

City of Portage
Business Improvement District Board of Directors
Tuesday, December 16, 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, Marlana Cavanaugh, Maribeth Dorn, Ian Dumbleton, Myrna Hooper & Sheila Link.

Excused: Vice President – John Krueger.

Also present: Scott Davis, BID Contractor, Portage Director of Business Development- Steve Sobiek, Mayor William Tierney.

1. Roll Call

The meeting was called to order at 7:35am by President Joyce.

2. Discussion and request for approval of BID Meeting minutes for November 12, 2014.

President Joyce presented the minutes from November 12, 2014 and asked for a motion to approve the minutes as presented. Motion by Schmidt, second by Dumbleton to approve minutes for November 12, 2014 meeting. Motion carried unanimously.

3. Discussion and possible action on BID Board Member(s) consideration.

President Joyce asked Maribeth Dorn if she was interested in returning as a Director of the Portage BID Board. Dorn declined due to personal reasons.

President Joyce asked Myrna Hooper if she was interested in returning as a Director of the Portage BID Board. Hooper agreed to returning to the BID Board. President Joyce presented to the Board Myrna Hooper as a returning Portage BID Board Director. **Motion was made to accept and present Myrna Hooper to the Portage City Common Council, with a 3 year term from 2015 to 2017, by President Joyce, 2nd by Schmidt. Motion passed with all in favor.**

4. Discussion and possible action on BID Committee Chairman Reports

Discussion moved to Executive Committee Report.

President Joyce presented the Executive Committee report stating that a number of the Tree Ornaments were recently broken. Joyce stated that she will call the manufacturer due to an understanding of them being unbreakable. She will keep the Board up to date on her discussion. Joyce continued her report stating the Executive Committee discussed the upcoming Orientation Meeting at 6:30pm, on 01/26/15, at 205 VINO. A flyer will be created. The flyer will be mailed to the BID fee payer and hand delivered to the tenants at each location. Joyce will ask if the Mayor and Steve Sobiek are willing to make scheduled remarks at the meeting.

Joyce finished her report stating the council is asking for an annual operational plan. She will discuss with City Administrator Murphy regarding specifics since the Bylaws are already approved and an annual budget is present to the Common Council for approval each August.

Discussion moved to Buildings & Grounds Committee Report.

Director Schmidt presented the Buildings & Grounds Committee report stating that the Committee is meeting with Contractor, Scott Davis and President Joyce regarding snow removal and that expectations of the Board, contractor and the BID members are in sync. Schmidt continued stating that the Polar Trac lights have been fixed.

Schmidt continued stating that the committee has been included in the discussion of trees at the Chamber Plaza and the electrical problems with provided power. Schmidt stated that the City has contracted with Electric One to fix the electrical problems.

Schmidt stated that he has been in contact with the City Administrator Murphy regarding the shattered Christmas Tree ornaments. Schmidt stated that he received a forwarded e-mail between Murphy and Police Chief Manthey regarding the matter. The committee is looking at the feasibility and cost of attractive fencing around the tree. The fencing could be used within the BID for other purposes as deemed necessary. Director Link stated that she sees constant vandalism at the Chamber Plaza and has asked why this continues to be a problem without an apparent answer by the City of Portage. Schmidt added that cameras have been looked at as a potential answer but that the cost was prohibitive. Dumbleton added that the Portage BID Board and the City of Portage should look into constructive ways to deter and not focus on why something cannot be done to alleviate vandalism at the Chamber Plaza.

Schmidt ended his report stating that Contractor Davis is doing a great job and wanted to thank him for his hard work and the positive comments that he has been hearing. Schmidt asked that Davis present his contractors report for the month of November.

Motion by Rupers, second by Schmidt to approve the November 2014 Contractors Report. Motion passed with all in favor. October 2014 Contractor Report is included as Addendum1BIDDec.

Discussion moved to the Farmers Market Committee Report

Director Dumbleton presented the Farmers Market Committee report stating that a preliminary report is available until the November 2014 financials are finalized and approved. The Farmers Market income is \$2180 and the expenses are currently at \$1829.86, with \$350 of those expenses including many start-up purchases, such as clothing and small equipment. Dumbleton stated that the state of WI "Pickle Bill" requirements are now included on the website, along with a request for individuals to consider becoming members of the Farmers Market Committee.

Discussion moved to the Grants Committee Report

President Joyce stated that there was no committee report this month. However, **Joyce made a motion to remove the table item to discussion and consider possible action on \$1000 request from Downtown Portage, Inc for 2015 Fine Vine Wine Walk event in October of 2015, 2nd by Rupers. Motion passed with all in favor.**

Director Link presented the requested DPI Financial reports to the Board for DPI's request for \$1000 for the 2014 Fine Vine Walk event held in October 2014. Rupers stated that he did not see the a coordinator fee for, Tricia Pionke. Link stated that she donated her time this year for coordinating this event. **Motion to approve DPI's request for \$1000 for the 2014 Fine Vine Walk event held in October 2014 by President Joyce, 2nd by Cavanaugh. Motion passed with all in favor.**

Discussion moved to Marketing Committee report.

President Joyce stated that since the Marketing Committee Chairperson, Vice President Krueger was excused, she asked that Director Cavanaugh present to the Board an update on the Portage BID Website. Cavanaugh stated that the change requests from the November Board meeting were completed. She is working on improving the Search Engine Optimization of the website and has asked the Board to access the website on a regular basis to improve the website's positioning. Cavanaugh stated that DPI has requested a page on the site to include the vacant building locations within the Downtown and to include the contact information and pricing. Portage Director of Business Development- Steve Sobiek added that he is working with the owners of vacant buildings for lease/selling opportunities and asked for our help if we know of potential tenants or buyers.

Cavanaugh added that she believes a focus on businesses within the Portage BID and space availability is crucial.

Discussion moved to Streetscape Committee report.

President Joyce stated that there is not report as the Streetscape committee did not meet.

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

Director Link presented the report stating that the Living Window event on Saturday, 12/13/14 was a success and an awesome day. There was an estimated 1000 people attending to view 22 windows and a live nativity scene.

Link continued her report stating that the Holiday Shopping Spree is looking very good as there have been over \$35,000 in receipts since 12/11/14. 41, or 50% of the downtown businesses participated and 90% of the receipts were from Downtown businesses. The average receipt was \$340. The shopping spree created a positive buzz for the downtown and suggestions were made to use Sandwich Boards for advertising the Shopping Spree in December of 2015.

6. Discussion and possible action on treasurer's report.

Claims to pay

Treasurer Schmidt presented the Claims to Pay Voucher list for December, 2014. Schmidt presented the Claims to pay for December in the amount of \$10,607.59. **Motion by Rupers, second by Dumbleton to approve the presented Claims To Pay list in the amount of \$10,607.59. Motion carried unanimously.** Claims to pay list included as Addendum2BIDDec.

Financials – November 2014

Treasurer Schmidt stated that he did not receive the November 2014 Financials from the City. Schmidt stated that the BID November Financials will be presented in January 2015, along with the December 2014 Financials.

7. Discussion and possible action on BID Board Officer positions for 2015

- a. President Joyce nominated Director Dumbleton as BID Secretary for 2015.
 - i. **President Joyce made a motion to close nominations for Secretary and accept Director Dumbleton as Portage BID Secretary for 2015, 2nd by Cavanaugh. Motion passed with all in favor.**
- b. Director Rupers nominated Director Schmidt as BID Treasurer for 2015.
 - i. **Director Rupers made a motion to close nominations for Treasurer and accept Director Schmidt as Portage BID Treasurer for 2015, 2nd by Dumbleton. Motion passed with all in favor.**
- c. President Joyce nominated Director Rupers as BID Vice President for 2015.
 - i. **President Joyce made a motion to close nominations for Vice President and accept Director Rupers as Portage BID Vice President for 2015, 2nd by Schmidt. Motion passed with all in favor.**
- d. Secretary Rupers nominated Director Joyce as BID President again for 2015.
 - i. **Secretary Rupers made a motion to close nominations for President and accept Director Joyce as Portage BID President for 2015, 2nd by Link. Motion passed with all in favor.**

President Joyce recognized Mayor Tierney regarding an update on Columbia County and the acquiring of property within the Portage BID. Mayor Tierney stated that there will be a County

Infrastructure meeting on 12/30/14. The County is looking to purchase land along the canal from Wisconsin to Thompson Streets to house the Health & Human Services and Administration buildings. Mayor Tierney suggested that the Portage BID Board consider a Representative to become a regular attendee of the Columbia County infrastructure meetings.

8. Adjournment

Motion by Joyce, second by Rupers to adjourn the meeting at 8:43. Motion carried unanimously.

Respectfully Submitted by Dennis Rupers, BID Secretary.

2014 Monthly BID Maintenance Contractor Report

11/01/14-11/30/14

To: BID Board

From: Scott Davis

BID District Trash Cans:

- Check all BID district trash cans empty as needed. Check all BID sidewalks and clean up trash along the curbs and cigarette butts.

Farmers Market:

BID Equipment:

- I took the two 4 wheelers to a friend's shop and had them tuned up and all the fluids changed. The Polar Trac was dropped off November 7. The lights did not work the first time went to use it. I thought it might be an easy fix so I had Schadel auto check it over and they replaced a relay that was bad. The lights went out again so Shane suggested I have a tech from the dealer look it over. He checked all the wire connections and replaced the relay that Schadel auto put in. The Bobcat side by side is still working out great.

BID Building:

- Starting to check out the inside of the BID building to see what needs to be done to set it up for the winter season.

Miscellaneous:

- Carol from Edgewater Greenhouse, Joanne from Portage Pride, Shane Schmidt and a couple of other ladies put more boughs and red willow in the planters. Carol brought different types of boughs and some red willow with her. I also cut a bunch of red willows. I helped the city workers with putting up the big tree and the new ornaments. Ian and I put up the candy cane street signs. Diana Haertel, Mrs. Polnow and I put the lights on the trees around the Commerce Plaza.

2014
City of Portage
Business Improvement District
December 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	10/29-11/24	118698-013	11869811242014	\$9.03	Alliant Energy	BID Building Electrical	221	Electrical & Gas
3	11/30/2014		#1657 & #1661	\$142.30	Shadel Auto & Truck Clinic	Tire Repair/Patch & Replace Relay on PolarTrac	352	REPAIR/MAINT SUPP-EQUIPMENT
4	11/12/2014	2599988	2252695	\$900.00	Capital Newspapers	Holiday Happenings Raffle	296	Marketing
5	11/21-11/22	2599988	225910 62254315	\$250.00	Capital Newspapers	Christmas Spadia	296	Marketing
6	11/28-11/29	2599988	2264947 & 2264948	\$250.00	Capital Newspapers	Christmas Spadia	296	Marketing
7	11/19/2014		313488	\$41.07	Napa Auto Parts	Magnetic Block Heater	352	REPAIR/MAINT SUPP-EQUIPMENT
8	8/27/2014		303558	\$5.69	Napa Auto Parts	Sand Paper	352	REPAIR/MAINT SUPP-EQUIPMENT
9	11/26/2014		314282	\$1.90	Napa Auto Parts	Cut Key	352	REPAIR/MAINT SUPP-EQUIPMENT
10	11/7/2017		977863	\$100.00	Scott Davis	Seasonal Maintenance of Police Dispatch Building (Clear Trunk/Seat at Main Head)	352	REPAIR/MAINT SUPP-EQUIPMENT
11	11/7/2014		977864	\$100.00	Scott Davis	Seasonal Maintenance of Police Dispatch Building (Clear Trunk/Seat at Main Head)	352	REPAIR/MAINT SUPP-EQUIPMENT
12	11/26/2014		427651	\$2,289.00	Don Rick Insurance	2015 Pkg Renewal (Cincinnati Indemnity)	510/512	Liability Ins/Property Ins
13	12/5/2014	133794	1563149-00	\$326.25	Reinders	Service Call-Replace Relay(Lights going out on Polar Trac)	352	REPAIR/MAINT SUPP-EQUIPMENT
14	11/12/2014		3698	\$50.00	Silent Night Evergreens	Bouqhs	790	MISCELLANEOUS EXPENSE
15	12/6/2014			\$1,000.00	Downtown Portage Inc. (DPI)	2014 Fine Wine Walk-Marketing Materials	296	Marketing
16	12/2/2014		12846	\$2,642.35	Temple Display LTD	100 8" Red Silver/Gold Ornament/Trees 127 Red Silver/Gold Ornament		

Total: \$10,607.59

Pre-Paid Expense Account #055

1	12/12/2014	Pre-Paid		\$214.84	Portage Lumber	Plywood, Tarps/section to heat Polar Trac	821	Buildings/Grounds
2	11/27/2014	Pre-Paid		\$15.96	Tractors Supply	Cable Ties	352	REPAIR/MAINT SUPP-EQUIPMENT
3	11/26/2014	Pre-Paid		\$39.75	Market Basket	Diesel	342	Gasoline/Oil
4	11/26/2014	Pre-Paid		\$2.95	Walgreen Balance	Monthly Fee	590	Bank Fees
5	11/20/2014	Pre-Paid		\$166.31	Portage Lumber	Ice Melter & Car Liners	352	REPAIR/MAINT SUPP-EQUIPMENT
6	11/20/2014	Pre-Paid		\$119.99	Tractors Supply	Inferred Heater	860	Small Equipment
7	11/12/2014	Pre-Paid		\$7.25	Tractors Supply	Cable Ties/Wire Rope	352	REPAIR/MAINT SUPP-EQUIPMENT
8	11/10/2014	Pre-Paid		\$39.00	Market Basket	Diesel	342	Gasoline/Oil

Total: \$606.05
Balance On Card: \$673.65

Approved for payment during City of Portage Business Improvement District Committee meeting dated 12/16/2014
Shane Schmidt, Treasurer
BID Board of Directors

12/16/2014
Date

12/16/2014

Statement

Shadel Auto and Truck Clinic
608-742-8870

(3)

3

SHADEL AUTO & TRUCK CLINIC

107 E. DODGE STREET

PORTAGE, WI 53901

(608) 742 8870

SHUTTLE SERVICE TO HOME OR WORK

VEHICLE PICK UP AND DELIVERY

HOURS MONDAY THRU FRIDAY 8 AM TO 6 PM CLOSED SATURDAY AND SUNDAY

11/18/2014 2:01 PM

page 1

Invoice #1657

CITY OF PORTAGE BUSINESS IMPRO

115 WEST PLEASANT STREET

PORTAGE WI 53901

Created : 11/18/2014 2:00:15 PM

Complete : 11/18/2014 2:01:11 PM

Invoiced : 11/18/2014 2:01:11 PM

Labor/Notes

Code/Tech*	Reference	Description	Price
PR*	TIREREPAIR	FLAT TIRE REPAIR	\$15.00
REMOVE TIRE FROM WHEEL AND REPAIR TIRE WITH PATCH / PLUG			
		Labor	\$15.00
		Parts	\$0.00
		Sublet/Misc.	\$0.00
		Shop Supplies/EPA	\$1.20
		Charges	\$0.00
		Sales Tax	\$0.00
		Tax Exempt # 1234	\$0.00
Total Due			\$16.20

Tech	Certification #
PR	ASE17934176

I hereby authorize the repair work herein set forth to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond your control. I hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express garagekeeper's lien is hereby acknowledged on above vehicle to secure the amount or repairs thereto. All Vehicles left over 48 hrs. after repairs are completed WILL INCUR A \$5.00 PER DAY STORAGE FEE. 12 Month or 12,000 Mile Warranty On Repairs.

Customer Signature _____

Capital Newspapers

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

ADVERTISING INVOICE

BILLING PERIOD		ADVERTISER/CLIENT NAME	
11/03/14 - 11/30/14		BUSINESS IMPROVEMENT DIST./PORTAGE	
TOTAL AMOUNT DUE	UNAPPLIED AMOUNT	TERMS OF PAYMENT	
1,400.00		25th of the Month	
CURRENT NET AMOUNT DUE	30 DAYS	60 DAYS	OVER 90 DAYS
1,400.00			

PAGE #	BILLING DATE	BILLED ACCOUNT NAME AND ADDRESS	REMITTANCE ADDRESS
1	12/01/14	BUSINESS IMPROVEMENT DIST./PORTAGE BECKY NESS 115 W. PLEASANT ST. PORTAGE, WI 53901	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 BILLED UNITS	TIMES RUN RATE	GROSS AMOUNT	NET AMOUNT
11/12/14	2252695	HOLIDAY RAFFLE <i>Holiday Magazine Approved 9/9</i> SPHH 11/12	4x7.75 CI	(4)		900.00
11/22/14	2254310	CHRISTMAS SPADIA/FRONT PBNR 11/21 PPDR 11/21 PRTP 11/22 PWDE 11/22	3x4.00 CI			250.00
11/22/14	2254315	CHRISTMAS SPADIA/BACK PBNR 11/21 PPDR 11/21 PRTP 11/22 PWDE 11/22	3x4.00 CI	(5)		0.00
11/29/14	2264947	CHRISTMAS SPADIA/FRONT PBNR 11/28 PPDR 11/28 PRTP 11/29 PWDE 11/29	3x4.00 CI	(6)		250.00
11/29/14	2264948	CHRISTMAS SPADIA/BACK PBNR 11/28 PPDR 11/28 PRTP 11/29 PWDE 11/29	3x4.00 CI			0.00

\$750 Approved 9/9
\$500

STATEMENT OF ACCOUNT AGING OF PAST DUE ACCOUNTS

CURRENT NET AMOUNT DUE	30 DAYS	60 DAYS	OVER 90 DAYS	UNAPPLIED AMOUNT	TOTAL AMOUNT DUE
1,400.00					1,400.00

Capital Newspapers

1901 Fish Hatchery Road - Madison, WI 53713-1248

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

ADVERTISER INFORMATION			
BILLING PERIOD	ACCOUNT NUMBER	ADVERTISER/CLIENT NO.	ADVERTISER/CLIENT NAME
12/01/14	2599988	2599988	BUSINESS IMPROVEMENT DIST./PORTAG

DEC-08-2014 11:55 AM

NAPA AUTO PARTS

608 742 1451

P. 03 7



AUTO PARTS

400009327
NAPA PORTAGE
125 East Edgewater Street
608-742-7191
Portage, WI 53901
(608) 742-7191

Time: 15:37

Invoice Number

313488

Date: 11/19/2014

Page: 1/1

5755
Portage Public Works Dept.
City Clerk - City of Portage
115 W. Pleasant St.
Portage, WI 53901

Employee: 3 , Gary
Sales Rep: 5 , ADAM
Accounting Dsy: 15

1153	KAT	MAGNETIC HEATER	1.00	74.99	41.0700	41.07
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Anticipated Time:
Attention:
Tax Exemption:
PO: bid
Terms: SERVICE CHG

Subtotal 41.07
TAXTABLE 9 0.0000% 0.00

Charge Sale 41.07

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

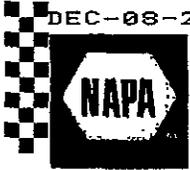
Reprint

DEC-08-2014 11:54 AM

NAPA AUTO PARTS

608 742 1451

P.01



AUTO PARTS

400007347
NAPA PORTAGE
125 East Edgewater Street
608-742-7191
Portage, WI 53901
(608) 742-7191

Time: 11:04
Date: 08/27/2014
Page: 1/1

Invoice Number 303558

5755
Portage Public Works Dept.
City Clerk - City of Portage
115 W. Pleasant St.
Portage, WI 53901

Employee: 17 , Bill
Sales Rep: 5 , ADAM
Accounting Day: 17

14302	MS	SD PAPER	1.00	8.45	5.6900	5.69
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Anticipated Time:
Attention:
Tax Exemption:
PO#: Bid
Terms: SERVICE CHG

Subtotal 5.69
TAXTABLE 9 0.0000% 0.00

Charge Sale 5.69

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

Print



AUTO PARTS

400009327
NAPA PORTAGE
125 East Edgewater Street
608-742-7191
Portage, WI 53901
(608) 742-7191

Time: 14:40
Date: 11/26/2014
Page: 1/1

Invoice Number 314282

5755
Portage Public Works Dept.
City Clerk - City of Portage
115 W. Pleasant St.
Portage, WI 53901

Employee: 3 , Gary
Sales Rep: 5 , ADAM
Accounting Day: 21

S	KY	SNGL CUT	1.00	3.17	1.9000	1.90
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Anticipated Time:
Attention:
Tax Exemption:
PO#: bid
Terms: SERVICE CHG

Subtotal 1.90
TAXTABLE @ 0.0000% 0.00

Charge Sale 1.90

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

Reprint

pay to Scott

Mike Hekel

977863

10

CUSTOMER'S ORDER NO. Polaris 500		DEPARTMENT	DATE 11/7/14	
NAME				
ADDRESS				
CITY, STATE, ZIP				
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.
QUANTITY	DESCRIPTION		PRICE	AMOUNT
1	1	BKBS5ES Sparkplug		3 50
2	1	Oil Filter		8 00
3	2	DW40 Synthetic oil	8.00 ea.	16 00
4	1	Polaris gear oil		6 00
5	1	Polaris transmission oil		8 00
6				
7		Labor -		58 50
8				
9				
10				100 00
11		Replace Sparkplug, clean Air filter,		
12		change front differential fluid,		
13		change Rear trans/differential fluid,		
14		change engine oil/Filter, Grease,		
15		check air pressure, check over		
16				
17				
18				
19				
20				
RECEIVED BY				



KEEP THIS SLIP FOR REFERENCE
ORIGINAL

977864

u

CUSTOMER'S ORDER NO. Polaris 500		DEPARTMENT		DATE 11/7/14			
NAME							
ADDRESS							
CITY, STATE, ZIP							
SOLD BY		CASH	C.O.D.	CHARGE	ON ACCT.	MDSE RETD	PAID OUT
QUANTITY	DESCRIPTION			PRICE	AMOUNT		
1	1	BRSES spark plug				3	50
2	1	oil filter				8	00
3	2	0W40 Synthetic oil			8.00 ea.	16	00
4	1	Polaris gear oil				6	00
5	1	Polaris transmission oil				8	00
6							
7		Labor				58	50
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
RECEIVED BY							



KEEP THIS SLIP FOR REFERENCE
ORIGINAL

DON-RICK Insurance

www.don-rick.com

Baraboo - Holmen - Portage

Portage Business Improvement District
 319 W Franklin St
 Portage, WI 53901

INVOICE 12

Customer	Portage Business Improvement District 10505
Date	11/26/2014
Customer Service	Don-Rick, Inc. Wendy Gerken
Page	1 of 1

Payment Information	
Invoice Summary	2,289.00
Payment Amount	
Payment for:	Invoice#427651
ENP 011 51 94	

Thank You

Please detach and return with payment



Customer: Portage Business Improvement District

Invoice	Effective	Transaction	Description	Amount
427651	01/01/2015	Policy change	Policy #ENP 011 51 94 01/01/2012-01/01/2015 Cincinnati Indemnity 2015 Package Renewal - Annual Premium PREMIUM DUE BY 1-02-2015 THANK YOU!	2,289.00
Total				2,289.00

Thank You

Don Rick Insurance 236 West Cook Street P.O. Box 465 Portage, WI 53901	(608)742-5548	Date
	dennis@don-rick.com	11/26/2014

PORTAGE BUSINESS IMPROVEMENT DISTRICT

Premium Summary

	<u>2014</u>	<u>2015</u>
General Liability	\$ 350	\$ 714
Scheduled Equipment/Items	<u>\$ 1,452</u>	<u>\$ 1,575</u>
TOTAL PREMIUMS	\$ 1,802	\$ 2,289

2014 Changes:

- Equipment - added Bobcat with angle broom on May 8, 2014

2015 Notes:

New 3 year term. Rates are updated from last 3 year term, 2011.

General Liability - Minimum premium updated to \$714

- Cincinnati updated minimum premiums in 2013 but with 3 year term, it did not affect premium till this renewal.

Contractors Equipment Rate - \$1.50 per \$100 (same rate as it was for 2012/2015!)





W227 N6225 Sussex Road
 Sussex, WI 53089-3969
 PH: (262) 786-3300 FAX: (262) 786-6111
 www.reinders.com

INVOICE

13

UPC VENDOR	INVOICE DATE	ORDER NO
000000	12/05/14	1563149-00
P.O. NO		PAGE #
S060600/GM7210		1

CUST#: 133794

SHIP TO: CITY OF PORTAGE - PARK & REC.
 115 W. PLEASANT ST.
 PORTAGE, WI 53901

REMIT TO: Reinders, Inc.
 P.O. Box 78955
 Milwaukee, WI 53278-0955

BILL TO: CITY OF PORTAGE
 MUNICIPAL BLDG
 115 W. PLEASANT STREET
 PORTAGE, WI 53901

INSTRUCTIONS		TERMS
		Net 30 Days
SHIP POINT	SHIP VIA	SHIPPED
Reinders, Inc. (Sussex Whse)	R TRUCK	12/05/14

LINE NO.	PRODUCT AND DESCRIPTION	QTY. ORDERED	QTY. B.O.	QTY. SHIPPED	QTY. U/M	UNIT PRICE	DISCOUNT	AMOUNT (NET)
	> EQUIP: TORO POLAR TRAC CAB, MODEL: 30371, SN: 311000122. > WORK REQUESTED: SERVICE CALL - CAB FUNCTIONS DO NOT OPERATE (LIGHTS & HEATER). > 141126-0013 *****							
1	2-32 MOBILE SERVICE CALL	1	0	1	each	195.00		195.00
2	S055-01-000 Maintenance Default Labor Operation Verified fusible link at battery terminal were ok. Verified all grounds & harnesses are intact & clean/secure. Verified all fuses are ok. Removed roof & verified battery voltage at main circuit breaker. Verified all connections/harnesses are clean, undamaged & secure. Verified battery voltage at terminal 30 on relay. Checked for voltage at terminal 87 on relay and there was none. Removed relay & inspected (found terminal 87 was slightly deformed, as if overheated). Installed known good, used relay & retested (didn't have a new relay with me). Voltage was then present at terminal 87 & all cab circuits were working. Took an amp draw reading on main wire connected to terminal 87 on relay with all accessories turned on (maximum amp draw was only 25-27amps, which is within spec). Customer informed me that they recently had relay replaced locally.	1.25	0	1.25	hour	105.00		131.25
3	S055-01-000 Maintenance Default Labor Operation CONTINUED: Failed relay was not marked for rated amp capacity. Re-secured roof & left a 2nd relay with customer if he needs it later.	1	0	1	hour	0.00		0.00

#

Warehouse: Reinders, Inc. (Sussex Whse)

Continued Taken By: rcom Sales Rep: 78 Order Type: S0

A Finance Charge of 1-1/2% per month (Annual Percentage Rate 18%) will be added to the past due balance. Claims for errors must be made within 5 business days after receipt of goods. A Restock Fee is charged on ALL return items if original order was filled as requested.
 PLEASE MAKE PAYMENT FROM THIS INVOICE



W227 N6225 Sussex Road
 Sussex, WI 53089-3969
 PH: (262) 786-3300 FAX: (262) 786-6111
 www.reinders.com

INVOICE

UPC VENDOR	INVOICE DATE	ORDER NO.
000000	12/05/14	1563149-00
P.O. NO.		PAGE#
S060600/GM7210		2

CUST.#: 133794

SHIP TO: CITY OF PORTAGE - PARK & REC.
 115 W. PLEASANT ST.
 PORTAGE, WI 53901

REMIT TO: Reinders, Inc.
 P.O. Box 78955
 Milwaukee, WI 53278-0955

BILL TO: CITY OF PORTAGE
 MUNICIPAL BLDG
 115 W. PLEASANT STREET
 PORTAGE, WI 53901

INSTRUCTIONS		TERMS
		Net 30 Days
SHIP POINT	SHIP VIA	SHIPPED
Reinders, Inc. (Sussex Whse)	R TRUCK	12/05/14

LINE NO.	PRODUCT AND DESCRIPTION	QTY ORDERED	QTY B.O.	QTY SHIPPED	QTY U/M	UNIT PRICE	DISCOUNT	AMOUNT (NET)
3	Lines Total			Qty Shipped Total	3.25			Total Invoice Total 326.25
PAYMENT DUE BY: 01/04/15								
Warehouse: Reinders, Inc. (Sussex Whse)								
Last Page Taken By: rcom Sales Rep: 78 Order Type: S0								

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Phone: (608) 587-2445
 Fax: (608) 587-2888
 Email: chapman@maqs.net

W6717 County Rd. P
 Endeavor, WI 53930

Sold to: Ian Dumbleton
 Business Improvement District
 Portage, WI 53901

3698

11/12/2014

Qty.	Description	Price	Amount
1	Boughs	50.00	50.00
Thank you!			\$50.00
			\$0.00
Balance			\$50.00

Signature

Date

Thank You!

Tabled
for Dec

15

November 3, 2014

To: Bid Board of Directors
From: Downtown Portage Inc.,
RE: Request for funds – Fine Vine Wine Walk

The 2014 Fine Vine Wine Walk wrapped up successfully on October 24th, 2014. The 320+ participants lined the streets in downtown Portage and filled the already beautiful fall evening with music, conversation and most important shoppers from Portage as well as our neighboring communities.

This event focused on what we can do to better promote the downtown businesses to have the shoppers return long after the event was over. I am requesting \$1000 in Bid Funds. These funds will help cover the costs of, but not limited to: marketing fliers, newspaper/online advertising, marketing materials such as good, maps which included the business listing as well as a coupon from each business in which a ticket holder could come back at a later date and redeem for a discounted good or service.

The feedback in regards to the Fine Vine Wine Walk, was nothing short of positive. The success has paved the way for future similar events such as a beer walk . The goal to embrace the Shop, Dine & Wine side of Portage is well underway. Successful events like these are drawing in visitors from our neighboring communities other than Portage and re-familiarize what our downtown has to offer to the residents in the 53901.

Tricia Pionke
VP Downtown Portage Inc.
205 VINO



TEMPLE DISPLAY LTD

TEMPLE
display, ltd.

114-C KIRKLAND CIRCLE
OSWEGO, IL 60543

16

Invoice

Date	Invoice #
12/2/2014	12846

Bill To
BUSINESS IMPROVEMENT DISTRICT PEGGY JOYCE 319 W. FRANKLIN ST. PORTAGE, WI 53901

Ship To
PORTAGE BID

S.O. No.	P.O. Number	Terms	Rep	Ship	Via	F.O.B.
TDLQ19492		NET 30 Days				

Quantity	Item Code	Description	Price Each	Amount
108	ORNAMENT	8" (200MM) SHATTERPROOF BALL - MIX OF RED, SILVER AND GOLD	12.80	1,382.40T
168	ORNAMENT	5 1/2" (100MM) SHATTERPROOF BALL - MIX OF RED, SILVER AND GOLD	5.18	870.24T
	SHIPPING	SHIPPING & HANDLING CHARGES	251.96	251.96T

Sales Tax (5.5%)	\$137.75
Total	\$2,642.35
Payments/Credits	\$0.00
Balance Due	\$2,642.35

Thank you for your business!

Phone #
630-851-3331

E-mail	Web Site
sales@templdisplay.com	www.templdisplay.com

12/12/2014

Walgreens Balance® Financial Prepaid MasterCard®



Card Statement

Card ending in: 9185

Information is updated each business morning after all transactions have been processed.

How are transactions posted to my account?

Summary of Account Activity

Current Balance	\$673.65
Total Loads This Period	\$497.00
Total Pending Authorizations	\$0.00
Total Settled Transactions	-\$606.05

Transactions

Date ▲	Details	Amount
12/12/2014 6:06 AM	PORTAGE LUMBER DO, PORPORTAGE LUMBER DO PORTAGE WI <i>Lumber for Building</i>	-\$214.84
11/27/2014 6:07 AM	182209320 TRACTOR S 3033 CTH CX PORTAGE WI <i>cable ties</i>	-\$15.96
11/26/2014 6:04 AM	MARKET BASKET Q39, AGE WI, WI <i>Diesel</i>	-\$39.75
11/26/2014 1:32 AM	Monthly Fee	-\$2.95
11/20/2014 6:03 AM	PORTAGE LUMBER DO, PORPORTAGE LUMBER DO PORTAGE WI <i>Iron Miller & Can Liners</i>	-\$166.31
11/20/2014 6:03 AM	TRACTOR SUPPLY #779, PORTAGE <i>-Infrared Heater</i>	-\$119.99
11/19/2014 11:25 AM	Instant Issue Reload Cash	\$497.00
11/12/2014 6:00 AM	182209320 TRACTOR S 3033 CTH CX PORTAGE WI <i>Cable ties, Wire Rope</i>	-\$7.25
11/10/2014 6:24 AM	MARKET BASKET Q39, AGE WI, WI <i>Diesel</i>	-\$39.00

Transactions are displayed in MST