

Stevens Point Downtown Business Improvement District Board Meeting Minutes

Tuesday, July 7th, 2026, at 2:30 pm in the SPACVB Conference Room

Opening Section: Brian Cummins call to order with quorum **Start Time: 14:31**

1. Roll Call: Board Present: Tara Manske, Hana Cutler, BJ Welling, Craig Cook, Brian Cummins, Tim Schertz

Staff & City: Kris Carne (Events Coor.), Chris Klesmith (City)

Absent/Excused: Ald. Marc Christianson, Karen Margelofsky (ED)

Non-board members present: Ravi Barkey, Xerah Okray, John Hartman, Brandi Makuski (MetroWire)

2. Comments from the public on non-agenda items. **Craig Cook-Possibly looking to shift the July 2027 meeting to the following Tuesday to keep the meeting away from the 4th holiday. BJ-Look to add an agenda item next month to build a grant from the Economic Vitality Workgroup.**

Jerry Gargulak Homeless situation downtown: Meals are now being served at the Salvation Army. The homeless shelter is being worked on to get ready for occupation later in 2026.

3. General Reports and Updates

A. City Staff Updates, **Chris Klesmith, City Hall site prep is on its way. Groundbreaking on the 10th of July. Edgewater property plans commission for possible construction in spring/summer of 2027. Shopko site will be getting contamination cleanup down this summer. City did preliminary designs for the Shopko site. This is for street connections. Half a million award to the city for area site assessment, ie for the Chase bank property and others. Next Tuesday the 14th for Great Lakes building. Survey for downtown parking from businesses and landowners to help have a better understand for future development. Central Wisconsin Economic board has extended applications for funds for future expansions.**

B. Treasurer Report, Report, **BJ- TIF district money transfer in the amount of 35k. \$2,500 for BID audit, per the city. Expenditure through May was 44k, was reported. Friends report financials. 5K from Tommy's sponsorship, for Notes at Night has been delivered. The walk don't- \$ 375.00.**

C. Downtown Executive Director Report-

- i. **Mural Artist has begun work on the alleyway by the library.**
- ii. **Report has been added to the packet- please see report.**

4. Board Chair Report: **Financial cycle starts this time of the year, and the town hall is at the end of September. This all leads into public input that eventually make its way for the city council.**

5. Event Coordinator Report: **Make Music Day had bad attendance. Mother Nature has not cooperated yet this year for Notes@Night as most Wednesday's have been indoors. Discovery Downtown event is next week Sat. July 18. Wine Walk, tickets have begun to sell. 10% sales to this point.**

6. Work Group Reports

A. Promotion Work Group Lead: Tara- Met Carter from Marshfield who is the Executive Director and is looking to collaborate. Utilizing, the newspaper website to promote downtown businesses and events.

B. Design Work Group Lead: Hana- Tore out old tarps from the flower beds of the new library project planted all new plants. The project received news coverage from Channel 7 T.V.

C. Economic Vitality Work Group Lead: BJ- Since the last board meeting, the workgroup has met with the following downtown businesses and property owners: (identities kept confidential)

- Restaurant: Workgroup is exploring technical assistance to support the business's transition into a “destination” dining spot serving the downtown workforce and late-night crowd. Restaurant-specific technical assistance resources are being confirmed, with follow-up to the owner once available.

- Retail store: Owner is exploring relocation, with a preference for an ownership opportunity. They have been given contact information for available downtown properties and may pursue Small Business Development Grant (SBDG) pass-through funding. Their space needs have also been shared with a prospective downtown developer.

- Retail store: Owner is planning a back-of-house kitchen addition and has received guidance from the City's commercial building inspector on design and permitting, along with a referral to the SBDC. SBDG and CWED financing are both being explored to fund the project. Workgroup is checking in biweekly.

- Vacant location: A prospective new business idea is under consideration. The owner has related to the city regarding combining the two parcels, a façade improvement grants for exterior repairs, and building-access requirements for a ramp entry. This is a potential SBDG candidate for a new business.

- Restaurant: Owner is discussing a phased approach to renovating the second floor to benefit the existing business. She prefers not to take on financing but is open to bringing on a financial partner. Workgroup is facilitating an introduction to a downtown investor who has expressed interest in supporting property improvements.

- Property Owner: Owner is not ready to renovate the second floor but sees long-term potential for an Airbnb or residential use. Near-term interest is in undergrounding power lines and upgrading electrical service, improving façade weatherproofing, and reviving the mural on the building's south side — steps that would also open additional windows and exits on the second floor. Workgroup is coordinating with the utility provider on feasibility.

- Underutilized building tenant: Limited near-term interest in major building improvements, but the tenant supports keeping the adjacent space active for fitness/wellness use. Workgroup is watching for fitness or instruction businesses that could occupy the space; an initial outreach to a yoga instructor is underway.

- Retail tenant: Owner is considering franchising and expanding into the basement, and is exploring regional marketing campaigns. SBDG funding has been identified to support operations, marketing, and inventory, and JEM grant funding through Travel Wisconsin is being discussed for regional

marketing work. Workgroup is also exploring her interest in helping coordinate downtown business social events.

Next Steps

- Continue scheduled check-ins
- Facilitate connections: between owner and a prospective downtown investor, and between owner and the City regarding parcel combination and façade grant funding.
- Coordinate resources: including SBDC, SBDG, CWED, and JEM grant funding, and utility coordination with WPS for building.
- Continue identifying fitness/wellness tenant prospects for building and explore owners interest in an organizational/social events role for downtown businesses. Continue to explore grant writing and low interest loans.

D. Organization Work Group Lead: No Members, Kris Carne has verified to have enough volunteers for Wine Walk, and Notes and Night. Realizing that the BID website being imbedded with the CBB is an issue. Needs to be revisited.

Discussion and Possible Action on:

1. Approve Meeting Minutes from June 2, 2026. Motion to approve: Craig Cook, 2nd by Tim Schertz
2. Present and take action, Discussion and possible action on Locable proposal. (Tabled until August).

7. Meeting adjourned at 15:35

Reported by and certified by Craig Cook