

BUSINESS PARK BUSINESS IMPROVEMENT DISTRICT BOARD MEETING

January 9, 2026

9:00 AM

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

Opening Section:

1. Roll Call

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

Excused — Erik Carlson

Others Present — Associate Planner/Zoning Administrator Kuhn, BID-Executive Director Karen Margelofsky, Director Jarod Kivela

2. Election of Officers:

A. Chairperson

Mike Trzinski offered to continue on in role.

B. Vice Chairperson

Jeff Ramlow offered to continue on in role.

C. Treasurer

Chase Rettler offered to continue on in role.

D. Secretary

Dale Steinmetz requested new secretary moving forward.

Heidi Charlesworth offered to take on role of secretary.

Marten moved approval of all positions, Trzinski seconded

Ayes: Unanimous

Nays: N/A

3. General Reports and Updates

A. City Staff Updates

ENT has full occupancy & Simplicity has temporary occupancy coming in near future.

B. Executive Director Report

Had first DRPC meeting in Dec. Looking for a BID board member for that work group.

Also looking for members from the business park to provide input.

Rettler mentioned if what is being done is more than just administrative changes, it is important that stakeholders have a say.

C. Board Chair Report

Met with legal counsel and signed the quick claim deed that was approved by city.

D. Treasurer Report

Property tax invoice may have gone to the registered agent (Trizinski). Margelofsky will follow up.

Reviewed final numbers for 2025.

Some financial flexibility for improvements in 2026.

Discussion and possible action on:

1. Approve Meeting Minutes from November 18, 2025.

Steinmetz moved approval, Ramlow seconded

Ayes: Unanimous

Nays: N/A

2. Business Park Deed Restrictions and Protective Covenants Work Group Update

Adam reviewed upcoming DRPC meetings. Looking to add Steve Chisel, an architect, to the group.

Margelofsky mentioned that having one CRM for businesses in the park to get updates. Simple email list would be beneficial, currently missing that resource.

3. Avia - Business Park Branding Contract

Portage County Business Park might be better served by a cohesive name. Avia did green welcome to Stevens Point, and cedar way finding signs.

Quote for identity finding and signage. Kivela mentioned price is competitive.

Margelofsky moved approval, Rettler Seconded

Ayes: Unanimous

Nays: N/A

4. Adjournment

Adjourned at 9:44 AM.

Ramlow moved approval, Steinmetz seconded

Ayes: Unanimous

Nays: N/A