOYER CONTRIB/WISC RET	1,663	384	64
256.56.00700.1910	EMPLOYER CONTRIB/S.S. TAX	1,831	415	69
256.56.00700.1920	EMPLOYER CONTRIB/LIFE INSUR	.00	2	.00
256.56.00700.1930	WORKERS COMPENSATION PREM	428	99	16
256.56.00700.1950	MEDICAL INSURANCE PREM	3,445	574	.00
256.56.00700.2200	GAS/ELECTRIC CHARGES	25,000	328	302
256.56.00700.2203	TELEPHONE UTILITY CHARGES	200	.00	.00
256.56.00700.2204	WATER/SEWER UTIL CHARGES	4,000	.00	.00
256.56.00700.2800	COMPUTER/COMPUTER EQUIP	1,000	.00	.00
256.56.00700.3001	GENERAL OFFICE SUPPLIES	250	.00	.00
256.56.00700.5000	MISCELLANEOUS CHARGES	5,000	1,505	1,505
256.56.00700.5751	LAWN CARE/SNOW REMOVAL EXP	85,000	2,342	.00
256.56.00700.5752	LANDSCAPING EXPENSES	5,000	.00	.00
256.56.00700.5753	POND MAINTENANCE	15,000	.00	.00
	Total BUSINESS IMPROV DISTRICT:	171,747	11,171	2,876
	BUSINESS PARK BID Revenue Total:	171,747	.00	.00
	BUSINESS PARK BID Expenditure Total:	171,747	11,171	2,876
	Net Total BUSINESS PARK BID:	.00	11,171-	2,876-

BUSINESS PARK BUSINESS IMPROVEMENT DISTRICT BOARD MEETING

January 17, 2025

9:00 AM

Conference Room
Stevens Point Transit Center
2700 Week Street
Stevens Point WI 54481

1. Roll Call

Chloe Kreuser, Presiding

Present — Jeff Ramlow, Mike Trzinski, Debra Marten, Chase Rettler, Dale Steinmetz

Excused — Jim Anderson

Others Present — Dir. Kivela, Associate Planner/Zoning Administrator Kuhn

2. Discussion on agenda and non-agenda items

N/A

3. General reports and updates

A. City staff updates

Saved conversation for item 4

B. Executive director report

Advised separating email address, due to open records requests

Received contract for sidewalks — will have special meeting

Meetings will be monthly — may move to quarterly, will discuss in March

C. Board chair report

N/A

D. Treasurer report

N/A

Discussion and Possible action on:

1. Elections

Explanation of roles

Trzinski nominated for chairperson

Ramlow moved, Steinmetz seconded

Ramlow nominated for vice chairperson

Trzinski moved, Steinmetz seconded

Rettler nominated for treasurer

Trzinski moved, Ramlow seconded

Steinmetz nominated for secretary

Rettler moved, Marten seconded

Ayes: Unanimous

Nays: N/A

2. Agreement of staffing structure

Chairperson Trzinski & Dir. Kivela's signatures needed on supporting document

Ramlow moved approval of document with with corrections made to dates, Rettler seconded

Ayes: Unanimous

Nays: N/A

3. Summary of Roles

Kuhn explained how he would work with development reviews

BID board would review any requests for waivers

Deed restrictions and protective covenants — amendments might be in order

Kivela will provide high level support

City staff will provide non-voting advisory role

Kreuser advised there'll be a lot of reading this year

Looking to make move to digital

Ramlow asked who would raise/lower flags

City/DPW will attend to flags

Trzinski asked what needs to happen for snow removal

Kuhn advised that BID board is cleared to enter into contract for snow removal despite DRPCs not being updated

There was a call with Jay's lawn care about contracting — they already handle trail between AIG & Skyward

4. Outside counsel with Anderson O'Brien: approval to engage

Kuhn advised that city attorney felt there should be separation between BID board and city

Engage O'Brien for 2025 — keep on retainer once things slow down, 2026

Dissolution of county owner's association — reviewed process of and O'Brien's role

Rettler moved to engage Anderson O'Brien, Ramlow seconded

Ayes: Unanimous

Nays: N/A

5. Adjournment

Business Park BID Board of Directors Minutes from 1/31/25

Call Meeting to order 9:04 a.m.

Roll Call: Jim Anderson, Jeff Ramlow, Director Kivela, Chase Rettler

Absent: Alderperson Steinmetz, Debra Marten

Guests: Adam Kuhn, Chloe Kreuser

General Reports:

Request to add a recurring section for updates on Keith/Legal-related topics

City Staff Updates: For 2025, Common Council approved Director Jarod Kivela as a voting member. In 2026, this will change to just owners in the PC-BID Park BID.

Executive Director Report: Received Portage County materials and is finalizing the last transfer; high-capacity well DNR transfer.

Discussion and Possible Action:

1. Contract Extension – Traditionally, contracts follow a 3-4% increase annually, when compared to previous years.

Discussion: Questions about receiving different BIDs on contracted items we discussed. For 2026, we could gather them. There was further discussion on ponds 1-6. The City has an RFP process. For 2025, we will keep going on general housekeeping and keep agreement with previous contracts and revisit in 2026. We can start BIDs for snow removal in 2026 in Spring 2025. Discussion on summer contracts with pond services and lawn care. Have contracts soon. Keep in mind that there may be some deferred maintenance in some of these contracts.

- a. Pass – To sign and move forward with the contract extension.
 - i. Jim - 1st
 - ii. Chase - 2nd

2. Flags in Business Park

Discussion: The next step is to see if the Plover VFW would become our flag volunteers. If a fee would be required, please bring it back to the board for the next agenda.

Adjournment – 9:58 a.m.

Business Park Flag Pole Update April 4th 2025

We received a note from the flag volunteers that 4/5 light poles were not illuminated at night. We called Bushman Electric to check it out to see if it's an electrical or light bulb issue. We are on their schedule for 3/31/2025 – 4/4/2025 for them to review the flag pole lights and take immediate action depending on the cause.

Lights will be fixed ASAP.



Lake and Pond Solutions, LLC

N1025 Julius Dr.
Greenville, WI
Office (920) 757 - 9447
www.lakeandpondsolutions.com
charles@lakeandpondsolutions.com

Portage County Business Park Owner's Association
Attn: Cloey Kreuser
Stevens Point, WI

3/6/25

Dear Cloey,

We at Lake and Pond Solutions, LLC look forward to being your water management professionals in 2025. I've outlined the cost for pond management at Portage Co. Business Park. Please review the proposal and let me know if you have any questions. Thank you for your continued interest in Lake and Pond Solutions, LLC.

Permitting/Agreement

A DNR Permit or Fish Farm License with WPDES coverage is required before any treatment can take place. Lake and Pond Solutions, LLC has secured statewide WPDES coverage for our customers. The total cost for a DNR state permit is \$20.00 plus the acreage fee of \$25.00/acre, LPS charges \$50.00 to cover additional time involved in permit completion and WPDES requirements. LPS will submit a public affidavit which will be an estimated cost of \$80. Please make sure to return your signed agreement back to us as soon as possible. Once received, we will send your DNR permit application to the central intake office in Madison. Upon submittal, you'll receive an invoice reflecting the cost of the DNR permit process.

Portage County Business Park DNR APM Permit—————**\$350.00**

Visit Package for Portage Co. Business Park

One site visit at ice-out (early April 2024 to install the fountains throughout the park and add dye. One site visit at the end of the year in October to remove the fountains to have maintained and stored at LPS. During the monthly visits we would apply dye and perform routine inspections of the ponds from May through September. This would be 7 qty for the year and they cost \$175 each. The five monthly site visits would include \$80 labor plus (adding dye and pond inspections) \$95 for BSF.

Work will be performed based on the LPS biologist's decision unless the contact says otherwise. All product and treatment applications are additional to the visit package and are invoiced per occurrence. The invoice will reflect the water body treated (if needed), product and quantity used and is billed with 20-day terms. **Once we receive a signed agreement, the visit-package be billed, thus securing your place on our schedule for the season.

Visit Package (7 qty)—————**\$1,225.00**



Lake and Pond
Solutions, LLC

PROVIDING ENVIRONMENTALLY SOUND AQUATIC MANAGEMENT SOLUTIONS

Neptune Dye

This concentrated blue dye is a natural type food grade dye helps the pond to look darker, deeper, and hide shoreline algae more effectively. The dye would not affect fish, wildlife, or swimming. One quart of the dye will effectively shade 4 acre-feet of water. The pond would need 3.5 qts of dye initially. The pond would need a total of 12.5 quarts dye over the course of the season to maintain color.

42 qts. Neptune Dye (\$49.99/qt) **\$2,099.58**

Fountain Installation

We charge \$250 per unit for the installation of any unit 1-5 HP in size. LPS warrants installed fountains to be free from installer error for a period of 30 days. This warranty does not apply in the event of misuse, vandalism, acts of God (flooding, lightning, etc.), abuse of the equipment, or unauthorized alteration or repairs. Service calls not performed during a biweekly visit will be charged a basic service fee of \$95 plus labor and parts.

1-5 HP Fountains	(5 qty x \$250/unit)	= \$1,250.00
10-15 HP Fountains	(1 qty x \$500/unit)	= \$500.00
Basic Service Fee	(included with visit package)	= 0.00
Total		\$1,750.00

*Please allow for a **\$7,000** treatment budget for one algae treatment and/or one aquatic plant treatment.

*Example pricing for treatments targeting moderate algae/plants listed below.

*All pricing is subject to change with weather conditions, type of algae/plants present, and amount of algae/plants present.

Algae Treatment for Moderate Algae Growth

Captain XTR	(3.5 gal x \$66.50/gal)	= \$232.75
Tribune	(0.50 gal x \$128.95/gal)	= \$64.48
AE Pro Enzyme	(0.75 gal x \$108.95/gal)	= \$81.71
Cygnat Plus Surfactant	(32 fl oz x \$0.40/fl oz)	= \$12.80
Treatment Application Fee		= \$460.00
Basic Service Fee (performed on a monthly visit)		= \$0.00
Total		\$851.74

Aquatic Plant Treatment for Dense Growth

Captain XTR	(1.0 gal x \$66.50/gal)	= \$66.50
Tribune	(2.0 gal x \$128.95/gal)	= \$257.90
Triton AE Pro Enzyme	(0.75 gal x \$108.95/gal)	= \$81.71
Cygnat Plus Surfactant	(32 fl oz x \$0.40/fl oz)	= \$12.80
Treatment Application Fee		= \$460.00
Basic Service Fee (performed on a monthly visit)		= \$0.00
Total		\$878.91



Lake and Pond
Solutions, LLC

PROVIDING ENVIRONMENTALLY SOUND AQUATIC MANAGEMENT SOLUTIONS

Fountain Removal

The fall removal is \$250 per unit 1-5 HP. This includes pressure washing and removal of algae and hard water deposits. Storage of the fountain would be included with this cost. Service visits to the site for troubleshooting or removal of unit are additional unless failure was a direct result of installation error. This warranty does not apply in the event of misuse, vandalism, acts of God (flooding, lightning, etc.), abuse of the equipment, or unauthorized alteration or repairs.

1-5 HP Fountains	(5 qty x \$350/unit)	= \$1,400.00
10-15 HP Fountains	(1 qty x \$750/unit)	= \$750.00
BSF	(included with visit package)	= \$0.00
Total		\$2,150.00

AquaMaster Fountain Servicing (recommended winter 2025 service)

AquaMaster recommends performing an oil/seal change on their motors every two years. If maintenance is neglected, water can infiltrate the motor and extensively damage the unit. Lake & Pond Solutions, LLC is an authorized service center for AquaMaster and can perform the oil/seal change at a reduced cost. In addition, we recommend changing the bearings, if needed. This ensures the motor is in proper running condition for the upcoming spring.

***Plan to budget around 2 qty maintenance kits each year for the PCBP Fountains.**

AquaMaster Fountains 1-5 HP Maintenance Kit for Pond #3 East and West Fountains—————**\$910.00**

Pond #1 Replacement Fountain

*****LPS does not perform any electrical work with installing electrical panels. Business group will need to hire an electrician to install the panel and the incoming power to the panel.**

- i. Master Series 5 HP 208-240v 3 Phase (5-year warranty)
- ii. Panel for 5 HP 208-240v 3 Phase LED RGBW Light Ready
- iii. Nozzle Assembly 5 HP Crown and Geyser
 - 1. Height x Diameter of Upper 22' x 2'
 - 2. Height x Diameter of Lower 7' x 50'
- iv. Cable Assembly 10/4, 4 Pin ALC, Standard Disconnect, 200' (non-SS) SEOOW
- v. RGBW Light Set w/ 4 qty Lights and AQM Float Attachments (3-yr warranty)
 - 1. Light Cable 200'
- vi. Installation Fee and Basic Service Fee
- vii. Shipping from Manufacturer to LPS

Total Cost—————**\$11,776.53 (sales tax not included)**



Lake and Pond
Solutions, LLC

PROVIDING ENVIRONMENTALLY SOUND AQUATIC MANAGEMENT SOLUTIONS

Centre Pond Replacement Fountain

*****LPS does not perform any electrical work with installing electrical panels. Business group will need to hire an electrician to install the panel and the incoming power to the panel.**

- i. Fixed Base Fountain 1/2 HP 120v 1 Phase (5-year warranty)
- ii. Panel for 1/2 HP 120v 1 Phase LED RGBW Light Ready
- iii. Nozzle Assembly 1/2 HP Geyser
 - 1. Height x Diameter 3' x 0.5'
- iv. Cable Assembly 10/3, 3 Pin ALC, Standard Disconnect, 20' (non-SS) SEOW
- v. RGBW Light Set w/ 2 qty Lights and AQM Float Attachments (3-yr warranty)
 - 2. Light Cable 20'
- vi. Installation Fee and Basic Service Fee
- vii. Shipping from Manufacturer to LPS

Total Cost _____ **\$TBD (sales tax not included)**

Ultimately, if you went with everything in this proposal, the total projected budget would be **\$27,261.11 (sales tax not included) (Fixed Base Fountain not included)**. Please let me know if you have any questions with the 2025 proposal or if you would like to discuss anything further. Once we have agreed upon a finalized quote, then we will also send out an agreement to finalize the proposal. We at Lake and Pond Solutions, LLC would like to thank you for your continued interest in our business and look forward to working with you again in 2025!

Sincerely,



Charles Patterson – *Senior Biologist*
Lake and Pond Solutions, LLC
(office) 920-757-9447
(cell) 262-893-7615
charles@lakeandpondsolutions.com



Lake and Pond
Solutions, LLC

PROVIDING ENVIRONMENTALLY SOUND AQUATIC MANAGEMENT SOLUTIONS

Jay's Lawn Care & Snow Removal, LLC

3000 South Drive

Plover WI. 54467

715-572-4430

jayslawncare@gmail.com

Here is a seasonal bid for the 2025 lawn season. We hope you give us the opportunity to keep your property maintained during the upcoming season. Below is the pricing we have come up with specifically for your property.

CONTRACT FOR SERVICES AT:

Portage County Business Park

The price below represents the cost for lawn maintenance services performed by Jay's Lawn Care & Snow Removal, LLC. Upon agreement of this bid/contract you agree to make payments on a monthly basis in the amount of \$9,300.00 by the first of each month. Payments will begin starting April 1, 2025 and continue through October 31, 2025.

Lawn Services included in this price are the following:

- Weekly mowing of property inclusive of: All medians, Park Centre Entry Drives & Flag/Fountain/Gazebo; Ponds 1 -6, and Utility Outlet – Approximately 30 mowings per season*
- Hand Weeding, Trash Pick up, Weed Control Applications at Ponds 1-6 Rocks – Approximately 5-7 times per season*
- Edging all Sidewalks, Concrete & Curbs – Approximately 1-2 times per season*
- Hand Weeding & Weed Control Applications in all beds – Approximately 12-15 times per season*
- Trimming of Trees & Shrubs – 1 time per season*
- Remove Leaves and Debris from all Beds, Once in Spring and Once in Fall – Approximately 2 times per season*
- Spring – Full Application of a Granular Fertilizer with Pre-Emergent Broad Leaf Weed Control Agent – 1 time per season*

- Summer – Full Application of a Liquid Broad Leaf Weed Control Agent – 1 time per season
- Summer – Full Application of a Granular Fertilizer – 1 time per season
- Fall – Full Application of a Granular Fertilizer
- Irrigation Start Up and Adjust
- Install Pumps in Ponds in Spring
- Install Park Centre Fountain Water Meter, Clean Out all Debris and Fill Fountain Bay in Spring
- Irrigation Shut Down, Blow out and Winterization
- Remove Pumps from Ponds in Fall, Clean and Store in my Temperature Controlled Buildings for Winter
- Drain Park Centre Fountain Water Meter and Store for Winter

**Labor for Irrigation Repair or any Additional General Landscaping will be Charged at a Rate of \$50.00 Per Hour + Cost of Parts and Materials.*

PAYMENT TERMS: Customer agrees that payment of the entire balance is due no later than 30 days from the date of the billing. A finance charge of 1 1/2% of the unpaid balance shall be added monthly to amounts not so paid. Further, in the event that legal proceedings become necessary to collect any amounts not so paid, the customer agrees to pay all reasonable attorney fees and costs.

Jay Prondzinski

Contractor Signature

3/15/2025

Date

Customer Signature

Date