

**City of Portage
Business Improvement District Board of Directors
Wednesday, October 09, 2013, 7:30 a.m.
City Municipal Building, 115 West Pleasant St.
Conference Room One
Minutes**

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

Also present: Roger Krejchik, Gil Meisgeier & Larry Okray

1. Meeting Came to Order at 7:31am under the direction of Vice President, John Krueger.
- Roll Call: All present except for President, Peggy Joyce (excused)
2. **Motion to approve minutes for September, 2013 meeting by Shadel. 2nd by Rusch. Motion passed with all in favor.**
3. Discussion and possible action on treasurer's report
 - a. Treasurer Rupers presented the Claims to Pay Voucher list for October, 2013.
 - i. \$3156.50 to pay
 - ii. **Motion to approve October 2013 Claims to pay by Krueger, 2nd by Rusch. Motion passed with all in favor.**
 - b. Treasurer Rupers presented the September, 2013 Financials.
 - i. Rupers stated that the Financials balance.
 - ii. **Motion to approve September 2013 Financials by Schmidt. 2nd by Polnow. Motion passed with all in favor.**
4. Introduction of Guests: VP Krueger welcomed guests Roger Krejchik, Gil Meisgeier and Larry Okray. No specific items to discuss were requested by the guests.
5. Discussion and possible action on requests for financial support for downtown events
 - a. Treasurer Rupers presented a \$1300 support request from Portage Area Chamber of Commerce for 2014 Taste of Portage Event.
 - i. **Motion to approve PACC's \$1300 request for 2014 Taste of Portage event by Rupers, 2nd by Schmidt. Motion passed with all in favor.**
 - b. Polnow brought up need to reconsider Community Event assistance of \$750 to help fund Reindeer Games event during the holidays.
 - i. **Motion to approve \$750 Community Event request from American Way for Reindeer Games event by Schmidt, 2nd by Rupers. Motion passed with all in favor.**
6. Gil Meisgeier, presenting the September 2013 BID Contractor's report.
 - a. Rupers thanked Gil for the color coded map of BID and City snow removal responsibility.
 - b. Meisgeier presented his monthly report to the Board.

- c. Polnow asked for update on Toro Snow Machine Service. Gil said that Carl F Statz is waiting for a screw to arrive to complete service on machine. Ready for winter.
- d. Schmidt discussed BID orange cone purchase possibility. Gil said that the cones are \$14 each when purchased in 20 count package. Board decided to hold off on purchasing cones at this time.
- e. **Motion to accept BID contractor's September report by Polnow, 2nd by Schmidt. Motion passed with all in favor.**

7. Discussion and possible action on BID Contractor's Position

- a. Shadel presented the assigned BID Contractor position items to the Board. Rupers thanked Shadel and the committee for their hard work on this project. Shadel presented and each line item was discussed for; 1.) a revised BID Contractor Job Duties list, 2.) a revised BID Contractor Contract Agreement, 3.) a BID Contractor Job Posting description, and 4.) the City Snow Removal and Charge back proposal from City.
 - i. **Motion to accept BID contractor's revised Job Duties list with requested changes by Schmidt, 2nd by Polnow. Motion passed with all in favor.**
 - ii. **Motion to accept BID contractor's revised Contract Agreement with requested changes by Schmidt, 2nd by Rupers. Motion passed with all in favor.**
 - iii. **Motion to accept BID contractor's Job Posting with requested changes by Schmidt, 2nd by Polnow. Motion passed with all in favor.**
- b. After discussion on the City Snow Removal and Charge back proposal from City, Shadel stated that in his meeting with City Administrator, Shawn Murphy, that there was no animosity felt as there is an atmosphere of working together for the betterment of the downtown, its owners & tenants and customers. Shadel suggested that the Contract Committee continue talks with the City Administrator and get an agreeable plan of action put together that works for everyone.

8. Discussion and possible action on procuring rental space to store BID Equipment.

- a. Shadel presented to the Board the need to house BID Equipment in a location not owned by the BID Contractor and within the BID boundaries. Shadel and Joyce met with the Dorns, who own the lot along the canal on Thomson and Mullet streets. Dorns agreed to rent the lot and structure to BID at no charge. BID must pay for necessary repairs and clean-up, as well as maintain the property appropriately.
 - i. Agreement with BID and the Dorns would be a month to month rental at no charge with a 60-90 day notice of cancellation for rental between both parties. President Joyce will be working on a lease agreement.
 - ii. Shadel said that it will cost around \$5000 for needed concrete, building repairs and clean-up. Improvement and Repair costs for property will not be reimbursable to BID by the Dorns at any time.

- b. **Motion to approve the project with a \$5000 pre-approved limit upon the acceptance of future written agreement between both parties by Schmidt, 2nd by Shadel. Motion passed with all in favor.**
9. Discussion and possible action on BID By-Laws
- a. Rupers presented three (3) By-Laws change proposals. Board members reviewed and
 - i. 2014 BID By-Laws Change
 - 1. For correcting references to Main Street Portage & Administrator
 - ii. Proposal for BID Board Officer Position – Secretary
 - 1. Increase Board member size from 7 to 9
 - 2. Secretary Position Duties
 - iii. 2014 BID Committee Structure Proposal
 - 1. Committee Structure Philosophy
 - 2. Committee Assignments
 - b. Board members reviewed and the general consensus was to move forward with proposal consideration but to table for further discussion at the November 13, 2013 Board meeting.
10. Discussion and possible action on BID/MSP/DPI Marketing Program
- a. Krueger provided an update stating that he has discussed with Tourism and with the Portage Area Chamber of Commerce that any coordinated marketing efforts must not be downtown specific but include the city of Portage as a whole.
 - b. Discussion on working with DPI and the coordination of Marketing efforts will continue to be discussed.
11. Discussion and possible action on Report on City Committees, Council Agenda, etc.
- a. Streetscape
 - i. Polnow presented to the Board the need for a Short-term and Long-term Streetscape plan for BID. Polnow volunteered to chair this committee.
 - ii. **Motion to form a Streetscape committee to get a short and long-term plan for BID by Polnow, 2nd by Rupers. Motion passed with all in favor.**
 - b. Conant Street Underground Parking
 - i. Schmidt provided an update that there is no new news at this time. A meeting with the BID Underground Committee and the city is forthcoming.
12. Adjournment
- a. **Motion to Adjourn at 9:22 by Schmidt, 2nd by Krueger. Motion passed with all in favor.**

Respectfully Submitted by Dennis Rupers, BID Treasurer.