



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 are open to the public.

Members

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

AGENDA

DOWNTOWN BUSINESS IMPROVEMENT DISTRICT BOARD MEETING

Date and Time:	July 1, 2025 2:30 PM	Location:	Large Conference Room Stevens Point Area Convention & Visitors Bureau 1105 Main Street Suite A, Stevens Point, WI 54481
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Opening Section:

1. Roll Call.
2. Comments from the public on non-agenda items.
3. General Reports and Updates
 - A. City Staff Updates
 - B. Treasurer Report
 - C. Board Chair Report
 - D. Event Coordinator Report
4. Work Group Reports
 - A. Promotion Work Group Lead
 - B. Design Work Group Lead
 - C. Economic Vitality Work Group Lead
 - D. Organization Work Group Lead

Discussion and Possible Action on:

1. Approve Meeting Minutes from June 3, 2025

2. Event Budgeting – Tracking our P&L and Preparing for 2026 Budgeting
3. HR Policies and Employee Manual
4. Annual calendar of BID activities
5. Approximately 4:00pm - Consideration of motion to go into Closed Session under WI State Statute 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and more specifically relating to:
 - A. Exit Interview: Executive Director.
6. Reconvene into Open Session for possible discussion and possible action on the Executive Director position.

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.

Account Number	Account Title	2025 Current year Budget	2025 Current year Actual	2025 Current month Actual
FRIENDS OF DOWNTOWN				
MISCELLANEOUS REVENUE				
258.48.00550.55	EVENT SPONSORSHIPS	.00	.00	.00
258.48.00551.55	MISCELLANEOUS DONATIONS	.00	7,778	.00
258.48.00552.55	NOTES AT NIGHT REV	.00	.00	.00
258.48.00553.55	MAKE MUSIC DAY REV	.00	.00	.00
258.48.00554.55	DISCOVER DOWNTOWN REV	.00	.00	.00
258.48.00555.55	WINE WALK REV	.00	.00	.00
258.48.00556.55	TRICK OR TREATING REV	.00	.00	.00
258.48.00557.55	SHOP SMALL WEEK REV	.00	.00	.00
258.48.00558.55	HOLIDAY PARADE REV	.00	1,500	1,500
258.48.00559.55	SMALL BUSINESS SATURDAY REV	.00	.00	.00
258.48.00560.55	DOWNTOWN CHRISTMAS REV	.00	.00	.00
Total MISCELLANEOUS REVENUE:		.00	9,278	1,500
MISCELLANEOUS EXPENSES				
258.55.19850.5000	NOTES AT NIGHT	.00	1,075	1,075
258.55.19850.5001	MAKE MUSIC DAY	.00	.00	.00
258.55.19850.5002	DISCOVER DOWNTOWN	.00	.00	.00
258.55.19850.5003	WINE WALK	.00	.00	.00
258.55.19850.5004	TRICK OR TREATING	.00	.00	.00
258.55.19850.5005	SHOP SMALL WEEK	.00	.00	.00
258.55.19850.5006	HOLIDAY PARADE	.00	.00	.00
258.55.19850.5007	SMALL BUSINESS SATURDAY	.00	.00	.00
258.55.19850.5008	DOWNTOWN CHRISTMAS	.00	.00	.00
Total MISCELLANEOUS EXPENSES:		.00	1,075	1,075
FRIENDS OF DOWNTOWN Revenue Total:		.00	9,278	1,500
FRIENDS OF DOWNTOWN Expenditure Total:		.00	1,075	1,075
Net Total FRIENDS OF DOWNTOWN:		.00	8,203	425

Account Number	Account Title	2025 Current year Budget	2025 Current year Actual	2025 Current month Actual
BUSINESS IMPROV DISTRICT (BID)				
254.11100	GENERAL OPERATING CASH	.00	94,375	26,392
	Total GENERAL OPERATING CASH:	.00	94,375	26,392
TAXES				
254.41.00120.56	BID ASSESSMENTS	69,700	70,791	.00
	Total TAXES:	69,700	70,791	.00
MISCELLANEOUS REVENUE				
254.48.00100.51	INVESTMENT INTEREST REVENUE	.00	.00	.00
254.48.19850.56	EVENT REVENUE	.00	.00	.00
254.48.19900.56	MISCELLANEOUS REVENUE	.00	.00	.00
	Total MISCELLANEOUS REVENUE:	.00	.00	.00
OTHER FINANCING SOURCES				
254.49.19310.59	GENERAL FUND BALANCE USAGE	591	.00	.00
254.49.19420.59	TRANSFER FROM TID 10	35,000	35,000	35,000
	Total OTHER FINANCING SOURCES:	35,591	35,000	35,000
EXTERNAL AUDIT SERVICES				
254.51.19960.2004	AUDIT SERVICES	.00	3,150	3,150
	Total EXTERNAL AUDIT SERVICES:	.00	3,150	3,150
BUSINESS IMPROV DISTRICT				
254.56.00700.1154	DOWNTOWN MANAGER SALARY	44,441	18,802	3,418
254.56.00700.1900	EMPLOYER CONTRIB/WISC RET	3,089	1,307	238
254.56.00700.1910	EMPLOYER CONTRIB/S.S. TAX	3,400	1,401	254
254.56.00700.1920	EMPLOYER CONTRIB/LIFE INSUR	.00	10	2
254.56.00700.1930	WORKERS COMPENSATION PREM	795	337	61
254.56.00700.1950	MEDICAL INSURANCE PREM	6,399	2,666	533
254.56.00700.2203	TELEPHONE UTILITY CHARGES	565	183	.00
254.56.00700.2800	COMPUTER/COMPUTER EQUIP	500	.00	.00
254.56.00700.2901	CONTRACTED SERVICES	21,000	4,283	1,849
254.56.00700.3001	GENERAL OFFICE SUPPLIES	500	193	.00
254.56.00700.3005	PARKING CHARGES	.00	.00	.00
254.56.00700.3202	MEMBERSHIP DUES	600	100	.00
254.56.00700.3301	MILEAGE REIMBURSEMENT	550	87	37
254.56.00700.5000	MISCELLANEOUS EXPENSES	500	41	.00
254.56.00700.5001	DISCRETIONARY EXPENSES	500	.00	.00
254.56.00700.5006	MISC PROMOTIONAL EXPENSES	5,000	320	.00
254.56.00700.5018	EVENT EXPENSES	.00	.00	.00
254.56.00700.5910	GEN SEMINAR/EDUCATION EXP.	1,300	220	.00
254.56.00700.5951	PUBLIC SPACE ENHANCEMENTS	10,000	.00	.00
254.56.00700.7910	GRANT DISBURSEMENTS	5,000	.00	.00
254.56.00700.8011	SOFTWARE PURCHASES	1,152	320	.00
	Total BUSINESS IMPROV DISTRICT:	105,291	30,269	6,393
	BUSINESS IMPROV DISTRICT (BID) Revenue Total:	105,291	105,791	35,000
	BUSINESS IMPROV DISTRICT (BID) Expenditure Total:	105,291	33,419	9,543

Account Number	Account Title	2025	2025	2025
		Current year Budget	Current year Actual	Current month Actual
	Net Total BUSINESS IMPROV DISTRICT (BID):	.00	72,373	25,457

Event Coordinator Report July 3rd

Notes@ Night going well. Fountain will be put back on after discussion at last Notes. The new sound system really packs a punch and comments have been too numerous to ignore. At top counts approx. 120ish.

Collected \$415 in 50/50's thus far and \$27 from Graffiti's gift card give away last week.

June 25th canceled due to health issue with musician, otherwise rain locations are still on.

- Make Music Day, in a word- HOT! Outside events, little/poor attendance, but musician took it in stride.

Facebook live videos got lots of views and a lot of comments for Neah at Wooden Chair.

Mass Guitar Incident had 25 players and feedback good. Many stated they would like to see it as a separate event, or maybe twice a year?

Next year June 21 is a Sunday if we want to participate.

Inside events seemed to do well and the musicians at all events were excellent.

- Wine Walk, permit has to go in by 30th. (Brian I will call you about this as this will be prior to meeting and will need you to make the \$35 payment at that time or will pay and get reimbursed?)

Wine will need to be ordered. BJ has Snow Belt as glass sponsor and he and I will order once we get logo from Snow Belt, will take 10 days after logos from Prestige Glass who we have used in the past.

- Discover Downtown. Rosalind can give an update as she is the group lead.

Promotions Team Meeting 6-27-2025

Tara, given recap of promo layout moving forward.

- Tara, Troy, met with Brandi at Metro Wire, team member in charge will get press release to Brandi.

- We want to focus on the positives and not consistently seeing, hearing things on the media.

- Tracie has developed a timeline of events promotions, starting 6 weeks prior.

Each board member that will be in charge will have access to this and also including in the timeline for encompassing other activities that need to take place, ie, when permits need to be in, contracts and W9s, licenses...

- Press release to Cindy as well at 100.5. They will also be looking at the weekly events posted on the Facebook page and showcasing weekend happenings each week.

- Developed a list of Promo Team member that will be with each event,

- Brandi, from Metro Wire doing event launch and then we do our Facebook launch.

We can share Metro Wire's launch.

- We have no Work Group lead established for Trick or Treat thru the board.

- Ideas for who will be on your work group for promotions and give feedback on timeline from Tracie.

Promo Team Members who will be working with the Work Group Lead:

Troy, Wine Walk and Trick or Treat

Kristin, Holiday Parade

Connie, Shop Small, Downtown Christmas

BID Economic Vitality Workgroup – Meeting Agenda

Date: Monday, June 30, 2025

Time: 1:00 PM – 2:00 PM

Location: Boardroom, Stevens Point Area Convention & Visitors Bureau

1. Welcome & Introductions (5 min)

- Welcome attendees
- Introduce summer intern Elizabeth Robbins to Workgroup members that she hasn't met yet.

2. Intern Project Updates (20 min)

- Elizabeth to share progress on:
 - BOOMS Tracker data collection and entry
 - Business & Property Owner Survey project

3. Discussion & Brainstorming (20 min)

- Group discussion of successes and challenges in each of Elizabeth's projects
- Brainstorm solutions and provide support for any roadblocks

4. Project Goal-Setting (10 min)

- Establish clear benchmarks for BOOMS Tracker and Survey progress
- Set goals for accomplishments by the August meeting

5. Wrap-Up & Next Meeting Date (5 min)

- Questions or additional input
- Confirm date and time for next meeting

1. Roll Call

Tara Manzke
Hana Cutler
Mike Beacom-not present
BJ Welling
Brian Cummins
Rosalind Kealiher
Alderson Christianson

City Liaison

Chris Klesmith

2. Comments from the public on non-agenda items

3. General reports and updates:

- a. **City staff updates**-Did not receive the Brownfield grant, encouraged to apply again next year. Shopko lot meeting was encouraging, surveys are still available, and already have a strong response. Grants are in process to be developed for improving vacant spaces, second floors, and HVAC, more info to come.
- b. **Treasurer Report**-Mike Beacom is currently traveling, but report has been received. Biggest item is the "Friends of Downtown" working on budget cycle systems. Adjustments to this budget will be included in the minutes. Currently FOD has revenue and costs, but not budget line items per event at this time.
- c. **Executive Director Report**-Note of official resignation-June 20th. Has been honored to be a part of the downtown and appreciate the trust in the role. Very committed to supporting the transition for a smooth process for next director. All reporting with the State is actively up to date and will continue to keep it up to date. Kris and Chloe attending Port Washington event similar to Discover Downtown, found lots of inspiration for our upcoming DD. Notes at night starts tomorrow, yard signs available. Today is Economic Development training at MSTC, about 50 ppl there from around the state. Handed over downtown stickers and guides.
- d. **Board Chair Report**- Most of the past month was consumed with 1-event insurance, and 2-Exec Director announcements and how to move forward.
- e. **Event Coordinator report**-Finalized permits and maps for Wine walk, and Discover downtown. Payments coming in for wine walk. Finalized details on upcoming events. Contracts and W9's continuing to come in for Notes at night. Lots of movement for upcoming events and planning for Discover Downtown. Raffle license has been approved.

4. Workgroup reports:

- a. **Promotions**-want to work together to get committees together for other work groups and leads. Good convo with someone at UWSP and being more involved in "Pointers Week"

- b. **Design**-talking to wausau tile about planters and talking to city about watering plants. Meeting Thursday and walking to alley to discuss in person at the alley once design is complete, intend to move forward and hopes to see visual change in the next month or so.
- c. **Economic Vitality**- 2 main things-working to start filling out booms tracker, current use, vacancies, square footage, etc. As well as survey to find out what biz owners care about and need. Welcome to our intern Elizabeth. Working Tuesday's and Wednesday's for eight weeks. Working on surveys and booms tracker as primary projects.
- d. **Organization**- prepared to help find volunteers for upcoming events and downtown needs. If you need volunteers, please let us know what and when so we can work on that. Planned next few months of Collective meetings, PO for this month, inviting groups like "Connections and United Way for how we can get help in our businesses.

Discussion and Possible action on:

1. **Approval of May 6 Meeting minutes-**
Motion by BJ to approve the meeting minutes.
Second by Tara motion passes.
2. **Approval of May 13 Special Meeting Minutes-** discussion with no action from that meeting. No comments or changes
Motion by Tara to approve special meeting minutes.
Second by Hana, motion passes.
3. **Executive Director Position Description, posting job, and interview committee-**
With so much momentum we need to assure we get this filled with the right person.
Would like to establish an interview committee, to include members of business park board and BID board.
3 people in committee, one from the county and two from the BID, Hana, Rosalind, and Mike from the county or his designee for the initial committee. Getting resumes in, deciding who to talk with and deciding who we want to meet with. Will work with Sandy to post through the city.
Motion by Tara to move forward with the listed team.
Second by BJ, motion passes.
Job description: Would like the education and/or experience section to encourage higher education. "Candidates should have a MINIMUM of a High school diploma...etc."Additional education preferred"
Moving the "Additionally Ideal candidate..." to a separate bullet point...etc. Brian will make additional changes and submit them to the hiring committee with support from Chloe.
Requests motion to authorize the hiring committee to edit and publish the position description. Moved by Tara and second by Marc.
4. **Consideration of an interim executive director:** BP BID would not expect downtown interim to work on them. Will table decision for interim pending essential duties and how they would be divided. Volunteerism amongst board members to continue forward.

5. **Event promotion budget breakdown recommendations:** Tara makes a motion to approve this budget outline as presented today. Second by Marc. Observation by Chris: discussion doesn't have to be made at board level. Motion passes
6. **Insurance for downtown events:** We will be acquiring our event insurance under the city's policy. Cost will vary based on the event.
7. **Adjournment at 4:20pm**

Event Expenses	Actual 2024	Budget 2025	Sponsorship Ask
Make Music Day	\$0	\$135	\$2,500
Discover Downtown	\$959	\$1,135	\$3,000
Wine Walk	\$7,215	\$7,410	\$3,000
Notes @ Night	\$2,631	\$4,310	\$5,000
Downtown Trick-or-Treating	\$0	\$135	\$1,000
Shop Small Week and Saturday	\$1,051	\$1,200	
Holiday Parade	\$271	\$485	\$1,500
Downtown Christmas	\$1,856	\$2,510	\$2,000
	\$13,983	\$17,320	\$18,000

Contractor Cost	\$11,376	\$21,000
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Income			
Starting SPA Fund			\$7,778

Make Music Day	\$0	\$0	
Discover Downtown	\$0	\$0	
Wine Walk	\$14,745	\$14,500	
Notes @ Night	\$9,741	\$1,500	\$5,000
Downtown Trick-or-Treating	\$0	\$0	
Shop Small Week and Saturday	\$1,155	\$500	
Holiday Parade	\$3,875	\$3,000	
Downtown Christmas	\$810	\$1,000	\$1,500
Event Operating Income	\$30,326	\$20,500	

TOTAL INCOME	\$30,326	\$20,500
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EVENT NET	16,343	3,180
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	Make Music Day	Notes at Night	Discover Downtown	Wine Walk	Halloween	Shop Small	Holiday Parade	Downtown Christmas	Total
Permit, license, fees	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$0.00	\$35.00	\$35.00	\$245.00
Event insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Entertainment	\$0.00	\$3,750.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$5,400.00
Radio & print advertising	\$0.00	\$350.00	\$500.00	\$200.00	\$0.00	\$600.00	\$150.00	\$250.00	\$2,050.00
Facebook advertising	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$800.00
Print materials	\$0.00	\$75.00	\$100.00	\$175.00	\$0.00	\$500.00	\$200.00	\$0.00	\$1,050.00
Merchandise & products	\$0.00	\$0.00	\$0.00	\$5,300.00	\$0.00	\$0.00	\$0.00	\$600.00	\$5,900.00
Prizes	\$0.00	\$0.00	\$150.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$650.00
Labor	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Rental equipment	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
Supplies (disposable)	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$25.00	\$525.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Merchant fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc expenses	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
Expense Total	\$135.00	\$4,310.00	\$1,135.00	\$7,410.00	\$135.00	\$1,200.00	\$485.00	\$2,510.00	\$17,320.00
Ticket sales	\$0.00	\$0.00	\$0.00	\$13,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,500.00
Event registration	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$500.00	\$3,000.00	\$0.00	\$4,500.00
Raffle income	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Merchandise	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Misc income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Income subtotal	\$0.00	\$1,500.00	\$0.00	\$14,500.00	\$0.00	\$500.00	\$3,000.00	\$1,000.00	\$20,500.00
Sponsorships	\$2,500.00	\$5,000.00	\$3,000.00	\$3,000.00	\$1,000.00	\$0.00	\$1,500.00	\$2,000.00	\$18,000.00
Income total	\$2,500.00	\$6,500.00	\$3,000.00	\$17,500.00	\$1,000.00	\$500.00	\$4,500.00	\$3,000.00	\$38,500.00
Income Sub vs Expense	-\$135.00	-\$2,810.00	-\$1,135.00	\$7,090.00	-\$135.00	-\$700.00	\$2,515.00	-\$1,510.00	\$3,180.00
Income Total vs Expense	\$2,365.00	\$2,190.00	\$1,865.00	\$10,090.00	\$865.00	-\$700.00	\$4,015.00	\$490.00	\$21,180.00

Downtown Stevens Point Business Improvement District (BID) Employee Handbook

About the BID:

The Downtown Stevens Point Business Improvement District (BID) was established in January 2023 to support the needs of downtown property owners, businesses, residents and visitors.

The BID is recognized as an independent body, with the intention to operate exclusively on the tax revenue and other funds it generates. And while the BID Board of Directors (BID Board) reserves the right to govern its budgets, event planning and policies — subject to Stevens Point City Council review and adoption — the BID Board also recognizes there may be times for outside support to ensure fair and honest practices.

Further, let it be noted, the Portage County Business Park Business Improvement District has decided to adopt these policies for any shared employees, and agrees to let the Downtown BID Board govern the policies contained within.

Deleted: the Executive Director position

SECTION I – GENERAL

The following are provided to offer employees guidance on the terms of their employment.

1. Employment At Will

1.1 The policies contained here should not be construed as and do not constitute a contract guaranteeing employment for any specific duration or term. Although the BID hopes that the employment relationship with all its employees is a long term relationship, it is an **AT WILL EMPLOYMENT** relationship. That is, either the employee or the BID Board may terminate the relationship at any time, for any reason, with or without cause. Each employee shall understand that no supervisor, officer, member or representative of the BID has the authorization to enter into any agreement with an employee for employment for any specified period of time or to make promises or commitments contrary to the foregoing. Further, any employment agreement entered into with a BID Board member or representative shall not be enforceable unless in writing and approved by board vote.

2. Work Schedule

2.1 The general business hours will be from 8:30 a.m. to 5 p.m. Monday through Friday. Salaried employees may be required to work outside of these times to accommodate functions essential to operating the BID (ex. events, stakeholder meetings, etc.).

3. Job Description and Salary Administration

3.1 Job Description - Each position has a job description covering the essential functions of each job position, the qualifications for that job position and the expected performance. Job descriptions may be revised at the discretion of the BID Human Resources (HR) Committee with the approval of the BID Board.

3.2 Hourly/Non-Exempt Staff - Time reports shall be kept daily to record hours worked by hourly/non-exempt employees. Employees may work overtime only with prior authorization of the BID Chair. Work schedules will be established by the BID Board and overtime will be paid for hours worked in excess of 40 hours each week at time and a half.

3.3 Deductions from Pay – The BID works with the City of Stevens Point payroll department. Appropriate payroll deductions will be made each pay period for FICA taxes and federal and state income taxes. With written authorization employees may also authorize other voluntary withholdings from their pay for any benefits that may be offered through their employment.

3.4 Exempt Employee Pay – The BID intends to comply with all applicable provisions of the Fair Labor Standards Act, as amended, and state wage and hour laws, including minimum wage and overtime provisions. Such laws prohibit certain deductions from the salary of employees who are otherwise exempt for overtime payment requirements. If the BID makes a deduction from the salary an exempt employee believes is questionable or improper, the employee may submit a written statement/complaint to the BID HR Committee immediately following the deduction in question. The Committee shall investigate and review the deduction to determine whether such deduction complies with state and federal law. Any improper deduction shall be reimbursed to the employee. The BID shall continually review its practices concerning deductions in an effort to avoid any improper deductions from the salary of exempt employees.

3.5 Pay Days - All employees will be paid on the basis of 26 pay periods per year.

4. Performance Evaluation

4.1 Evaluation of Staff - The BID HR Committee will prepare a systematic means of evaluating performance, determining wage changes and setting employee goals. The committee shall conduct at least one performance review meeting with each employee on an annual basis to provide appropriate feedback and guidance to the BID Board and the employee.

In instances where a member of the BID HR Committee is unable to participate, the BID Chair may assign a replacement from the Board.

5. Employment Records

5.1 An employee file shall be kept for each employee. The personnel file may include such items as: an application and previous work references, a job description, the latest performance evaluation, disciplinary actions, record of time away from work, and any other relevant information. Pursuant to Wisconsin law and with reasonable notice to the BID Chair, employees will be given access to their personnel file.

6. Complaints and Concerns

6.1 If an employee has a complaint or concern, the employee should discuss the matter with the BID Chair. Should the employee determine the BID Chair is a party to an allegation or complaint, or unable to consult without bias, the employee may confer with the BID Vice Chair. If the employee determines BOTH the BID Chair and BID Vice Chair cannot act without conflict or bias, the employee may confer with the City of Stevens Point's Director of Human Resources, who shall be entrusted to determine if the matter can be handled by the BID Board or is in need of independent arbitration.

For any matters the employee determines to be a criminal offense, the employee is encouraged to report it to law enforcement and/or the City Attorney's office.

6.2 In cases where it is determined an independent arbitrator is needed, the City's HR Director will be entrusted to assign an arbitrator, at BID expense, but also in consideration of BID financials.

7. Resignation

7.1 If an employee wishes to resign his or her employment, the employee should provide a written notice of resignation to the BID Chair. As a courtesy, employees are asked to provide at least two weeks notification prior to the effective final day of employment. Once notice is given, the employee will be contacted by a member of the BID HR Committee for a verbal exit interview to be conducted during the last week of employment.

8. Discrimination and Harassment Policy

8.1 The BID is an equal opportunity employer and does not discriminate based on factors such as race, color, religion, gender, sexual orientation, age or disability. The BID is committed to providing a safe workplace free from harassment.

9. Equipment Use and Social Media Policy

9.1 E-mail, computer, social media accounts and event equipment are BID property. These items are made available to facilitate job efficiency and productivity, and are solely for business purposes; any personal use is prohibited. Employees have no reasonable expectation of privacy to information contained in BID computers or email, or any claim of ownership to BID property. Communications may be monitored, copied, reviewed or downloaded. When using the internet or social media, employees are expected to act responsibly and professionally, and asked not to send materials of a sensitive nature or that constitute BID "confidential information" unless the information is encrypted to prevent interception by third parties.

10. Drug-Free Workplace Policy

10.1 Employees must report to work free of drugs, intoxicants, alcohol, narcotics, or any other controlled substance. Employees may be disciplined, up to and including termination, for possession, consumption, not being free of, or use of any drugs, drug paraphernalia, intoxicants, narcotics, controlled substance or, alcohol when carrying out the duties of their job.

Because prescription medication can also affect an individual's demeanor and job performance, such prescription drugs must be given under medical supervision and must not interfere with the performance of job duties.

Under certain circumstances, the BID Board may require an employee to undergo a drug test when the Board has reasonable suspicion that the employee is in violation of this policy, or when there are reasons to believe that drug or alcohol use is impacting job performance or safety. The employee will be referred to a certified testing laboratory for completion of the test.

Depending on the seriousness and circumstances of the offense, and at the sole discretion of the BID Board, an employee who tests positive for drugs and/or alcohol may be referred to counseling, rehabilitation or employee assistance program, at the employee's expense. Refusal to undergo testing or to cooperate in this program may result in discipline, up to and including termination.

Under all circumstances, employees shall be expected to perform and function at productive levels, consistent with the duties of their position.

11. Confidentiality Statement

11.1 BID employees have access to confidential information regarding our licensing, financial data and intellectual property. This information is sensitive, private and must be treated confidentially. Confidential information should only be discussed with or provided to those authorized and have a business-related need to know. Divulging or the destruction of confidential information can result in disciplinary action, including termination.

SECTION II - BENEFITS

The following section outlines various employee benefits with eligibility requirements. These benefits may be changed, added to, or terminated by the BID Board at any time.

1. Pay Raises and Bonuses

1.1 Employees classified as either salaried or full-time hourly will be eligible for annual pay increases with satisfactory performance reviews from the BID Board. Pay increases will commence at the start of a calendar year.

1.2 The BID does not provide annual or holiday bonuses, however the BID Board may award a bonus to employees for exemplary work, if the BID Board so chooses.

2. Paid Holidays

2.1 Employees classified as either salaried or full-time hourly will be eligible for paid holidays.

2.2 Eligible employees will receive regular pay for the following 5 holidays when they fall on a weekday. Holiday pay is excluded from overtime pay, if applicable.

- New Years Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Day

3. Paid Time Off (PTO)

3.1 Employees classified as salaried or full-time hourly will be eligible for PTO after a 60-day probationary period from that person's start date.

3.2 PTO is front-loaded at the beginning of each calendar year and determined by the total number of years served at that time.

3.3 PTO schedule:

<u>Years of Service</u>	<u>PTO Days Earned</u>
0<1	5
1	10
3	15
6+	20

3.4 PTO may be requested in increments of a full day (8 hours) or a half day (4 hours) and will be paid at the employee's hourly rate. PTO pay is excluded from the overtime calculation, if applicable.

3.5 It is anticipated that PTO will be used within the respective calendar year. Unused PTO will expire at the start of each new calendar year.

3.6 PTO may not be used in the notice period prior to resignation or termination, or following the last day of employment.

4. Workers Compensation

4.1 All employees are covered under Workers Compensation Insurance.

4.2 Any accident or injury that occurs on the job should be immediately reported to the BID Chair.

5. Social Security

5.1 All employees participate in the Social Security Program. Matching deductions are mandated by law for Social Security and Medicare.

6. Special Leave

6.1 Bereavement – Salaried and full-time employees are eligible to receive up to 3 days leave with pay to grieve the death of an immediate family member. Immediate family is defined as spouse or domestic partner, child or stepchild, parent or step parent, grandparent, sibling, spouse or domestic partner's parent or sibling.

6.2 Jury Duty – The BID will pay the difference between the employee's regular pay and the amount received for serving as a juror for a period up to 30 days per year.

6.3 Military Leave - Military leave will be granted and no employee will be subject to any form of discrimination on the basis of that employee's membership or service obligation for any uniformed service of the United States.

6.4 Parental Leave - Salaried and full-time employees with at least 12 months of service may request up to 12 weeks leave of absence in a 12-month period for the birth or placement for adoption of an employee's child. Requests must be made 30 days in advance. While unpaid, the employee may use PTO during this time.

6.5 Family and Medical Leave Act - The Family Medical Leave Act (FMLA) provides unpaid leave for an employee's serious health condition, the serious health condition of a parent, child or spouse, or for the birth or adoption of a child. Under Wisconsin law, a serious health condition is a disabling physical or mental illness, injury, impairment, or condition involving inpatient care or outpatient care that requires continuing treatment or supervision by a health care provider.

- Salaried and full-time employees may take up to 2 weeks of leave for their own serious health condition in a calendar year, up to 2 weeks for the serious health condition of a parent, child or spouse, and up to 6 weeks for the birth or adoption of a child. This leave may be taken as needed in blocks or intermittently as needed by the employee.
- The employee may use PTO, if available. Any time over this will be unpaid time off.
- When an employee returns from leave, they will be restored to the same position or an equivalent position in all terms and conditions of employment.
- The employee will need to provide medical certification of the need for leave.
- The employee must make requests for planned leave in advance in a reasonable and practicable manner, whenever possible.

SECTION III – DISCIPLINARY POLICY

The goal of the BID is to support employees and help them to flourish, however in cases where conduct or performance fail to meet acceptable standards, disciplinary action may be taken. The below steps are designed to help employees get back on track in satisfying their assigned duties and responsibilities.

1. Disciplinary Steps

1.1 Counseling - The first step of action is for the BID HR Committee to bring the problem to the employee's attention. During this step, the committee may also learn of unknown factors contributing to the problem. During the counseling, the committee should make sure the employee is aware of the problem and impress upon them the importance and necessity of correcting the problem. Ideally, the employee gets the message, the situation improves and the process ends.

1.2 Written or Verbal Warning – If the counseling session didn't have the desired effect, the committee may provide oral and/or written warnings to the employee to inform them of their unacceptable behavior or unsatisfactory job performance and the actions necessary to improve behavior or performance. If the problem continues, the committee may decide to repeat this step before proceeding to a written reprimand. A memo noting the conversation(s) shall be placed in the employee's personnel file.

1.3 Written Reprimand - A reprimand is a written description of an unacceptable or unsatisfactory job performance. The written reprimand includes a review of any prior related corrective action taken, a thorough statement of the circumstances causing the current corrective action, and a clear picture of future expectations. This formalizes the committee's concern about the employee's performance or behavior, and outlines the potential consequences that could follow if the situation doesn't change. The written reprimand is placed in the employee's personnel file.

1.4 Final Warning - The final warning is a written description of unacceptable or unsatisfactory job performance, which outlines a review of any prior related corrective action taken and a clear picture of future expectations. It also documents a specified period of time that if the problem is not satisfactorily addressed, the BID and employee may part ways, pending full BID Board decision. The final warning document is placed in the employee's personnel file.

2. Flexibility of Disciplinary Policy

2.1 BID employment is an "at will" relationship.

2.2 The level of discipline is up to the discretion of the BID Board, and that not every case will warrant exhausting all possible steps. Examples of offenses that warrant immediate termination include but are not limited to drug use, stealing, workplace violence, etc.

2.3 Discipline decisions are based on an employee's entire record. Example: An employee who has been reprimanded in the past for attendance issues might not be afforded the opportunity of an extended program to improve substandard performance.

2.4 Rather than terminating an employee, the BID Board may opt to extend the process if the situation warrants

Adopted by BID Board [month, year]