Stevens Point Downtown Business Improvement District Board Meeting Minutes
Tuesday, May 5th, 2026, at 2:30 pm in the SPACVB Conference Room

Opening Section: Brian Cummins – meeting called to order at **Start Time: 14:32**

1. Roll Call: Board Present: Brian Cummins, Ald. Marc Christianson, Tara Manzke, Hana Cutler, BJ Welling, Craig Cook, Tim Schertz
Staff: Karen Margelofsky (ED), Kris Carne (Events Coor.), Chris Klesmith (City)

Guests: Troy Hojnacki (Owner Grafitti's), Alexander Johnson (PC Public Library ED)

Brian welcomed our new board member Tim Schertz to the group and asked him to do an introduction. Tim stated that he has been a property owner in Stevens Point Downtown for over 30 years and has owned as many as 18 properties & some businesses at one time but now is down to 3 properties & one parking area and no businesses but still has a very strong interest in the success of the downtown and is glad to be a contributing member of the board.

2. Comments from the public on non-agenda items. Troy welcomed Tim to the board. Alexander stated he would like to speak on the WEDC Contract item.

3. General Reports and Updates

A. City Staff Updates, Lot A, condo building will start this year behind Great Northern Distilling. Shopko site should hear back from WHEDA this month to see if this project will continue to advance. Bus transfer center still in the works. Southern half of the Shopko site being worked for possible future development. Edgewater site is still being worked on pre-sale for townhome condos. City has a call for bids out for the new city hall which will close by May 19th.

B. Treasurer Report, Expenditures are as expected for salary's and wages for 2026. General Operating at 155k as of 1 May 2026. Audit price seems expensive $3,300 seems high per BJ. Karen verified this is the actual expense per the invoice from Baker Tilly. Downtown bid financials look to be on track. $22k from the friend's budget report as it currently stands for YTD end of March.

C. Downtown Executive Director Report

i. Summary from Main Street America, Tulsa, OK

ii. Monthly update for each work group. 50k grant was awarded for vibrant spaces, for library, alley project.

iii. Quarter Social was held and about 15-20 people attended.

iv. Mural contract has been updated. Jim Laabs is reviewing the agreement that was reviewed and approved by Attorney Logan at the City, so it looks to be heading in the direction to get fixed and replaced.

4. Board Chair Report: Insurance for events has been worked and needs to be finalized and working with BJ on the audit for the BID finances.

5. Event Coordinator Report

Chris Carne: Weekend event of 9 May, the change will be not to (close) Main St. for Saturday. Make Music Day, awaiting to hear back if we will get free harmonica and drumsticks. Notes at Night: Lawn signs will be going out into the community; signs are changing from 5:30 to 6-8:30 pm for Music. Night Market will start in July-September 10 total markets, 15 music events. Night/Farmers market in July will start at 5-8:30 pm.

Discover downtown, permits have been submitted. Still working on having a car show on that day.

Wine Walk: letters to business will go out next week to get participation. Bars can participate but they must have an invoice of purchase. 1 wine sample, 1 food sample and non-alcoholic options.

6. Work Group Reports

A. Promotion Work Group Lead: Grant writing services and training. Email will be sent to the BID members this week.

B. Design Work Group Lead: Meet Thursday, group, for alley project.

C. Economic Vitality Work Group Lead: Group met once since last board meeting and met with Joy from Northside yard. Pivoting to something with more control. Shift efforts to maximize grants offered. Window re-opening grant and Facade grant.

D. Organization Work Group Lead: (Chair seat Vacant), Downtown Collect, social, presenter's lineup, all board members will need to assist with the fundraising efforts to corporate supporters.

Discussion and Possible Action on:

1. Approve Meeting Minutes from March 3, 2026.
   "(February financials) change from March were approved, and Water street changed to 2nd street for the city updates", BJ moved, Tara 2nd, all in favor, Tim Schertz abstain as he was not in attendance last month. Ald. Christianson added

that the Franciscans feeding of the unhoused has shifted to 1 June, being moved from 1 May due to volunteers at the Salvation Army location.

2. WEDC Vibrant Spaces Contract: public comment from Library Executive Director Alexander Johnson: Nonsound based features since the library windows are porous so sound travels. BJ- recommends having complete buy in on the library board for what interactive features or not. Jarod will be the signature for the WEDC contract. Hannah makes a motion to accept contract, Marc Christenson, 2nd, all approved.
3. Communication Policies & Quick Reference Guides: Karen presented the newly developed policy and guides and informed that they were presented to the promotion work group but that this is just a first draft and stated that she would like to add a section on board emails regarding having a designated email separate from their personal emails that is owned by the DBID but required to be used for all board communications and will be subject to open records request should we ever receive one. This item was tabled for the next meeting to have more input and to make the noted additions.

4. Adjournment. Meeting was adjourned at 16:17

Reported by and certified by Craig Cook, Secretary