



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.

Members

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

AGENDA

BUSINESS PARK BUSINESS IMPROVEMENT DISTRICT BOARD MEETING

Date and Time:	November 18, 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. Legal Document - Review & Approve: Property Use and Maintenance Agreement - Attorney Keith Pilger
2. Legal Document - Review & Approve Resolution Transferring of Real Estate to City - Attorney Ketih Pilger
3. Approve Meeting Minutes from October 10, 2025.
4. Presentation: Current Deed Restrictions and Protective Covenants — Adam Kuhn
5. Review & Approve: 2025-26 Snow Contract

6. For Review & Discussion: 2026 Memorandum of Understanding between BIDs, City & SPACVB
7. 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	54,179	20,130-
	Total GENERAL OPERATING CASH:	.00	54,179	20,130-
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	14,127	2,288
256.56.00700.1900	EMPLOYER CONTRIB/WISC RET	1,663	941	159
256.56.00700.1910	EMPLOYER CONTRIB/S.S. TAX	1,831	1,054	166
256.56.00700.1920	EMPLOYER CONTRIB/LIFE INSUR	.00	9	3
256.56.00700.1930	WORKERS COMPENSATION PREM	428	242	41
256.56.00700.1950	MEDICAL INSURANCE PREM	3,445	1,952	517
256.56.00700.2200	GAS/ELECTRIC CHARGES	25,000	14,127	4,708
256.56.00700.2203	TELEPHONE UTILITY CHARGES	200	.00	.00
256.56.00700.2204	WATER/SEWER UTIL CHARGES	4,000	3,687	1,781
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	11,232	2,894
256.56.00700.5751	LAWN CARE/SNOW REMOVAL EXP	85,000	64,828	9,300
256.56.00700.5752	LANDSCAPING EXPENSES	5,000	.00	.00
256.56.00700.5753	POND MAINTENANCE	15,000	7,184	.00
	Total BUSINESS IMPROV DISTRICT:	171,747	119,384	21,857
	BUSINESS PARK BID Revenue Total:	171,747	177,990	.00
	BUSINESS PARK BID Expenditure Total:	171,747	125,538	21,857
	Net Total BUSINESS PARK BID:	.00	52,452	21,857-

PROPERTY USE AND MAINTENANCE AGREEMENT

This Property Use and Maintenance Agreement (this “**Agreement**”) is made and entered into as of the ____ day of December, 2025 (the “**Effective Date**”) by and between the CITY OF STEVENS POINT BUSINESS PARK BUSINESS IMPROVEMENT DISTRICT (the “**BID**”) and the CITY OF STEVENS POINT (the “**City**”). The BID and the City may be referred to herein individually as a “**party**” and collectively as the “**parties**” to this Agreement.

WHEREAS, the BID was created by the City pursuant to Wis. Stat. § 66.1109 and consists of eighty (80) parcels of real estate within the City, which includes the areas commonly referred to as the Portage County Business Park and part of the East Park Commerce Center (collectively referred to herein as the “**Business Park**”);

WHEREAS, the BID was created for the purpose of allowing land owners and businesses within the Business Park to develop, manage, and promote the Business Park;

WHEREAS, simultaneous with the execution of this Agreement, the BID has conveyed that certain real estate owned by the BID and more particularly described herein, to the City; and

WHEREAS, as a condition precedent to the BID agreeing to convey said real estate to the City, the City has agreed to the terms, conditions, and restrictive covenants contained herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

1. Conveyance of Real Estate. Simultaneous with the execution of this Agreement, the BID has conveyed that certain real estate more particularly described on **Exhibit A**, attached hereto and incorporated herein by reference (the “**Real Estate**”), to the City by quit claim deed. The Real Estate consists of six separate tax parcels that are used for the maintenance of drainage facilities, retention ponds, utilities, and green space within the Business Park subject to the BID. Following the Effective Date and the conveyance of the Real Estate by the BID to the City, the City will own fee title to the Real Estate and shall be considered the owner of the Real Estate for all purposes under Wisconsin law, provided that the City’s ownership of the Real Estate shall be subject in all respects to the terms and conditions of this Agreement.

2. Protective Covenants. The Real Estate is subject to the terms and conditions of the Portage County Business Park Deed Restrictions and Protective Covenants dated March 18, 1997, recorded in the office of the Portage County Register of Deeds on April 23, 1997 as Document Number 522959, as amended by the Multi-Purpose Trail Addendum to the Portage County Business Park Deed Restrictions and Protective Covenants dated April 19, 2011, recorded in the office of the Portage County Register of Deeds on April 20, 2011 as Document Number 757204, and as further amended by that certain Amendment to Deed and Restrictive Covenants dated August 6, 2025, recorded in the office of the Portage County Register of Deeds on August 20, 2025 as Document Number 916039 (collectively referred to herein as the “**Protective Covenants**”).

3. Utilities. The Real Estate is also subject to existing utility easements as described in the Protective Covenants. The City shall continue to be responsible for the maintenance and repair of any its utilities located within the Real Estate during the term of this Agreement. Provided however, the City may not expand, relocate, or modify the utilities located within the Real Estate without the prior written consent of the BID, unless such expansion, relocation, or modification is otherwise permitted under the terms of the existing utility easements.

4. Obligations of BID. Following the Effective Date, the BID, through its board of directors, shall continue to be responsible for all obligations of the BID described in the Protective Covenants with regard to the Real Estate, including but not limited to: (a) maintaining the storm water detention ponds and related wells, pumps, aerators, fountains, liners, landscaping, lighting, and signage associated therewith; (b) mowing, trimming, fertilization, and suppression of weeds in all existing green spaces within the Real Estate; (c) repair and maintenance of any general signage identifying the Business Park and any associated flag poles, flags, and landscaping; and (d) such other general maintenance and repair as is required by the Protective Covenants. The BID shall be solely responsible for all costs and expenses associated with the performance of its obligations described herein.

5. Obligations of City. Except for the obligations of the BID described herein, and subject to the terms and conditions of this Agreement, the City shall have full ownership and control of the Real Estate. In addition to its other obligations described herein, the City, at its sole expense, shall be responsible for insuring, securing, policing, and the general safety of the Real Estate.

6. Restrictive Covenants. In addition to the restrictions contained in the Protective Covenants, the City agrees that the Real Estate will not be improved, modified, or developed in any way beyond the improvements currently located on the Real Estate, without the express written consent of the BID. The City further agrees that the Real Estate will not be used for any purpose other than the current use of the Real Estate as drainage facilities, retention ponds, utilities, and green space, without the express written consent of the BID.

The City may not lease, license, assign, convey, or grant any option to purchase or right of first refusal to any third party without the express written consent of the BID. Any rights or conveyance granted by the City in contravention of this Agreement shall be null and void.

7. Remedies. The BID, or its successors or assigns, has the right to enforce the restrictive covenants described in Section 6 above. The subject matter of the restrictive covenants described in Section 6 above is unique, a violation of the restrictive covenants could cause irreparable harm, and money damages to the BID and the property owners in the Business Park in the event of default or violation of any provision hereof may be inadequate and, accordingly, the BID shall have the right, in addition to any other remedy available, to apply for and receive from a court of competent jurisdiction, equitable relief by way of a restraining order, temporary injunction, permanent injunction and/or other remedies, without the necessity of posting a bond, to prevent a breach or violation of the terms of these restrictive covenants, or by way of specific performance to enforce performance of the terms of these restrictive covenants. However, such right of equitable relief shall not be construed to be in lieu of the right of the BID to seek any remedy available by law. All remedies conferred by these restrictive covenants shall be deemed cumulative and no one exclusive of the other or of any other remedy conferred by law.

8. Recovery of Costs Upon Default. In the event that any litigation results from or arises out of this Agreement or in the event that a party defaults in or violates its obligations under this Agreement, the prevailing party shall be entitled, in addition to all other available rights and remedies, to recover all costs and expenses incurred by the prevailing party in enforcing the provisions of this Agreement, pursuing its rights hereunder and collecting its damages, including without limitation all reasonable attorneys' fees, disbursements and court costs.

9. Term and Termination. The term of this Agreement shall commence on the Effective Date and shall continue until terminated as provided herein. Either party may voluntarily terminate this Agreement upon thirty (30) days prior written notice to the other party. In the event either party breaches the terms and conditions of this Agreement and fails to cure such breach within ten (10) days following receipt of written notice from the other party, the non-breaching party may terminate this Agreement with written notice to the breaching party. Upon the termination of this Agreement for any reason, the City shall convey the Real Estate back to the BID by quit claim deed within ten (10) days following the effective date of the termination of this Agreement.

10. General Provisions.

(a) Entire Agreement. This Agreement shall be governed by the laws of the State of Wisconsin and shall be binding on the parties hereto and their respective successors and assigns. This Agreement constitutes the entire agreement between the

parties with respect to the subject matter hereof and shall supersede and take the place of any prior agreements or discussions related thereto. This Agreement may only be altered, amended, or modified in writing, signed by both parties.

(b) Covenants Run with Land. All of the terms and conditions in this Agreement, including the benefits and burdens, shall run with the land and shall be binding upon the Real Estate, and shall inure to the benefit of, and be enforceable by the parties hereto, and their respective successors and assigns.

(c) Notices. All notices pursuant to this Agreement shall be delivered in person or sent by certified or registered mail, postage prepaid, return receipt requested, to such party at the party's last known address. If the other party's address is not known to the party desiring to send a notice, the party sending the notice may use the address to which the other party's property tax bills are sent. A party may change its address for notices by providing written notice to that effect to the other party or parties.

(d) Severability. If any provision of this Agreement is found or declared to be invalid or unenforceable by any court having jurisdiction, such finding or declaration shall not invalidate any other provision herein, and this Agreement shall thereafter continue in full force and effect except that such invalid or unenforceable provision, and (if necessary) other provisions herein, shall be reformed by a court of competent jurisdiction so as to effect insofar as is practicable the intention of the parties as set forth in this Agreement. Provided, that if such court is unable or unwilling to effect such reformation, the invalid or unenforceable provision shall be deemed deleted to the same extent as if it had never existed.

(e) Waiver. The failure of a person or entity to insist upon strict performance of any of the restrictions or other terms and conditions contained herein shall not be deemed a waiver of any rights or remedies that said person or entity may have, and shall not be deemed a waiver of any subsequent breach or default in the performance of any of the restrictions or other terms and provisions contained herein by the same or any other person or entity.

(f) Counterparts and Signatures. The undersigned warrant and represent that they have the legal authority to execute and deliver this Agreement on behalf of the parties hereto. This Agreement may be executed in any number of counterparts, each of which when so executed will be deemed to be an original and all of which when taken together will constitute one Agreement.

(Signature Page Attached)

CITY OF STEVENS POINT

By: _____

ATTEST:

By: _____

STATE OF WISCONSIN)
) ss.
COUNTY OF PORTAGE)

Personally came before me on _____, 2025, the above-named _____ and _____ to me known to be the person who executed the foregoing instrument and acknowledged the same.

SEAL

*
Notary Public, State of Wisconsin
My commission: _____

This instrument drafted by:
Attorney Keith J. Pilger
Anderson O'Brien, LLP
1257 Main Street, P.O. Box 228
Stevens Point, WI 54481

Exhibit A
Legal Description of Real Estate

281-23-0801220002

Lot 1 Portage County Certified Survey Map 7501-27-181, as recorded in Volume 27 of Survey Maps, page 181, as Document No. 578118, being part of the Fractional Northwest Quarter of the Northwest Quarter of Section 1, Township 23 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin.

281-23-0802100004

Outlot 1 of Portage County Certified Survey Map No. 6714, as recorded in Volume 24 of Survey Maps, page 237, as Document No. 532138, being located in part of the Fractional Northwest Quarter of the Northeast Quarter, and part of the Southwest Quarter of the Northeast Quarter, Section 2, Township 23 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin.

281-23-0801230002

Lot 2 of Portage County Certified Survey Map 7448, as recorded Volume 27 of Survey Maps, page 128, as Document No. 575644, being located in the Southwest Quarter of the Northwest Quarter and the Southeast Quarter of the Northwest Quarter of Section 1, Township 23 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin.

281-23-0802400211

Outlot 1 of Portage County Certified Survey Map No. 6683, as recorded in Volume 24 of Survey Maps, page 206, as Document No. 530348, being located In part of the Southwest Quarter of the Southeast Quarter, part of the Northwest Quarter of the Southeast Quarter, and part of the Southwest Quarter of the Northeast Quarter, Section 2, Township 23 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin, EXCEPT Certified Survey Map No. 9623, as recorded in Volume 41 of Survey Maps, page 103, as Document No. 719627, AND FURTHER EXCEPTING Certified Survey Map #11235, as recorded in Volume 52, page 65, as Document No. 852625.

281-23-0802400302

Outlot 1 of Portage County Certified Survey Map No. 9794, as recorded in Volume 42 of Survey Maps, page 124, as Document No. 730929, being Outlots 1 and 2 of Portage County Certified Survey Map No. 8971, located in the Southeast Quarter of the Southeast Quarter and the Southwest Quarter of the Southeast Quarter of Section 2, Township 23 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin.

281-23-0802400408

Outlot 2 of Portage County Certified Survey Map No. 9794, as recorded in Volume 42 of Survey Maps, page 124, as Document No. 730929, being Outlots 1 and 2 of Portage County Certified Survey Map No. 8971, located in the Southeast Quarter of the Southeast Quarter and the Southwest Quarter of the Southeast Quarter of Section 2, Township 23 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin.

281-23-0802400508

Lot 2 of Portage County Certified Survey Map No. 9071-38-1, as recorded in Volume 38 of Survey Maps, page 1, as Document No. 689068, being part of the Northeast Quarter of the Southeast Quarter of Section 2, Township 23 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin.

281-23-0802400404

Lot 1 of Portage County Certified Survey Map No. 8822-36-52, as recorded in Document No. 672590, being part of the Southeast Quarter of the Southeast Quarter, Section 2, Township 23 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin.

**RESOLUTION OF THE BOARD OF DIRECTORS
OF
BUSINESS PARK BUSINESS IMPROVEMENT DISTRICT**

WHEREAS, the Business Park Business Improvement District (the “**BID**”) is the owner of certain parcels of real estate located within the area commonly referred to as the Portage County Business Park and part of the East Park Commerce Center (collectively, the “**Business Park**”);

WHEREAS, the real estate owned by the BID primarily consists of drainage facilities, retention ponds, utilities, and green space within the Business Park;

WHEREAS, for various reasons, including but not limited to taxation, policing, and general safety, the Board of Directors of the BID believe it is in the best interest of the BID and the property owners within the BID that the real estate owned by the BID be conveyed to the City of Stevens Point, subject to the terms and conditions of a Property Use and Maintenance Agreement to be entered into between the parties; and

WHEREAS, the City of Stevens Point has agreed to accept ownership of the real estate owned by the BID, subject to the terms and conditions of a Property Use and Maintenance Agreement to be entered into between the parties.

BE IT RESOLVED:

1. That the Board of Directors of the BID hereby authorizes the transfer of the real estate owned by the BID to the City of Stevens Point, subject to the terms and conditions of the Property Use and Maintenance Agreement to be entered into by the BID and the City of Stevens Point.

2. That the Board of Directors of the BID do hereby ratify and approve of the terms and conditions of the Property Use and Maintenance Agreement to be entered into between the BID and the City of Stevens Point simultaneously with the transfer of the real estate owned by the BID to the City of Stevens Point, in the form and substance presented to the Board of Directors prior to the approval of these resolutions.

3. That Mike Trzinski, as President of the Board of Directors, acting alone, is authorized and empowered, on behalf of the BID, to enter into, execute, deliver, file and/or record all documents that he deems necessary or appropriate to carry out and

complete the transfer of the property, including, but not limited to, a deed, real estate transfer return, and other necessary documents.

4. That Mike Trzinski, as President of the Board of Directors, acting alone, is authorized and empowered, on behalf of the BID, to take such other action as he deems necessary or appropriate to complete the transfer of the real estate owned by the BID, and he is authorized to approve any modifications to this transaction.

The undersigned, as President of the BID, hereby certifies that the above resolutions were adopted by the Board of Directors of the BID at a special meeting called for that purpose on the 18th day of November, 2025, and that such action was taken in accordance with the BID's bylaws.

Dated as of the ____ day of November, 2025.

Mike Trzinski – President

BUSINESS PARK BUSINESS IMPROVEMENT DISTRICT BOARD MEETING

October 10, 2025
9:00 AM

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

Opening Section:

1. Roll Call

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

Excused — Jim Anderson, Debra Marten

Others Present — Dir. Kivela, Associate Planner/Zoning Administrator Kuhn, BID-Executive Director Karen Margelofsky, Eric Carlson from Ellis,

2. General Reports and Updates

A. City Staff Updates

New BID-Executive Director, Karen Margelofsky
New clinic planned for parcel near The Store

B. Executive Director Report

Here for 1.5 weeks so far
Getting set up on tech

C. Board Chair Report

Will meet with Karen in the near future and show around the park

D. Treasurer Report

Expenses for last month routine — maintenance

Discussion and possible action on:

1. Approve Meeting Minutes from August 21st, 2025 Portage County Business Park Business Improvement District Meeting
Steinmetz moved approval, Kivela seconded

Ayes: Unanimous

Nays: N/A

2. Portage County Business Park Business Improvement District - Appointment recommendations for the Board of Directors

Erik Carlson might be taking Jim Anderson's place.

Director Kivela looking to move to a non-voting role. Find replacement from Lineage logistics — Heidi Charlesworth

Rettler moved approval of recommendation, Ramlow seconded.

Ayes: Unanimous

Nays: N/A

3. Formation of a subcommittee for reviewing and mending the Deed Restrictions and Protective Covenants for the Portage County Business Park Business Improvement District.

Looking to have 1 representative of the BID on the subcommittee.

Representative from the same company as a BID member can represent that company, not as a BID-member, on the subcommittee.

Potential members can be referred to Karen.

Ramlow pointed out that some of the DRPC's are outdated, and care needs to be taken while rewriting.

Kuhn highlighted that some DRPC's are no longer effective — they need to be more restrictive than the City's ordinances to have an impact.

4. Amendments to the Bylaws for the Portage County Business Park Business Improvement District.

Director Kivela highlighted changes.

Karen pointed out that the Title on the document needs updating (removal of term "downtown").

Rettler moved approval, Steinmetz seconded.

Ayes: Unanimous

Nays: N/A

5. 2026 Budget for the Portage County Business Park Business Improvement District.

Rettler covered budget for capital improvements moving forward.

Reviewed BID manager compensation impact on budget for 2025.

Removed budget item for telephone utility.

Miscellaneous category higher than usual due to legal fees.

Landscaping line item being combined with Lawn care/snow removal.

~\$6,500 in property tax expense in 2025, not anticipated for 2026.

BID managed trails will be ongoing expense. Looking to keep up on care better than in the past.

Should surplus be spent or saved? May need to be a conversation in the future.

Misc. fees can get broken out into different categories in future years when there is better info (flags, legal fees, etc.)

Dale moved with addition of \$500 for office supplies, Jeff seconded

Ayes: Unanimous

Nayes: N/A

6. 2026 Operational Plan for the Portage County Business Park Business Improvement District.

Reviewed the action items for the district for 2026. #6 & #7 carried over from previous year.

Reviewed the other changes in the operational plan.

Rettler moved approval, Ramlow seconded.

Ayes: Unanimous

Nayes: N/A

7. Property Transfer of BID-Owned Parcels to the City of Stevens Point.

Special meeting will be needed to transfer ownership of the parcels

8. Adjournment

10:20 AM

Seconded moved approval, Rettler seconded.

Ayes: Unanimous

Nayes: N/A

Jay's Lawn Care & Snow Removal, LLC

3000 South Drive

Plover WI. 54467

715-572-4430

jayslawncare@gmail.com

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

CONTRACT FOR SNOW REMOVAL SERVICES AT:

Portage County Business Park Sidewalks

\$120.00/Mile for Plowing/Broom/Salting @ 1"-3" = \$320.00 per time

\$140.00/Mile for Plowing/Broom/Salting @ 3.1"-6" = \$371.00 per time

\$170.00/Mile for Plowing/Broom/Salting @ 6.1"+ = \$450.50 per time

Snow Hauling/Removal off site, per machine:

• Snow Haling off site when needed, per machine:	Hourly Rates:
Endloader	\$ 200.00
Skidsteer	\$ 130.00
Dump Truck	\$ 120.00

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

Jay Prondzinski

Contractor Signature

1/28/2025

Date

Clare Kausec

Customer Signature

01-03-2025

Date

Jay's Lawn Care & Snow Removal, LLC

3000 South Drive

Plover WI. 54467

715-572-4430

jayslawncare@gmail.com

Here is the seasonal bid for the 2025-26 snow season. We hope you give us the opportunity to keep your property maintained during the winter months of the season. Below is the pricing we have come up with specifically for your property.

**CONTRACT FOR SNOW REMOVAL SERVICES AT:
Portage County Business Park Sidewalks**

\$120.00/Mile for Plowing/Broom/Salting @ 1"-3" = \$330.00 per time

\$140.00/Mile for Plowing/Broom/Salting @ 3.1"-6" = \$390.00 per time

\$170.00/Mile for Plowing/Broom/Salting @ 6.1"+ = \$472.00 per time

Snow Hauling/Removal off site, per machine:

• Snow Haling off site when needed, per machine:	Hourly Rates:
Endloader	\$ 220.00
Skidsteer	\$ 150.00
Dump Truck	\$ 150.00

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

Jay Prondzinski

Contractor Signature

Customer Signature

10/20/2025

Date

Date

STEVENS POINT BUSINESS IMPROVEMENT DISTRICTS 2026

MEMORANDUM OF UNDERSTANDING

BETWEEN:

- STEVENS POINT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT (DBID) & Friends of Downtown (DBID-F)
- STEVENS POINT BUSINESS PARK BUSINESS IMPROVEMENT DISTRICT (BPBID)
- STEVENS POINT AREA CONVENTION & VISITORS BUREAU (SPACVB)
- CITY OF STEVENS POINT COMMUNITY DEVELOPMENT DEPARTMENT (CITY)

PURPOSE: This Memorandum of Understanding (MOU) outlines the collaborative efforts of the above entities to enhance the vitality, economic development, and community engagement of Stevens Point's Downtown and Business districts.

GOALS: The parties identified in this MOU agree that community and economic development of the BIDs relies on the health and occupancy of real estate, high quality public spaces, a diversity of business, retail and entertainment options, and community-oriented events and programming. This annual work plan is designed to address these factors by achieving these goals:

- Increase attendance and economic impact of community events.
- Achieve and maintain at least 75% occupancy in commercial and residential properties in the BIDs, where applicable.
- Diversify business types in both BIDs.
- Enhance public spaces identified in the City of Stevens Point's planning documents for Downtown Stevens Point, including, but not limited to, the City's Comprehensive Plan and Downtown Targeted Area Master Plan.
- Streamline redevelopment processes for BID properties.
- Strengthen organizational collaboration and financial capacity.

EXPENSE AGREEMENTS:

- **Executive Director (Full-Time)** – Position funded 65% from DBID & 35% from BPBID, employed by the Business Improvement Districts and subject to applicable Human Resource Policies at the City of Stevens Point and etiquette standards of the SPACVB. Hiring and oversight will be the responsibility of the BIDs.
- **Events Coordinator (Part-Time)** - Position funded by DBID with plans to have this position funded entirely by the DBID-Friends of Downtown account in 2027. Hiring and oversight will be the responsibility of the BIDs.
- **Office Space** - The Executive Director will be provided in-kind office space by the Stevens Point Area Convention and Visitor's Bureau (estimated value in 2025 to be \$375 annually, based on SPACVB's lease with Sentry). SPACVB will provide office furniture, basement storage area, keycard entry access and meeting space for BID staff members listed above; all other equipment provided to the Executive Director will be the responsibility of the Business Improvement Districts. (Note: Meeting room usage is free to the BID unless the SPACVB obtains a paying client for the usage of the space, BID can secure space by paying \$7.50 per hour).
- **Financial Management** - The City of Stevens Point will manage and oversee all financials according to the BID boards approved budgets for BPBID, DBID and DBID – Friends of Downtown. This includes payroll, A/R, A/P, credit card, and monthly reports to the board treasurers.

IMPROVEMENT TARGETS

#1 – Events and Community Engagement	Responsible Entity, Descending Order
Establish a “presenting partner” option to facilitate more volunteer-led events downtown and recruit one partnership for each downtown event.	DBID-F / DBID
Generate a tracking system for downtown event impact; including number of events, event attendance, revenue generated, labor required, and attendee satisfaction and submit info to WEDC for event summary reports.	DBID-F / DBID
Generate a volunteer recruitment and retention program for downtown events.	DBID-F / DBID
Manage the Stevens Point Downtown, DBID-F Events, & Business Park website with a form for volunteer recruitment.	ALL
Manage at least two social media accounts for the Downtown BID area.	DBID-F / DBID
Host and expand annual events: Notes@Night, Discover Downtown, Wine Walk, Holiday Parade, Shop Small Week, Downtown Christmas, with support from the DBID and marketing promo support from SPACVB.	DBID-F / DBID
Establish a path to decrease insurance costs for community events in the Downtown	CITY
Grant website microsite management access to the DBID.	SPACVB

#2 – Commercial Real Estate and Business Retention	Responsible Entity, Descending Order
Establish a commercial vacancy page to be hosted on BID managed website.	DBID / BPBID / CITY
Design and launch a ‘vacant storefront’ program to increase new business attraction.	DBID / CITY
Establish a property redevelopment policy to standardize requests for proposals and city-owned development opportunities.	CITY

#3 – Residential Real Estate and Neighborhood Connectivity	Responsible Entity, Descending Order
Establish a residential vacancy page to be hosted on BIDs managed website.	DBID / CITY
Generate a downtown resident survey and deployment strategy to evaluate the condition of downtown living satisfaction.	CITY / DBID
Execute housing recommendations from city planning documents.	CITY

#4 – Appearance, Urban Form, and Public Spaces	Responsible Entity, Descending Order
Maintain the filling of public planters and flower beds.	CITY
Invest in a temporary market strategy that connects the Riverfront to the Square.	CITY / DBID
Update wayfinding signage in and around downtown.	CITY
Maintain lighting of downtown trees.	CITY
Launch a Public Space Enhancement program, which invests in banners, lighting, streetscape improvements, and other public amenities.	DBID
Establish list of needs of the business park common areas and obtain quotes for on going maintenance items.	BPBID / CITY
Monitor common area flags, signage, ponds, and trails for repair or replacement.	BPBID / CITY

#5 – Downtown Management	Responsible Entity, Descending Order
Manage the agreement between the City, DBID, DBID-F, BPBID, and SPACVB.	ALL
Evaluate the BID contact lists and expand to increase the investment of other local and regional businesses (Central Wisconsin).	DBID / DBID-F
Update the position description for the BIDs Executive Director.	ALL

Manage part-time DBID staff member to increase impact of downtown events.	DBID / DBID-F
Manage cleaning contracts to oversee general cleanliness of the downtown.	CITY / DBID
Generate a sponsor / member recruitment strategy to increase investment in downtown organizations.	DBID / DBID-F
Retain at least two social media identities for Stevens Point Downtown that markets events, business promotions, and public features of the Downtown.	DBID / DBID-F
Promote City grant programs to DBID business members through City & DBID managed website and email list.	CITY / DBID
Partner with the Stevens Point Farmers Market to promote the market.	DBID / DBID-F
Share downtown photos and video between Stevens Point Downtown and Stevens Point Area Convention and Visitors Bureau to improve downtown marketing efforts.	SPACVB / DBID-F / DBID
Create and monitor the annual Operating Plan and Budget for the DBID & DBID-F.	DBID / DBID-F / CITY
Apply to become a Main Street community and jointly uphold program requirements.	DBID / CITY

#6 – Business Park Management	Responsible Entity, Descending Order
Establish the agreements between the business park owners and City.	CITY / BPBID
Manage BPBID contracts for any and all maintenance agreements for the common areas and identify any other areas that need BPBID attention.	BPBID / CITY
Update the position description for the BIDs Executive Director.	ALL
Maintain BPBID contacts list and create a schedule to update members on BPBID improvements and public meetings.	BPBID
Create an annual townhall meeting to update all owners, tenants on the benefits of the BPBID and offer a listening session for needs of the business park.	BPBID / CITY
Promote City grant programs to BPBID business members through City & BPBID managed website and email list.	CITY / BPBID
Create and monitor the annual Operating Plan & Budget for the BPBID.	BPBID / CITY
Share business park photos and video between City and Stevens Point Area Convention and Visitors Bureau to improve business park marketing efforts.	SPACVB / BPBID / CITY

Annual Statistics
Grant and sponsorship funds acquired for DBID & DBID-F.
Grant funds leveraged by downtown business and property owners.
DBID Marketing reach and social media following, tracked quarterly.
Business breakdown by industry within the DBID & BPBID.
Event statistics for DBID-F events.
Occupancy of commercial units in DBID & BPBID.
Occupancy of residential units in DBID.

Reporting and Updating

To ensure accountability, transparency, and alignment with each organization’s operational planning, the following structure will guide reporting and updates to this Memorandum of Understanding and its associated Work Plan:

- **Annual Review & Stakeholder Feedback:**

Each Business Improvement District (Downtown and Business Park) will gather feedback from its stakeholders during their respective **annual Town Hall meetings**. This feedback should assess how well the BID is meeting the expectations outlined in this MOU and how those efforts are being perceived by BID members.

The results of this feedback will be reported to the full MOU team during an **annual review held no later**

than the last quarter of each calendar year. Based on this input, the MOU and Work Plan may be adjusted, and each organization will use the findings to inform the development of their **next year’s operating plan**.

- **Internal Monitoring:**

Each organization is responsible for **tracking and managing its assigned tasks** through its internal work groups, staff, and board meetings. These tasks may be addressed on a **daily, weekly, or monthly** basis, depending on the nature of the work.

- **Optional Mid-Year Check-In:**

A **mid-year coordination meeting** may be convened in **April or May**, if requested by any party, to assess progress, identify barriers, and adjust timelines or responsibilities as needed. This meeting is optional and intended to support collaboration, not to duplicate internal reporting.

- **Communication of Changes:**

Any significant changes to responsibilities, timelines, or scope of work should be communicated to all parties in writing. If needed, the Work Plan may be amended outside of the annual review cycle with mutual agreement.

Thank you for the clarification, Karen! That helps a lot. Based on that, I’ll revise the **Memorandum of Understanding** section to:

- Properly define **DBID-F** as the **Downtown Business Improvement Districts – Friends of Downtown** (formerly SPA)
- Reflect its role as a collaborative partner alongside the Downtown BID, Business Park BID, City, and CVB

Stevens Point Business Improvement Districts Memorandum of Understanding

The **City of Stevens Point Community Development Department**, the **Stevens Point Downtown Business Improvement District (Downtown BID)**, the **Downtown Business Improvement Districts – Friends of Downtown (DBID-F)**, the **Stevens Point Business Park Business Improvement District (Business Park BID)**, and the **Stevens Point Area Convention and Visitors Bureau (CVB)** — collectively referred to as “**the parties**” — recognize the mutual social and economic benefit of a vibrant and well-managed business environment for the residents and visitors of Stevens Point and its surrounding communities.

The parties agree to collaborate annually to create and amend a shared Work Plan that outlines strategic goals, assigns responsibilities, and builds organizational capacity to support the vitality of both the Downtown and Business Park districts. This review and planning process will occur **no later than the last quarter of each calendar year**, aligning with each organization’s operating plan development.

By signing this document, all parties agree to fulfill the responsibilities outlined in the Work Plan to the best of their ability. If a party is unable to execute a specific action, that responsibility may be reassigned, delayed, or removed through mutual agreement. Any significant work or initiatives occurring within either BID that are not included in the current Work Plan should be communicated to all parties, and the Work Plan may be amended accordingly.

Downtown BID Chair - Brian Cummins Dated

Business Park BID Chair – Mike Trizinski Dated

SPACVB Chair - Dated

City of SP-Com. Dev. Dir. – Jarod Kivela Dated