

# 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.