

BUSINESS PARK BUSINESS IMPROVEMENT DISTRICT BOARD MEETING

January 17, 2025

9:00 AM

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

1. Roll Call

Chloe Kreuser, Presiding

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

Excused — Jim Anderson

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

2. Discussion on agenda and non-agenda items

N/A

3. General reports and updates

A. City staff updates

Saved conversation for item 4

B. Executive director report

Advised separating email address, due to open records requests

Received contract for sidewalks — will have special meeting

Meetings will be monthly — may move to quarterly, will discuss in March

C. Board chair report

N/A

D. Treasurer report

N/A

Discussion and Possible action on:

1. Elections

Explanation of roles

Trzinski nominated for chairperson

Ramlow moved, Steinmetz seconded

Ramlow nominated for vice chairperson

Trzinski moved, Steinmetz seconded

Rettler nominated for treasurer

Trzinski moved, Ramlow seconded

Steinmetz nominated for secretary

Rettler moved, Marten seconded

Ayes: Unanimous

Nays: N/A

2. Agreement of staffing structure

Chairperson Trzinski & Dir. Kivela's signatures needed on supporting document

Ramlow moved approval of document with with corrections made to dates, Rettler seconded

Ayes: Unanimous

Nays: N/A

3. Summary of Roles

Kuhn explained how he would work with development reviews

BID board would review any requests for waivers

Deed restrictions and protective covenants — amendments might be in order

Kivela will provide high level support

City staff will provide non-voting advisory role

Kreuser advised there'll be a lot of reading this year

Looking to make move to digital

Ramlow asked who would raise/lower flags

City/DPW will attend to flags

Trzinski asked what needs to happen for snow removal

Kuhn advised that BID board is cleared to enter into contract for snow removal despite DRPCs not being updated

There was a call with Jay's lawn care about contracting — they already handle trail between AIG & Skyward

4. Outside counsel with Anderson O'Brien: approval to engage

Kuhn advised that city attorney felt there should be separation between BID board and city

Engage O'Brien for 2025 — keep on retainer once things slow down, 2026

Dissolution of county owner's association — reviewed process of and O'Brien's role

Rettler moved to engage Anderson O'Brien, Ramlow seconded

Ayes: Unanimous

Nays: N/A

5. Adjournment