

**City of Portage**  
**Business Improvement District Board of Directors**  
**Wednesday, April 9, 2014, 7:30 a.m.**  
**City Municipal Building, 115 West Pleasant St.**  
**Conference Room One**  
**Minutes**

Present: President- Peggy Joyce, Treasurer Shane Schmidt, Secretary Dennis Rupers, Maribeth Dorn, Ian Dumbleton, Myrna Hooper, Sheila Link & Chris Shadel.

Excused: Vice President John Krueger

Also present: BID Contractor Scott Davis, Rob Gehm from Links Greenhouse, Mayor Bill Tierney, Director of Business Development Steve Sobiek.

**1. Roll Call**

The meeting was called to order at 7:31am by President Joyce.

**2. Discussion and request for approval of BID Meeting minutes for March 25, 2014.**

President Joyce presented the minutes from March 25, 2014 and asked for a motion to approve the minutes as presented. Motion by Schmidt, second by Dorn to approve minutes for March 25, 2014 meeting.

**3. Discussion and possible action on treasurer's report.**

Claims to pay

Treasurer Schmidt presented the Claims to Pay Voucher list for March, 2014. Schmidt presented the Claims to pay for April in the amount of \$2533.17. President Joyce asked that \$1200 to be added to April's Voucher list for advertising Downtown Portage events within the Columbia County Travel Planner with Capital Newspapers. Motion by Shadel, second by Hooper to approve the presented Claims To Pay list in the amount of \$3733.17 by Shadel. Motion carried unanimously on call of roll. (Approved Motion to revise Claims to Pay to \$4145.22 located in Grants Committee report; 6.c.)

Financials – March 2014

Treasurer Schmidt presented the March 2014 Financials to the Board. Schmidt stated that the prepaid card for the contractor was separated out as its own account as "Inventories and Prepayments; #245-00-16000-055 –Prepaid Expense. Therefore, all purchases on the card will be maintained on the monthly Claims to Pay voucher form and will be properly expensed within the BID Financials. Treasurer Schmidt added that the BID March Financials were accurate and balanced. Motion by Dumbleton, second by Schmidt to approve February 2014 Financials. Motion carried unanimously on call of roll.

President Joyce directed the Board to the agenda item, Streetscape Committee Report, so that guest, Rob Gehm did not have to attend the meeting longer than needed.

**4. Discussion and possible action on Streetscape Committee**

Purchase of Flowers and Plants

President Joyce introduced guest Rob Gehm, from Links Greenhouse. Discussion ensued on needed flowers and planters for the spring and summer season. Rob stated that 60 baskets were ordered last year. President Joyce stated that the Streetscape Committee will meet with Rob to make purchasing decisions. Schmidt added that the height of plants in the planters located in the bump outs should be taken into consideration so that they can be seen through the vehicle's back windows. Rupers asked Rob the approximate cost of flowers and planters that was purchased last year, along with the additional cost for the new hanging baskets. It was felt that between \$2000 and \$2500 was needed to accomplish the BID's plans. It was also noted that \$30,000 of the \$96,167 in the Designated Fund Balance (Fund Balance, #245-00-34000-992) has been allocated for Streetscape. Motion by Rupers, second by Schmidt to move up to \$2500 from the Designated Fund Balance (Fund Balance, #245-00-34000-992) and make available to the Streetscape Committee for their purchasing decision of planters, baskets and flowers within the Business Improvement District. Motion carried unanimously on call of roll.

#### Purchase of Street Lamp Banners

President Joyce stated that there was no report on the purchase of street lamp banners as no further action has been taken by the committee.

President Joyce directed the Board back to the order on the Agenda to item #4. Discussion ensued on the BID Committee reports where action was not needed.

### **5. Discussion on BID Committee Reports**

#### **Executive Committee**

Chairperson, President Joyce stated that the Executive Committee met with City Administrator, Shawn Murphy, City Clerk, Marie Moe and City Treasurer, Jean Mohr to discuss logistical items, along with the need for BID Board to correct the presentation and notation of BID Board Meeting Minutes and items on the BID Board Meeting Agenda.

Joyce stated that the monthly payment to the Independent Contractor will now be paid monthly, in arrears, the 2<sup>nd</sup> Friday of each month. This payment will not be based on the notation within the minutes or on the Claims to Pay voucher. This payment will be based on the signed contract.

Joyce added that due to the storage shed's need for electricity, BID's Alliant Energy Bill will now be correctly billed to the City of Portage.

It was also discussed that a BID page be added as a link on the City's website so that contact information may be provided to those seeking information in relation to the BID.

Lastly, Marie Moe presented a clear description to the Executive Committee on how agenda items are to be listed when there is required action by the board. Items requiring action must be stated on the Agenda for the public to view. Therefore, all committee chairs must present items to Secretary Rupers and President Joyce for consideration to be added to the Agenda.

Director Shadel brought up the need for each committee to present a written report to be distributed to the Board on the first Friday of each month. Shadel added that reports should be reviewed before the meeting to allow for proper consideration and questioning, if need be. Schmidt added that it will aid in helping the Board meetings to not go as long. Rupers added that most of the work should be done at the committee level. Clear presentations to the Board after the members

have had time to properly digest the material will help us to establish the importance of working effectively at the committee level, as well as saving time in the Board Meetings.

Director Schmidt reiterated to the Board that each committee should strive to meet once a month and present a report to Board, including the Executive Committee.

### **Marketing Committee**

Due to Committee Chair, Krueger's absence, President Joyce presented to the Board her decision to approve a \$400 advertising campaign with Capital Newspapers from the marketing budget for "104 Things To Do In Portage." This timely decision was a \$600 savings from the same campaign in 2013.

### **Ad-Hoc Committee for Location Study for County Services**

President Joyce introduced Mayor Bill Tierney and Portage Director of Business Development- Steve Sobiek. Mayor Tierney provided an update on the County Services and their relocation study. Mayor Tierney stated the Infrastructure Committee will have a new Chairperson, Vern Gove who will replace outgoing chair, Andy Ross. In response to Director Dorn's question as to what services may leave or enter the downtown, Mayor Tierney stated that although a final decision has not been made, there is strong discussion of moving just the County's Judicial function to the Jail location due to building & security requirements. Health & Human Services functions would possibly be moved to the downtown. Sobiek added that this move would bring more people to the Downtown area as there are roughly 150 to 200 employees serving the county in this capacity. Mayor Tierney added that whatever the County decides to do, if all County services are not maintained in the Downtown area, someone will be inconvenienced. The Mayor reinforced that the County has to look out for what's best for and has to answer to the people and taxpayers of the County, and not just downtown Portage. President Joyce thanked both the Mayor and Sobiek for their attendance and input this morning.

## **6. Discussion and possible action on BID Committee Chairman reports.**

### **Buildings & Grounds Committee**

#### **UTV Purchase**

Committee Chair, 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. After reviewing quotes from BobCat, Polaris, Kubota and Gator (Kubota failed to provide a quote, the committee chose to present to the Board their recommendation of the BobCat UTV. The BobCat will best serve the BID as it is a PTO driven unit that could not only be used to haul trash and deliver water, but could also be used for sidewalk cleaning and to fill in as a back up to the Polar Trac in the winter. Schmidt stated to the board that the BobCat quote offered the best price due to their generous municipality discount. The cost of the UTV and Brush is \$23,624.21, after a municipality discount of \$5939.76. Polaris was the second choice, but the cost was higher. Not only are the attachments more expensive with Polaris, but they are also manufactured by BobCat. Dumbleton added that BobCat is the biggest municipality supplier. Schmidt added that the committee and Scott Davis were able to test drive the equipment and found it more than satisfactory and that it would also fit nicely within the storage unit. Rupers added that \$65,000 has been set-aside within the \$96,167 Designated Fund Balance (Fund Balance, #245-00-34000-992) for the purchase of the equipment; \$15,000 specifically for ATV Replacement and \$50,000 for Building & Grounds.

Motion by Rupers, second by Hooper to move \$8624.21 from the Designated Fund Balance (Fund Balance, #245-00-34000-992) and make available to the Building & Grounds Committee for the purchase of the presented BobCat UTV with Brush attachment for \$23,624.21. Motion carried unanimously on call of roll.

Director Shadel brought up the issue of the remaining 2 ATVs. Shadel suggested that BID keep one and get rid of the least valuable unit. The committee will be considering the use of the current 2 ATVs and present to the Board its recommendations.

Schmidt also presented to the Board that the committee talked with property owner, Dennis Dorn and he gave permission to look into cleaning up the property and storage structure, as well as the possibility of installing fencing to secure BID Equipment. Schmidt received a verbal bid of \$700 from Tom Summers Landscaping to clear, cut trees & clean the driveway of the Storage structure and add gravel onto the driveway to reduce a muddy mess. Dennis Dorn also offered to provide the paint at no cost to BID to paint the structure as needed/desired. Painting and Fencing are projects that will be taken on in the future. No planned project dates as of yet.

### **Contractor Committee**

Director Shadel presented to the Board in detail the Contractor Committee reports; the March 2014 Independent Contractor's report and the Farmer's Market report. Reports were distributed to the Board on Friday, 04/04/14 for review.

Motion by Schmidt, second by Dumbleton to accept the BID Contractor's March 2014 reports (Addendum #'s 2, 3 & 4). Motion carried unanimously on call of roll.

### **Grants (Community Events) Committee**

#### **\$500 grant request from DPI for Hats off to Spring event**

Director Dorn presented to the Board a grant request from Downtown Portage, Inc. (DPI) in the amount of \$412.05 for the upcoming Hats Off to Spring event, on 04/12/14, to help cover the cost for advertising the event. The event is not a fund raiser so they are asking for help with marketing the event. Due to the timing of the event and the requirement of the funds to pay for the advertising expenses, President Joyce asked the Board to consider revising the earlier approval for the April Claims to Pay to include the requested \$412.05.

Motion by Joyce, second by Dumbleton to amend the previously approved Claims To Pay list in the amount of \$3733.17 to the revised amount of \$4145.22, which includes the additional \$412.05 grant request by DPI. Motion carried unanimously on call of roll. (Addendum 1 – Claims to Pay)

#### **\$1300 grant request from DPI for advertising**

Also, Director Dorn informed the Board that DPI has withdrawn their \$1300 grant request noted in the March 2014 minutes that was going to be itemized as to how the funds were to be used. The DPI Board determined that the funds were already requested and received previously from BID.

### **7. Discussion and update on involvement with Downtown Portage, Inc. (DPI)**

Director Link presented her report regarding Downtown Portage, Inc. (DPI). Link stated that DPI is happy to have 2 new Board Members.

Link also presented to the Board an update as to how the plans are coming along for Portage Canal Days on 05/30/14 through 06/01/14. Canal Days will have a family friendly atmosphere this year along with a family run carnival. Entertainment will include Travis Agnew and Roadtrip. Local talent will be performing on Sunday afternoon. Shuttle service will be provided to and from the re-enactments, Historical Levee walks and Old Fashioned carnival games will be included.

### **8. Adjournment**

Motion by Joyce, second by Rupers to adjourn the meeting at 9:16. Motion carried unanimously on call of roll.

Respectfully Submitted by Dennis Rupers, BID Secretary.

2014  
City of Portage  
Business Improvement District  
April Schedule of Vouchers

#	Date	Charge Acct	Invoice #	Amount	Vendor	Description	Account #	Description
1	3/21/2014			\$2,500.00	BKO, LLC - Scott Davis	March 2014 Services	241	Custodial Services
2	3/30/2014		7119	\$27.91	Cin's Shade!	Farmers Market Goodies	297	Farmers Market
3	3/31/2014		1851426	\$5.26	Cin's Shade!	Farmers Market Soda	297	Farmers Market
4	3/31/2014		2155911	\$1,200.00	Capital Newspapers	Columbia County Travel Planner (approved per 1/22/14 ordinance)	296	Marketing
5	3/24/2014			\$412.05	Downtown Portage Inc-DPI	"Hats of to Spring" Advertising	296	Marketing
6								
7								
8								
9								
10								

Total: \$4,145.22

Pre Paid Expenses Account #055		Card Balance:	Walgreens Balance	Monthly Fee	Bank Fees
1	3/26/2014	Pre-Paid	\$2.95		590
2					
3					
4					
5					
6					
7					
8					
9					
10					

Total: \$2.95  
Balance On Card: \$350.59

Approved for payment during City of Portage Business Improvement District Committee meeting dated 4/8/2014  
  
 Shane Schmidt, Treasurer  
 BOB Board of Directors  
 Date: 4/15/2014

(2)

*Forward Market Street*  
**Walmart**  
Save money. Live better.

(508) 742-1432  
MANAGER KATHLEEN DODGEY  
2930 NEW PINNAC RD  
PORTAGE, MI 53901

SI# 1799	Q# 00003441	TE# 12	TR# 07119
BAKERS DOZEN	007874298255	F	3.98 0
BAKERS DOZEN	007874298255	F	3.98 0
BAKERS DOZEN	007874298255	F	3.98 0
BOUNTY NAPDN	003700047880	F	3.97 X
HI GOUR RST	004330004091	F	3.78 N
COOKIE	007366408020	F	2.00 0
COOKIE	007366408020	F	2.00 0
COOKIE	007366408015	F	2.00 0
COOKIES	007874290406	F	2.00 0
SRTOTL			
LAK 1	5.500 X		27.69
CASH TEND			27.91
CHANGE DUE			30.00
			2.09

# ITEMS SOLD 9

TC# 4413 0060 2804 5044 1088  
Our Guaranteed Low Prices  
Are Unbeatable Within Aft Match!  
03/30/14 18:09:16

(3)

*Forward Market Street*  
**Kwik Trip**  
2970 New Pinery Rd  
Portage, MI 53901  
(518) 742-6676

Store #883 3/31/2014 8:22:03 AM  
Register # 1 Ticket # 1831426

Tax Description	Qty	Amount
T SPRITE ON		\$4.99
Sub Total		\$4.99
Tax		\$0.27
Total		\$5.26
Cash		\$20.00
Change		\$14.74

Have a nice day,  
See you next time!  
Take and Bake Pizza  
(608) 742-6676

# Capital Newspapers

1901 Fish Hatchery Road • Madison, WI 53713-1248  
Phone (608) 252-6200

BILLING PERIOD: 03/03/14 - 03/30/14		ADVERTISER/CLIENT NAME: BUSINESS IMPROVEMENT DIST./PORTAGE	
TOTAL AMOUNT DUE: 1,200.00	UNAPPLIED AMOUNT:	TERMS OF PAYMENT: 25th of the Month	
CURRENT NET AMOUNT DUE: 1,200.00	30 DAYS:	60 DAYS:	OVER 90 DAYS:

## ADVERTISING INVOICE

1	03/31/14	BILL TO ACCOUNT NAME AND ADDRESS: BUSINESS IMPROVEMENT DIST./PORTAGE BECKY NESS 115 W. PLEASANT ST. PORTAGE, WI 53901	REMITTANCE ADDRESS: CAPITAL NEWSPAPERS P.O. BOX 725 Racine, WI 53401
ACCOUNT NUMBER: 2599988			

▲ NEW REMIT TO ▲

Credit Card #: \_\_\_\_\_ Check #: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_  
Security Code: \_\_\_\_\_

AMOUNT PAID \_\_\_\_\_

PLEASE DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	NEWSPAPER REFERENCE	DESCRIPTION - OTHER COMMENTS/CHARGES	SALE SIZE	TIMES RUN	GROSS AMOUNT	NET AMOUNT
		PREVIOUS BALANCE				.14.00
03/21/14	2155911	BID/PAGE-DOWNTOWN PORTAGE	4x9.44 CI		1,200.00	
03/26/14	1116173	CANCELLED FINANCE CHARGE				-14.00

## STATEMENT OF ACCOUNT AGING OF PAST DUE ACCOUNTS

CURRENT NET AMOUNT DUE: 1,200.00	30 DAYS:	60 DAYS:	OVER 90 DAYS:	UNAPPLIED AMOUNT: 0.00	TOTAL AMOUNT DUE: 1,200.00
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<b>Capital Newspapers</b> Representing: Wisconsin State Journal The Capital Times Baraboo News Republic Portage Daily Register	Daily Citizen The Sauk Prairie Eagle Wisconsin Dells Events Juneau County Star-Times Reedsburg Times-press	Shopper Stopper Wisconsin Reminder Shopper Stopper Extra Wisconsin Reminder Extra madison.com	Columbus Journal Tri County Monday Mini Monday Marketeer	Shopping Reminder Shopper's View
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BILLING PERIOD: 03/31/14	ACCOUNT NUMBER: 2599988	ADVERTISER/CLIENT NUMBER: 2599988	ADVERTISER/CLIENT NAME: BUSINESS IMPROVEMENT DIST./PORTA
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Questions pertaining to this invoice, call (608) 252-6288 or (608) 252-6299. 1% per month on a 30 day balance. Finance Dept. Fax (608) 252-6203

(5)

**PDowntown Portage Inc**  
**117 W. COOK ST. PORTAGE WI 5317PH 608-745-1850**  
**EMAIL downtownportageinc@gmail.com**

*Revised*  
*\$ 412<sup>05</sup>*

**REQUEST FOR FUNDS**

**Date: 3/24/2014**  
**To: Portage Business Improvement District**  
**From: Downtown Portage Inc**  
**Subject: Hats Off to Spring Advertising Request**

**Portage BID Board:**

**Please accept this request for issuing BID funds in the amount of \$500.00 to Downtown Portage Inc for advertising for the Hats Off to Spring event. Advertising will include inserts in the Daily Register and a front page ad in the Pardeeville Shopper. This event is meant to bring consumers into all participating businesses in the BID district on April 12<sup>th</sup>.**

**Please reference Hats Off to Spring 2014 on the check.**

Account Overview

Card Number: 0000

View the Balance™ Financial Prepaid MasterCard®  
online at [www.walgreens.com](http://www.walgreens.com).

### Summary of Account Activity

Current Balance	\$555.44
Initial Deposit	\$1,000.00
Cardholder Payments	\$1,000.00
Interest	\$0.00

### How are transactions posted to my account?

### Transactions

Date	Details	Amount
04/04/2014	Initial Deposit	\$1,000.00

# 2014 Monthly BID Maintenance Contractor Report

## 03/01/14-03/31/14

To: BID Board

From: Scott Davis

### BID District Trash Cans:

- Check all BID district trash cans empty as needed.
- Check all areas around BID district for trash and debris pickup as needed.

### Farmers Market:

- Inspected Farmers Market banners and sandwich boards. A few of them could be updated. I will check on prices for new ones and bring prices to BID meeting.
- Sandwich Board's need new supports, chains, and locks due to not being able to locate from previous contactor.
- Scheduled a meeting at the Annex building on March 31st for all vendors who have any questions about the Farmers Market.
- A few vendors showed up for the Farmers Market meeting. Questions from both sides were asked and we can discuss answers at next BID meeting.

### Downtown Improvements & Flowers:

- Followed up with Link's Greenhouse on Baskets and plants.
- Rob from Link's Greenhouse will go over options at next BID meeting.

### BID Equipment:

- Inspected Polar Trac; the tires are already wearing.
- The 2006 Polaris 4 wheeler would not start. Cleaned battery cables and charged battery.

### Snow Removal:

- Cleaned sidewalks after each snow fall of an inch or more also cleaned up walkways after the city workers finished plowing.

### BID Building:

- Started working on BID building
- Per Fire Inspector recommendations started covering up wires.

PORTAGE BUSINESS IMPROVEMENT DISTRICT

April 9<sup>th</sup>, 2014

**BID IC Committee Report**

Chris Shadel, BID Designee for the BID Independent Contractor,

Committee members: John Krueger and Carolyn Roberts

March 2014 Summary

- Shadel received an email forwarded from President Joyce on March 21<sup>st</sup> with question about snow removal. Shadel contacted owner of The Vibe, Brenda K. immediately and resolved the matter. In future an informational letter given to businesses should keep lines of communication open between IC Davis and snow removal committee. It is my suggestion that the snow removal committee chair and IC Davis receive the inquiries from the business owners.
- IC committee met Monday March 17<sup>th</sup>, 2014.

Shadel, Davis, Roberts attended these items were discussed:

FM vendor meeting planned

FM application and rules reviewed

Plan for mailing FM applications

Plantings

Clean up for BID

Sidewalk cleanup

Davis mentioned a vacuum, wet/dry that can be plugged into the ATV and used to remove cigarette butts and small debris from the sidewalks. Davis will research further.

- Stayed in contact with IC Scott Davis thru out the month.

PORTAGE BUSINESS IMPROVEMENT DISTRICT

April 9th, 2014

March Farmers Market Summary

Chris Shadel, Farmers Market Committee chair

Committee members: BID IC Scott Davis, Carolyn Roberts, Extension Agent Becky Gutzman, Consultant

**FM Vendor Meeting at Annex building March 31<sup>st</sup>, 2014**

Meeting Minutes:

Roberts, Davis and Becky Gutzman hosted the vendors on Monday March 31<sup>st</sup>, 2014 from 9am to 12pm.

Five vendors were in attendance.

Items discussed:

- Senior vouchers provided by the state to senior citizens. Roberts filed a form with the appropriate agency so Portage FM will be eligible. Vendors are responsible for registering with the state and becoming a stamp holder and able to redeem vouchers. Extension agent Gutzman is a Vendor education specialist and will be assisting vendors who have not yet applied and wish to.
- EBT machine to handle food program customers, also debit and credit card possibilities. Vendors liked the idea and are willing to work with us to bring these opportunity's to the FM. Davis and Roberts will be researching equipment and talking to other FM managers to get more information (how other markets are handling the card fees and other cost). Roberts has located sites where machines may be acquired free of charge, however transaction fees and contracts may not be in our best interest, all these things are being researched at this time.
- Elks Club sold burgers across from the FM last year and vendors are hoping they plan to do it again this year.
- Possibilities for educational programming at the FM. Master Gardeners, Master Food Preservers, Extension Agent, Gutzman and others will be invited to take turns putting on educational programs at the market each week. They would be allowed to share the IC Davis's space free of charge or another available space free of charge. Gutzman will send out email invites to prospective groups.
- Other ideas for FM fun included Chili cook off, pie cook off (fruit and veggie), salsa cook off, kids tour (Gutzman) and fun kid's projects, senior's day and others.
- Roberts will contact the newspaper for wky announcements and special event coverage.
- Roberts will contact Magnum Broadcasting for possible public service announcements.

## March Farmers Market Summary

April 9th, 2014

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- Roberts suggested a data collection sheet to be filled out after each FM by Davis; this would allow the committee to make informed decisions about the market. Several items to be on the list were discussed.
- Reviewed parking options IC Davis will monitor FM and work with FM committee to improve parking arrangement.
- Suggested that FM Manager wear a shirt identifying him as FM manager.
- Publicity drive, gift certificates, informational pieces for wellness programs and for businesses to hand to customers.
- The rule of no sales until noon was removed, no other markets in the area are practicing this type of rule and vendors felt it was not customer friendly for them to stand and wait for the bell to ring.
- Non- seasonal vendor spots filled on 1<sup>st</sup> come 1<sup>st</sup> serve bases and placed in that order instead allowing the vendor to pick any space that was available. Vendors felt it was easier to maneuver into the market if the vendor intake was set up this way; it also kept the market from being all spread out with empty spaces in between.
- Vendors were very happy they were invited and had a voice in the FM planning process.

End of meeting minutes

- ✓ Roberts and Davis reviewed locations for FM banners and sandwich board signs.
- ✓ Roberts and Davis looked at banners and sandwich board signage, it was determined that some sandwich board signage would need replacing. IC Scott Davis will get an estimate from Two Rivers Signs.
- ✓ Shadel ordered 14 traffic cones from Portage Do It Center at approx. \$23 each; they are scheduled for delivery Thursday, April 3rd.
- ✓ 10 vendor applications have been received, 9 full season, 1 part time.
- ✓ 9 seasonal vendors are paid in full (\$85 per stall, per year, some purchase more than one space); FM vendor checks were taken up to City Hall, \$1020.00 total fees received as of April 2<sup>nd</sup>, 2014.

March Farmers Market Summary

April 9th, 2014

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**REQUEST FOR FUNDS:**

Most of these items will be used for several years, items such as shirts, hats and office supply would be replaced every year.

(Special equipment such as EBT and debit/credit card readers is not yet listed).

ITEMS NEEDED FOR THE FARMERS MARKET

1. 10 x 10 pop up tent	\$200
2. Pop up tent weights	\$40
3. 2 folding tables	\$150
4. 2 folding chairs	\$70
5. Money belt	\$35
6. 1 long sleeve shirt silkscreened Farmers Market Manager.	\$50
<u>Would BID like to be recognized in the silkscreened prints?</u>	
7. 1 short sleeved shirt silkscreen Farmers Market Manager	\$35
8. 1 matching hat	\$25
9. 1 Jacket silkscreened Farmers Market Manager	\$145
10. Office supplies- pens, calendar, plastic sleeve for applications	\$50

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These are estimated cost.....\$800

At the present time the Farmers Market committee consists of me, BID IC Scott Davis, Carolyn Roberts and Becky Gutzman as a consultant. If any of you or you know of someone who would like to be on this committee please contact me at 608-697-4707 or email: cshades@cshades.biz