



Our intention is to have in-person meetings going forward. The Business Park Business Improvement District Board meeting will be held on the second Friday of the month at the Stevens Point Transit Center located at 2700 Week Street. This in-person location will meet the legal requirement for our open meetings.

## Members

- Alderperson Joe Donahue
- Heidi Charlesworth
- Erik Carlson
- Jeff Ramlow
- Mike Trzinski
- Debra Marten
- Chase Rettler

## AGENDA

### BUSINESS PARK BUSINESS IMPROVEMENT DISTRICT BOARD MEETING

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<b>Date and Time:</b>	May 8, 2026 8:00 AM	<b>Location:</b>	Conference Room Stevens Point Transit Center 2700 Week Street Stevens Point WI 54481
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#### Opening Section:

1. Roll Call.
2. General Reports and Updates
  - A. City Staff Updates  
DRPC Work Group Update
  - B. Executive Director Report  
Branding Work Group Update
  - C. Board Chair Report
  - D. Treasurer Report

#### Discussion and Possible Action on:

1. Approve Meeting Minutes from April 10, 2026.
2. Approve Jay's Lawn Care estimate #1095 for repair to pump electrical box for \$1,620.
3. Approve Asphalt Maintenance Estimate from Arrow Precision Asphalt Maintenance, LLC for \$3,360.
4. Approve proposal from Jay's Lawn Care for median project for \$3,500.
5. Adjournment

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**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 Business Improvement District Executive Director, Karen Margelofsky, 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.

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## **Executive Director Monthly Report**

### **Stevens Point Business Park Business Improvement District Board Meeting – Friday, May 8 | 8:00 AM**

Over the past month, progress has continued across several key operational and strategic initiatives within the Business Park BID.

#### **Deed Restrictions & Protective Covenants (DRPC):**

The DRPC Work Group convened to review and revise the first half of the document and conducted a preliminary review of the remaining sections. Updates have been forwarded to Adam Kuhn, City of Stevens Point Associate Planner/Zoning Administrator, for incorporation into the working draft. We anticipate receiving the revised packet in advance of the next board meeting for further Work Group and Board review.

#### **Branding & Identity Development:**

The Branding Committee met with Avia Consulting to review survey feedback from board and work group members. Based on responses from nine participants, three potential names have been identified for further development:

- Stevens Point Business Park
- EastPoint Business Park
- Point Business Park

Avia Consulting will present logo concepts aligned with these names at the upcoming May meeting.

#### **Maintenance & Infrastructure Coordination:**

Ongoing coordination with contractors and City staff is underway to address maintenance concerns within the park, including:

- Fountain systems requiring electrical repairs due to water and rodent damage within control panels
- Pavement maintenance needs, including pothole repair through tar and heat treatment

In addition, quotes and information are being gathered for improvements to the Centre entry areas and landscaping. This includes a proposed update to a central median that would remove overgrown or taller shrubbery and replace it with lower-maintenance perennial plantings to enhance visibility, aesthetics, and long-term sustainability.

#### **Business Engagement & Communications:**

Efforts are in progress to develop a comprehensive and accurate email contact list for all businesses within the park. This will strengthen communication channels and improve engagement across the district.

#### **Administrative Updates:**

Routine administrative tasks have been completed, including the submission of invoices for payment.

May 2026

Dear Stevens Point Community Development Staff,

I'm reaching out to share information about a federal tax incentive that may be relevant to businesses and organizations in your network — and that, in our experience, remains underutilized in communities that clearly qualify for it.

Under the Inflation Reduction Act (IRA), commercial, non-profit, and municipal solar installations are currently eligible for a 30% Investment Tax Credit (ITC). What many business owners don't yet know is that projects located in designated "Energy Communities" can qualify for an additional 10 percentage point bonus — bringing the total potential credit to 40% of a system's installed cost. That's a meaningful difference in project economics, and one that significantly improves the return on investment for businesses considering solar.

### **What qualifies as an Energy Community?**

The IRS defines Energy Communities in three categories, but the one most relevant to central Wisconsin is the "Coal Closure" category: census tracts — and directly adjoining census tracts — where a coal mine closed after 1999 or a coal-fired electric generating unit was retired after 2009. Given the history of coal-fired power generation in the area, a meaningful portion of central Wisconsin falls within or directly adjacent to qualifying census tracts, including many properties in Stevens Point.

### **Why it matters for your constituents**

For a property owner evaluating a commercial solar installation, the difference between a 30% and a 40% federal tax credit is significant. As our Director of Sales, Josh Stolzenburg puts it:

*"An effective 10% reduction in system cost has a noticeable positive impact on system ROI and should motivate business leaders who are on the fence about exploring renewables for their facilities."*

For many businesses, this bonus credit is the factor that tips the financial analysis in favor of moving forward. We've found that awareness is the primary barrier — most business owners in qualifying areas simply haven't heard about it.



### **A few important details to know**

- The combined ITC and Energy Communities bonus credit are available for qualifying projects placed in service through the end of 2027.
- Eligibility is determined at the census tract level. The U.S. Department of Energy maintains an interactive mapping tool at [energycommunities.gov](https://energycommunities.gov) where businesses can search by address to check their location.
- Once a census tract is designated as a Coal Closure Energy Community, that status is permanent — it cannot be removed from the list in future IRS updates.
- Businesses should work with a qualified tax advisor alongside their solar developer to confirm eligibility and structure the project appropriately.

### **How you can help**

If you work with business owners, business parks, or organizations in the greater Stevens Point and Plover areas, we'd welcome the opportunity to have you share this information with them. Even a simple mention — in a newsletter, at a meeting, or in a one-on-one conversation — could prompt a business owner to take a closer look at an opportunity they might otherwise miss.

We're happy to provide additional materials, answer questions, or speak with any businesses in your network who want to explore whether they qualify. There's no obligation involved — we simply want to make sure that businesses in our region are aware of incentives that could meaningfully benefit them.

Thank you for the work you do to support economic vitality in our communities. I hope this information proves useful, and I welcome any questions you might have.

Sincerely,

### **Matt Rice**

General Manager  
Northwind Solar  
(715) 570-9743  
NorthwindRE.com



Account Number	Account Title	2026 Current year Budget	2026 Current year Actual	2026 Current month Actual
<b>BUSINESS PARK BID</b>				
256.11100	GENERAL OPERATING CASH	.00	226,840	20,241-
<b>TAXES</b>				
256.41.00120.56	BID ASSESSMENTS	230,307	230,307	.00
Total TAXES:		230,307	230,307	.00
<b>OTHER FINANCING SOURCES</b>				
256.49.19310.59	GENERAL FUND BALANCE USAGE	.00	.00	.00
Total OTHER FINANCING SOURCES:		.00	.00	.00
<b>CPA/AUDITING SERVICES</b>				
256.51.19960.2004	AUDIT SERVICES	6,300	.00	.00
Total CPA/AUDITING SERVICES:		6,300	.00	.00
<b>BUSINESS IMPROV DISTRICT</b>				
256.56.00700.1154	DOWNTOWN MANAGER SALARY	23,800	6,408	1,831
256.56.00700.1900	EMPLOYER CONTRIB/WISC RET	1,714	461	132
256.56.00700.1910	EMPLOYER CONTRIB/S.S. TAX	1,821	418	118
256.56.00700.1920	EMPLOYER CONTRIB/LIFE INSUR	8	8	3
256.56.00700.1930	WORKERS COMPENSATION PREM	426	115	33
256.56.00700.1950	MEDICAL INSURANCE PREM	6,622	2,125	804
256.56.00700.1955	HSA CONTRIBUTION	420	.00	.00
256.56.00700.2200	GAS/ELECTRIC CHARGES	13,000	811	373
256.56.00700.2203	TELEPHONE UTILITY CHARGES	.00	.00	.00
256.56.00700.2204	WATER/SEWER UTIL CHARGES	2,600	.00	.00
256.56.00700.2205	PROPERTY TAXES	.00	7,442	.00
256.56.00700.2800	COMPUTER/COMPUTER EQUIP	.00	.00	.00
256.56.00700.3001	GENERAL OFFICE SUPPLIES	596	.00	.00
256.56.00700.5000	MISCELLANEOUS CHARGES	12,000	348	288
256.56.00700.5751	LAWN CARE/SNOW REMOVAL EXP	75,000	4,480	13,780
256.56.00700.5752	LANDSCAPING EXPENSES	.00	.00	.00
256.56.00700.5753	POND MAINTENANCE	10,000	.00	.00
256.56.00700.5754	PRIVATE UTILITY LOCATES	2,000	.00	.00
256.56.00700.5755	FOUNTAIN REPLACEMENTS	28,000	.00	.00
256.56.00700.5756	TRAIL MAINTENANCE	20,000	.00	.00
256.56.00700.5757	BRANDING STUDY	26,000	.00	.00
Total BUSINESS IMPROV DISTRICT:		224,007	22,615	17,361
BUSINESS PARK BID Revenue Total:		230,307	230,307	.00
BUSINESS PARK BID Expenditure Total:		230,307	22,615	17,361
Net Total BUSINESS PARK BID:		.00	207,692	17,361-
Net Grand Totals:		.00	434,532	37,603-

Account Number	Account Title	2026 Current year Budget	2026 Current year Actual	2026 Current month Actual
<b>BUSINESS PARK BID</b>				
256.11100	GENERAL OPERATING CASH	.00	226,840	.00
<b>TAXES</b>				
256.41.00120.56	BID ASSESSMENTS	230,307	230,307	.00
Total TAXES:		230,307	230,307	.00
<b>OTHER FINANCING SOURCES</b>				
256.49.19310.59	GENERAL FUND BALANCE USAGE	.00	.00	.00
Total OTHER FINANCING SOURCES:		.00	.00	.00
<b>CPA/AUDITING SERVICES</b>				
256.51.19960.2004	AUDIT SERVICES	6,300	3,400	3,400
Total CPA/AUDITING SERVICES:		6,300	3,400	3,400
<b>BUSINESS IMPROV DISTRICT</b>				
256.56.00700.1154	DOWNTOWN MANAGER SALARY	23,800	8,238	1,831
256.56.00700.1900	EMPLOYER CONTRIB/WISC RET	1,714	593	132
256.56.00700.1910	EMPLOYER CONTRIB/S.S. TAX	1,821	536	118
256.56.00700.1920	EMPLOYER CONTRIB/LIFE INSUR	8	11	3
256.56.00700.1930	WORKERS COMPENSATION PREM	426	148	33
256.56.00700.1950	MEDICAL INSURANCE PREM	6,622	2,929	804
256.56.00700.1955	HSA CONTRIBUTION	420	.00	.00
256.56.00700.2200	GAS/ELECTRIC CHARGES	13,000	811	.00
256.56.00700.2203	TELEPHONE UTILITY CHARGES	.00	.00	.00
256.56.00700.2204	WATER/SEWER UTIL CHARGES	2,600	796	796
256.56.00700.2205	PROPERTY TAXES	.00	7,442	.00
256.56.00700.2800	COMPUTER/COMPUTER EQUIP	.00	.00	.00
256.56.00700.3001	GENERAL OFFICE SUPPLIES	596	.00	.00
256.56.00700.5000	MISCELLANEOUS CHARGES	12,000	348	.00
256.56.00700.5751	LAWN CARE/SNOW REMOVAL EXP	75,000	8,901	4,421
256.56.00700.5752	LANDSCAPING EXPENSES	.00	.00	.00
256.56.00700.5753	POND MAINTENANCE	10,000	355	355
256.56.00700.5754	PRIVATE UTILITY LOCATES	2,000	.00	.00
256.56.00700.5755	FOUNTAIN REPLACEMENTS	28,000	5,899	5,899
256.56.00700.5756	TRAIL MAINTENANCE	20,000	.00	.00
256.56.00700.5757	BRANDING STUDY	26,000	.00	.00
Total BUSINESS IMPROV DISTRICT:		224,007	37,006	14,391
BUSINESS PARK BID Revenue Total:		230,307	230,307	.00
BUSINESS PARK BID Expenditure Total:		230,307	40,406	17,791
Net Total BUSINESS PARK BID:		.00	189,901	17,791-
Net Grand Totals:		.00	416,741	17,791-

# Stevens Point Business Park Business Improvement District

## Board Meeting Minutes

April 10<sup>th</sup>, 2026, at 8am at the Transit Center Conference Room

### Opening Section:

1. At 8am Mike asked Karen to performed roll call: Alderperson – absent, Heidi Charlesworth – present, Eric Carlson – present, Jeff Ramlow – present, Mike Trizinski – present, Debra Marten – excused, Chase Rettler – present, Dale - present. Also present from the City is Adam Kuhn, Karen Margelofsky and Jarod Kivela. Also in attendance, Midstate representatives, and fire Chief Moody
2. General reports and city staff updates. Adam reporting progressing along with DRPC, rewrite and at the point now where we have the land use the land use allowances or the entire city. The DRPC will be presented to you in the next couple of weeks and will be more restrictive than city’s zoning code. Currently, the DRPC says that it's the county that has jurisdiction to review and grant any variation at grant. Any variances from those DRP, standards BID don't have jurisdiction. Until those comprehensive updates are adopted, knowing that this proposal that the fire department and mid-state had been working on will go through the approval process in May prior to this board. Having the authority to grant deviations and review it. We wanted to have this presentation more as a courtesy. It's just if there's any variation. If there's any areas where it doesn't mean code that you guys can't grant exceptions in the county.
3. Presentation from Midstate and Stevens Point fire department. Project has been last 2 years that we've been working closely and partnered, as you can see, you're going to see in this presentation. They've been vetting centralized and decentralized training areas, and what that looks like from its technical college. Also, we've been looking at the need for a third firehouse. At the east side of the city as the city develops and grows obviously east. (Further notes and details in appendix)
4. Move on to the executive director report: Branding & Deed Restriction & Protective Covenants, we've been busy with the branding, and we'll cover that a little bit later in the deed, restrictions and protective covenants. Any questions for the executive director? Move on
5. Move to the Board Chairman: then the board chairman has nothing to report excellent. So, moving on to any questions for me. Move on

6. Treasury report: Regular expenses in February as well as March did. See, a pretty good chunk going to Jay's lawncare. I think finished now winter. Nothing unexpected. Question? Move on
7. Branding Work Group reports, Karin delivered the slide and broke down to the last 10 favorites, which then broke down further to 3 or 4. Reported good conversation, also strong opinions in the rebranding group. Company to bring Logos: Green Point / Point East / Fountains Point and Default Stevens Point BP. Mike called out the fountains and what if removed – keeping the naming conventional possibly keeping Point in the naming. Ask was to stay away from Fountains statement in the naming. Alexis from Skyward supports. Marketing. Timing on to create the logo and will have it at mid to end of May. Jarod requested a poll on the names and send out for a vote deadline of following Friday. Industrial Park changing? Not at this time, further discussion with the details were just delivered.
8. Deed Restriction/Protective Convenance WG – Karen Reported Meeting got through pages 5-18 completed, Reviewed the land use map. Adam reported 1 more WG meeting so finalize the remaining document (admin functions). Basis of the BID review and granting or not granting. Next board meeting review full working draft with BID. Adam asked changes is this board has approval, Karen 8.20.25 reported moving from owners association to BID. New companies, no resistance before 60 days were able to move on. Any questions? Move on

Discussion on possible action items:

1. Meeting minutes from 02/13/2026, Eric made a motion to approve, Jeff seconded, all in favor, none opposed or abstained.
2. No March Meeting reported
3. Approval for pond and fountain maintenance contract, callout separate pumps on ponds. Falls within budget. Eric made a motion to approve, Chase seconded, all in favor, none opposed or abstained.
4. Approve 2026 Landscape contract from Jays lawn care. Eric made motion to approve, Dale seconded, all in favor, none opposed or abstained.
5. Approve MOU and invoice Stevens Point Visitors Bureau rental agreement, 35% of the \$500, Rick made motion to approve, Heidi seconded, all in favor, none opposed or abstained.
6. Approval of Jays lawn care for immediate project, median concerns by the GI associates, remove the shrubbery and replace with perennials. Safety concerns the traffic flow. Not in the budget, call out the flagpole also has no lighting, further conversation. Gazebo needs some work. “Centre location”. Karen is

making BID aware, south pond trees called out also as a concern. Create a list of needs with building the budget going into 2027 in August. Getting with Jays on current contract and review of the contract with vendor. No motion is necessary table till budget. 2027 conversation around putting out for BID. Ask, is there a requirement to put work out for RFP BID, concern is the quality of the vendor service, do need to get 3 vendor bids and do we have to choose low bid? No. Jays contract does not state snow removal, just snow plow, concern around who is responsible. Before winter need to review contract.

7. Mike adjourned the meeting at 09:39am with an exhausted agenda, Erik and Dale motion to adjourn.

Minutes respectfully submitted by Heidi Charlesworth – Secretary

**Jay's Lawn Care & Snow Removal**

3000 South Dr  
Plover, WI 54467-3504 USA  
7155724438  
jayslawncare@gmail.com

# Estimate

**ADDRESS**

Portage County Business Park  
1462 Strongs Ave  
Stevens Point, WI 54481

**ESTIMATE # 1095**

**DATE 04/24/2026**

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DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>Services</b> remove existing starter box and replace with new - contractor 3p 240 3phase 24Vac coil with overload plus labor	1	1,620.00	1,620.00
			SUBTOTAL	1,620.00
			TAX	0.00
			<b>TOTAL</b>	<b>\$1,620.00</b>

Accepted By

Accepted Date

- \*Sealcoating
- \*Striping
- \*Crack Sealing
- \*Routing
- \*Court Resurfacing
- \*Infrared Heat Patching



5226 Harding Avenue, Plover, WI 54467

**Brandon Newby**  
 Cell 715-340-5261  
 brandonsnewby@gmail.com  
 715-592-3641 Office  
 www.arrowprecisionasphalt.com

## ASPHALT MAINTENANCE ESTIMATE

NAME: Stevens Point Business Park BID  
Karen

JOB ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

BILLING ADDRESS: 1105 Main St suite A  
Stevens Point, WI 54481

JOB INSTRUCTIONS: West Road 24 Infrared Heat Patches - \$2,880.00

PHONE: 715-496-0823

East Road 4 Infrared Heat Patches - \$480.00

DRIVEWAY

**Work Description:**

- \*Asphalt will be edged prior to cleaning.
- \*Asphalt is swept and cleaned with powered brooms and blowers.
- \*Asphalt cracks are cleaned with a wire wheel machine or routed to specifications and torched. Cracks are filled with WI DOT approved hot rubberized crack filler.
- \*After the asphalt is cleaned and repairs are completed, then the parking lot is sealcoated with 1 or 2 coats of coal-tar sealer or asphalt emulsion if requested.
- \*Line striping is completed with white or yellow WI DOT approved striping paint.
- \*Owners are responsible for clearing the lot prior to scheduled date and time.

SEALER SQ. FT. \_\_\_\_\_  
 CRACK FILLER LN. FT. \_\_\_\_\_  
 ROUTING LN. FT. \_\_\_\_\_  
 STRIPING LN. FT. \_\_\_\_\_  
 # OF INFRARED HEAT PATCHES: \_\_\_\_\_

SEALING COST: \$ \_\_\_\_\_  
 CRACK FILLER COST: \$ \_\_\_\_\_  
 ROUTING COST: \$ \_\_\_\_\_  
 STRIPING COST: \$ \_\_\_\_\_  
 PATCHING COST: \$ \_\_\_\_\_

**TOTAL COMPLETE: \$ 3,360.00**  
 All Taxes Included

CUSTOMER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

ACCEPTED BY: Brandon S Newby Date: 4-21-26

\*Becomes a binding contract when signed and dated by both parties.\*

**ALL WORK IS FULLY INSURED WITH A ONE YEAR CONDITIONAL GUARANTEE  
 ARROW PRECISION MEETS OR EXCEEDS ALL INSURANCE REQUIREMENTS**

All Sealer has a 3% Rubber Modifier & 3% Sand Added for a quality finished product.

Additional Maintenance Concerns from Business Park Owners:

Emailed received on 10/16/25 from Business Park Business:

As vehicles enter the Business Park via the main driveway, they encounter a center median landscaped with shrubs. While these plantings were likely very attractive when first installed, they have since become overgrown and are now encroaching into the driveway, potentially obstructing traffic flow.

Earlier today, I spoke with Mike Yokers, Property Manager of the Oakwood Center, regarding this concern. He expressed no objection to trimming the shrubs back and noted that this has been an issue in the past. He previously raised it with the county, but no resolution was reached. This has been a complaint to visitors of both complexes - as it is a safety concern.

At this time, I am seeking formal approval to move forward with trimming the shrubs or removing them altogether which will provide better visibility of oncoming and outgoing traffic. Alternatively, please let me know if the Business Park would prefer to manage this maintenance directly. For your reference, I have attached photos that illustrate the current condition.



I sent the information to Jay's Lawn Care, and they did trim up the bushes but now have some recommendations...

Attached are a couple of photos of some ideas we have come up with to remove existing shrubs and replace with new shrubs/plants/flowers to make the area more welcoming.



This is not part of the contract - this would be an additional item.  
This was a request per the email I had attached from end of last season.  
A rough estimate for renovation of the entrance would be \$3,500.00

Additionally, I wanted to tell you that we are also working on a couple of other quotes / estimates that were previously discussed:

There are 3-4 Ash trees in the park centre that need to be removed because they are dead. We are working on getting some numbers put together for that project.

There is another major electrical issue / concern by the pond closest to the city bus garage. The electrical box that houses all of the electrical components is completely rotten and needs to be replaced. This has occurred because when the park was built this box was built / left out in the open to the elements including the irrigation system hitting it with water as well over the past 30 years. Once we have these numbers put together from the electrician we will send this over to you as well.

Email received from Business in Park on 3/20/26:

I'm reaching out with a few questions regarding the shared driveway between GI Associates and the Oakwood Complex, and I thought I would start with you. If you're not the appropriate contact, I would appreciate it if you could point me in the right direction.

First, the front driveway along Business Park Drive has had snow piled along the roadside throughout the winter, which has created visibility and safety concerns. Is there an alternative location where the snow could be placed?

Second, the back driveway (John Joanis driveway) was not cleared following the most recent snowstorm. It may have been scheduled for later due to higher-priority areas, but our plowing service ended up clearing it on Tuesday morning.

Lastly, do you have a process for requesting pothole repairs? If so, I would appreciate it if these driveways could be added to the list. I've attached photos for reference.

Thank you for your time and attention to these matters—I appreciate it.