



AGENDA

BUSINESS PARK BUSINESS IMPROVEMENT DISTRICT BOARD MEETING

Members

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

Date and Time:	January 17, 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. Discussion on agenda and non-agenda items.
3. 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. Elections
2. Agreement of Staffing Structure
3. Summary of Roles: Executive Director, Director Kivela, and Adam Kuhn.
4. Outside Counsel with Anderson O'Brien: Approval to Engage Services
5. 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 Strongs 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.

FUND 256 - BUSINESS PARK BID (BUSINESS IMPROVEMENT DISTRICT)

Account Number	Account Title	2023 Actual	01/24-09/24 Actual	2024 Budget	2025 Budget
BUSINESS PARK BID					
TAXES					
256.41.00120.56	BID ASSESSMENTS	.00	.00	.00	175,020
Total TAXES:		.00	.00	.00	175,020
OTHER FINANCING SOURCES					
256.49.19310.59	GENERAL FUND BALANCE USAGE	.00	.00	.00	3,273-
Total OTHER FINANCING SOURCES:		.00	.00	.00	3,273-
BUSINESS IMPROV DISTRICT					
256.56.00700.1154	DOWNTOWN MANAGER SALARY	.00	.00	.00	23,930
256.56.00700.1900	EMPLOYER CONTRIB/WISC RET	.00	.00	.00	1,663
256.56.00700.1910	EMPLOYER CONTRIB/S.S. TAX	.00	.00	.00	1,831
256.56.00700.1920	EMPLOYER CONTRIB/LIFE INSUR	.00	.00	.00	.00
256.56.00700.1930	WORKERS COMPENSATION PREM	.00	.00	.00	428
256.56.00700.1950	MEDICAL INSURANCE PREM	.00	.00	.00	3,445
256.56.00700.2200	GAS/ELECTRIC CHARGES	.00	.00	.00	25,000
256.56.00700.2203	TELEPHONE UTILITY CHARGES	.00	.00	.00	200
256.56.00700.2204	WATER/SEWER UTIL CHARGES	.00	.00	.00	4,000
256.56.00700.2800	COMPUTER/COMPUTER EQUIP	.00	.00	.00	1,000
256.56.00700.3001	GENERAL OFFICE SUPPLIES	.00	.00	.00	250
256.56.00700.5000	MISCELLANEOUS CHARGES	.00	.00	.00	5,000
256.56.00700.5751	LAWN CARE/SNOW REMOVAL EXP	.00	.00	.00	85,000
256.56.00700.5752	LANDSCAPING EXPENSES	.00	.00	.00	5,000
256.56.00700.5753	POND MAINTENANCE	.00	.00	.00	15,000
Total BUSINESS IMPROV DISTRICT:		.00	.00	.00	171,747
BUSINESS PARK BID Revenue Total:		.00	.00	.00	171,747
BUSINESS PARK BID Expenditure Total:		.00	.00	.00	171,747
Net Total BUSINESS PARK BID:		.00	.00	.00	.00

Business Park Business Improvement District Mayoral Appointments

-Real Property Owner: Jim Anderson, representing Viking Holding II for a one-year term, expiring December 31, 2025.

-Real Property Owner: Jeff Ramlow, representing SkyGroup LLC for a two-year term, expiring December 31, 2026.

-Real Property Owner: Mike Trzinski, representing Delta Dental of Wisconsin for a two-year term, expiring December 31, 2026.

-Real Property Owner: Debra Marten, representing Marten Machining, Inc. for a three-year term, expiring December 31, 2027.

-Real Property Owner: Chase Rettler, representing LA/E LLC for a three-year term, expiring December 31, 2027.

-City Alderperson: Dale Steinmetz, representing District Six for the Aldermanic term, expiring April 20, 2026.

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.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



**Department of Community
Development**
Ph: (715) 346-1567
Fax: (715) 346-1498

***Agreement of Staffing Structure
Stevens Point Business Improvement District(s)***

This is a formal agreement between the Downtown Stevens Point Business Improvement District (DT-BID) and the Portage County Business Park Business Improvement District (PCBP-BID).

Starting on January 1, 2025, the Downtown Manager of the DT-BID will be going up to full-time status and assisting the PCBP-BID roughly 8 hours a week in the following scope of work; land management and public space maintenance contract review, marketing, and additional economic development activity, as stated in the *2025 Portage County Business Park Implementation and Operational Plan*.

This split time is agreed on by both Business Improvement District boards that the salary and benefits of the Downtown Manager/Manager of PCBP-BID are financially split 35% on the PCBP-BID's behalf and 65% on the DT-BID's behalf.

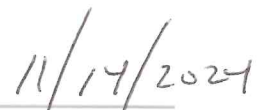
This agreement, once signed by both boards, will be enforced. If either Business Improvement District goes through a formal dissolution, the agreement is voided.

On November 5th, 2024, the DT- BID Board of Directors approved this agreement.

On _____, _____, 2024, the PCBP- BID Board of Directors approved this agreement.



Chair, Downtown Business Improvement District



Date

Chair, Portage County Business Park Business Improvement District

Date

Director of Community Development, City of Stevens Point

Date

2025 Summary of Roles – Business Park BID

Executive Director

- Waiver Requests and bringing them to the PC-BID BOD.
- Be a communicator between contractors and businesses.
- Understand the contracts, files, and documents.
- Renew contracts with contractors.
- Developing and publishing agendas for board meetings.
- Point of contact for park-related improvements and requests.

Director Kivela

- Support, as needed, in finalizing the transition between County and BID.

Adam Kuhn

- DRPC Review
- Supporter in agenda review.
- Support, as needed, in finalizing the transition between the County and BID.

January 14, 2025

Anderson O'Brien Engagement Letter and Approval to Engage Services- Background

The Business Park Business Improvement District is seeking to retain counsel for the BID to work on DRPC updates and address deed updates for the parcels that the County conveyed to the owners' association. This contract would cover the year 2025. From 2026 onward we will continue to seek outside counsel in case legal items come up to ensure a clear distinction between the city and the BID.