



Our intention is to have in-person meetings going forward. The Business Park Business Improvement District Board meeting will be held 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 Donahue
- Heidi Charlesworth
- Erik Carlson
- Jeff Ramlow
- Mike Trzinski
- Debra Marten
- Chase Rettler

AGENDA

BUSINESS PARK BUSINESS IMPROVEMENT DISTRICT BOARD MEETING

Date and Time:	July 15, 2026 11:00 AM	Location:	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
 - B. Executive Director Report
 - C. Board Chair Report
 - D. Treasurer Report

Discussion and Possible Action on:

1. Approve Meeting Minutes from June 17, 2026.
2. Discussion and possible action on BID maintained asphalt walkways.
3. Adjournment

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 Strong's 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.

Stevens Point Business Park BID - Executive Director's Report

July 2026 – by Karen Margelofsky

Administrative & Operations

- Ordered new Business Park entrance flags to refresh the appearance of the district and maintain a welcoming image for businesses and visitors.
- Took vacation leave July 6–11.

Infrastructure & Maintenance

- Requested quotes to restore electrical service to the fountains/pond features at Pond #1 and Pond #2 located on Business Park Drive and Highway HH.
- Requested quotes for maintenance and improvement work needed along the Business Park trail system to help ensure the trails remain safe, functional, and attractive.

Branding & Marketing

- Provided Avia with the Business Park BID Board's feedback regarding the proposed branding concepts.
- Working to coordinate a follow-up meeting with the branding committee and Avia to continue refining the Business Park identity and move the branding initiative forward.

Looking Ahead

- Review maintenance and repair proposals for the ponds and trail system.
- Continue working with Avia and the branding committee to finalize the Business Park branding direction.
- Begin planning for conversation with adjacent business owner of Centre Park status.

Account Number	Account Title	2026 Current year Budget	2026 Current year Actual	2026 Current month Actual
BUSINESS PARK BID				
256.11100	GENERAL OPERATING CASH	.00	166,762	45,167-
TAXES				
256.41.00120.56	BID ASSESSMENTS	230,307	230,307	.00
Total TAXES:		230,307	230,307	.00
OTHER FINANCING SOURCES				
256.49.19310.59	GENERAL FUND BALANCE USAGE	.00	.00	.00
Total OTHER FINANCING SOURCES:		.00	.00	.00
CPA/AUDITING SERVICES				
256.51.19960.2004	AUDIT SERVICES	6,300	3,400	.00
Total CPA/AUDITING SERVICES:		6,300	3,400	.00
BUSINESS IMPROV DISTRICT				
256.56.00700.1154	DOWNTOWN MANAGER SALARY	23,800	10,069	1,831
256.56.00700.1900	EMPLOYER CONTRIB/WISC RET	1,714	725	132
256.56.00700.1910	EMPLOYER CONTRIB/S.S. TAX	1,821	654	118
256.56.00700.1920	EMPLOYER CONTRIB/LIFE INSUR	8	13	3
256.56.00700.1930	WORKERS COMPENSATION PREM	426	180	33
256.56.00700.1950	MEDICAL INSURANCE PREM	6,622	3,733	804
256.56.00700.1955	HSA CONTRIBUTION	420	.00	.00
256.56.00700.2200	GAS/ELECTRIC CHARGES	13,000	1,297	486
256.56.00700.2203	TELEPHONE UTILITY CHARGES	.00	.00	.00
256.56.00700.2204	WATER/SEWER UTIL CHARGES	2,600	796	.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	.00
256.56.00700.5751	LAWN CARE/SNOW REMOVAL EXP	75,000	36,801	27,900
256.56.00700.5752	LANDSCAPING EXPENSES	.00	.00	.00
256.56.00700.5753	POND MAINTENANCE	10,000	4,454	4,099
256.56.00700.5754	PRIVATE UTILITY LOCATES	2,000	.00	.00
256.56.00700.5755	FOUNTAIN REPLACEMENTS	28,000	12,461	6,562
256.56.00700.5756	TRAIL MAINTENANCE	20,000	.00	.00
256.56.00700.5757	BRANDING STUDY	26,000	3,200	3,200
Total BUSINESS IMPROV DISTRICT:		224,007	82,173	45,167
BUSINESS PARK BID Revenue Total:		230,307	230,307	.00
BUSINESS PARK BID Expenditure Total:		230,307	85,573	45,167
Net Total BUSINESS PARK BID:		.00	144,734	45,167-

Account Number	Account Title	2026 Current year Budget	2026 Current year Actual	2026 Current month Actual
BUSINESS PARK BID				
256.11100	GENERAL OPERATING CASH	.00	155,973	10,790-
TAXES				
256.41.00120.56	BID ASSESSMENTS	230,307	230,307	.00
Total TAXES:		230,307	230,307	.00
OTHER FINANCING SOURCES				
256.49.19310.59	GENERAL FUND BALANCE USAGE	.00	.00	.00
Total OTHER FINANCING SOURCES:		.00	.00	.00
CPA/AUDITING SERVICES				
256.51.19960.2004	AUDIT SERVICES	6,300	3,400	.00
Total CPA/AUDITING SERVICES:		6,300	3,400	.00
BUSINESS IMPROV DISTRICT				
256.56.00700.1154	DOWNTOWN MANAGER SALARY	23,800	11,900	1,831
256.56.00700.1900	EMPLOYER CONTRIB/WISC RET	1,714	857	132
256.56.00700.1910	EMPLOYER CONTRIB/S.S. TAX	1,821	772	118
256.56.00700.1920	EMPLOYER CONTRIB/LIFE INSUR	8	16	3
256.56.00700.1930	WORKERS COMPENSATION PREM	426	213	33
256.56.00700.1950	MEDICAL INSURANCE PREM	6,622	4,537	804
256.56.00700.1955	HSA CONTRIBUTION	420	.00	.00
256.56.00700.2200	GAS/ELECTRIC CHARGES	13,000	7,178	5,881
256.56.00700.2203	TELEPHONE UTILITY CHARGES	.00	.00	.00
256.56.00700.2204	WATER/SEWER UTIL CHARGES	2,600	796	.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	.00
256.56.00700.5751	LAWN CARE/SNOW REMOVAL EXP	75,000	36,801	.00
256.56.00700.5752	LANDSCAPING EXPENSES	.00	.00	.00
256.56.00700.5753	POND MAINTENANCE	10,000	6,443	1,989
256.56.00700.5754	PRIVATE UTILITY LOCATES	2,000	.00	.00
256.56.00700.5755	FOUNTAIN REPLACEMENTS	28,000	12,461	.00
256.56.00700.5756	TRAIL MAINTENANCE	20,000	.00	.00
256.56.00700.5757	BRANDING STUDY	26,000	3,200	.00
Total BUSINESS IMPROV DISTRICT:		224,007	92,963	10,790
BUSINESS PARK BID Revenue Total:		230,307	230,307	.00
BUSINESS PARK BID Expenditure Total:		230,307	96,363	10,790
Net Total BUSINESS PARK BID:		.00	133,944	10,790-

Stevens Point Business Park Business Improvement District

Board Meeting Minutes

June 17th, 2026, at 11 am at the Transit Center Conference Room

Opening Section:

1. Roll call
 - a. Heidi Charlesworth - Present
 - b. Alderperson excused
 - c. Eric Carlson - Present
 - d. Jeff Ramlow - Present
 - e. Mike Trizinski - Tardy in at 11:04 - Present
 - f. Debra Marten - Present
 - g. Chase Rettler - Present
 - h. Karen Margelofski - Present
 - i. Jarod Kivela - City in at 11:02 – Present

General reports and updates

1. City staff Updates
 - a. Convenance meeting next month
 - b. Branding
 - c. Secured 10% for the rail plan - CN/Short Rail meeting
 - d. Hotel Developer/Industrial Trucking discussion
 - e. Midstate is still moving forward
2. Report from the Executive Director
 - a. Cap Services - Sept 19th (walk/run event) - Kid event
 - i. Permitting - Common areas?
 - ii. Event permit - Reach out to Clerks office
 - iii. Action to have BID approval on the plan - Yes/No only used for the common areas
 - iv. Create a plan for the approval - Memorandum of understanding document (in play now)
 - b. Letter of concerns - Running business from lot - follow up on the deed restrictions with Adam
 - c. Contact List updates - Email blind copy
 - d. Pond - Junction no power - Electrician repair

- e. Solar participation - planning another meeting
- 3. Board Chair Report
 - a. Nothing to report
- 4. Treasurer Report
 - a. Exception for the Jays lawn care
 - b. On or ahead of budget
- 5. Work Group updates
 - a. Deed - no updates
 - b. Rebranding - Review of the changes in this meeting

Discussion and Possible Action on:

- 1. Approved meeting minutes from May 8th, 2026 - Motion by Eric Carlson / 2nd - Mike Trizinski / Approved by board
- 2. BID Centre Park & Entrance Area
 - a. GI Associates/ENT purchasing the property vs common area owned by the city - Proceed to an approach
 - b. City council would have to approve the sale
- 3. Branding action
 - a. Review of the platform design
- 4. Invoice DNR approval - Motion by Eric Carlson / 2nd – Debra Marten / Approved by board

Meeting adjourned at 12:08

Minutes respectfully submitted by Heidi Charlesworth - Secretary