

**City of Portage**  
**Business Improvement District Board of Directors**  
**Wednesday, February 12, 2014, 7:30 a.m.**  
**City Municipal Building, 115 West Pleasant St.**  
**Conference Room One**  
**Minutes**

**Board Members:** President- Peggy Joyce, Vice President-John Krueger, Treasurer-Dennis Rupers, Secretary-Shane Schmidt, Maribeth Dorn, Ian Dumbleton, Myrna Hooper, Sheila Link & Chris Shadel.

**Also present:** BID Contractor-Scott Davis, Mayor-William Tierney, City Administrator-Shawn Murphy & Marianne Hanson, Executive Director of PACC.

1. Meeting Came to Order at 7:30am under the direction of President, Peggy Joyce. All members present.
2. President Joyce welcomed the new Board members.
  - a. Maribeth Dorn introduced herself and gave a brief verbal resume to the Board. The Board thanked her for her willingness to serve as a Director for the Portage Business Improvement District.
  - b. Ian Dumbleton introduced himself and gave a brief verbal resume to the Board. The Board thanked him for his willingness to serve as a Director for the Portage Business Improvement District.
  - c. Sheila Link introduced herself again and gave a brief verbal resume to the Board. The Board thanked her for her willingness to serve as a Director for the Portage Business Improvement District.
  - d. Myrna Hooper introduced herself again and gave a brief verbal resume to the Board. The Board thanked her for her willingness to serve as a Director for the Portage Business Improvement District.
3. President Joyce presented the minutes from January 22, 2014 and asked for a motion to approve the minutes as presented.
  - a. **Motion to approve minutes for December 4, 2013 meeting by Schmidt. 2<sup>nd</sup> by Shadel. Motion passed with all in favor.**
4. President Joyce welcomed the guests to today's meeting.
  - a. Attorney, John Miller was introduced and was given the floor to present his concerns to the BID Board in regards to maintaining the County Services Location within the downtown Portage. Mr. Miller stressed that the efforts of the BID and City Council in passing resolutions to keep the County Services within downtown Portage are a good start but not enough. More effort must be made so that the County fully understands the importance of keeping County services within the downtown area as it is vital for the health of the downtown. Mr. Miller stated his disappointment in the County as they shutout the public with their closed door meetings. Mr. Miller is concerned that the Madison based consulting firm does not share the same notion of the importance in keeping the county services within

downtown Portage. Mr. Miller stressed that downtown business owners need to be involved and vocal in sharing their concerns with the County to keep their presence within downtown Portage. The downtown business owners, BID and the City need to be active in the promotion of keeping the county services within downtown Portage and determining the obstacles, and overcoming those obstacles, in order to achieve this goal. Mr. Miller asked that BID Board members attend the City Council meeting on Thursday, 02/13/14, at 7:00pm and attend the County meeting on 02/19/14 to share their concerns. Mr. Miller also asked that Board members and the downtown business owners individually contact the City and County Representatives to share their concerns.

- b. Marianne Hanson, Executive Director for the Portage Area Chamber of Commerce was welcomed to the meeting. Hanson did not make a request to petition the Board.
  - c. Mayor Tierney was welcomed to the meeting. Mayor Tierney wanted to thank the BID Board for their involvement along with stating how pleased he was that the BID was able to obtain 2 additional members and congratulated the Board for now having 9 working Board members. Mayor Tierney stated how positive this is for the City and feels that the BID Board efforts are headed in a very positive direction. Mayor Tierney reiterated that the new Portage Director of Business Development, Steve Sobiek is the conduit between the BID Board and the City and that he looks forward to positive things happening with this relationship.
  - d. City Administrator, Shawn Murphy was welcomed to the meeting. Murphy presented to the board that he is in direct contact with the County and that the County is very cognizant of the City's desire to keep the county services within downtown Portage. President Joyce added her request that the Board members attend the City Council meeting on Thursday, 02/13/14, at 7:00pm along with the County meeting on Wednesday, 02/19/14.
5. Discussion and possible action on treasurer's report
- a. Treasurer Schmidt presented the Claims to Pay Voucher list for February, 2014.
    - i. **Motion to approve the presented Claims To Pay list in the amount of \$6199.76 by Krueger. 2<sup>nd</sup> by Hooper. Motion passed with all in favor.**
  - b. Treasurer Schmidt presented the January 2014 Financials to the Board. It was stated that not all board members received the January Financials. Therefore, Rupers and Schmidt presented the financials to the Board stating that we are in balance for the beginning of this fiscal year and that the Tax Roll Funds will be added to the BID account this month and will be reflected in the February 2014 financials.
    - i. **Motion to approve January 2014 Financials based on the review and recommendation by Treasurer Schmidt and Secretary Rupers by Krueger. 2<sup>nd</sup> by Shadel. Motion passed with all in favor.**
  - c. **Motion to remove the tabled item from January 2014 meeting regarding Gil Meisgeier's request for an additional payment of \$1472.94 by Shadel. 2<sup>nd</sup> by Rupers. Motion approved with all in favor.**

- i. President Joyce presented her request not respond to the request for additional funds from Gil Meisgeier due to her confirming discussion with City Administrator, Shawn Murphy, that Meisgeier's contract was not terminated but it expired as of 12/31/13. Meisgeier was given the opportunity present a bid for the Contractor's job for the 2014 fiscal year and he was given a courtesy letter stating that the bid was awarded to another contractor. Gil was also thanked for his prior years of service. No action was needed to be taken on this matter.
6. Discussion and possible action on BID Committee Chairman reports.
- a. **Executive Committee** – Chairperson, President Joyce stated that there is no report to present to the Board.
    - i. Director Schmidt stated to the Board that each committee should strive to meet once a month and present a report to Board.
    - ii. Director Rupers added that each committee should keep minutes of each meeting and present them to the Secretary for distribution before each meeting. Director Rupers also added that each Committee Chairperson should inform the Secretary of committee members and their contact information so that proper membership lists can be maintained.
  - b. **Buildings & Grounds Committee** – Chairperson, Treasurer Schmidt presented to the Board the results of their committee meeting which centered on the replacement of the current ATV(s) with a new UTV, side by side unit.
    - i. Schmidt presented the question to the board to determine what the primary and secondary uses of this machine would be.
    - ii. Discussion ensued and President Joyce asked that the committee present to the board its recommendations within the next few months.
  - c. **Contractor Committee** - Director Shadel presented to the Board the Contractor Committee and the January 2014 Contractor reports.
    - i. Director Shadel provided an update on the cleaning and maintenance of the Polar Trac. Cleaning process is going well. Determined that the rear tires were in desperate need of being replaced. This was completed but will be included in the February report. Shadel updated the board on the replacement of the ram for the Polar Trac that was damaged when removing snow from a low level step that was hidden by snow. Replacement was made and the damaged ram will be repaired and used for a spare.
    - ii. Contractor Davis presented to the Board his meeting with the Fire Inspector regarding Fire Safety and proper heating of shed. Davis will cover the exposed wiring according to code that are serving the outlets and switches. Davis will remove the prohibited insulation currently installed in the ceiling. Adequate fire extinguisher is in place. An electric heater is allowable within the shed and Davis will therefore work with Director Shadel on purchasing an adequate heater along with a block heater for the Polar Trac. Both items will be presented in the February report.
    - iii. Discussion moved to the topic of snow removal from the sidewalks within the Business Improvement District. A number of Board members received complaints about snow not being removed from the sidewalks in front of their businesses. It was determined that there is a problem due to an established precedent as well as miscommunication between the BID Board and the business owners within the BID. The Contractor's contract clearly states that the Contractor will remove the snow

when there is 1" or more of snow on the sidewalks. The previous contractor would remove snow when there was less than 1". Discussion ensued as to when the contractor should remove the snow. Director Dorn stated the importance of keeping the downtown cleaned up and presentable for the business owners and the visitors. Director Rupers added that there was an issue of the sidewalks not being cleared in front of the vacant locations when there was less than 1" of snow cover, as well as in front of the business that were closed during the weekends.

1. **Motion to have the contractor clear sidewalks when there is 1/2" or more of snow on the walks by Hooper. 2<sup>nd</sup> by Krueger. Motion passed with all in favor.**
- iv. Director Schmidt discussed the need to communicate to the current and new Business and Property owners within the BID of the Contractor's responsibility and the Business and Property owners responsibility with snow removal from the sidewalks. Directors Schmidt and Shadel agreed to work with Director Rupers and join him on working on a plan for implementing and communicating properly with the Business and Property owners.
  - v. Director Shadel continued his report with discussion on the Farmers Market and the actions required from the Board to properly prepare for the 2014 season.
    1. **Motion to approve payment for a \$30 Permit Fee for Farmers Market by Shadel. 2<sup>nd</sup> by Krueger. Motion passed with all in favor.**
    2. **Motion to approve payment for \$760 for Liability Insurance for Farmers Market by Shadel. 2<sup>nd</sup> by Krueger. Motion passed with all in favor.**
    3. **Motion to approve payment for \$200 to Portage Chamber of Commerce for Farmers Market services rendered in 2014 by Shadel. 2<sup>nd</sup> by Hooper. Motion passed with all in favor.**
    4. **Motion to approve up to \$1000 for purchase of Traffic Cones for BID use within the district by Shadel. 2<sup>nd</sup> by Rupers. Motion passed with all in favor.**
    5. **Motion to approve updating Farmers Market application according to Federal & State regulations by Shadel. 2<sup>nd</sup> by Schmidt. Motion passed with all in favor.**
    6. **Motion to approve keeping indefinitely, the location of the Farmers Market at the Commerce Plaza location by Shadel. 2<sup>nd</sup> by Dumbleton. Motion passed with all in favor.**
  - vi. **Motion to accept BID Contractor's January 2014 report by Rupers. 2<sup>nd</sup> by Schmidt. Motion passed with all in favor.**
- d. **Grants (Community Events) Committee** – Newly appointed Chairperson, Maribeth Dorn did not have a report to present to the Board but she opened up the floor for discussion. Director Schmidt presented a request for \$250 from Heritage Paddles for 2014.
    - i. **Motion to approve \$250 payment to Heritage Paddles by Rupers. 2<sup>nd</sup> by Schmidt. Motion passed with all in favor.**

Director Hooper was excused at 9:04.

- e. **Marketing Committee** – Director Krueger stated that there was no new report to present to the Board.
  - f. **Streetscape Committee** – President Joyce stated that there was no new report to present to the Board other than they are currently working on the pre-approved purchase of Post Holiday Winter Banners.
  - g. **Ad Hoc Committee Reports** –
    - i. Location Study for County Services – President Joyce stated that there is no further report to present to the Board since guest, Attorney John Miller made his presentation.
    - ii. Conant Street Parking Structure – Director Rupers stated that there is no further report to present to the Board at this time.
7. Update, discussion and possible action of involvement with Downtown Portage, Inc. (DPI)
- a. President Joyce stated that there is no report to present to the Board.
8. Discussion and possible action on BID Committee Goals and Action Plans for 2014
- a. **Motion to remove Discussion and possible action on BID Committee Goals and Action Plans for 2014 from off the table for Board discussion by Schmidt. 2<sup>nd</sup> by Rupers. Motion passed with all in favor.**
    - i. Director Schmidt reiterated from the Bylaws that the Executive Committee should meet with the committee chairs to work on goals and actions plans for completing those goals in 2014. Schmidt also added that each committee should try to meet once a month and present a report to the Board each month.
    - ii. Director Rupers asked President Joyce that the Executive Committee get together before the March 2014 board meeting to discuss planning for 2014. Director Rupers also added that each committee chair should recruit volunteer committee members to help them accomplish goals. Rupers again reminded the Board that each Chairperson should present the names and contact information of each member.
9. Adjournment
- a. **Motion to Adjourn at 9:16 by Joyce, 2<sup>nd</sup> by Shadel. Motion passed with all in favor.**

Respectfully Submitted by Dennis Rupers, BID Secretary.