

City of Portage
Minutes of Business Improvement District Board of Dir. meeting
Wednesday February 13, 2013
Municipal Building 115 West Pleasant Street, Conference Rm. 1

Meeting called to order at 7:31 a.m.

1. **Roll Call:** Present: Peggy Joyce;; Vice President ;John Krueger, Treasurer; Dennis Rupers, Chris Shadel, Steve Polnow, Shane Schmidt, Jim Rusch,

Members absent: John Krueger, Shane Schmidt

Non-Members Present: Gil Meisgeier, BID Contractor, Main Street Portage Ex. Dir. /BID Administrator; Roger Krejchik

2. **Approval of December 12 minutes 2012.**

Motion to approve December 12th. 2012 minutes. Motion by Shadel, 2nd by Rusch; Motion carried, all in favor.

Note: There were no minutes for January as the Board did not meet due to lack of quorum.

3. **Update re: Meeting with City Administrator Murphy and Public Works Director re: snow removal procedures.**

BID Contractor stated that overall conditions re: City snow removal and snow piles that block sidewalks were greatly improved. The City sidewalk crew is now removing snow on most sidewalks abutting city properties. i.e. parking lots, library etc. Contractor will continue to assist snow removal in those areas as well. Request from Steve Polnow to have public works state, when they will wind row snow to center of streets, as to not interfere with downtown business.

4. **Claims to pay & Financials Report**

- a. **Financials:** The board felt that the financials as forwarded by the city were incomplete. As a result a motion was made not to approve the financials. Motion, Rusch, second Polnow; Motion passed, all in favor. Pres. Joyce to follow up with Finance Director.

- b. **Claims to pay:** List of claims was presented by Treasurer Rupers. Shadel had question re: bill for insurance deductible for \$500.00 to Reinders equipment for repairs to the Polar Trac and Erskine snow blower. Shadel also had a question as to the format for payment of the BID Contractors liability insurance. Explanation was given by Contractor that the then City Administrator Plaster stated at the time of the Contractors 3 year contract in 2009 that before Contractor could be paid that it was an absolute requirement to have the City and BID included as additional insured and copies of certificates of insurance be provided to City. This required a commercial policy. This was approved by the BID Board. BID has paid the premium as approved by the BID Board. Shadel asked for verification that the City requires that the City and BID be named as additional insured on Contractor's Liability policy. President Joyce to check with City Clerk on this matter.

- c. After discussions all claims as presented by Treasurer Rupers were approved. Motion to approve by Rusch, second Polnow motion carried all in favor.

5. Discussion and possible action on Board member's terms of office

President Joyce obtained list of those board members whose terms were up from City Clerk Marie Moe. The members whose terms were up in 2014 were given as being Joyce, Polnow, Rupers (Wilz seat), Schmidt.

6. BID Contractors report.

Chris Shadel brought up issues regarding damage to the snow machine during contractors use. Shadel's discussion with Reinders service manager, revealed, that the damage to the snow machine would have been less, if the contractor had stopped using the unit after hitting something. Because of the continued use, Shadel encouraged the BID board , to consider the contractor, paying the \$500.00 insurance deductible. Rupers encouraged the BID board to pay the \$500.00 deductible since BID owns the unit. Rupers stated, that any continued damage to the unit, should be considered as a separate issue and possibly considered as a topic for discussion, for the next contract renewal. The BID board thanked the contractor for the good job he does of clearing the sidewalks. The timing and detail are excellent. However, the BID board encouraged the contractor to use more care when using the machine, to avoid further damage to the unit and to others personal property. The board discussed maybe not getting so close to buildings, street lights, steps, etc...

7. MSP Executive Directors Report

Approved on a motion Polnow, 2nd by Shadel. Motion carried. All in favor.

8. Requests for financial assistance: None

9. BID Marketing program was discussed.

Meisgeier presented an updated version of 100 REASONS ad that will be at the center of the BID marketing campaign.

Proposals were presented based on renewal requests. Board approved payments for the following:

- \$1,200.00 to Capitol Publications for the 100 reasons ad in 25,000 Columbia County Visitors Guides.
- \$500.00 for the Columbia County Visitors map with 100 Reasons copy.
- \$1,200.00 to local printer located in the BID, Allen & Associates for 25,000 four color glossy rack cards as presented.
- \$1,040.00 to ADLIT for rack card distribution service.
- \$600.00 to ADLIT for 100 reasons ad in 25,000 copies of the Shoppers Guide.

A motion was made to approve the preceding payments totaling \$4,540.00.

Motion by Polnow, 2nd. Rupers. Motion carried, all in favor

10. Report was given on City projects in the BID.

Questions arose re: the unattractive fencing that forces pedestrians to walk in the south bound traffic lane. It was suggested that a covered sidewalk be considered.

11. Motion to adjourn at 9:06 a.m. by Polnow, 2nd Shadel. Motion carried.

Prepared by GAM

Approved by Pres. Joyce