

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Ramlow pointed out that some of the DRPC's are outdated, and care needs to be taken while rewriting.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