



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

- Alderperson Steinmetz
- Heidi Charlesworth
- Erik Carlson
- Jeff Ramlow
- Mike Trzinski
- Debra Marten
- Chase Rettler

## AGENDA

### BUSINESS PARK BUSINESS IMPROVEMENT DISTRICT BOARD MEETING

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<b>Date and Time:</b>	April 10, 2026 8:00 AM	<b>Location:</b>	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
    1. Presentation on Deed Restriction and Protection Covenant compliance for a planned development on an unaddressed parcel bounded by Badger Avenue (Parcel ID 281230801310002).
  - B. Executive Director Report
  - C. Board Chair Report
  - D. Treasurer Report
  - E. Work Group Updates
    1. Branding Work Group
    2. Deed Restrictions Protective Covenants (DRPC) Work Group

#### Discussion and Possible Action on:

1. Approve Meeting Minutes from February 13, 2026.
2. No March 13, 2026 Meeting Minutes as we did not have a quorum.
3. Approve 2026 pond and fountain maintenance contract from Lake and Pond Solutions, LLC.

4. Approve 2026 landscape contract from Jay's Lawn Care & Snow Removal, LLC.
5. Approve MOU and Invoice from Stevens Point Area Convention and Visitors Bureau for 2026 & proposed 2027 rental agreement.
6. Approve proposal from Jay's Lawn Care for median project.
7. Adjournment

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

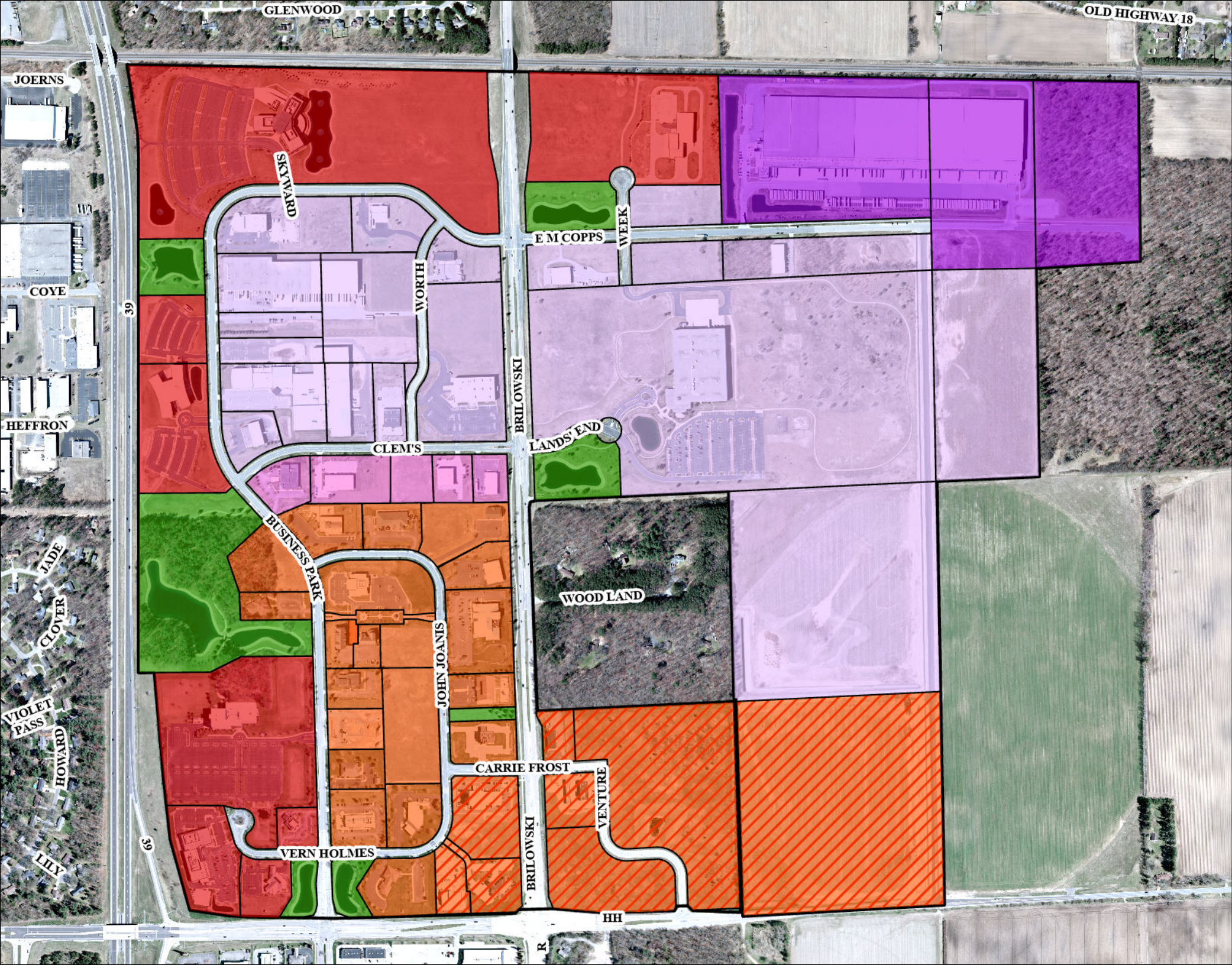
Maps further defining the above area(s) may be obtained from the City of Stevens Point Business Improvement District Executive Director, Karen Margelofsky, 1105 Main Street Suite A, Stevens Point, WI 54481, or by calling (715) 496-0823, during normal business hours.

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

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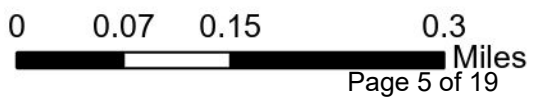
Account Number	Account Title	2026 Current year Budget	2026 Current year Actual	2026 Current month Actual
<b>BUSINESS PARK BID</b>				
256.11100	GENERAL OPERATING CASH	.00	247,082	3,358-
<b>TAXES</b>				
256.41.00120.56	BID ASSESSMENTS	230,307	230,307	.00
Total TAXES:		230,307	230,307	.00
<b>OTHER FINANCING SOURCES</b>				
256.49.19310.59	GENERAL FUND BALANCE USAGE	.00	.00	.00
Total OTHER FINANCING SOURCES:		.00	.00	.00
<b>CPA/AUDITING SERVICES</b>				
256.51.19960.2004	AUDIT SERVICES	6,300	.00	.00
Total CPA/AUDITING SERVICES:		6,300	.00	.00
<b>BUSINESS IMPROV DISTRICT</b>				
256.56.00700.1154	DOWNTOWN MANAGER SALARY	23,800	4,577	1,831
256.56.00700.1900	EMPLOYER CONTRIB/WISC RET	1,714	330	132
256.56.00700.1910	EMPLOYER CONTRIB/S.S. TAX	1,821	300	118
256.56.00700.1920	EMPLOYER CONTRIB/LIFE INSUR	8	5	3
256.56.00700.1930	WORKERS COMPENSATION PREM	426	82	33
256.56.00700.1950	MEDICAL INSURANCE PREM	6,622	1,321	804
256.56.00700.1955	HSA CONTRIBUTION	420	.00	.00
256.56.00700.2200	GAS/ELECTRIC CHARGES	13,000	437	437
256.56.00700.2203	TELEPHONE UTILITY CHARGES	.00	.00	.00
256.56.00700.2204	WATER/SEWER UTIL CHARGES	2,600	.00	.00
256.56.00700.2205	PROPERTY TAXES	.00	7,442	.00
256.56.00700.2800	COMPUTER/COMPUTER EQUIP	.00	.00	.00
256.56.00700.3001	GENERAL OFFICE SUPPLIES	596	.00	.00
256.56.00700.5000	MISCELLANEOUS CHARGES	12,000	60	.00
256.56.00700.5751	LAWN CARE/SNOW REMOVAL EXP	75,000	9,300-	.00
256.56.00700.5752	LANDSCAPING EXPENSES	.00	.00	.00
256.56.00700.5753	POND MAINTENANCE	10,000	.00	.00
256.56.00700.5754	PRIVATE UTILITY LOCATES	2,000	.00	.00
256.56.00700.5755	FOUNTAIN REPLACEMENTS	28,000	.00	.00
256.56.00700.5756	TRAIL MAINTENANCE	20,000	.00	.00
256.56.00700.5757	BRANDING STUDY	26,000	.00	.00
Total BUSINESS IMPROV DISTRICT:		224,007	5,254	3,358
BUSINESS PARK BID Revenue Total:		230,307	230,307	.00
BUSINESS PARK BID Expenditure Total:		230,307	5,254	3,358
Net Total BUSINESS PARK BID:		.00	225,053	3,358-
Net Grand Totals:		.00	472,135	6,715-

Account Number	Account Title	2026 Current year Budget	2026 Current year Actual	2026 Current month Actual
<b>BUSINESS PARK BID</b>				
256.11100	GENERAL OPERATING CASH	.00	226,840	20,241-
<b>TAXES</b>				
256.41.00120.56	BID ASSESSMENTS	230,307	230,307	.00
Total TAXES:		230,307	230,307	.00
<b>OTHER FINANCING SOURCES</b>				
256.49.19310.59	GENERAL FUND BALANCE USAGE	.00	.00	.00
Total OTHER FINANCING SOURCES:		.00	.00	.00
<b>CPA/AUDITING SERVICES</b>				
256.51.19960.2004	AUDIT SERVICES	6,300	.00	.00
Total CPA/AUDITING SERVICES:		6,300	.00	.00
<b>BUSINESS IMPROV DISTRICT</b>				
256.56.00700.1154	DOWNTOWN MANAGER SALARY	23,800	6,408	1,831
256.56.00700.1900	EMPLOYER CONTRIB/WISC RET	1,714	461	132
256.56.00700.1910	EMPLOYER CONTRIB/S.S. TAX	1,821	418	118
256.56.00700.1920	EMPLOYER CONTRIB/LIFE INSUR	8	8	3
256.56.00700.1930	WORKERS COMPENSATION PREM	426	115	33
256.56.00700.1950	MEDICAL INSURANCE PREM	6,622	2,125	804
256.56.00700.1955	HSA CONTRIBUTION	420	.00	.00
256.56.00700.2200	GAS/ELECTRIC CHARGES	13,000	811	373
256.56.00700.2203	TELEPHONE UTILITY CHARGES	.00	.00	.00
256.56.00700.2204	WATER/SEWER UTIL CHARGES	2,600	.00	.00
256.56.00700.2205	PROPERTY TAXES	.00	7,442	.00
256.56.00700.2800	COMPUTER/COMPUTER EQUIP	.00	.00	.00
256.56.00700.3001	GENERAL OFFICE SUPPLIES	596	.00	.00
256.56.00700.5000	MISCELLANEOUS CHARGES	12,000	348	288
256.56.00700.5751	LAWN CARE/SNOW REMOVAL EXP	75,000	4,480	13,780
256.56.00700.5752	LANDSCAPING EXPENSES	.00	.00	.00
256.56.00700.5753	POND MAINTENANCE	10,000	.00	.00
256.56.00700.5754	PRIVATE UTILITY LOCATES	2,000	.00	.00
256.56.00700.5755	FOUNTAIN REPLACEMENTS	28,000	.00	.00
256.56.00700.5756	TRAIL MAINTENANCE	20,000	.00	.00
256.56.00700.5757	BRANDING STUDY	26,000	.00	.00
Total BUSINESS IMPROV DISTRICT:		224,007	22,615	17,361
BUSINESS PARK BID Revenue Total:		230,307	230,307	.00
BUSINESS PARK BID Expenditure Total:		230,307	22,615	17,361
Net Total BUSINESS PARK BID:		.00	207,692	17,361-
Net Grand Totals:		.00	434,532	37,603-



# Site Development Plan

- Large Business Facilities
- Business / Professional Offices
- Office / Light Industrial
- Medium / Large Scale Industrial
- Large Scale Rail Industrial
- Park / Open Space
- Large Business Facilities and Business / Professional Office uses allowed in this district.
- District Boundary



# Stevens Point Business Park Business Improvement District

## Board Meeting Minutes

February 13, 2026 at 8 am at Transit Center Conference Room

### Opening Section:

1. At 8 am Mike asked Karen to do roll call: Ald. Steinmetz – absent, Heidi Charlesworth – excused absence, Erik Carlson-present, Jeff Ramlow-present, Mike Trizinski-present, Debra Marten-present, Chase Rettler – present. Also present from the City is Adam Kuhn, Karen Margelofsky and Jarod Kivela (arrived at 8:05 am). Mike proceeded with a quorum for the meeting.
2. General reports:
  - a. City Staff Update: Adam gave an update on a potential project for the vacant city owned parcel on Badger Ave. that upon other approvals may be brought to the BID board in March by the Fire Dept/Mid State Tech College for a training facility to be built on the approx. 40 acre parcel. He stated that currently this property is in the BID but does not fall under the DRPC yet but he is working with them on following the potential requirements that would mandate this additional lots that were put in the BID but did not previously belong to the Business Park.
  - b. Executive Director Report: Karen gave an update on the flags throughout the park that new ones have been ordered but the old ones were getting very tattered so the volunteer did take them all down and requested that we hold off on putting new ones up until closer to Memorial Day but she wanted to consult with the board. The board members suggested that we replace the flags every 6 months therefore we could put them up again as soon as they come in. Karen also mentioned that the Stevens Point Area Convention and Visitors Bureau new director (Jodi McGuire) came to discuss the possibility of the BID to start paying a minimal office fee to help offset their deficit budget situation. Jodi is suggesting \$500 for 2026 and then in 2027 \$150/month. Karen stated that the BP-BID would be paying 35% of this and D-BID would be 65%. She will have an invoice and proposal at the March board meeting and was just looking to see if there was any opposition. The board understood the situation and appreciated the notification. Karen also thanked the board for allowing her to take some of her vacation time last week to go with her oldest son on his HS Choir trip to New Orleans.
    - i. Branding WG: Karen shared the work plan and schedule that was provided by Avia in the board packet and stated that we have our second meeting next Tuesday 2/17 at 9 am virtually. Jarod added that the schedule would put the installation of any new signs would be in 2027 which would work for budget purposes as it only contains funds for the consulting. Karen stated that we could use some people on the work group with a strong marketing background so if anyone has people in their companies that they could invite to join the group it would be greatly appreciated. Jeff stated that he may have someone from Skyward that could help so Karen will send him the invite.

- ii. DRPC WG: Karen asked Adam to give an update as we just met on Wed. He stated that there is nothing to bring to the board for approval today but that the group has made some determinations on the development plan and land use descriptions and worked on the prohibited uses section but are proposing restricted and conditional uses and also worked on the setbacks section which Adam will have in an edited version for the work group and hopefully board next month for pgs. 5-7 and the group will start to work on pages 8-9. We are on target for this project at this time.
- c. Board Chair Report: Mike stated that he has attended these work groups and has found the input by the knowledgeable people that the board has sent from their companies to be very beneficial and essential to these processes and sincerely thanks the members for their contributions.
- d. Treasurer Report: Chase stated that the taxes were paid in 2026 for 2025 which was budgeted in 2025 but not 2026 so it will come out of the reserves account. Otherwise, there wasn't much activity in January.

Discussion and Possible Action on:

1. Meeting minutes from 1/9/26, Chase made a motion to approve, Eric seconded, all in favor, none opposed or abstained.
2. There were no recommendations at this time from the DRPC group.
3. The board reviewed the Jay's Lawn Care proposal and the Pond Solutions contract and wondered why they both include the removal, storage, and installation of the fountain pumps. Jarod stated that he recalled they work together on the process but the board asked Karen to get better clarification to what each vendor is doing and billing us for. The board tabled the contracts until further clarification could be made and asked Karen to bring them back next month for approval.
4. Mike adjourned the meeting at 8:55 am with an exhausted agenda.

Minutes respectfully submitted by Karen Margelofsky in the absence of Heidi Charlesworth-Secretary.



## AQUATIC MANAGEMENT AGREEMENT

This Agreement is made between *Lake and Pond Solutions, LLC*, located at N1025 Julius Drive, Greenville, WI 54942 (hereinafter called "LPS") and PCBP BID (Hereinafter called "Customer"). For and in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

**1. AGREEMENT:** LPS hereby agrees to provide "Aquatic Management" for the benefit of Customer, and Customer hereby accepts and agrees to pay for such services in the water area described as: PCBP Ponds, pursuant to this Agreement and the additional detail provided in the Proposal dated 2/11/26.

**2. TERM OF AGREEMENT:** The term of this Agreement shall start once the Customer signs below and continue until date specified: 12/31/2026.

**3. SERVICES PROVIDED:** LPS shall supply, per the Proposal, labor, materials, equipment, and technical advice in providing Aquatic Management for the Customer's pond/lake. This includes the regular use of aquatic algacides, herbicides, beneficial microbes, pond dyes, and nutrient abatement products, herein called "Aquatic Products", to maintain and improve water quality. Customer shall provide a suitable boat-launching site and pay any applicable launching fees necessary to provide Aquatic Management in said water area. All treatment records will be submitted via email; product labels and SDS's are available upon request.

**4. FEES AND TERMS OF PAYMENT:** The fees to the Customer for all Aquatic Management provided in the 2026 calendar year supplied by LPS shall not exceed \$ \_\_\_\_\_ per year. Per the Proposal, application charges are based on acres treated and Aquatic Product costs are based on the exact amount of Aquatic Product used. A "Basic Service Fee" of \$ 95.00 will be charged to the Customer for each visit to the property beyond the initial 7 proposed Scheduled Visits.

I wish to implement all quoted elements as outlined in the 2026 Proposal except for:

LIST EXCLUSIONS: \_\_\_\_\_

LPS reserves the right to include an additional nominal fuel surcharge of up to \$15 per visit if average area fuel prices surpass \$3.95 per gallon. Customer shall pay to LPS for Aquatic Management as follows: \$ 1,695.00 (Scheduled Visits and Permit) down at the time of execution of this Agreement with payment for Aquatic Management charges due no later than 20 days following receipt of invoice from LPS. LPS shall endeavor to invoice Customer throughout the term of this Agreement after each visit. Late payment will be subject to a service charge of 5% after 20 days and 1.5% per month (18% Annual Percentage Rate). The Customer agrees to reimburse LPS for any expenses incurred by LPS in protecting and/or enforcing its rights under this agreement in the event of any default by the Customer. Expenses include, without limitation, reasonable attorney fees, legal expenses, and other costs of collection.

**5. PERMITS:** Both parties understand that certain state and/or local permits may be necessary prior to initiating proposed Aquatic Management, and the provisions of this agreement are subject to all the terms and conditions of any such permits, state



and/or local laws, and state and/or local regulations. LPS shall apply for all necessary permits, and LPS will cooperate with Customer in obtaining and completing such applications and submit them to the appropriate Agency, if necessary. Customer agrees to pay the cost of any permit fees, if applicable. LPS may terminate this agreement if the Customer cannot obtain the necessary permits.

**6. LIABILITY:** It is specifically understood that the Customer agrees to hold LPS harmless from and against any personal injury and/or property damage. It is specifically understood that LPS shall not be liable for any injury and/or property damage resulting from exposure or use; either by drinking, spraying or otherwise of water treated with Aquatic Products. It is further understood that although precautions are taken to prevent the loss of fish life, that some fish loss may occur and that LPS is not liable. LPS is responsible for its own personnel on the water during the Term of Agreement.

**7. PROFESSIONAL EXPECTATIONS, CONSIDERATIONS AND LIMITED WARRANTY:** LPS is fully aware and appraised of all rules and laws that are applicable to the storage, transportation, handling, application, and disposal of Aquatic Products. LPS is expected to perform all work in compliance with all rules, laws and directives provided by the state and federal registered labels attached to the Aquatic Products used to complete this work. Furthermore, LPS shall be required to meet or exceed the requirements of all applicable laws, rules, permits and labels. Failure to meet any of these minimum requirements shall be considered as non-performance of the stated work. All persons involved in the application of pesticides used to complete this work shall have been trained, licensed, certified and insured in the proper use and handling of these compounds. Furthermore, they shall comply with the requirements of the pesticide label relative to the wearing of protective clothing and devices. No other warranties or guarantees are given or implied. **THERE ARE NO WARRANTIES THAT EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF.** The sole remedy of the Customer in the event of a violation of any term of this agreement by LPS shall be return of monies paid.

**8. WARNING SIGNS:** LPS will post the required warning signs for the pesticide treated water unless otherwise noted in the Proposal.

**9. CUSTOMER AUTHORIZATION:** Customer represents and warrants that this Agreement has been duly authorized by the Customer, and that the persons executing this Agreement have the authority to execute this Agreement on the Customer's behalf. Customer also agrees to electronic forms of communication and notification.

**10. MISCELLANEOUS:** This Agreement shall be construed under the laws and in the Courts of the State of Wisconsin. This Agreement constitutes the entire understanding between the parties, and it may be amended only in writing by the properly authorized representatives, successors, and assigns. This Agreement shall work to the benefit of and be binding upon the parties hereto, their respective personal representatives, successors, and assigns.

THIS AGREEMENT shall become invalid if not signed and returned to LPS within 45 days.

**IN WITNESS WHEREOF**, the parties hereto have signed on the date set forth opposite their names.

\_\_\_\_\_  
Josh Ginzl / Biologist  
For Lake and Pond Solutions, LLC

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Customer Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**



Lake and Pond  
Solutions, LLC

PROVIDING ENVIRONMENTALLY SOUND AQUATIC MANAGEMENT SOLUTIONS



# Lake and Pond Solutions, LLC

N1025 Julius Dr.  
Greenville, WI 54942  
Office (920) 757 - 9447  
www.lakeandpondsolutions.com  
josh@lakeandpondsolutions.com

Portage County Business Park BID  
Attn: Karen Margelofsky  
Stevens Point, WI 54482

2/11/26

Karen,  
Thank you for trusting Lake & Pond Solutions with your pond management needs in 2025. As we prepare for the new year, the proposal below outlines the services and associated costs for pond management this upcoming season. We at Lake and Pond Solutions look forward to being your water management professionals in 2026.

### **BASIC SERVICE FEES/STANDARD LABOR RATES**

Please note that we charge a basic service fee for all trips to the property that are not included below. This fee is based on the distance from our Greenville location. For this site, the basic service fee is \$95.00. Our standard labor rate for a biologist is \$180 per hour, with time billed to the nearest ¼ hour.

### **FOUNTAIN INSTALL/REMOVAL AND STORAGE**

We charge an installation fee of \$300 per 1-5HP unit, \$550 for anything larger. LPS warrants installed fountains to be free from installer error for a period of 30 days. The fall removal fee is \$400 per 1-5HP unit, \$850 for larger HP units and includes pressure washing and acid baths to remove algae and hard water deposits. Storage of the fountain during the winter months would be included free of charge at our facility in Greenville, WI. Service visits to the site for troubleshooting or removal of unit are additional unless failure was a direct result of installation error. This warranty does not apply in the event of misuse, vandalism, acts of God (flooding, lightning, etc...), abuse of the equipment, or unauthorized alteration or repairs.

Spring Installation - **\$2,050.00**  
Fall Removal/Cleaning/Storage - **\$2,850.00**

### **AQUAMASTER FOUNTAIN MAINTENANCE**

Aquamaster recommends performing an oil/seal change on the fountain motors every other year. Units 2, 4, and 5 were last in for service in 2024, this service would be due at the end of the season, Winter 2026. Lake and Pond Solutions, LLC is an authorized service center and can perform the oil/seal change at a reduced cost. During this routine maintenance, the motor oil is drained and inspected for any signs of water in the unit. If no water is found, new oil is added and the shaft seals are replaced. If we find water in the unit, it is sent back to Aquamaster for further evaluation which typically includes oil/seal and bearing change (\$650/unit).

**\$1,530.00**



## Lake and Pond Solutions, LLC

PROVIDING ENVIRONMENTALLY SOUND AQUATIC MANAGEMENT SOLUTIONS

**PERMITTING/AGREEMENT**

A DNR Permit or Fish Farm License with WPDES coverage is required before any treatment can take place. Lake and Pond Solutions, LLC has secured statewide WPDES coverage for our customers. The total cost for a DNR state permit is \$20.00 plus the acreage fee of \$25.00/acre, LPS charges \$60.00 to cover additional time involved in permit completion and WPDES requirements. LPS will submit a public affidavit which will be an estimated cost of \$75. Please make sure to return your signed agreement back to us as soon as possible. Once received, we will send your DNR permit application to the central intake office in Madison. Upon submittal, you'll receive an invoice reflecting the cost of the DNR permit process.

**\$355.00**

**2026 SCHEDULED VISITS (MONTHLY)**

This option would begin in April and continue into October for a total of 7 site visits. The pond will be inspected, dissolved oxygen levels recorded, and any "red flags" brought to your attention. Included would be scheduled visits to the property, our Basic Service Fee, pond inspection, and applying dye (fountain or aeration maintenance is additional). All product and applications are additional and invoiced per occurrence. Each invoice will reflect the pond treated, product and quantity used and is billed with 20-day terms. \*Once we receive a signed agreement the visit-package will be billed, thus securing your place on our schedule for the season.

**\$1,340.00**

**ALGAE/PLANT TREATMENTS**

Treatments can vary widely from year to year depending on rainfall, sunlight, temperature, budget, and overall expectations. Average cost of an algae treatment runs approximately \$500 - \$750 per treatment. Cost varies based on actual algae growth and plant present. I would expect that you may need 2-3 treatments per pond for the season. I would budget around **\$5,000.00** for treatments for the season.

**NEPTUNE DYE**

This concentrated blue dye is a natural type food grade dye helps the pond to look darker, deeper, and hide shoreline algae more effectively. The dye would not affect fish, wildlife, or swimming. One quart of the dye will effectively shade 4 acre-feet of water. The ponds would need around 1-2 qt of dye initially per pond and about 1-2 quart/visit over this season to maintain color.

**48 Qt - \$2,399.52**



Lake and Pond Solutions, LLC

PROVIDING ENVIRONMENTALLY SOUND AQUATIC MANAGEMENT SOLUTIONS

**POND 1 REPLACEMENT FOUNTAIN**

The fountain in Pond 1 has been out of service since 2023. We have quoted a new fountain each year to replace it. Please view the updated quote below.

**5HP Masters Series**

- Masters Series, 5HP, 220-240V, 3PH, SS \$5,922.00
- Crown and Geyser Nozzle (22'x50') \$311.69
- Fountain Cable Assembly, 10/4, 150' \$1,228.66
- Aquamaster/Airmax Lights, 8-Fixture RGBW LED, with brackets \$3,210.00
- 150' Airmax LED Light Cord w/Stainless protection, 16/3 \$1,124.99
- Shipping Estimate) \$250.00
- Installation \$300.00

**TOTAL \$12,347.34**

**POND 2**

“Our crew was out 6/18/25 for our monthly visit and the pond #2 fountain was not on. We had power coming out of the main panel on pond 1, but no power at the fountain. The junction panel on the southside of #2, the back of PCBP sign, is where we think we are losing power. About 6 inches down in the conduit is where the cables meet and are wire nutted together. The cord did not budge for us to check the connections, we would recommend having an electrician out to verify the power in that junction panel.”

This issue will need to be fixed after fountain installation. I don't believe this issue was ever resolved with our old contact and the fountain was not ran for the majority of the year last year.

Ultimately, if you went with everything in this proposal, the total projected estimate would be **\$15,524.52 w/ treatment budget or \$27,871.86 w/ new fountain (sales tax not included)**. An agreement will be sent following this proposal via Above Sign. Within this agreement, you may exclude certain parts of this proposal if you so choose, and sign off if you would like to proceed with the estimate. Once we receive your signature/approval, we will then proceed with the proposed work. I know that there is a lot of information in here, so if you have any questions or concerns, please don't hesitate to contact us. Thank you very much for your continued business with Lake and Pond Solutions, LLC, we look forward to working with you again this year!

Sincerely,



Josh Ginzi – Shop Manager/Biologist  
Lake and Pond Solutions, LLC  
(office) 920-757-9447  
(cell) 920-470-8672



Lake and Pond Solutions, LLC

PROVIDING ENVIRONMENTALLY SOUND AQUATIC MANAGEMENT SOLUTIONS

## Jay's Lawn Care & Snow Removal, LLC

3000 South Drive

Plover WI. 54467

715-572-4430

[jayslawncare@gmail.com](mailto:jayslawncare@gmail.com)

*Here is a seasonal bid for the 2026 lawn season. We hope you give us the opportunity to keep your property maintained during the upcoming season. Below is the pricing we have come up with specifically for your property.*

### CONTRACT FOR SERVICES AT: Portage County Business Park

*The price below represents the cost for lawn maintenance services performed by Jay's Lawn Care & Snow Removal, LLC. Upon agreement of this bid/contract you agree to make payments on a monthly basis in the amount of \$9,300.00 by the first of each month. Payments will begin starting April 1, 2026 and continue through October 31, 2026.*

*Lawn Services included in this price are the following:*

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

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

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

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

*Jay Prondzinski*

\_\_\_\_\_  
Contractor Signature

*1/29/2026*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date



# STEVENS POINT AREA

# INVOICE

**Invoice #:** 1012026  
**Invoice date:** 2/27/2026

1105 Main Street Suite A  
Stevens Point, WI 54481  
P: 715-344-2556  
info@stevenspointarea.com

**Bill to:** Stevens Point BID  
**Address:** 1105 Main Street  
Stevens Point, WI  
**Phone:** 715-496-0823

Item #	Description	Year	Price	Sub Total	Total
Office Space	Rental Agreement	2026	\$500.00		\$500.00
				Invoice Subtotal	\$500.00
				<b>TOTAL</b>	\$500.00

## MEMORANDUM OF UNDERSTANDING

### **Between the Stevens Point Area Convention & Visitors Bureau and the Stevens Point Business Improvement District**

This Memorandum of Understanding (MOU) is entered into by and between the Stevens Point Area Convention & Visitors Bureau (SPACVB) and the Stevens Point Business Improvement District (BID).

#### **1. Purpose**

The purpose of this MOU is to outline the terms and understanding regarding office space usage and related resources provided by the SPACVB to the BID.

#### **2. Location**

The office space covered under this agreement is located at:  
1105 Main Street Suite A  
Stevens Point, WI 54481

#### **3. Space and Resources Provided**

The SPACVB agrees to provide the BID with the following:

- Office space within the building
- Basement storage space
- Access to office supplies including paper and copier usage

These resources are intended to support the operations of the BID.

#### **4. Financial Terms**

The BID agrees to the following payment structure:

- **2026:** A total annual cost of **\$500**
- **2027:** **\$150 per month**

Payment timing and method may be coordinated between both parties.

#### **5. Term of Understanding**

This MOU will begin on January 1, 2026, and will remain in effect until modified or replaced by mutual written agreement of both parties.

## **6. General Understanding**

This MOU reflects the cooperative relationship between the SPACVB and BID and is intended to clarify expectations regarding shared space and resources. Both organizations agree to maintain open communication regarding facility use and operational needs.

## **7. Amendments**

Any changes to this MOU must be agreed upon in writing by both parties.

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## **Signatures**

### **Stevens Point Area Convention & Visitors Bureau**

Signature:

Name: Jodi Maguire

Title: Executive Director

Date:

### **Stevens Point Business Improvement District**

Signature:

Name: Karen Margelofsky

Title: Executive Director

Date:

Additional Maintenance Concerns from Business Park Owners:

Emailed received on 10/16/25 from Business Park Business:

As vehicles enter the Business Park via the main driveway, they encounter a center median landscaped with shrubs. While these plantings were likely very attractive when first installed, they have since become overgrown and are now encroaching into the driveway, potentially obstructing traffic flow.

Earlier today, I spoke with Mike Yokers, Property Manager of the Oakwood Center, regarding this concern. He expressed no objection to trimming the shrubs back and noted that this has been an issue in the past. He previously raised it with the county, but no resolution was reached. This has been a complaint to visitors of both complexes - as it is a safety concern.

At this time, I am seeking formal approval to move forward with trimming the shrubs or removing them altogether which will provide better visibility of oncoming and outgoing traffic. Alternatively, please let me know if the Business Park would prefer to manage this maintenance directly. For your reference, I have attached photos that illustrate the current condition.



I sent the information to Jay's Lawn Care, and they did trim up the bushes but now have some recommendations...

Attached are a couple of photos of some ideas we have come up with to remove existing shrubs and replace with new shrubs/plants/flowers to make the area more welcoming.



This is not part of the contract - this would be an additional item.  
This was a request per the email I had attached from end of last season.  
A rough estimate for renovation of the entrance would be \$3,500.00

Additionally, I wanted to tell you that we are also working on a couple of other quotes / estimates that were previously discussed:  
There are 3-4 Ash trees in the park centre that need to be removed because they are dead. We are working on getting some numbers put together for that project.  
There is another major electrical issue / concern by the pond closest to the city bus garage. The electrical box that houses all of the electrical components is completely rotten and needs to be replaced. This has occurred because when the park was built this box was built / left out in the open to the elements including the irrigation system hitting it with water as well over the past 30 years. Once we have these numbers put together from the electrician we will send this over to you as well.

Email received from Business in Park on 3/20/26:

I'm reaching out with a few questions regarding the shared driveway between GI Associates and the Oakwood Complex, and I thought I would start with you. If you're not the appropriate contact, I would appreciate it if you could point me in the right direction.  
First, the front driveway along Business Park Drive has had snow piled along the roadside throughout the winter, which has created visibility and safety concerns. Is there an alternative location where the snow could be placed?  
Second, the back driveway (John Joanis driveway) was not cleared following the most recent snowstorm. It may have been scheduled for later due to higher-priority areas, but our plowing service ended up clearing it on Tuesday morning.  
Lastly, do you have a process for requesting pothole repairs? If so, I would appreciate it if these driveways could be added to the list. I've attached photos for reference.  
Thank you for your time and attention to these matters—I appreciate it.