



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:	August 5, 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. Downtown Executive Director Report
 - D. Board Chair 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 July 1st, 2025, Downtown Business Improvement District Meeting
2. Approve Meeting Minutes from the July 24th, 2025, Special Downtown Business Improvement District Meeting
3. Preparing for 2026 Budget & Work Plan – Planning Group Assignment
4. HR Policies and Employee Manual – Approval
5. Annual Calendar of BID Activities – Approval
6. Town Hall – Planning Group Assignment
7. Approximately 3:30pm - 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. Executive Director Selection & Offer
8. Reconvene into Open Session for discussion and possible action on the Executive Director Selection and Offer (above-referenced closed session item).
9. 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 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
BUSINESS IMPROV DISTRICT (BID)				
254.11100	GENERAL OPERATING CASH	.00	152,083	3,220-
	Total GENERAL OPERATING CASH:	.00	152,083	3,220-
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	500	.00
	Total MISCELLANEOUS REVENUE:	.00	500	.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	.00
	Total OTHER FINANCING SOURCES:	35,591	35,000	.00
EXTERNAL AUDIT SERVICES				
254.51.19960.2004	AUDIT SERVICES	.00	3,150	.00
	Total EXTERNAL AUDIT SERVICES:	.00	3,150	.00
BUSINESS IMPROV DISTRICT				
254.56.00700.1154	DOWNTOWN MANAGER SALARY	44,441	21,985	1,079
254.56.00700.1900	EMPLOYER CONTRIB/WISC RET	3,089	1,453	.00
254.56.00700.1910	EMPLOYER CONTRIB/S.S. TAX	3,400	1,644	83
254.56.00700.1920	EMPLOYER CONTRIB/LIFE INSUR	.00	11	.00
254.56.00700.1930	WORKERS COMPENSATION PREM	795	374	.00
254.56.00700.1950	MEDICAL INSURANCE PREM	6,399	2,666	.00
254.56.00700.2203	TELEPHONE UTILITY CHARGES	565	273	.00
254.56.00700.2800	COMPUTER/COMPUTER EQUIP	500	.00	.00
254.56.00700.2901	CONTRACTED SERVICES	21,000	8,931	2,021
254.56.00700.3001	GENERAL OFFICE SUPPLIES	500	369	.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	281	.00
254.56.00700.5000	MISCELLANEOUS EXPENSES	500	104	38
254.56.00700.5001	DISCRETIONARY EXPENSES	500	.00	.00
254.56.00700.5006	MISC PROMOTIONAL EXPENSES	5,000	3,079	.00
254.56.00700.5018	EVENT EXPENSES	.00	.00	.00
254.56.00700.5910	GEN SEMINAR/EDUCATION EXP.	1,300	577	.00
254.56.00700.5951	PUBLIC SPACE ENHANCEMENTS	10,000	.00	.00
254.56.00700.7910	GRANT DISBURSEMENTS	5,000	750	.00
254.56.00700.8011	SOFTWARE PURCHASES	1,152	320	.00
	Total BUSINESS IMPROV DISTRICT:	105,291	42,918	3,220
	BUSINESS IMPROV DISTRICT (BID) Revenue Total:	105,291	106,291	.00
	BUSINESS IMPROV DISTRICT (BID) Expenditure Total:	105,291	46,068	3,220

Account Number	Account Title	2025	2025	2025
		Current year Budget	Current year Actual	Current month Actual
	Net Total BUSINESS IMPROV DISTRICT (BID):	.00	60,224	3,220-

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	5,466	.00
258.48.00553.55	MAKE MUSIC DAY REV	.00	.00	.00
258.48.00554.55	DISCOVER DOWNTOWN REV	.00	400	400
258.48.00555.55	WINE WALK REV	.00	1,610	215
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	.00
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	16,754	615
MISCELLANEOUS EXPENSES				
258.55.19850.5000	NOTES AT NIGHT	.00	3,938	1,642
258.55.19850.5001	MAKE MUSIC DAY	.00	329	329
258.55.19850.5002	DISCOVER DOWNTOWN	.00	523	.00
258.55.19850.5003	WINE WALK	.00	400	400
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	5,190	2,371
FRIENDS OF DOWNTOWN Revenue Total:		.00	16,754	615
FRIENDS OF DOWNTOWN Expenditure Total:		.00	5,190	2,371
Net Total FRIENDS OF DOWNTOWN:		.00	11,563	1,756-

1. Roll Call

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

City Liaison

Chris Klesmith

2. No Comments from the public on non-agenda items

3. General reports and updates:

- a. **City staff updates**-Riverfront Rendezvous this weekend. Met with developers for the south half of the shopko parcels, working on drafting a letter of intent. Have established that CWED Loans can be utilized along with Facade improvement grants.
- b. **Treasurer Report**- We will see a little cushion at the end of the year without a Director this month. Through June Kris's hours are at 272, which seems to be on track.
- c. **Board Chair Report**- busy month with Chloe's exit. Did conduct an exit interview, will go into closed session to discuss. Did revise and post the position, 16 total applicants with a handful of good candidates.
We need to remember a line item for event insurance, it is currently going under expenses for individual events. Wine walk tickets are selling as of today and going fast. Exciting news, we no longer need to pay for permits since we are a part of the city! We do still need to apply but no longer need to pay. Met with Megan of the SPCVB regarding the need to update the MOU since we have had several changes since it was developed. As the chair, Brian is limiting BID work to two hours per day.
- d. **Event Coordinator Report**-Notes at night is going well! \$415 from the 50/50 raffles. Main feedback-people would like the fountain on. The new PA system will enhance that sound and help regardless if the fountain is on. Exciting to meet with people who are first timers, and regular notes at night attendees. Largest number so far is 126 ppl on the second week. Make Music Day was HOT!! But the entertainers were incredible! 25 guitars at Mass guitar incident. Feedback was to keep it separate from other events and having it more than once per year. Next year Make Music Day will be a Sunday. Wine walk-has 18 locations. Sticking with WI Wines. Using Badger liquor. And have a sponsor-Snow Belt. Discover Downtown has some vendors set up, and four nonprofits.

4. Workgroup reports:

- a. **Promotions-** Met a few times to help Kris, assigned promotions team members to each event. Contact for each event-Trick or treating will be Troy, Holiday Parade will be Kristin, Shop small-Tara, Downtown Christmas-Connie.
Seeing good things with the partnership with the radio and metro wire.
- b. **Design-**Alex has created a design for the alleyway. Working to have it washed and cleaned and then beginning to prime. Working on a canvas wrap for the other side and ceiling being painted light blue with lighting. And some wayfinding signage happening. Working with the library and the mural plan as they are hesitant.
- c. **Economic Vitality-** In the thick of the boomstracker and the surveys to business and property owners. Boomstracker is finished-currently making small adjustments to keep numbers accurate. 30 responses to the survey-still working on getting more replies. Next week hopes to knock on doors and talk with business owners. Four more weeks with her being her Tuesdays and Wednesdays.
** Really want to feature this at the town hall meeting and things to bring forward to the city council.
- d. **Organization-** Collective meeting update from last month and for this month.
Question-Who is sending the email reminders? Answer: Hana

Discussion and Possible action on:

- 1. **Approval of special meeting minutes from 06/03/2025-**
Motion by BJ to approve the meeting minutes.
Second, by Hana, motion passes.
- 2. **Event Budgeting –** Tracking our P&L and Preparing for 2026 Budgeting-
Mike recommends that we have a blanket event budget sent in October and in the beginning of the next year the coordinators can sort out how that is divided.
Need to consider metrics for how we evaluate events and the intention to measure success. Goal to have a proposal ready regarding individual goals by July 31st. Want to see Individual board members who are overseeing the events send an email with three performance key indicators for their event to Tara and Kris. Requesting email to be sent by each board member to Tara and Kris by July 13.
At the August board meeting we will like to have a discussion on Fundraising tactics/ask.
- 3. **HR Policies and Employee Manual-**
Need to launch any updates before we hire. Would like to create a subcommittee to do this. Committee being Mike, Brian, and BJ, Marc
- 4. **Annual calendar of BID activities**
Most of our events are recurring, a checklist would assist in moving forward year to year. This would be a 2026 document.
- 5. **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.

Approximately 4:00pm - Mike makes the motion second by Tara

At 4:51pm Hana moved to exit the closed session and BJ seconded. Unanimously voted yes, entered open session and adjourned with no actions taken.

Downtown Business Improvement District Special Meeting
07/24/2025 10:04am

Roll Call

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

Jarod Kivela-City
Kris Carne-BID
Megan G.-SPCVB
Mike Turzinski-PC BID
Jeff Ramlow-PC BID

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 the Board interview of an
Executive Director candidate. Consider a motion to go into close session under 19.85 1c relating
to board interview of the executive director candidate.
Hana makes a motion and Tara seconds the motion passes unanimously.

10:55am Tara makes a motion to recess until 1pm second by Hana.
1pm-reconvene

Roll Call

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

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Jarod Kivela-City
Kris Carne-BID
Megan G.-SPCVB
Mike Turzinski-PC BID
Jeff Ramlow-PC BID

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 the Board interview of an Executive Director candidate. Consider a motion to go into close session under 19.85 1c relating to board interview of the executive director candidate.

Rosalind makes a motion to go into close session, second by Hana, motion passes.

1:54pm Tara makes a motion to return to the open session second by Hana.

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.

The BID Human Resources (HR) Committee consists of:

- Downtown BID Chairperson
- Business Park BID Chairperson
- Alderperson for the Downtown BID
- One at-large member of the Downtown BID

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 Downtown 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

For New Years Day and Christmas Day, if the holiday falls on a weekend, a floating holiday will be permitted during the week before or following the holiday.

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>
Less than 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 Downtown BID Board [August 2025]

DOWNTOWN BID ANNUAL CALENDAR

January

Board selects officers and Work Group leads - January BID

Board signs BID Handbook - January BID

1099s and W2s go out - January 31

February

Work Group rosters approved - February BID

March

First meeting of Discover Downtown Subgroup - March

Subgroup leads (Promotions Work Group) and liaisons (Board) selected for the year - March BID

Discussion of event budget - March Promotions Work Group

April

Promotions Work Group presents event budget to Treasurer for review - April 15

May

Treasurer and Promotions Work Group Chair present event budget to Board - May BID

July

Staff job performance mid-year review - July BID

August

Treasurer and Executive Director present a preliminary budget for Board input - August BID

September

Treasurer and Executive Director provide revised budget ahead of Town Hall -

September BID

Annual Town Hall - September second-to-last Tuesday

October

Board finalizes annual budget, following stakeholder input - October BID (on to Council)

Board applications announced to stakeholders for coming term (Dec. 1 deadline) -

October 15

Live Music subgroup submits rough schedule for following year concert series - October 31

November

Provide City Treasurer's office with PTO and wage changes for coming year -

November 15

Board application reminder to stakeholders (Dec. 1 deadline) - November 15

December

Annual Downtown BID Social & End of Year Meeting – December BID
Mayor presents Board appointments for coming term - December Council
End of year staff performance review & goal setting