



Our intention is to have in-person meetings going forward. The Business Park Business Improvement District Board meeting will be held at the Stevens Point Transit Center located at 2700 Week Street. This in-person location will meet the legal requirement for our open meetings.

AGENDA

BUSINESS PARK BUSINESS IMPROVEMENT DISTRICT BOARD MEETING

Members

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

Date and Time:	October 10, 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 August 21, 2025.
2. Portage County Business Park Business Improvement District - Appointment recommendations for the Board of Directors
3. Formation of a subcommittee for reviewing and amending the Deed Restrictions and Protective Covenants for the Portage County Business Park Business Improvement District
4. Amendments to the Bylaws for the Portage County Business Park Business Improvement District
5. 2026 Budget for the Portage County Business Park Business Improvement District.

6. 2026 Operational Plan for the Portage County Business Park Business Improvement District
7. Property Transfer of BID-Owned Parcels to the City of Stevens Point
8. 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 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	74,309	10,474-
	Total GENERAL OPERATING CASH:	.00	74,309	10,474-
TAXES				
256.41.00120.56	BID ASSESSMENTS	175,020	177,990	.00
	Total TAXES:	175,020	177,990	.00
OTHER FINANCING SOURCES				
256.49.19310.59	GENERAL FUND BALANCE USAGE	3,273-	.00	.00
	Total OTHER FINANCING SOURCES:	3,273-	.00	.00
COST CATEGORY: 51				
256.51.19960.2004	AUDIT SERVICES	.00	6,154	.00
	Total COST CATEGORY: 51:	.00	6,154	.00
BUSINESS IMPROV DISTRICT				
256.56.00700.1154	DOWNTOWN MANAGER SALARY	23,930	11,838	.00
256.56.00700.1900	EMPLOYER CONTRIB/WISC RET	1,663	782	.00
256.56.00700.1910	EMPLOYER CONTRIB/S.S. TAX	1,831	888	.00
256.56.00700.1920	EMPLOYER CONTRIB/LIFE INSUR	.00	6	.00
256.56.00700.1930	WORKERS COMPENSATION PREM	428	201	.00
256.56.00700.1950	MEDICAL INSURANCE PREM	3,445	1,436	.00
256.56.00700.2200	GAS/ELECTRIC CHARGES	25,000	9,419	.00
256.56.00700.2203	TELEPHONE UTILITY CHARGES	200	.00	.00
256.56.00700.2204	WATER/SEWER UTIL CHARGES	4,000	1,907	.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	8,338	.00
256.56.00700.5751	LAWN CARE/SNOW REMOVAL EXP	85,000	55,528	9,675
256.56.00700.5752	LANDSCAPING EXPENSES	5,000	.00	.00
256.56.00700.5753	POND MAINTENANCE	15,000	7,184	799
	Total BUSINESS IMPROV DISTRICT:	171,747	97,528	10,474
	BUSINESS PARK BID Revenue Total:	171,747	177,990	.00
	BUSINESS PARK BID Expenditure Total:	171,747	103,682	10,474
	Net Total BUSINESS PARK BID:	.00	74,309	10,474-

BUSINESS PARK BUSINESS IMPROVEMENT DISTRICT BOARD MEETING

August 21, 2025

9:00 AM

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

Opening Section:

1. Roll Call

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

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

2. General Reports and Updates

A. City Staff Updates

Worked with Anderson O'Brien to set up a vote by petition (for the dissolution), since last special meeting was short by 10 votes

New BID-Executive Director, Karen Margelofsky

B. Executive Director Report

N/A

C. Board Chair Report

Director Margelofsky Will begin Oct 1.

Very strong candidate

Worked with downtown BID for director selection process

Comes from Eagle River (won't 2024 mainstream USA) - can fundraise and lead

Has a vision for the 2 different BID's

UWSP Grad

D. Treasurer Report

Provided updated financials

Confirmed BID uses calendar year

BID might come under budget on gas on electric

Budget next year will be more accurate due to this year's data

Discussion and possible action on:

1. Approve Meeting Minutes from May 16th, 2025 Portage County Business Park Business Improvement District Meeting

Anderson moved approval, Rettler seconded

Ayes: Unanimous

Nays: N/A

2. Presentation by and possible discussion with Andrew Beveridge, City Attorney, on proper meeting rules, governmental body regulations, and general governmental processes

City Attorney A. Logan Beveridge gave an overview of the rules regulating government bodies, like a BID.

Covered posting timeline requirements, open meeting laws, walking quorums, closed sessions, public records, Robert's rules of order, requirements for minutes (in closed session and in open meetings).

BID can host open house/town hall similar to downtown BID - didn't go into details, because not on this agenda.

3. Discussion on the latest Owners Association meeting and outcome

Short by 10 votes. Dissolution was ready.

4. Discussion on the current process for amending the Deed Restrictions and Protective Covenants and Dissolving the Owners Association meeting

Worked with Anderson O'Brien to set up a vote by petition (for the dissolution), since last special meeting was short by 10 votes.

BID will have power to initiate DRPC updates.

5. Discussion on the next steps for additional amendments to the Deed Restrictions and Protective Covenants

Discussed pros and cons of updating DRPCs vs leaving them as is.

Not an action item today, just looking for direction/guidance.

Some DRPCs are less restrictive than city zoning, so they are not effective.

While the administration of the BID is changing, it is a good time to update DRPCs, to make them effective, and reflective of the changes/rules that are desired.

6. Discussion on the budget process, identification of needs, and necessary preparations for the 2026 BID Operational Planning

Assessment role, gives current values.

Identify needs and desired projects (like fountains & signs)

7. Discussion and action on the process of transferring ownership of BID-owned parcels to the City and the creation of a maintenance agreement for transferred parcels

Parcels under Portage county ownership are not getting transferred to the city for tax exempt status, BID will handle maintenance.

Anderson O'Brien will draft paperwork before 1/1/26.

Anderson moved approval, Rettler seconded.

Ayes: Unanimous

Nays: N/A

8. Discussion on upcoming BID BOD appointments

Discussed term timelines of different members.

Looking to find a member to replace Director Kivela/The City of Stevens Point on the BID.

9. Discussion on 2027 Revaluation

City signed reevaluation agreement. Assessor and Director Kivela are available for questions. Manufacturing assessing is handles by state.

10. Discussion on future meeting times and days

Schedule will become more regular.

Next meeting slated for 9/12/25.

Might not be enough new items to warrant a meeting in Sept.

Might be potential for virtual meetings (not required to offer, but an option). Open meeting laws apply.

11. Adjournment

Rettler moved approval, Ramlow seconded.

Ayes: Unanimous

Nays: N/A

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256.56.00700.3001	GENERAL OFFICE SUPPLIES	250	.00	.00
256.56.00700.5000	MISCELLANEOUS CHARGES	5,000	8,338	3,563
256.56.00700.5751	LAWN CARE/SNOW REMOVAL EXP	85,000	36,553	9,480
256.56.00700.5752	LANDSCAPING EXPENSES	5,000	.00	.00
256.56.00700.5753	POND MAINTENANCE	15,000	5,207	300
	Total BUSINESS IMPROV DISTRICT:	171,747	73,764	17,205
	BUSINESS PARK BID Revenue Total:	171,747	177,990	.00
	BUSINESS PARK BID Expenditure Total:	171,747	79,918	17,205
	Net Total BUSINESS PARK BID:	.00	98,072	17,205-

Application Form

Name: Erik C Carlson
Address: 355 Eastwood Drive, Stevens Point
Phone: (715) 218-7599
Email: erik@elliswi.com

Indicate which board(s), commission(s), and/or committee(s) you are interested in serving on.

Portage County Business Park
Business Improvement District Board

Please write a brief description of your background and why you are interested in serving (attach extra sheets if necessary):

I am a life long area resident. I am currently the President and principal shareholder at Ellis Construction Company. I have previously served on the YMCA, Boys & Girls Club, PCBC Board of Directors. I am also a partner in Viking Holding II which owns the property currently occupied by Clifton Larsen Allen in the business park. I have also been a part of many construction projects within the park, most recently the new Delta Dental Headquarters building.

Please return the completed application and a copy of your resume to:

City of Stevens Point City Clerk's Office

1515 Strong's Avenue, Stevens Point WI, 54481

**City of Stevens Point
Attn: City Clerk's Office
1515 Strong's Ave.
Stevens Point, WI 54481**

Stevens Point

**Boards, Commissions, &
Committees Application**



Interested in Local Government?

Are you interested in local government or do you want to contribute to your community? Consider serving on a city board, commission, or committee. As a representative serving on one of the City's boards, commissions or committees, you will focus on community needs requiring your dedication, vision, experience, and enthusiasm. Ultimately, the City of Stevens Point's Common Council has the legal responsibility to carry out decisions that affect the welfare of the entire community; however, the boards, commissions and committees play a significant role in the process of deciding what goes in front of the Common Council. So if you are interested in local government and want to serve your community, the City of Stevens Point's boards, commissions and committees may be a good fit for you.

What are the eligibility requirements?

Applicants must be eligible voters and *reside within the Stevens Point city limits*. Please review all details of specific vacancies, as some may have different requirements or require specific representation.

How do I know if I was or was not appointed to a board, commission, or committee?

If appointed to one of the boards, commissions, or committees, you will be notified. The City Clerk's Office will contact you to come in and sign an oath of office.

How do I apply?

Please complete the application form on the reverse side and return to the City Clerk's Office at 1515 Strongs Avenue, Stevens Point, WI 54481. You may also complete the application online at stevenspoint.com. Typically, appointments are made during April or May of each year; however, vacancies vary. Please check out our list of current vacancies

located on stevenspoint.com or by contacting the City Clerk's Office at: (715)346-1569

What boards, commissions, and committees can I be appointed to?

Board of Appeals:

- Hears and makes decisions on appeals where it is alleged that there is an error in any requirement, decision, or determination made.
- Authorizes variances and disability variances.
- Citizen Positions: 5 (3 year term)
- Alternative Positions: 2 (3 year term)

Redevelopment Authority:

- Prepares redevelopment and urban renewal plans.
- Carries out redevelopment and urban renewal projects within the corporate limits of the city.
- Develops and implements redevelopment plans.
- Administers economic development and housing loans.
- Adopts rules for the transaction of its business and keeps a record of its resolutions, transactions, findings, and determinations.
- Establishes rehabilitation and design standards.
- Assembles and disposes of land, including the taking of real estate through eminent domain.
- Demolishes and/or rehabilitates substandard structures.
- Participates in real estate development and commercial revitalization.
- Citizen Positions: 4-6 (position availability varies) (5 year term)

Historical Preservation/Design Review Commission:

- Designates historic structures, historic sites, and the designation of historic districts within

the city limits, subject to approval by the common council.

- Regulates construction, reconstruction, alteration, and demolition within designated districts.
- Cooperates with the State of Wisconsin historic preservation officer and the state historic preservation review board in attempting to include properties designated as landmarks or landmark sites, or historic districts, in the National Register of Historic Places and the State Register of Historic Places.
- Solicits and receives funds for historic preservation in the city.
- Citizen Positions: 5 (3 year term)
- Alternates: 2 (3 year term)

Housing Authority:

- Carries out duties designed by the Community Development Authority.
- Citizen Positions: 3-5 (position availability varies) (5 year term)

Board of Park Commissioners:

- Develops policies concerning the operation of the parks and recreation facilities, subject to approval by the common council.
- Acquires and/or maintains parks and green spaces, conservation areas, park buildings, the community pool, KB Willett ice rink, City cemeteries, boat ramps, and other parks, recreation and forestry facilities and public property.
- Aids in long-range planning, strategic planning, and setting service standards for the Parks, Recreation and Forestry Department.
- Citizen Positions: 8 (3 year term)

Plan Commission:

- Advises the city council on comprehensive planning and land use issues.
- Prepares and administers a comprehensive plan while providing leadership and insight

into opportunities and challenges that confront the community.

- Makes reports and recommendations relating to the plan and development of the city to public officials and agencies, public utility companies, civic, educational, professional, and other organizations and citizens.
- Recommends, to the mayor or council, programs for public improvements and the financing thereof.
- Has such powers as may be necessary to enable it to perform its functions and promote municipal planning.
- Reviews requests for annexation, certified surveys, conditional uses, public right-of-way vacations, and rezoning.
- Performs planned unit development reviews, site, building, and landscape reviews, subdivision plat reviews, and map reviews.
- Citizen Positions: 5 (3 year term)

Board of Review:

- Has broad powers with respect to assessments within their jurisdictions.
- Acts upon any and all protests filed by taxpayers or taxing districts.
- Reviews and equalizes assessments established by the assessor.
- Adds to the assessment rolls any property omitted by the assessor for the current year.
- Has the power to add to the assessment rolls for taxation property which the board believes has been erroneously exempted from taxation.
- Has the power to subpoena witnesses and administer oaths.
- Citizen Positions: 5 (5 year term)
- Alternate Positions: 2 (3 year term)

Transportation Commission:

- Reviews and advises the Mayor and Common Council and adopts rules for the control and operation of the specific utility.
- Citizen Positions: 5 (3 year term)

Board of Water & Sewage Commissioners:

- Makes recommendations to the Common Council and adopts rules for the control and operation of the specific utility.
- Citizen Positions: 5 (5 year term)

Bicycle - Pedestrian Street Safety Commission:

- Advises the Common Council on updates, maintenance, and implementation of the Portage County Countywide Bicycle & Pedestrian Plan and the Transportation Element of the Comprehensive Plan.
- Promotes the integration of bicycling and walking in the City of Stevens Point's planning.
- Makes recommendations concerning the capital and operating budget to identify pedestrian and bicycle needs, services, programs, or facilities.
- With prior authorization from the City, develops and distributes informational, educational, and promotional materials for bicyclists, pedestrians, and motorists.
- Citizen Positions: 5 (3 year term)
- Alternate Positions: 1 (3 year term)

Police and Fire Commission:

- Organizes and supervises the police and fire departments and prescribes rules and regulations for their control and management.
- Citizen Positions: 5 (5 year term)

Weed Commissioner:

- Investigates the presence of noxious weeds in the city.
- Destroys, or has destroyed, noxious weeds in the most economical manner.
- Investigates the presence of noxious weeds. the complete killing of weeds or the killing of weed plants above the surface of the ground.
- Plans and organizes an effective roadside management program.
- Monitors weed conditions within the county to effectuate the weed control and eradication

policies and programs of the County and the State.

- Is a certified pesticide applicator, and maintains knowledge of proper chemicals and methods of application and enforce noxious weed laws.
- Coordinates the activities of part-time help in carrying out the County's weed control and eradication programs; including assigning work, training, motivation, and checking results.
- Operates, maintains, and repairs spraying equipment and trucks.
- Investigates and handles complaints within an area of responsibility according to established regulations and in a manner consistent with County regulations and policies.
- Maintains proper records of chemical applications, equipment, and materials.
- Prepares reports, and performs various other related duties in the area of responsibility.

Tourism Commission:

- Administers the room tax fund in accordance with state law.
- Reviews grants requests for room tax funds that promote tourism in the City.

Deer Management Committee:

- Oversees the Urban Wildlife Abatement programs for the City of Stevens Point.
- Focuses primarily on whitetail deer and geese within the city.

Administrative Appeals Board:

- Hears and rules on appeals from initial administrative determinations or decisions of City officers, employees, agents, agencies, committees, boards, and commissions. This primarily includes property maintenance violations.

Application Form

Name: Heidi Charlesworth
Address: 8207 State Hwy 54E WI Rapids 54494
Phone: 715-591-1837
Email: hcharlesworth@oneineage.com

Indicate which board(s), commission(s), and/or committee(s) you are interested in serving on.

Business Improvement District

Please write a brief description of your background and why you are interested in serving (attach extra sheets if necessary):

Been with lineage for 3 years
Now in Stevens Point, building
a rapport with the city but
also understanding involvement
in the business park and
needs are important. As a
leader in the I brought in
by lineage it would be exciting
to learn & develop in the
future years.

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Stevens Point

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- Makes reports and recommendations relating to the plan and development of the city to public officials and agencies, public utility companies, civic, educational, professional, and other organizations and citizens.
- Recommends, to the mayor or council, programs for public improvements and the financing thereof.
- Has such powers as may be necessary to enable it to perform its functions and promote municipal planning.
- Reviews requests for annexation, certified surveys, conditional uses, public right-of-way vacations, and rezoning.
- Performs planned unit development reviews, site, building, and landscape reviews, subdivision plat reviews, and map reviews.
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- Has the power to subpoena witnesses and administer oaths.
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- Plans and organizes an effective roadside management program.
- Monitors weed conditions within the county to effectuate the weed control and eradication

policies and programs of the County and the State.

- Is a certified pesticide applicator, and maintains knowledge of proper chemicals and methods of application and enforce noxious weed laws.
- Coordinates the activities of part-time help in carrying out the County's weed control and eradication programs; including assigning work, training, motivation, and checking results.
- Operates, maintains, and repairs spraying equipment and trucks.
- Investigates and handles complaints within an area of responsibility according to established regulations and in a manner consistent with County regulations and policies.
- Maintains proper records of chemical applications, equipment, and materials.
- Prepares reports, and performs various other related duties in the area of responsibility.

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Administrative Appeals Board:

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Heidi Charlesworth

8207 State Highway 54 E Wisconsin Rapids 54494 / beavismo@gmail.com

Objective

General Manager/Quality Assurance Manager with more than 10 years of experience in planning, developing and implementing multiple programs with continuous improvements always as a focus. Experienced General Manager/Quality Assurance professional with strong leadership and relationship-building skills.

Skills & Abilities

MANAGEMENT

- Coordination of production plans throughout company to ensure goals and ensure that all KPI targets are met with continuous improvement initiatives.
- Actively suggested operational improvements to enhance quality, improve production times and reduce costs.
- Conduct management meetings with product assurance programs department heads to establish and review program organizational policies.
- Adhered to all applicable regulations, policies and procedures for health, safety and environmental compliance.
- Hired and managed staff of eight to fifteen management/employees reviewed the performance and achievements of all subordinates.
- Follow supervisory responsibilities in accordance with the organizational policies and applicable laws.
- Responsible for interviewing, hiring, and training employees

SALES

- Analyze, evaluate and present information concerning factors such as business situations and production capabilities.
- Confer with representative of material and component vendors to obtain information related to supply quality and vendor quality standards.

COMMUNICATION

- Set up and operated production equipment in accordance with current good manufacturing practices and standard operating procedures, including implementation of training standard operating procedures and programs for full involvement from all departments.
- Evaluate contents of reports from product assurance program department heads and confers with top management personnel to establish responsibilities and procedures for attaining the objective.

Accomplishments

DHL Award of Warehouse New Opening
Train the Trainer
Certification HACCP Manager
Certified SQF Practitioner
Preventative Controls Qualified Individual (PCQI)
Certified Plant Operator (IBWA)
Internal Audit Certified

Experience

General Manager Quality Assurance Manager / DHL Supply Chain / Aug 2017 - Current

- General Manager directly managing three shifts, six Operational Managers in 3pl warehouse for the Fleet Farm consumer stores. Facility has been in operation for the last year and has been in full startup mode. Started in the facility as the QA Manager and promoted in June of 2018 to GM III working in continuous improvement and people development in the facility since. Direct relations with the customer on site and those off site to develop process' to meet the needs of DHL and Fleet Farm base on contractual and KPI needs.
- Created cost analysis based for the profit meeting cost per case and unit per hour, loss budgeting for the benefit of the business. Manage up to 400 employees in multiple functions at the site, including Inventory, Industrial Engineer, Operating System Manager, Human Resource, Financing, & Operations.
- Development of Manhattan systems to provide the best functionality in the DC for movement, and controls of inventory.

Quality Assurance Manager / Premium Waters / March 2008 – Sept 2017

- Quality Assurance Manager directly managing laboratory functions within the food facility. Daily root cause analysis on functions in daily activities to improve process and create the most effective positive results. Filter federal, state and customer requirements to determine process SOP's, SSOP's and quality assurance documents to meet all statues.

General Manager / Westgate Sportsman's Club / March 2004 – March 2008

- Created cost analysis based on each individual events for the profit, loss budgeting for the benefit of the business. Manage up to 25 employees based on event. Marketing of events within multiple strategies to create a business base.



MEMORANDUM

To: City of Stevens Point Common Council

From: Jarod Kivela, Director of Community Development

Date: October 8, 2025

RE: **Next Steps for Additional Amendments – Portage County Business Park Deed Restrictions and Protective Covenants**

Background

With the recent amendment to the Deed Restrictions and Protective Covenants recorded and adopted, the BID now has an opportunity to consider further updates to these governing documents. These additional amendments are intended to ensure the restrictions remain relevant, practical, and reflective of the current governance structure and future vision for the Portage County Business Park. There is no action on this item, just keeping it top of mind. It will be up to the Board to find subcommittee members.

Proposed Process

1. Subcommittee Formation

It was determined that a subcommittee will be formed in the new year (January or February 2026) to guide the review process.

- Composition:
 - 3–5 members representing the Business Park.
 - 1 of the members will be a current BID Board member.
 - Other members will be individuals associated with the Business Park but not currently serving on the Board (e.g., property owners, business operators).
- Leadership and Support:

www.stevenspoint.com

Open Records Information: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.

- The subcommittee and overall process will be led by BID Executive Director Karen Margelofsky, with assistance from Adam Kuhn and Jarod Kivela from the City.

2. Review Process

The subcommittee will:

- Conduct a comprehensive review of the current Deed Restrictions and Protective Covenants.
- Identify and evaluate potential updates or amendments.
- Develop initial recommendations for the BID Board's consideration.

Once the BID Board reviews and provides input on those recommendations, feedback will be relayed back to the subcommittee. The subcommittee will then incorporate that feedback into a final recommendation.

3. Legal Review and Final Action

The finalized document will be submitted to Anderson O'Brien for legal review to ensure consistency and compliance.

Following review, the updated document will be brought before the BID Board for final action.

- The Board may choose to approve the document as presented or make additional modifications before adoption.

#2 and #3 summarized: Subcommittee → Board → Subcommittee → Legal → Board.

Timeline

The goal is to complete the process before August 2026, though the timeline has flexibility.

Appendix F: Bylaws of BID

Bylaws for the City of Stevens Point

Downtown Business Improvement District

Article I – General

Section I – Name

This organization shall be known as the Portage County Business Park Business Improvement District (PCBP-BID), operating as the Board of Directors of the Portage County Business Park Business Improvement District.

Section II – Creation

The PCBP-BID was approved on _____ **November 18th, 2023** 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 PCBP-BID is to enhance the viability of the Portage County Business Park through land management, public space maintenance, marketing, and additional economic development activity.

Section IV – Area

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

Article II – Board of Directors

Section I – Board Composition and Appointment

The PCBP-BID 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 PCBP-BID Board of Directors will solicit applicants and make annual Board member recommendations to the Mayor. Said members shall comprise of the following:

~~Five-Six (56)~~ real property owners or real property ~~owners-owners'~~ representatives within the District

One (1) Alderperson representing the 6th Aldermanic District

~~The Director of Community Development, or designee, shall serve as an ex officio non-voting member of the board. One (1) Director of Community Development or their Designee.~~

Section II – Term of Office

Term appointments will be for a period of three (3) years on staggered terms each ending December 31st of the year of expiration. Term of office will begin January 1st. The Alderperson serving the PCBP-BID will serve during their election term.

Section III – Meetings

The PCBP-BID Board of Directors shall meet as-needed 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 after recommendations by the PCBP-BID Board of Directors.

Section VII – Officers

Board members shall appoint a Chairperson, Vice 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 PCBP-BID 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. Vice Chairperson. The Vice Chairperson shall serve as the chief officer of the PCBP-BID and shall preside over all meetings of the Board of Directors in any absence of the Chairperson. If the position of Chairperson becomes vacant, the Vice Chairperson shall assume position of Chairperson until the next appointment of officers.
- C. Treasurer. The Treasurer shall be responsible for overseeing and reporting the financial activities of the PCBP-BID. Activities include coordinating the annual budget with the Chairperson and committee chairs, present notable updates of PCBP-BID finances to the Board, and consult the Board of Directors or PCBP-BID staff about the financial health of the PCBP-BID. Funds shall be kept in a segregated account in the municipal treasury and disbursed through the City of Stevens Point.
- D. 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 PCBP-BID Chairperson no later than one (1) week after the previous PCBP-BID Board meeting. The

Secretary creates monthly BID Board agendas under direction of the PCBP-BID Chairperson to be provided to the City Clerk no less than one (1) week prior to the next PCBP-BID 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 PCBP-BID 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 – Fiscal Year

The fiscal year of the PCBP-BID shall close on December 31st of each year.

Section V – Budget & Report

Each August, the PCBP-BID Officers shall formulate a budget in line with the coming year's goals and objectives. The PCBP-BID 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 PCBP-BID budget exceeds the amount necessary for annual audit (\$300,000), the PCBP-BID 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 PCBP-BID.

Section II – Amendments

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

	2025 Budget	2025 Actual (9 months)	2025 Actual (projected)	2026 Budget	2027 Budget
AUDIT SERVICES	\$0.00	\$6,154.00	\$6,154.00	\$6,300.00	
DOWNTOWN MANAGER (Karen)			\$8,597.75	\$34,391.00	
DOWNTOWN MANAGER	\$23,930.00	\$11,838.00	\$11,838.00		
EMPLOYER CONTRIB/WISC RET	\$1,663.00	\$782.00	\$782.00		
EMPLOYER CONTRIB/S.S. TAX	\$1,831.00	\$888.00	\$888.00		
EMPLOYER CONTRIB/LIFE INSUR	\$0.00	\$6.00	\$6.00		
WORKERS COMPENSATION PREM	\$428.00	\$201.00	\$201.00		
MEDICAL INSURANCE PREM	\$3,445.00	\$1,436.00	\$1,436.00		
GAS/ELECTRIC CHARGES	\$25,000.00	\$9,419.00	\$12,558.67	\$13,000.00	
TELEPHONE UTILITY CHARGES	\$200.00	\$0.00	\$0.00	\$0.00	
WATER/SEWER UTIL CHARGES	\$4,000.00	\$1,907.00	\$2,542.67	\$2,600.00	
COMPUTER/COMPUTER EQUIP	\$1,000.00	\$0.00	\$0.00	\$0.00	
GENERAL OFFICE SUPPLIES	\$250.00	\$0.00	\$0.00	\$0.00	
MISCELLANEOUS CHARGES	\$5,000.00	\$8,338.00	\$11,117.33	\$12,000.00	
LAWN CARE/SNOW REMOVAL EXP	\$85,000.00	\$55,528.00	\$74,037.33	\$75,000.00	
LANDSCAPING EXPENSES	\$5,000.00	\$0.00	\$0.00	\$0.00	
POND MAINTENANCE	\$15,000.00	\$7,184.00	\$9,578.67	\$10,000.00	
Private Utility Locates	\$0.00	\$0.00	\$0.00	\$2,000.00	
Property Taxes			\$6,500.00		
Replace Fountian #1				\$14,000.00	
Replace Fountain #2				\$14,000.00	
Replace Centre Fountain				\$0.00	\$9,000.00
Replace Fountain #5				\$0.00	\$16,000.00
Bridge Maintenance				\$0.00	
Trail Maintenance				\$20,000.00	
Branding Study				\$26,000.00	
Signage Redevelopment					\$60,000.00
Total	\$171,747.00	\$103,681.00	\$146,237.42	\$229,291.00	
Projected 2025 Revenue			\$25,509.58		

	Account Number	Account Title	2026
REVENUE			
Tax Revenue			
	256.41.00120.56	BID Assessments	\$230,307.44
	Total Tax Revenue		\$230,307.44
TOTAL REVENUE			\$230,307.44
EXPENSES			
Personnel Expenses			
	256.56.00700.1154	Downtown Manager Salary	\$23,800.00
	256.56.00700.1900	Employer Contrib/Wisc Ret	\$1,714.00
	256.56.00700.1910	Employer Contrib/S.S. Tax	\$1,821.00
	256.56.00700.1920	Employer Contrib/Life Insur	\$8.00
	256.56.00700.1930	Workers Compensation Prem	\$426.00
	256.56.00700.1950	Medical Insurance Prem	\$6,622.00
	Total Personnel Expenses		\$34,391.00
General Expenses			
	ACCT # TBD	Audit Services	\$6,300.00
	256.56.00700.2200	Gas/Electric Charges	\$13,000.00
	256.56.00700.2203	Telephone Utility Charges	\$0.00
	256.56.00700.2204	Water/Sewer Util Charges	\$2,600.00
	256.56.00700.2800	Computer/Computer Equip	\$0.00
	256.56.00700.3001	General Office Supplies	\$0.00
	256.56.00700.5000	Miscellaneous Charges	\$12,000.00
	256.56.00700.5751	Lawn Care/Snow Removal Exp	\$75,000.00
	256.56.00700.5752	Landscaping Expenses	\$0.00
	256.56.00700.5753	Pond Maintenance	\$10,000.00
	ACCT # TBD	Private Utility Locates	\$2,000.00
	ACCT # TBD	Property Taxes	\$0.00
	ACCT # TBD	Replace Fountian #1	\$14,000.00
	ACCT # TBD	Replace Fountain #2	\$14,000.00
	ACCT # TBD	Replace Centre Fountain	\$0.00
	ACCT # TBD	Replace Fountain #5	\$0.00
	ACCT # TBD	Bridge Maintenance	\$0.00
	ACCT # TBD	Trail Maintenance	\$20,000.00
	ACCT # TBD	Branding Study	\$26,000.00
	Total General Expenses		\$194,900.00
TOTAL EXPENSES			\$229,291.00
Transfer to BID Savings	ACCT # TBD		\$1,016.44

~~2025-2026~~ Portage County Business Park

Business Improvement District

Implementation and Operational Plan



Property Tax Year ~~2024~~2025, Fiscal Year ~~2025~~2026

BID Planning Committee

Craig Aittama — Delta Dental
Mike Trzinski — Delta Dental
Jeff Ramlow — Skyward
Debra Marten — Marten Machining
Jim Anderson — Viking Holdings
Chase Rettler — Rettler Corporation
Ryan Kernosky — City of Stevens Point

BID Board of Directors

Alder Dale Steinmetz — City of Stevens Point District 6 Alder
Director Jarod Kivela — City of Stevens Point Community Development Director
Jim Anderson — Viking Holdings II
Jeff Ramlow — Skyward
Mike Trzinski — Delta Dental
Debra Marten — Marten Machining
Chase Rettler — Rettler Corporation

BID Executive Director

Karen Margelofsky

City of Stevens Point

Mayor: Mike Wiza
City Clerk: ~~Kari Yenter~~ Susan Pagel
Comptroller: Corey Ladick
City Attorney: A. Logan Beveridge
City Assessor: Steve Shepro
Director of
Community Development: ~~Ryan Kernosky~~ Jarod Kivela

Alders:

District 1 Marc Christianson, Council President
District 2 Jacqui Guthrie
District 3 Ginger Keymer
District 4 Lara Broderick
District 5 Allison Birr
District 6 Dale Steinmetz
District 7 Mary Kneebone
District 8 Dean Shuda
District 9 Sam Lang
District 10 Dustin Buse
District 11 Shaun Morrow

~~Plan Commission:~~

Mayor Mike Wiza, Chair
Alder Mary Kneebone
Jeff Schuler
Doug Miskowiak
Pete Arntsen
Matthew Rice
Mike Beacom

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II. Introduction

The City of Stevens Point and business owners within the Portage County Business Park (PCBP), recognizing the importance the PCBP plays into the economic and cultural success of our community, has put together this Business Improvement District (BID) implementation and operating plan for the year ~~2025~~2026. This BID operating plan is the initial step to the ultimate creation and management of the PCBP BID.

Wisconsin Act 184, established in 1984 (WI Stats. §66.1109) enabled cities to establish Business Improvement Districts (BID) upon the petition of at least one property owner within the proposed district. The purpose of WI Act 184, is to “allow businesses within those proposed district(s) to develop, manage, and promote the districts and to establish an assessment method to fund these activities.” This operating plan is consistent with the requirements set forth in WI Stats. §66.1109(f), and a legal opinion of the City Attorney is included in Appendix A.

The ~~proposed~~ BID includes ~~80-71~~ parcels with a total BID assessed value of \$ ~~192,963,600.00~~ **253,085,100.00**. The proposed boundaries include the existing Portage County Business Park and a portion of East Park Commerce Center. Of the ~~80-71~~ parcels, 4 parcels are assessed by the State of Wisconsin as Manufacturing, 10 are fully tax exempt, 9 are vacant, and 8 are owned/managed by the Business Park BID for stormwater maintenance and trails. 13 are tax exempt or are used for residential purposes. Of the remaining 67, the BID value is assessed at \$.70 for every \$1,000.00 in total value of the parcel. The map for the proposed district boundaries is further described in Appendix B, and information on each parcel classification is listed in Appendix C.

A. Purpose of the BID

The intent of the PCBP Business Improvement District Operating Plan is that the work described in this plan will be performed through a volunteer-run BID Board of Directors, a part-time BID Manager, and with assistance from the Stevens Point Department of Community Development. Business Improvement Districts are like traditional special assessments, where property owners are assessed for improvements or services that benefit them. However, unlike traditional special assessments, Business Improvement District assessments can be utilized to finance a wide range of activities, improvements, and services. The purpose of this BID is to enhance the viability of the Portage County Business Park through land management, public space maintenance, marketing, and additional economic development activity.

The property owners who ~~have~~ petitioned the City for the creation of this BID believed ~~that~~ this ~~is~~ was the most efficient way to accomplish the goals and objectives identified in the City’s Comprehensive Plan.

Development of the District through creation of the BID is proposed as a result of:

1. The BID allows partnering with private property owners within the District to work together with the City in development and subsequent improvement of the maintenance, land management and economic health and vitality of the District.

2. The funding and financing of improvements, management, and economic development efforts of the District outlined within this plan ~~provides~~ provide equitable and fair assessments to property owners within the District to help with the implementation of this plan.
3. Utilization of this District and the implementation of the plan will fulfill District ~~improvements~~ improvement projects identified in the City's Comprehensive Plan.

III. Development Plans

The main objective of the BID is to improve and maintain the physical environment and economic vitality of the Portage County Business Park area. Additionally, and arguably the most critical to the success of the BID, this plan is intended to unite businesses, organizations, and local government through collaboration and partnership to achieve continued employment and value growth within the proposed District.

A. Goals for District Development & Consistency with City's Comprehensive Plan

As of the writing of this plan, the City is undertaking a new updated comprehensive plan for ~~this geographic area of the community~~ the City. Although this plan identifies and discusses economic development goals for the district, it is not the currently adopted plan.

The 2005 Comprehensive Plan Chapter 9 discusses the Economic Development section required as part of the Smart Growth Law. Several goals and objectives are included in this chapter, many of which can be pointed back to support ~~for~~ the creation and implementation of the proposed BID. As discussed in the plan, ~~the~~ community identified economic development needs include: increased tax base, diversification of the tax base, and enhancement of the livability of the City. The proposed BID will work to address these needs through careful implementation and improvement of the Portage County Business Park Restrictive Deeds and Protective Covenants (RDPC) and marketing of available parcels within the park.

Section 6.10(B2) states: *Encourage new commercial and industrial development that diversifies the local economy, adds value to the City tax base, and maintains a stable tax rate.* Furthermore, Section 6.10(B2)(1)(b),(c),(d) allow the proposed BID to reduce government 'red tape' by having an internal review committee manage the parks RDPC's, identify and better market available property within the BID Boundaries, and work closely with City staff to implement the goals and objectives of this document and that of the Comprehensive Plan.

B. BID Plan of Action

The first full year of the operation of the BID ~~is~~ was critical for the future success of the District. The first year ~~will~~ included the following action items:

1. Organize the BID Board and better learn the process and implementation of the BID Operation Plan.

2. Develop and implement a plan and budget for the coming year and beyond for the District based on the financial expectations from assessments and its priority of needs, and the City's planned improvements during the same period.
3. Work with Portage County to transfer operations of the Portage County Business Park and the Deed Restrictions & Protective Covenants.
4. ~~Consider~~ Working with Portage County to transfer ownership of common areas to the BID.

As the district continues, the 2026 year will include the following action items:

1. Updating the Deed Restrictions and Protective Covenants to reflect the future direction of development within the District.
2. Work to ensure all District common elements (trails, ponds, bridges, fountains, flags, landscaping, etc.) are brought to the proper standards to ensure the District remains vibrant and attractive.
3. Develop a Capital Improvement Plan for the District's common elements and future projects to ensure assessments for the District remain consistent throughout future years.
4. Organize a Town Hall meeting for the District.
5. Digitize and organize all historic files of the Business Park to ensure easy access and appropriate record keeping.
- 1.6. Work on creating a cohesive marketing and promotional plan to update signage and branding of the District.
- 5.7. With assistance from the City, implement enhancements as determined appropriate from the City's Comprehensive Plan.

C. Expected Benefits of the BID

Special assessments collected from the BID within this Operating Plan will be spent exclusively within the District for the benefit of the District. This includes utilizing funds for the following:

1. Increase the value of property within the District by:
 - a. Improving the physical District through promotion of street scape improvements, maintenance of existing facilities, and others.
 - b. Increase the demand for space by new businesses that see the successes of the BID and wish to locate within the District.
 - c. Continuing to make the District a financially and economically resilient place.

D. Annual Review

The BID law requires the Operating Plan to be presented annually to Stevens Point's City Council for approval. To comply with the Wis. Stats. §66.1109 (3) (b), the following process for the approval of the annual Operating Plan will be as follows:

1. A joint strategy session of representatives from the BID Board and the City will meet annually and will be responsible for developing the objectives of the Operating Plan for the next plan year.
2. The Operating Plan will be drafted/~~revised~~ by the BID Board ~~and BID Staff~~ based on comments by the City Council.
3. The BID Board will review the proposed Operating Plan and make recommendations to the City Council ~~in October~~.
4. The City Council will act on the proposed Operating Plan ~~in November~~ for the following plan year.
5. Appointment of new BID Board members will be made 30 days prior to the expiration of outgoing BID Board members terms. This appointment is made by the Mayor and approved by the City Council after consultation and recommendation by the PCBP BID Board of Directors.

It is anticipated that the BID Board will continue to revise and develop the Operating Plan annually in response to changing development needs and opportunities in the District. As a part of this review, the BID Board will analyze the benefits of the BID to the property owners and the community and based on this analysis, determine if it is appropriate to continue the BID.

The method of assessment shall not be altered unless a meeting of all District property owners assessed under the BID has been held to discuss such changes, except with the approval of the City of Stevens Point City Council. This special meeting will be published as a Class 2 Notice, a copy of which will be mailed to each property owner in the District.

E. Relationship to Plan for Orderly Development of the City

According to Wisconsin Statutes Section 66.1109 (1)(f)(4), the Operating Plan is required to specify how the creation of a BID 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 as outlined earlier in this document.

F. Powers of the BID Board of Directors

The BID Board shall have all powers authorized by law and this Operating Plan, including, but not limited to, the following powers:

1. To manage the affairs of the District. Including enforcement and review of the Deed Restrictions & Protective Covenants for existing and future projects.
2. To promote new investment and appreciation in value of existing investments in the District.
3. To contract on behalf of the BID when necessary to implement the Operating Plan.
4. To develop, advertise and promote the existing and potential benefits of the District.
5. To annually consider and make changes to the Operating Plan.
6. To apply for, accept and use grants and gifts for these purposes.
7. To elect officers and contract out work as necessary to achieve its goals.

G. BID Budget

Funds collected through BID assessments shall be used to pay for this Operating Plan in order to implement a sustainable Business Improvement District for the City of Stevens Point.

Estimated Assessed Value of the District: \$253,085,100.00

Tax Rate: \$0.91 per \$1,000 of assessed value

Estimated Assessment Income: \$230,307.44~~\$175,020.44~~

Estimated BID Expenses: \$175,020.44~~\$229,291.00~~

Estimated expenditures of the BID are included in Appendix D. Any unused funds remaining at the end of the year shall be deposited into contingency funds or designated for specific uses in the following Operating Plan year. All physical improvements made with these funds shall be made in the District. The location of other expenditures shall be as determined by the BID Board, but shall be for the benefit of the District.

A Capital Reserve Account may be created to set aside a specific amount of the District's assessment or reserve to be set aside. This account would be for long-term capital needs and projects that may require extraordinary funding during a given budget year.

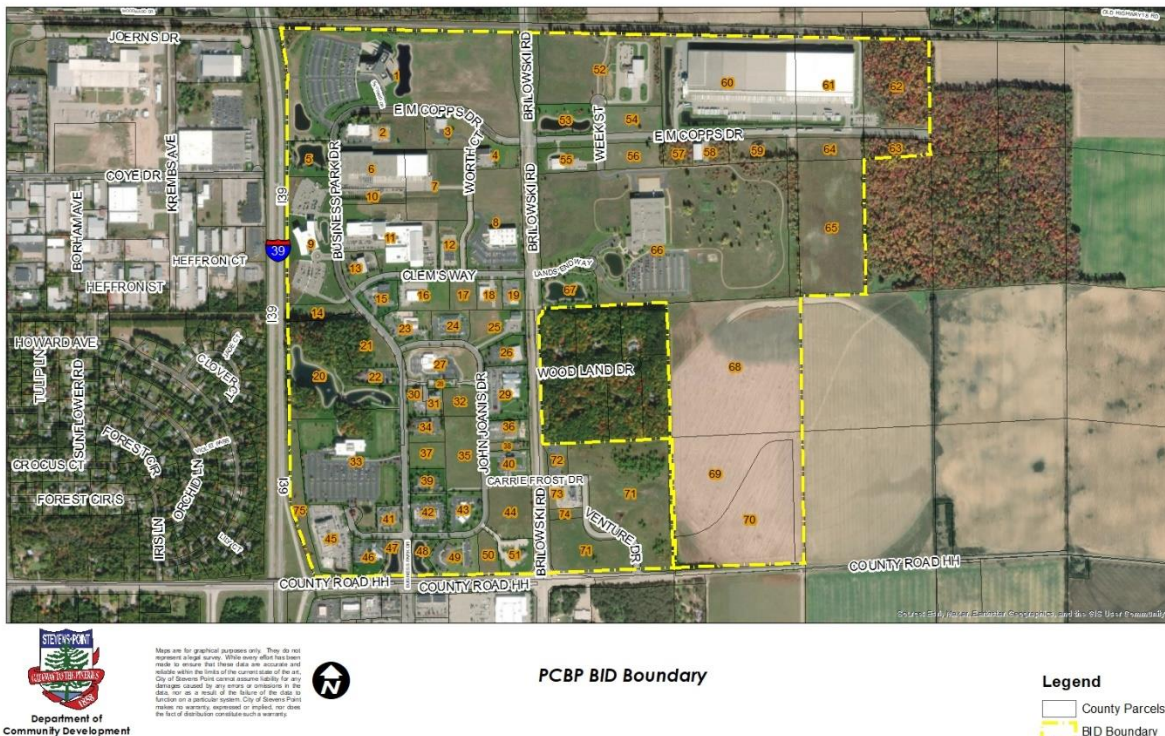
H. ~~Public Review Process~~ Amendments to the Operations Plan

Wis. Stats. §66.1109 establishes ~~a~~ specific processes es for reviewing and approving proposed amendments, early termination, and other related processes. See Appendix E for a copy of the Statutes and details on each process. Districts. All of the statutory requirements to create the BID shall be followed. Key components include:

Petition the City to establish the BID

- Publish class 2 notice of petition
- Develop the Operating Plan
- Mail Operating Plan to all affected property owners
- Hold a public hearing

IV. District Boundaries



V. BID Organization & Operating Board

A. BID Board Structure

The Board's responsibility will be to implement the current year-year's Operating Plan. The Board, in cooperation with BID and City Staff, must also prepare an annual report and audit and submit it to the City Council of the City of Stevens Point. The Board may also enter into contracts; monitor development activity and ensure the compliance with the provisions of applicable statutes and regulations as necessary.

- I. The BID shall be comprised of seven (7) voting members appointed by the Mayor of Stevens Point and confirmed by the City Council. Said members shall comprise of the following:

~~Five-Six (56)~~ real property owners or real property owners representatives within the District

One (1) Alderperson representing the 6th Aldermanic District

~~One (1) Director of Community Development or their Designee~~The Director of Community Development, or designee, shall serve as an ex officio non-voting member of the board.

- II. Term appointments will be for a period of three (3) years on staggered terms each ending December 31st of the year of expiration. The initial term of the BID Board should be the following:

~~Five-Six (56)~~ real property owners or real property owners representatives shall be appointed for three (3) years. ~~Said initial staggered terms shall be the following based upon recommendation by the Mayor and confirmed by the Common Council of the City of Stevens Point:~~

<u>2025 BUSINESS PARK BUSINESS IMPROVEMENT DISTRICT BOARD</u>		
<u>Ald. Dale Steinmetz</u>	<u>12-16-24</u>	<u>04-20-26</u>
<u>Director Jarod Kivela</u>	<u>01-21-25</u>	<u>12-31-25</u>
<u>Jim Anderson</u>	<u>12-16-24</u>	<u>12-31-25</u>
<u>Jeff Ramlow</u>	<u>12-16-24</u>	<u>12-31-26</u>
<u>Mike Trzinski</u>	<u>12-16-24</u>	<u>12-31-26</u>
<u>Debra Marten</u>	<u>12-16-24</u>	<u>12-31-27</u>
<u>Chase Rettler</u>	<u>12-16-24</u>	<u>12-31-27</u>

For purposes of compliance with the updated BID Board Structure section of the Operations Plan, Jarod Kivela will be removed as a voting member from the Board and will be replaced with a new appointed Business Park representative.

Jim Anderston has indicated that he will be stepping down from the board and has submitted a recommendation for his replacement.

- ~~• One (1) real property owner shall have a term that expires on December 31, 2025~~
- ~~• Two (2) real property owners shall have a term that expires on December 31, 2026~~
- ~~• Two (2) real property owners shall have a term that expires on December 31, 2027~~

Alderperson representing property within the District shall be appointed during the term of the Alderperson.

~~Director of Community Development or their Designee shall be appointed annually.~~

~~III.~~ BID Board of Directors are a volunteer organization and shall not receive any compensation.

~~##IV.~~ It is the intent that if any member from the BID Board of Directors wishes to step down from their seat, they assist in finding a replacement to fill the vacancy.

B. Meeting of the BID Board of Directors Subject to Open Meetings Law

All meetings of the BID Board shall be conducted in accordance to the Wisconsin Open Meeting Law, WI Stats. §19.48. Minutes will be recorded and submitted to the City Clerk and the BID Board. Files and records of the BID Board's affairs shall be kept pursuant to public record requirements.

Officers of the BID Board shall appoint a Chairman, Treasurer, and Secretary on a yearly basis. 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, including the authorization for writing of checks and executing contracts.

VI. Financing Method

The expenditures outlined in the budget will be financed with funds collected from the BID assessment. Monies collected from the BID assessment will also be used in accordance with the Operating Plan.

VII. Method of Assessment

A. Assessed Parcels

All assessed property used for commercial purposes as well as those assessed by the State of Wisconsin as manufacturing in the District boundary will be assessed. Properties used exclusively for residential purposes will not be taxed in accordance with BID law. Mixed-use properties containing both commercial and residential uses will be fully assessed. Property exempt from paying real estate taxes or owned by government agencies will not be assessed consistent with BID law.

B. Level of Assessment

Special assessments under this Operating Plan will be levied, through adoption of this Operating Plan by the City of Stevens Point against each taxable property within the District, in the amount shown on the assessment schedule, which is attached in Appendix E.

The ~~2024-2025~~ rates as shown in Appendix E were calculated at a rate of \$.~~70-91~~ per \$1,000.00 of assessed value. Property values used to calculate the BID assessment represent the assessed value of real property, as certified by the City of Stevens Point Assessor, as of January 1, ~~2024-2025~~. Assessments are based per parcel and legal ownership.

The logic behind the assessment methodology is that each non-exempt parcel owner should pay for district developments in proportion to benefits derived. It is assumed that a minimum and maximum benefit can be achieved for each parcel, thus the minimum and maximum BID assessments that have been established.

C. Schedule of Assessments

Appendix E provides a schedule of assessments for ~~2024-2025~~ for all non-exempt parcels in the District based on the formula described above. For convenience, a schedule of all nontaxable parcels exempt from BID assessments are identified in attached Appendix F.

D. Assessment Collection and Dispersal

The City of Stevens Point will bill all non-exempt parcel owners the assessed amount in the same manner as other special assessments. Unpaid assessments from this separate billing will be included as special assessments levied as a separate line item on the real estate tax bill for each parcel. The City shall then turn over all collected funds to the BID Board for distribution in accordance with the Operating Plan by the 15th day of the month following such collection. All BID assessments shown on the real estate tax bill are due and owed in full with the first installment of taxes and shall carry the same penalties if not paid.

The City of Stevens Point shall hold funds collected for BID assessments in a separate account. Any BID assessments collected by the City before or after the plan year for which the assessments were made are to be used by the BID Board in a manner as if received during the applicable plan year. This provision is to govern BID assessments prepaid prior to the applicable Operating Plan year and/or late payments made after the Operating Plan year.

The BID Board will prepare and make available to the public and City Council annual reports describing the current status of the BID, including expenditures and revenues, when it submits its annual Operating Plan to the City for the following year. Disbursement of BID funds will be made in accordance to the approved Operating Plan and budget. At the end of the fiscal year, an independent certified audit shall be obtained by the BID Board.

This section shall be sufficient instruction to the City to disburse the BID assessment, without necessity of an additional disbursement agreement, disbursement method, or accounting method. Disbursements made under this Operating Plan shall be shown in the City's budget as a line item. Other than as specified herein, the disbursement procedures shall follow standard City disbursement policy.

E. Annual Reporting

An annual report prepared by the BID Board is required by section 66.1109(3)(c) of the Wisconsin Statutes. The report shall include the required audit. The BID shall be responsible for the payment of any funds specified for the BID Audit and related to BID activities for said BID audit. The BID Board will continue to review, revise and develop the Operating Plan annually in response to changing development needs within the District.

VIII. City Role in District Operations

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, Revolving Loan Fund Program and promoting economic development within the District. The City of Stevens Point will also commit to the following:

- 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.
- Collect assessments and maintain a segregated account.
- Provide disbursement of BID funds to service providers in accordance with the Operating Plan and budget.
- Obtain and review annual audits as required per WI Stats. §66.1109(3)(c)
- Provide a separate monthly financial statement to the BID Board.
- Review annual audits as required by WI Stats. §66.1109(3)(e) of the BID Law.
- 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.
- Adopt this Operating Plan in the manner required by the BID Law.
- Appoint and confirm new BID Board members as required by BID Law.
- Contract for required services such as property maintenance of lawns, stormwater management ponds, and other common spaces.

IX. Required Statements

The BID Law requires that the Operating Plan include specific statements.

66.1109(1)(f)(1) The special assessment method applicable to the business improvement district. The special assessment method is set forth in Section VI.

66.1109(1)(f)(1m) Whether real property used exclusively for manufacturing purposes will be specially assessed. The District will not contain property used exclusively for manufacturing purposes.

66.1109(1)(f)(2) The kind, number and location of all proposed expenditures within the business improvement district. The number and location of proposed expenditures is set forth in Section II(G) of this document.

66.1109(1)(f)(3) A description of the methods of financing all estimated expenditures and the time when related costs will be incurred. The method of financing the estimated expenditures is set forth in Section V.

66.1109(1)(f)(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. Please refer to Section II (A, B, C and E).

66.1109(1)(f)(5): A legal opinion that subds. 1. to 4. have been complied with. A legal opinion from Attorney A. Logan Beveridge, indicating that the Operating Plan complies with all applicable provisions of Section 66.1109(1)(f)(1-4) is attached as Appendix A.

X. Severability & Expansion

The Business Improvement District has been created under the authority of Section 66.1109 of the Statutes of the State of Wisconsin. Should any court find any portion of the BID Law or this Operating Plan unconstitutional, it will not invalidate or terminate the BID. The Operating Plan will be amended to conform to the law without need of re-establishment. Should any legislature amend the statute to narrow or broaden the purposes 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 the City Council of the City of Stevens Point when it conducts its annual budget approval, without any necessity to undertake any other act. If it is determined by a court or administrative body that a parcel of property is not subject to general real estate taxes and may not be included in the District, then such parcels shall be excluded from the definition of the District.

All of the above is specifically authorized under Section 66.1109(3)(b) of the BID Law.

XI. Measuring Success of the BID

Success of the BID is determined by several factors; the satisfaction of those who create the BID and control it, the expansion and retention of businesses, maintaining infrastructure, common spaces, and protecting the established Deed Restrictions & Protective Covenants, and the overall health and economic viability of the District. Measurement of success can occur on a yearly basis, but should have extensive focus on the long-term implications, success and opportunities of the District. Those implications, successes, and opportunities can be obtained through surveys, questionnaires, and other data gathering practices. On a yearly basis, the BID Board and the City should review various measurers of success to ensure that the guiding principals within this Operation Plan are being met, that the businesses and property owners within the BID are successful and sufficiently happy with the operation of the BID, and that the City is benefitting from the BID.

Additional measurers of success should include the following 'pillars' to be included in yearly reports on and of the BID:

1. The goals and objectives identified within Section II(A) are being met, or incremental steps are being taken to ensure those goals and objectives are being met on a yearly basis.
2. Business recruitment, expansion and retention as a result of the BID. The City's ability to directly correlate said recruitment, expansion and retention because of the services of the BID offers.
3. Growth in value of private property in the District. Quantifiable valuation measures are calculated annually to measure success over time.

Appendix A: Opinion of the City Attorney

REQUESTED

Appendix B: Map of the Proposed BID Boundary



Appendix C: BID Parcel Information & Classification

REQUESTED

Appendix D: BID Expenditures & Revenues

	Account #	Account Title	2025
REVENUE			
Tax Revenue			
	ACT # TBD	BID Assessments	\$ 175,020.44
Total Tax Revenue			
TOTAL REVENUE			\$ 175,020.44
EXPENSES			
Personnel Expenses			
	ACT # TBD	BID Manager Salary	\$ 23,800.00
	ACT # TBD	Empl Contribution - WIS Retirement	\$ 1,654.10
	ACT # TBD	Employer Contrib SS Tax	\$ 1,820.70
	ACT # TBD	Employer Contrib Life Insurance	\$ 13.30
	ACT # TBD	Workers Comp Prem	\$ 426.02
	ACT # TBD	Medical Insurance Prem	\$ 3,161.90
Total Personnel Expenses			\$ 30,876.02
General Expenses			
	ACT # TBD	Lawncare & Snow Removal	\$ 85,000.00
	ACT # TBD	Wis. Public Service - Energy Costs	\$ 25,000.00
	ACT # TBD	SW Pond Maintenance	\$ 15,000.00
	ACT # TBD	City of Stevens Point Utilities	\$ 4,000.00
	ACT # TBD	Property Insurance	\$ -
	ACT # TBD	Landscaping Costs	\$ 5,000.00
	ACT # TBD	Misc. Expenses	\$ 5,000.00
	ACT # TBD	Telephone Utility Charges	\$ 200.00
	ACT # TBD	Computer/ Computer Equipment	\$ 1,000.00
	ACT # TBD	General Office Supplies	\$ 250.00
Total General Expenses			\$ 140,450.00
TOTAL EXPENSES			\$ 171,326.02
Transfer to BID Savings	ACT # TBD	Bid Savings Transfer	\$ 3,694.42

	Account Number	Account Title	2026
REVENUE			
Tax Revenue			
	256.41.00120.56	BID Assessments	\$230,307.44
	Total Tax Revenue		\$230,307.44
TOTAL REVENUE			\$230,307.44
EXPENSES			
Personnel Expenses			
	256.56.00700.1154	Downtown Manager Salary	\$23,800.00
	256.56.00700.1900	Employer Contrib/Wisc Ret	\$1,714.00
	256.56.00700.1910	Employer Contrib/S.S. Tax	\$1,821.00
	256.56.00700.1920	Employer Contrib/Life Insur	\$8.00
	256.56.00700.1930	Workers Compensation Prem	\$426.00
	256.56.00700.1950	Medical Insurance Prem	\$6,622.00
	Total Personnel Expenses		\$34,391.00
General Expenses			
	ACCT # TBD	Audit Services	\$6,300.00
	256.56.00700.2200	Gas/Electric Charges	\$13,000.00
	256.56.00700.2203	Telephone Utility Charges	\$0.00
	256.56.00700.2204	Water/Sewer Util Charges	\$2,600.00
	256.56.00700.2800	Computer/Computer Equip	\$0.00
	256.56.00700.3001	General Office Supplies	\$0.00
	256.56.00700.5000	Miscellaneous Charges	\$12,000.00
	256.56.00700.5751	Lawn Care/Snow Removal Exp	\$75,000.00
	256.56.00700.5752	Landscaping Expenses	\$0.00
	256.56.00700.5753	Pond Maintenance	\$10,000.00
	ACCT # TBD	Private Utility Locates	\$2,000.00
	ACCT # TBD	Property Taxes	\$0.00
	ACCT # TBD	Replace Fountian #1	\$14,000.00
	ACCT # TBD	Replace Fountain #2	\$14,000.00
	ACCT # TBD	Replace Centre Fountain	\$0.00
	ACCT # TBD	Replace Fountain #5	\$0.00
	ACCT # TBD	Bridge Maintenance	\$0.00
	ACCT # TBD	Trail Maintenance	\$20,000.00
	ACCT # TBD	Branding Study	\$26,000.00
	Total General Expenses		\$194,900.00
TOTAL EXPENSES			\$229,291.00
Transfer to BID Savings	ACCT # TBD		\$1,016.44

Appendix E: Wisconsin Statutes Section 66.1109

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 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. 539; Stats. 1999 s. 66.1109; 2001 a. 85; 2017 a. 59, 70, 189.

Appendix F: Bylaws of BID

Bylaws for the City of Stevens Point

Downtown Business Improvement District

Article I – General

Section I – Name

This organization shall be known as the Portage County Business Park Business Improvement District (PCBP-BID), operating as the Board of Directors of the Portage County Business Park Business Improvement District.

Section II – Creation

The PCBP-BID was approved on _____ **November 18th, 2023** 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 PCBP-BID is to enhance the viability of the Portage County Business Park through land management, public space maintenance, marketing, and additional economic development activity.

Section IV – Area

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

Article II – Board of Directors

Section I – Board Composition and Appointment

The PCBP-BID 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 PCBP-BID Board of Directors will solicit applicants and make annual Board member recommendations to the Mayor. Said members shall comprise of the following:

~~Five-Six (56)~~ real property owners or real property ~~owners-owners'~~ representatives within the District

One (1) Alderperson representing the 6th Aldermanic District

~~The Director of Community Development, or designee, shall serve as an ex officio non-voting member of the board. One (1) Director of Community Development or their Designee.~~

Section II – Term of Office

Term appointments will be for a period of three (3) years on staggered terms each ending December 31st of the year of expiration. Term of office will begin January 1st. The Alderperson serving the PCBP-BID will serve during their election term.

Section III – Meetings

The PCBP-BID Board of Directors shall meet as-needed 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 after recommendations by the PCBP-BID Board of Directors.

Section VII – Officers

Board members shall appoint a Chairperson, Vice 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 PCBP-BID 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. Vice Chairperson. The Vice Chairperson shall serve as the chief officer of the PCBP-BID and shall preside over all meetings of the Board of Directors in any absence of the Chairperson. If the position of Chairperson becomes vacant, the Vice Chairperson shall assume position of Chairperson until the next appointment of officers.
- C. Treasurer. The Treasurer shall be responsible for overseeing and reporting the financial activities of the PCBP-BID. Activities include coordinating the annual budget with the Chairperson and committee chairs, present notable updates of PCBP-BID finances to the Board, and consult the Board of Directors or PCBP-BID staff about the financial health of the PCBP-BID. Funds shall be kept in a segregated account in the municipal treasury and disbursed through the City of Stevens Point.
- D. 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 PCBP-BID Chairperson no later than one (1) week after the previous PCBP-BID Board meeting. The

Secretary creates monthly BID Board agendas under direction of the PCBP-BID Chairperson to be provided to the City Clerk no less than one (1) week prior to the next PCBP-BID 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 PCBP-BID 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 – Fiscal Year

The fiscal year of the PCBP-BID shall close on December 31st of each year.

Section V – Budget & Report

Each August, the PCBP-BID Officers shall formulate a budget in line with the coming year's goals and objectives. The PCBP-BID 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 PCBP-BID budget exceeds the amount necessary for annual audit (\$300,000), the PCBP-BID 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 PCBP-BID.

Section II – Amendments

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



MEMORANDUM

To: City of Stevens Point Common Council

From: Jarod Kivela, Director of Community Development

Date: October 8, 2025

RE: **Update and Next Steps – Transfer of BID-Owned Parcels to City and Creation of Maintenance Agreement**

Background

At the August 19, 2025, BID Board meeting, the Board authorized staff to engage Anderson O'Brien to prepare the necessary documentation to transfer ownership of BID-owned parcels within the Business Park to the City and to create a maintenance agreement defining ongoing responsibilities. These parcels are primarily used for stormwater management and recreational purposes and were never taxable. The intent remains to relieve the BID of the stress and burden of holding these parcels in its name while ensuring they continue to serve their public functions.

Update

Since the August meeting, City staff has engaged Keith at Anderson O'Brien. He has begun drafting the maintenance agreement and associated documentation, and is formulating the appropriate process for review and approval.

While it would have been ideal to present the completed documentation at the BID Board's regularly scheduled October meeting, there was not sufficient time between initial discussions with counsel and this meeting date to finalize the materials.

Next Steps and Recommended Timeline

To ensure the transfer and agreement are completed prior to the end of 2025, and to allow for necessary approvals by all governing bodies, staff recommends scheduling a special BID Board meeting in late October to review and act on the final documents.

www.stevenspoint.com

Open Records Information: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.

The proposed approval sequence is as follows:

Body	Proposed Meeting Date	Action
BID Board	Late October (special meeting)	Review and recommend approval of documents
Plan Commission	November 3, 2025	Review and recommendation to Council
Common Council	November 17, 2025	Final approval and authorization to record

This timeline allows staff and counsel to ensure all documents are properly executed and recorded, and that property transfers are completed before year-end.

Staff Recommendation

Staff recommends the BID Board schedule a special meeting in late October to consider the final documentation prepared by Anderson O'Brien. Staff can work to poll the Board and schedule a meeting.