

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

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

Also present: BID Contractor, Scott Davis and Missy Paulson, Advertising Executive with Capital Newspapers

Excused: Vice President, John Krueger

**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 August 13, 2014.**

President Joyce presented the minutes from August 13, 2014 and asked for a motion to approve the minutes as presented. Motion by Schmidt, second by Dumbleton to approve minutes for August 13, 2014 meeting. Motion carried unanimously.

**3. Discussion and possible action on BID Committee Chairman Report**

**Discussion moved to Marketing Committee report.**

President Joyce introduced Missy Paulson from Capital Newspapers regarding advertising for Portage BID. Missy offered four advertising opportunities; two for the Holidays, one for Columbia County Visitors Guide and one with the Columbia County Map. The two Holiday ads are \$1650. The Spadia or wrap ad is \$750 and will be printed 4 times in the Baraboo, Portage, Dells and Reedsburg papers on 11/21/14, 11/28/14, 12/05/14 and 12/12/14. The second is the Holiday Happenings for \$900 and will be published in all 6 newspapers on 11/12/14. The Marketing Department would like to use these ads to draw people to the seasonal events within the Portage BID. The Columbia County Visitors Guide has a Full Page available to the Portage BID for \$1200. BID used the "Explore Portage" full page ad in 2013. 45,000 copies are printed and distributed in March in Columbia, Marquette and Sauk counties and within local Rest Areas. The Columbia County Map has 4 spots available. Portage BID used the "Explore Portage" ad on the back panel in 2013. The back panel is available again for \$450.

Motion by Schmidt, second by Dorn to approve spending \$1650 for both holiday ads in 2014; \$750 for the Spadia ad and \$900 for the Holiday Happenings ad. Motion carried unanimously.

Motion by Hooper, second by Dumbleton to approve spending \$1650 toward the 2015 marketing plan in which \$450 will be used for the back panel of the Columbia County Map and \$1200 for a full page ad in the Columbia County Visitors Guide. Motion carried unanimously.

President Joyce continued with the Marketing committee report and stated that the Marketing Committee will be meeting on Wednesday, 09/10/14, at 5:00pm, with Marlena Cavanaugh from Cavanaugh Enterprises regarding the initial planning for the Portage BID website.

**Discussion moved to Executive Committee Report.**

President Joyce informed the Board that the Executive Committee met regarding Downtown Portage, Inc's (DPI) request for support for an Events Coordinator. President Joyce recommended to the Board that they not consider supporting DPI in this manner. Joyce stated that she talked with DPI President, Sherry Douglas about meeting with the Portage BID Executive Committee so that

everyone is on the same page in regards to support requests. Rupers stated that he feels that DPI's decision to use an Event Coordinator is a great idea, but he would prefer to see DPI request support when needed on an event basis. When requests for support are made by DPI to the Portage BID, Schmidt stated that the Executive Committee would like to see a budget presented along with a current financial statement. Rupers added that he feels that the Portage BID should stay clear of supporting an employee due to potential Department of Labor issues. Director Link added that it was important that they look to an Event Coordinator to minimize burn out due to high levels of commitment and involvement by a volunteer board. Joyce stated that she will try to set-up the meeting between the BID Executive Committee and the DPI Board.

President Joyce moved to the next item which was the filling of the vacant Board Member position vacated by Chris Shadel. Joyce stated that Rupers suggested Marlena Cavanaugh as a Board Member since she would fit the criteria of membership. Joyce stated that she talked with Cavanaugh and she accepted the nomination if the Board were to approve.

Motion by Joyce, second by Dorn to recommend the nomination of Marlena Cavanaugh for approval to the Mayor of Portage, to fill the Director position vacated by Chris Shadel and to complete the term through 2016. Motion carried unanimously.

#### **Discussion moved to Buildings & Grounds Committee Report.**

Director Dumbleton started the committee's report stating that he received a BID from DJ Fence Company in the amount of \$4800. Fencing is to be erected at the BID Storage shed location so that BID equipment can be securely stored. Dumbleton stated that the committee will be seeking another bid, as well. No action regarding the decision of an accepted bid at this time.

Committee Chair & Treasurer Schmidt moved to the discussion of Trees in the Downtown. Schmidt stated that the Council is not in support of a tree program for the downtown which would include replacement of trees in 5-8 year time frames. Schmidt stated that it will be necessary to educate the council members on a proper plan so that it gains support. Trees are an important aspect of a beautiful downtown, but with the current vaults located underground, they are no longer feasible. Planters would be required and they are a viable option to pursue. Schmidt stated that he feels that the BID would garner more support if trees were included in specific projects and not in a Tree Program format. He believes that a good place to start is at the Chamber Plaza. Joyce added that the Plaza is not a BID area. Schmidt stated that no dollars have been discussed, but that the BID should be involved in the planning process so that it has a positive effect within the whole of Downtown Portage. Schmidt continued his report stating that Scott Davis is looking into the best option for the water tank since more watering is being required. The committee will continue to discuss what will be the best option regarding the ample size and delivery system for the water tank.

#### **Discussion moved to the Farmers Market Committee Report**

President Joyce presented the newly formed Farmers Market Committee Report. Joyce asked Scott Davis if he had anything to report in regards to the Farmers Market. Davis stated that he still hears complaints and comments from the downtown merchants regarding the parking spaces being taken away and being used for the Farmers Market. Director Link added that it may be helpful if parking is made available along the back in the alley. Treasurer Schmidt added that he feels that the Farmers Market Committee should contain members from the local retailers as well as the Vendors as they work together to grow and improve the Farmers Market. Schmidt added that the Vendors feel that the Commerce Plaza is the best location compared to Market Square due to traffic and visibility.

President Joyce stated that the committee is in need of a Chairperson. She asked if there was someone willing to take on the position as Committee Chair for the Farmers Market Committee.

Director Dumbleton nominated himself for the position.

Motion by Joyce, second by Schmidt to accept the nomination of Ian Dumbleton as the Chairperson for the Farmers Market Committee. Motion carried unanimously.

President Joyce asked Scott Davis to present the Contractors report. Davis stated that he has been watering every week. There has been some vandalism to the new metal sculptures placed around downtown but that he was able to fix where necessary. Davis added that he would like to make more brackets for hanging baskets to fill in the empty areas within the BID. Davis stated that Links Greenhouse said we should get another month of life from the flowers if they are trimmed back a bit. Davis concluded his report stating that more people are showing up to the Farmers market and that it will be open through October, the Bobcat will be scheduled for its 50 hour service visit and that he replaced the bearings on the water wagon.

Motion by Rupers, second by Schmidt to accept the September Contractor's Report. Motion carried unanimously.

Rupers asked what are the plans for the hanging baskets and barrel planters for the Winter Season. Schmidt stated that BID and DPI have been responsible for handling that task. Director Link stated that a committee should be formed so that this can be done before the Holiday events start. Dumbleton stated that he would ask Silent Night Evergreens if they could provide again for us the evergreen boughs for the downtown. Schmidt added that it would be nice if mini trees and/or solar lights could be utilized in the near future.

**Discussion moved to the Grants Committee Report**

No report presented.

**Discussion moved to Streetscape Committee report.**

President Joyce presented her report stating that she is awaiting approval from the City Administrator, Shawn Murphy, that they would be willing to put up the Christmas Tree Ornaments. She will follow-up with Shawn today. Director Dorn suggested that they be installed on the sections before the tree is erected. Treasurer Schmidt suggested that the ornaments get ordered and that all who can help can get together to add the ornaments to the sections.

**4. Discussion and possible action on BID Bylaws change add Annual Orientation Meeting paragraph under Article III – Board of Directors; Section IV Responsibilities.**

Secretary Rupers presented to the Board for consideration the bylaw change to add Annual Orientation Meeting paragraph under Article III – Board of Directors; Section IV Responsibilities. Motion by Schmidt, second by Dumbleton to adopt the BID Bylaws change to add Annual Orientation Meeting paragraph under Article III – Board of Directors; Section IV Responsibilities. Motion carried unanimously. Bylaw change is Addendum1BIDSept.

**5. Discussion and possible action on BID Bylaws change to clarify the paragraph containing committee chairperson preliminary budget responsibilities under Article V – Committees; Section II Committee Leadership & Responsibilities.**

Secretary Rupers presented to the Board for consideration the bylaw change to clarify the paragraph containing committee chairperson preliminary budget responsibilities under Article V – Committees; Section II Committee Leadership & Responsibilities. Motion by Schmidt, second by Hooper to adopt the BID Bylaws change to clarify the paragraph containing committee chairperson preliminary budget responsibilities under Article V – Committees; Section II Committee Leadership & Responsibilities. Motion carried unanimously. Bylaw change is included in Addendum1BIDSept.

**6. Discussion and possible action on BID Bylaws change amend paragraph regarding BID Budget under Article VI – Finances; Section IV Budget.**

Secretary Rupers presented to the Board for consideration the bylaw change to amend paragraph regarding BID Budget under Article VI – Finances; Section IV Budget.

Motion by Schmidt, second by Hooper to adopt the BID Bylaws change to to amend paragraph regarding BID Budget under Article VI – Finances; Section IV Budget. Motion carried unanimously. Bylaw change is included in Addendum1BIDSept.

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

Director Link stated that there is nothing more to report other than what has already been discussed in the Executive Committee report.

**8. Discussion and possible action on treasurer’s report.**

Claims to pay

Treasurer Schmidt presented the Claims to Pay Voucher list for September, 2014. Schmidt presented the Claims to pay for September in the amount of \$2613.75. Motion by Rupers, second by Dorn to approve the presented Claims To Pay list in the amount of \$2613.75. Motion carried unanimously. Claims to pay list included as Addendum 2BIDSept.

Financials – August 2014

Treasurer Schmidt presented the August 2014 Financials to the Board. Schmidt stated that the BID August Financials were accurate and balanced. Motion by Dumbleton, second by Dorn to approve the August 2014 Financials, Motion carried unanimously. August 2014 Financials included as Addendum 3BIDSept.

**9. Adjournment**

Motion by Joyce, second by Rupers to adjourn the meeting at 8:49. Motion carried unanimously.

Respectfully Submitted by Dennis Rupers, BID Secretary.

## **09/09/2014 BID Bylaws Change Proposal**

1. Add Orientation paragraph under Article III – Board of Directors; Section IV Responsibilities

The BID Board of Directors will host an orientation meeting with the Business Improvement District Members every year in January. The BID Board President will preside over the meeting whereby the BID Board of Directors will be introduced, Committee Chairpersons will be recognized and the goals and action plans of the BID Board and each committee will be identified.

2. Clarify paragraph containing committee chairperson preliminary budget responsibilities under Article V - Committees; Section II Committee Leadership & Responsibilities

Each Committee Chairperson is responsible for producing and providing an annual budget for review and for possible action by the BID Board of Directors. Each Committee's preliminary budget should be provided to the Vice President, the budget coordinator, no later than August 1<sup>st</sup> of each year.

3. Amend paragraph regarding BID Budget under Article VI – Finances; Section IV Budget

Each June, the President shall appoint a budget committee to work under the direction of the Vice President, the Budget Coordinator, to formulate a budget in line with the coming year's goals and objectives of the Board and committees. The BID Board Vice President will present a proposed budget at the August meeting, which will, in turn, be presented along with the coming year's Operating Plan to the City of Portage to accomplish the BID Operational Plan.

2014  
City of Portage  
Business Improvement District

September Schedule of Vouchers

#	Date	Charge Acct	Invoice #	Amount	Vendor	Description	Account #	Description
1				\$2,500.00	BKO, LLC - Scott Davis	June 2014 Services	241	Custodial Services
2	8/28/2014	118698-013	11869808282014	\$8.43	Alliant Energy	BID Building Electrical	221	Electrical & Gas
3	8/20/2014		78287	\$105.32	Walsh's Ace Hardware	Round Up, Pin & Clip Sleeved	860	Small Equipment
4								
5								
6								
7								
8								
9								
10								

Total: \$2,613.75

Pre-Paid Expense Account #055

1	8/26/2014		Pre-Paid	\$2.95	Walgreens Balance		590	Bank Fees
2	8/28/2014		W30-422581	\$41.44	Motion Industries	Wheel Bearing for watering Trailer	860	Small Equipment
3	8/20/2014		Pre-Paid	\$40.10	Market Basket	Diesel	342	Gasoline/Oil
4								
5								
6								
7								
8								
9								
10								

Total: \$84.49

Balance On Card: \$911.02

Approved for payment during City of Portage Business Improvement District Committee meeting dated 9/9/2014

Shane Schmidt, Treasurer  
BID Board of Directors



9/9/2014  
date

9/9/2014

FUND: BUSINESS IMPROVE DISTRICT FUND  
FOR PERIOD 8 ENDING AUGUST 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 08/01/14	NET DEBITS	NET CREDITS	BALANCE 08/31/14
<b>SETS</b>					
<b>SH AND MARKETABLE SECURITIES</b>					
245-00-11000-001	CASH	66,038.90	156.10	4,458.20	61,736.80
245-00-11000-003	MONEY MARKET INVESTMENTS	70,601.23	8.41	0.00	70,609.64
245-00-11000-007	INVESTMENTS	0.00	0.00	0.00	0.00
<b>TAL CASH AND MARKETABLE SECURITIES</b>					
		136,640.13	164.51	4,458.20	132,346.44
<b>COUNTS RECEIVABLE</b>					
245-00-13000-019	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
<b>TAL ACCOUNTS RECEIVABLE</b>					
		0.00	0.00	0.00	0.00
<b>E FROM OTHER FUNDS</b>					
245-00-15000-037	TOURISM FUND	0.00	0.00	0.00	0.00
245-00-15000-051	TAX ROLL FUND	0.00	0.00	0.00	0.00
<b>TAL DUE FROM OTHER FUNDS</b>					
		0.00	0.00	0.00	0.00
<b>VENTORIES AND PREPAYMENTS</b>					
245-00-16000-055	PREPAID EXPENSE	1,075.31	0.00	79.80	995.51
<b>TAL INVENTORIES AND PREPAYMENTS</b>					
		1,075.31	0.00	79.80	995.51
<b>INTERFUND</b>					
245-00-90000-998	SUMMARY ACCOUNT	0.00	0.00	0.00	0.00
245-00-90000-999	DUE TO/FROM OTHER FUNDS	0.00	0.00	0.00	0.00
<b>TAL INTERFUND</b>					
		0.00	0.00	0.00	0.00
<b>TAL ASSETS</b>					
		137,715.44	164.51	4,538.00	133,341.95
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>COUNTS PAYABLE</b>					
245-00-21000-901	ACCOUNTS PAYABLE	0.00	4,458.20	4,458.20	0.00
<b>TAL ACCOUNTS PAYABLE</b>					
		0.00	4,458.20	4,458.20	0.00
<b>E TO OTHER FUNDS</b>					
245-00-25000-955	GENERAL FUND	0.00	0.00	0.00	0.00
245-00-25000-974	TOURISM FUND	0.00	0.00	0.00	0.00

FUND: BUSINESS IMPROVE DISTRICT FUND  
 FOR PERIOD 8 ENDING AUGUST 31, 2014

ACCOUNT #	DESCRIPTION	BALANCE 08/01/14	NET DEBITS	NET CREDITS	BALANCE 08/31/14
TOTAL DUE TO OTHER FUNDS		0.00	0.00	0.00	0.00
DEFERRED REVENUES					
245-00-26000-967	TAX ROLL	0.00	0.00	0.00	0.00
TOTAL DEFERRED REVENUES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	4,458.20	4,458.20	0.00
ND EQUITY					
ND BALANCE					
245-00-34000-991	FUND BALANCE	12,733.27	0.00	0.00	12,733.27
245-00-34000-992	DESIGNATED FUND BALANCE	96,167.00	0.00	0.00	96,167.00
TOTAL FUND BALANCE		108,900.27	0.00	0.00	108,900.27
	FUND SURPLUS (DEFICIT)	28,815.17	4,373.49	0.00	24,441.68
TOTAL FUND EQUITY		137,715.44	4,373.49	0.00	133,341.95
TOTAL LIABILITIES AND FUND EQUITY		137,715.44	8,831.69	4,458.20	133,341.95

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	REVISED FISCAL YEAR BUDGET	% COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
BUSINESS IMP DISTRICT						
245-00-56720-130	HEALTH INSURANCE	0.00	0.00	0.00	0.0	0.00
245-00-56720-211	SOFTWARE SUPPORT	0.00	0.00	0.00	0.0	0.00
245-00-56720-219	OTHER PROFESSIONAL SERVICES	0.00	0.00	18,000.00	0.0	4,000.00
245-00-56720-220	TELEPHONE	0.00	0.00	0.00	0.0	0.00
245-00-56720-221	ELECTRICITY & GAS	9.20	70.50	0.00	(100.0)	0.00
245-00-56720-241	CUSTODIAL SERVICES	2,500.00	17,500.00	30,000.00	58.3	19,912.00
245-00-56720-242	SNOW/ICE CONTROL	0.00	0.00	6,000.00	0.0	0.00
245-00-56720-290	TRAINING	0.00	0.00	0.00	0.0	0.00
245-00-56720-291	POSTAGE	0.00	0.00	0.00	0.0	0.00
245-00-56720-292	PRINTING/PUBLISHING	0.00	0.00	0.00	0.0	0.00
245-00-56720-294	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	0.0	0.00
245-00-56720-295	MISCELLANEOUS BUSINESS EXP	0.00	0.00	0.00	0.0	0.00
245-00-56720-296	MARKETING	1,500.00	10,938.92	20,150.00	54.2	9,311.63
245-00-56720-297	FARMERS MARKET	0.00	1,829.86	250.00	731.9	65.00
245-00-56720-310	OFFICE SUPPLIES	0.00	0.00	0.00	0.0	0.00
245-00-56720-320	PUBLICATIONS, SUBSCRIPTIONS	0.00	0.00	0.00	0.0	0.00
245-00-56720-340	OPERATING SUPPLIES	0.00	0.00	0.00	0.0	0.00
245-00-56720-342	GASOLINE/OIL	76.85	(68.89)	1,500.00	(4.5)	962.44
245-00-56720-351	REPAIR/MAINT SUPPLIES-BLDG & G	0.00	103.03	1,000.00	10.3	622.89
245-00-56720-352	REPAIR/MAINT SUP-EQUIPMENT	0.00	614.52	1,000.00	61.4	409.05
245-00-56720-390	MISCELLANEOUS SUPPLIES	0.00	0.00	500.00	0.0	66.40
245-00-56720-510	LIABILITY INSURANCE	0.00	295.00	2,000.00	14.7	1,348.00
245-00-56720-512	PROPERTY INSURANCE	0.00	1,506.00	1,500.00	100.4	1,472.00
245-00-56720-550	ADMINISTRATIVE SERVICES	0.00	0.00	0.00	0.0	14,058.00
245-00-56720-590	BANK FEES	2.95	22.70	100.00	22.7	77.46
245-00-56720-710	COMMUNITY EVENTS	0.00	2,350.00	15,000.00	15.6	4,864.90
245-00-56720-715	GRANTS	0.00	200.00	0.00	(100.0)	0.00
245-00-56720-731	MAIN STREET	0.00	0.00	0.00	0.0	0.00
245-00-56720-760	CONTINGENCY	0.00	0.00	0.00	0.0	0.00
245-00-56720-790	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.0	0.00
245-00-56720-821	BUILDINGS/GROUNDS	0.00	4,920.00	0.00	(100.0)	0.00
245-00-56720-840	EQUIPMENT	0.00	23,624.20	2,500.00	944.9	0.00
245-00-56720-860	SMALL EQUIPMENT	449.00	3,226.57	0.00	(100.0)	0.00
245-00-56720-890	BANK FEES	0.00	0.00	0.00	0.0	0.00

TOTAL EXPENSES: BUSINESS IMP DISTRICT 4,538.00 67,132.41 99,500.00 67.4 57,169.77

DETAILED REVENUE & EXPENSE REPORT  
 MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL  
 FOR 8 PERIODS ENDING AUGUST 31, 2014

FUND: BUSINESS IMPROVE DISTRICT FUND  
 DEPT:

ACCOUNT NUMBER	DESCRIPTION	AUGUST ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	REVISED FISCAL YEAR BUDGET	% COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
RESIDUAL EQUITY	RESIDUAL EQUITY	0.00	0.00	2,100.00	0.0	0.00
245-00-59100-000	RESIDUAL EQUITY	0.00	0.00	2,100.00	0.0	0.00
TOTAL EXPENSES:	RESIDUAL EQUITY	0.00	0.00	2,100.00	0.0	0.00
TOTAL EXPENSES:		4,538.00	67,132.41	101,600.00	66.0	57,169.77
FAL FUND REVENUES		164.51	91,574.09	101,600.00	90.1	91,589.09
FAL FUND EXPENSES		4,538.00	67,132.41	101,600.00	66.0	57,169.77
ND SURPLUS (DEFICIT)		(4,373.49)	24,441.68	0.00	100.0	34,419.32

DETAILED REVENUE & EXPENSE REPORT  
 MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL  
 FOR 8 PERIODS ENDING AUGUST 31, 2014

ACCOUNT NUMBER	DESCRIPTION	FUND: BUSINESS IMPROVE DISTRICT FUND		REVISED FISCAL YEAR BUDGET	COLLECTED/EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
		AUGUST ACTUAL	FISCAL YEAR-TO-DATE ACTUAL			
FARMERS MARKET FEES						
245-44-44130-000	FARMERS MARKET FEES	150.00	1,934.00	2,000.00	96.7	2,019.00
TOTAL REVENUES: FARMERS MARKET FEES		150.00	1,934.00	2,000.00	96.7	2,019.00
TOTAL REVENUES: LICENSES AND PERMITS		150.00	1,934.00	2,000.00	96.7	2,019.00

DETAILED REVENUE & EXPENSE REPORT  
 MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL  
 FOR 8 PERIODS ENDING AUGUST 31, 2014

ACCOUNT NUMBER	DESCRIPTION	FUND: BUSINESS IMPROVE DISTRICT FUND		DEPT: CHARGES FOR SERVICES		FISCAL YEAR		PRIOR YEAR-TO-DATE ACTUAL
		AUGUST ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	REVISED FISCAL YEAR BUDGET	COLLECTED/EXPENDED			
ECONOMIC DEVELOPMENT								
245-46-46850-000	ECONOMIC DEVELOPMENT	0.00	89,500.00	89,500.00	100.0	89,500.00		
TOTAL REVENUES: ECONOMIC DEVELOPMENT								
		0.00	89,500.00	89,500.00	100.0	89,500.00		
TOTAL REVENUES: CHARGES FOR SERVICES								
		0.00	89,500.00	89,500.00	100.0	89,500.00		

DETAILED REVENUE & EXPENSE REPORT  
 MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL  
 FOR 8 PERIODS ENDING AUGUST 31, 2014

ACCOUNT NUMBER	DESCRIPTION	FUND: BUSINESS IMPROVE DISTRICT FUND		REVISED FISCAL YEAR BUDGET	COLLECTED & EXPENDED	PRIOR YEAR-TO-DATE ACTUAL
		AUGUST ACTUAL	FISCAL YEAR-TO-DATE ACTUAL			
-----						
INTEREST INCOME						
245-48-48110-000	INTEREST INCOME	14.51	140.09	100.00	140.0	70.09
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TOTAL REVENUES: INTEREST INCOME		14.51	140.09	100.00	140.0	70.09
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DONATIONS						
245-48-48500-000	DONATIONS	0.00	0.00	10,000.00	0.0	0.00
-----						
TOTAL REVENUES: DONATIONS		0.00	0.00	10,000.00	0.0	0.00
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MISCELLANEOUS INCOME						
245-48-48900-000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.0	0.00
-----						
TOTAL REVENUES: MISCELLANEOUS INCOME		0.00	0.00	0.00	0.0	0.00
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TOTAL REVENUES: MISCELLANEOUS REVENUE		14.51	140.09	10,100.00	1.3	70.09

DETAILED REVENUE & EXPENSE REPORT  
 MONTH YTD ACTUAL VS. REVISED BUDGET WITH PRIOR YTD ACTUAL  
 FOR 8 PERIODS ENDING AUGUST 31, 2014

ACCOUNT NUMBER	DESCRIPTION	AUGUST		FISCAL YEAR-TO-DATE		REVISED FISCAL YEAR BUDGET		% COLLECTED / EXPENDED		PRIOR YEAR-TO-DATE
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
ND BALANCE APPLIED	FUND BALANCE APPLIED	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.0	0.00
245-49-49900-000	FUND BALANCE APPLIED	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.0	0.00
TOTAL REVENUES: FUND BALANCE APPLIED		0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.0	0.00
TOTAL REVENUES: OTHER FINANCING SOURCES		0.00	0.00	0.00	0.00	0.00	0.00	0.0	0.0	0.00

FUND: BUSINESS IMPROVE DISTRICT FUND  
 DEPT: OTHER FINANCING SOURCES

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
<b>3-00-11000-001 (A) CASH</b>								
	08/01/2014		BEGINNING BALANCE				66,038.90	
	08/31/2014	21	JE0021 AUGUST 2014				6.10	
	08/01/2014	04	ACCOUNTS PAYABLE OFFSET					2,500.00
	08/15/2014	20	ACCOUNTS PAYABLE OFFSET					1,958.20
	08/12/2014	41	CASH RECEIPTS OFFSET				150.00	
			TOTAL PERIOD 08 ACTIVITY				156.10	4,458.20
			ENDING BALANCE				61,736.80	
<b>3-00-11000-003 (A) MONEY MARKET</b>								
	08/01/2014		BEGINNING BALANCE				70,601.23	
	08/31/2014	33	JE0021 AUGUST 2014				8.41	
			TOTAL PERIOD 08 ACTIVITY				8.41	0.00
			ENDING BALANCE				70,609.64	
<b>3-00-11000-007 (A) INVESTMENTS</b>								
	08/01/2014		BEGINNING BALANCE				0.00	
			ENDING BALANCE				0.00	
<b>3-00-13000-019 (A) ACCOUNTS RECEIVABLE</b>								
	08/01/2014		BEGINNING BALANCE				0.00	
			ENDING BALANCE				0.00	
<b>3-00-15000-037 (A) TOURISM FUND</b>								
	08/01/2014		BEGINNING BALANCE				0.00	
			ENDING BALANCE				0.00	
<b>3-00-15000-051 (A) TAX ROLL FUND</b>								
	08/01/2014		BEGINNING BALANCE				0.00	
			ENDING BALANCE				0.00	
<b>3-00-16000-055 (A) PREPAID EXPENSE</b>								
	08/01/2014		BEGINNING BALANCE				1,075.31	
	08/31/2014	03	JE0018 AUG CLMS MKT BSKT				0.00	79.80
			TOTAL PERIOD 08 ACTIVITY				1,075.31	79.80
			ENDING BALANCE				995.51	
<b>3-00-21000-901 (A) ACCOUNTS PAYABLE</b>								
	08/01/2014		BEGINNING BALANCE					0.00
	08/01/2014	05	ACCRUAL OFFSET					2,500.00
	08/01/2014	03	ACCRUAL OFFSET					2,500.00
	08/15/2014	48	ACCRUAL OFFSET					1,958.20

ACTIVITY FOR FISCAL PERIOD 08

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
3	AP-140815F	08/15/2014	19 ACCRUAL OFFSET				1,958.20	
			TOTAL PERIOD 08 ACTIVITY				4,458.20	4,458.20
3			ENDING BALANCE					0.00
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3			3-00-25000-955 (L) GENERAL FUND					
			08/01/2014					0.00
			BEGINNING BALANCE					0.00
			ENDING BALANCE					0.00
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3			3-00-25000-974 (L) TOURISM FUND					
			08/01/2014					0.00
			BEGINNING BALANCE					0.00
			ENDING BALANCE					0.00
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3			3-00-26000-967 (L) TAX ROLL					
			08/01/2014					0.00
			BEGINNING BALANCE					0.00
			ENDING BALANCE					0.00
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3			3-00-34000-991 (C) FUND BALANCE					
			08/01/2014					12,733.27
			BEGINNING BALANCE					12,733.27
			ENDING BALANCE					12,733.27
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3			3-00-34000-992 (C) DESIGNATED FUND BALANCE					
			08/01/2014					96,167.00
			BEGINNING BALANCE					96,167.00
			ENDING BALANCE					96,167.00
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3			3-00-56720-130 (E) HEALTH INSURANCE					
			08/01/2014					0.00
			BEGINNING BALANCE					0.00
			MONTHLY REVISED BUDGET					0.00
			ANNUAL REVISED BUDGET					0.00
			ENDING BALANCE					0.00
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3			3-00-56720-211 (E) SOFTWARE SUPPORT					
			08/01/2014					0.00
			BEGINNING BALANCE					0.00
			MONTHLY REVISED BUDGET					0.00
			ANNUAL REVISED BUDGET					0.00
			ENDING BALANCE					0.00
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3			3-00-56720-219 (E) OTHER PROFESSIONAL SERVICES					
			08/01/2014					0.00
			BEGINNING BALANCE					0.00
			MONTHLY REVISED BUDGET					1,500.00
			ANNUAL REVISED BUDGET					18,000.00
			ENDING BALANCE					0.00
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3			3-00-56720-220 (E) TELEPHONE					
			08/01/2014					0.00
			BEGINNING BALANCE					0.00
			MONTHLY REVISED BUDGET					0.00
			ANNUAL REVISED BUDGET					0.00
			ENDING BALANCE					0.00

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
3-00-56720-221	08/01/2014	(E) ELECTRICITY & GAS	BEGINNING BALANCE				61.30	
	08/15/2014	45	ELECT/GAS-MULLETT STREET	ALLIANT ENERGY	143777	118698013 07	9.20	0.00
			MONTHLY REVISED BUDGET					
			ANNUAL REVISED BUDGET				70.50	
			TOTAL PERIOD 08 ACTIVITY					
3-00-56720-241	08/01/2014	(E) CUSTODIAL SERVICES	BEGINNING BALANCE				15,000.00	
	08/01/2014	04	JULY 2014	SCOTT DAVIS DBA	143571	1407 JULY	2,500.00	
			MONTHLY REVISED BUDGET					
			ANNUAL REVISED BUDGET				2,500.00	0.00
			TOTAL PERIOD 08 ACTIVITY					
3-00-56720-242	08/01/2014	(E) SNOW/ICE CONTROL	BEGINNING BALANCE				0.00	
			MONTHLY REVISED BUDGET				500.00	
			ANNUAL REVISED BUDGET				6,000.00	0.00
			TOTAL PERIOD 08 ACTIVITY					
3-00-56720-290	08/01/2014	(E) TRAINING	BEGINNING BALANCE				0.00	
			MONTHLY REVISED BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	0.00
			TOTAL PERIOD 08 ACTIVITY					
3-00-56720-291	08/01/2014	(E) POSTAGE	BEGINNING BALANCE				0.00	
			MONTHLY REVISED BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	0.00
			TOTAL PERIOD 08 ACTIVITY					
3-00-56720-292	08/01/2014	(E) PRINTING/PUBLISHING	BEGINNING BALANCE				0.00	
			MONTHLY REVISED BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	0.00
			TOTAL PERIOD 08 ACTIVITY					
3-00-56720-294	08/01/2014	(E) OTHER CONTRACTUAL SERVICES	BEGINNING BALANCE				0.00	
			MONTHLY REVISED BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	0.00
			TOTAL PERIOD 08 ACTIVITY					
3-00-56720-295	08/01/2014	(E) MISCELLANEOUS BUSINESS EXP	BEGINNING BALANCE				0.00	
			MONTHLY REVISED BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	0.00
			TOTAL PERIOD 08 ACTIVITY					
3-00-56720-296	08/01/2014	(E) MARKETING	BEGINNING BALANCE				9,438.92	
	08/15/2014	46	TASTE OF PORTAGE ADV SIDEWALK	PORTAGE AREA CHAMBER	143789	12302	1,500.00	
			MONTHLY REVISED BUDGET				1,679.17	
			ANNUAL REVISED BUDGET				20,150.00	0.00
			TOTAL PERIOD 08 ACTIVITY					
			ENDING BALANCE				10,938.92	



JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT
3	08/01/2014	(E) ADMINISTRATIVE SERVICES	BEGINNING BALANCE				0.00	
3	08/01/2014		MONTHLY REVISED BUDGET				0.00	
3	08/01/2014		ANNUAL REVISED BUDGET				0.00	
3	08/01/2014	(E) BANK FEES	BEGINNING BALANCE				19.75	
3	08/31/2014	01 JE0018 AUG CLMS WALGREENS					2.95	
			MONTHLY REVISED BUDGET				2.95	
			ANNUAL REVISED BUDGET				2.95	
			TOTAL PERIOD 08 ACTIVITY					0.00
							22.70	
3	08/01/2014	(E) COMMUNITY EVENTS	BEGINNING BALANCE				2,350.00	
3	08/01/2014		MONTHLY REVISED BUDGET				1,250.00	
3	08/01/2014		ANNUAL REVISED BUDGET				15,000.00	
3	08/01/2014	(E) GRANTS	BEGINNING BALANCE				200.00	
3	08/01/2014		MONTHLY REVISED BUDGET				0.00	
3	08/01/2014		ANNUAL REVISED BUDGET				0.00	
3	08/01/2014	(E) MAIN STREET	BEGINNING BALANCE				0.00	
3	08/01/2014		MONTHLY REVISED BUDGET				0.00	
3	08/01/2014		ANNUAL REVISED BUDGET				0.00	
3	08/01/2014	(E) CONTINGENCY	BEGINNING BALANCE				0.00	
3	08/01/2014		MONTHLY REVISED BUDGET				0.00	
3	08/01/2014		ANNUAL REVISED BUDGET				0.00	
3	08/01/2014	(E) MISCELLANEOUS EXPENSE	BEGINNING BALANCE				0.00	
3	08/01/2014		MONTHLY REVISED BUDGET				0.00	
3	08/01/2014		ANNUAL REVISED BUDGET				0.00	
3	08/01/2014	(E) BUILDINGS/GROUNDS	BEGINNING BALANCE				4,920.00	
3	08/01/2014		MONTHLY REVISED BUDGET				0.00	
3	08/01/2014		ANNUAL REVISED BUDGET				0.00	
3	08/01/2014	(E) EQUIPMENT	BEGINNING BALANCE				23,624.20	
3	08/01/2014		MONTHLY REVISED BUDGET				208.33	
3	08/01/2014		ANNUAL REVISED BUDGET				2,500.00	
3	08/01/2014	(E) SMALL EQUIPMENT	BEGINNING BALANCE				2,777.57	

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT	
2	AF-140815	08/15/2014	47 EMPORIUM METAL SCULP FOR BOWP	MYRNA HOOPER	143785	1408 BID EMPOR REIMB	449.00	449.00	
			MONTHLY REVISED BUDGET				449.00	0.00	
			ANNUAL REVISED BUDGET				3,226.57		
TOTAL PERIOD 08 ACTIVITY									

3-00-56720-890	(E) BANK FEES	08/01/2014	BEGINNING BALANCE	0.00			0.00	
			MONTHLY REVISED BUDGET	0.00			0.00	
			ANNUAL REVISED BUDGET	0.00			0.00	
ENDING BALANCE								

3-00-59100-000	(E) RESIDUAL EQUITY	08/01/2014	BEGINNING BALANCE	175.00			0.00	
			MONTHLY REVISED BUDGET	175.00			0.00	
			ANNUAL REVISED BUDGET	2,100.00			0.00	
ENDING BALANCE								

3-00-90000-998	(I) SUMMARY ACCOUNT	08/01/2014	BEGINNING BALANCE				0.00	
			MONTHLY REVISED BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	
ENDING BALANCE								

3-00-90000-999	(I) DUE TO/FROM OTHER FUNDS	08/01/2014	BEGINNING BALANCE				0.00	
			MONTHLY REVISED BUDGET				0.00	
			ANNUAL REVISED BUDGET				0.00	
ENDING BALANCE								

3-44-44130-000	(R) FARMERS MARKET FEES	08/01/2014	BEGINNING BALANCE				0.00		
			MONTHLY REVISED BUDGET	40	8/12/14 FARMER FEES	01	0.00	1,784.00	
			ANNUAL REVISED BUDGET				0.00	150.00	
ENDING BALANCE									
TOTAL PERIOD 08 ACTIVITY									
								166.67	
								2,000.00	
ENDING BALANCE									1,934.00

3-46-46850-000	(R) ECONOMIC DEVELOPMENT	08/01/2014	BEGINNING BALANCE	7,458.33				89,500.00
			MONTHLY REVISED BUDGET	7,458.33				89,500.00
			ANNUAL REVISED BUDGET	89,500.00				0.00
ENDING BALANCE								

3-48-48110-000	(R) INTEREST INCOME	08/01/2014	BEGINNING BALANCE				0.00	125.58	
			MONTHLY REVISED BUDGET	22	JE0021 AUGUST 2014		0.00	6.10	
			ANNUAL REVISED BUDGET	34	JE0021 AUGUST 2014		0.00	8.41	
ENDING BALANCE									
TOTAL PERIOD 08 ACTIVITY									
								8.33	
								100.00	
ENDING BALANCE									140.09

3-48-48500-000	(R) DONATIONS	08/01/2014	BEGINNING BALANCE	833.33				0.00
			MONTHLY REVISED BUDGET	833.33				0.00
			ANNUAL REVISED BUDGET	10,000.00				0.00
ENDING BALANCE								

JOURNAL #	ENTRY DATE	ITEM	TRANSACTION DESCRIPTION	VENDOR	CHECK	INVOICE	DEBIT	CREDIT	
1-48-48900-000	08/01/2014	(R)	MISCELLANEOUS REVENUE						
			BEGINNING BALANCE				0.00	0.00	
			MONTHLY REVISED BUDGET				0.00	0.00	
			ANNUAL REVISED BUDGET				0.00	0.00	
2-48-48900-000	08/01/2014	(R)	FUND BALANCE APPLIED						
			BEGINNING BALANCE				0.00	0.00	
			MONTHLY REVISED BUDGET				0.00	0.00	
			ANNUAL REVISED BUDGET				0.00	0.00	
							GRAND TOTAL	200,543.25	200,543.25
							TOTAL DIFFERENCE	0.00	0.00