

City of Portage
Business Improvement District Board of Directors
Wednesday, August 14th. 2013, 7:30 a.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes

Board Members: President- Peggy Joyce, Treasurer-Dennis Rupers, Steve Polnow, Shane Schmidt, Jim Rusch, Chris Shadel,

1. **Roll Call.** All present except VP- John Krueger, absent
2. **Approval of minutes for July 10th. 2013 meeting.** Motion to approve by Rusch, 2nd Shadel. Motion carried all in favor
3. **Discussion and possible action on treasurer's report.**
 - a. Claims to pay; Motion to accept the attached listing as presented by Shadel, 2nd Rusch. Motion carried all in favor
 - b. Financials: Motion to accept as presented by Schmidt, 2nd Shadel. Motion carried all in favor.
4. **Introduction of guests, Larry Okray, Missy Paulson**
5. **Correspondence.** None
6. **Discussion and possible action on BID contractor's report.** Motion to approve by Schmidt, 2nd Rupers. Motion carried all in favor
7. **Discussion and possible action on MSP Executive Director's report.** Motion to accept as presented by Schmidt, 2nd Polnow. Motion carried all in favor
8. **Discussion and possible action on requests for financial support for downtown events.** None
9. **Discussion and possible action on Marketing program.** Missy Paulson of Capital Newspapers presented the concept of Holiday Happenings which replaces The List. The Board approved purchase of the lower half of the front page at a cost of \$900.00. Also approved was a wrap around to be in papers in Baraboo, Portage, Dells & Reedsburg (15,000 circulation) on 11/22, 11/29, 12/13 at a cost of \$750.00.

Motion to accept as presented by Rusch 2nd. Shadel, Motion carried all in favor

- 10. Discussion and possible action on Report on city committees, council agenda items.** Schmidt reported on meeting with Mayor and Administrator. They are willing to talk re: underground parking facility. Ad Hoc committee to be appointed. BID reps to be Rupers, Schmidt, Rusch.
- 11. Discussion and possible action on BID Contractor's contract.** Joyce reported that the contract must be put out for bid 3 months in advance. Present contract, request for bid to be sent to all who were asked to have comments ready for September meeting.
- 12. Discussion and possible action on 2014 BID budget.** Joyce appointed Rupers, Schmidt and Polnow to serve on 2014 BID budget committee to have budget ready for 09/11/13 meeting. Motion to accept as presented by Shadel, 2nd Rusch. Motion carried all in favor.
- 13. Adjournment.** Motion to adjourn at 8:57 a.m. by Polnow, 2nd. Schmidt. Motion carried all in favor

2013
City of Portage
Business Improvement District

August Schedule of Vouchers

#	Date	Charge Acct	Invoice #	Amount	Vendor	Description	Account #	Description
1	7/31/2013		PB073113	✓ \$1,562.00	Main Street Portage	Administrative Services	550	Administrative Services
2	7/31/2013			✓ \$2,489.00	GH Weisgerler DBA	July 2013 Services	241	Custodial Services
3	5/1/2013	POR0818	121939	✓ \$1,040.00	AdLit, Inc	Rack Card Distribution Services	296	Marketing
4	6/1/2013	POR0818	121864	✓ \$400.00	AdLit, Inc	Shoppers Guide - 100 Reasons	296	Marketing
5	8/14/2013			✓ \$200.00	Main Street Portage	Shoppers Guide - 100 Reasons - Reimburse	296	Marketing
6	8/14/2013			✓ \$1,444.46	Main Street Portage	Temple Display - Banners - Reimbursement	296	Marketing
7								
8								
9								
10								

Total: \$7,135.46

Debit Card Disbursements - #7116

#	Date	Card Balance:	Amount	Vendor	Description	Account #	Description
1	7/1/2013		\$500.00				
2	7/17/2013		\$208.00	Walsh's Ace Hardware	4 Can Liners at \$52 each	351	Repairs/Maintenance Supplies
3	7/17/2013		\$0.92	Walsh's Ace Hardware	Contact Paper	351	Repairs/Maintenance Supplies
4			\$10.09	Walsh's Ace Hardware	Paper & Laminated Peel/Stick	351	Repairs/Maintenance Supplies
5							
6							
7							
8							

Total: \$219.01

Balance: \$280.99

Approved for payment during City of Portage Business Improvement District Committee meeting dated 8/14/13



Dennis Rupers, Treasurer
BID Board of Directors

Date 8/14/13

245 00 567 20

116 46.46