

**City of Portage
Business Improvement District Board of Directors
Wednesday, June 10, 2015, 7:30 a.m.
City Municipal Building, 115 West Pleasant St
Conference Room One**

Minutes

Board Members: President- Peggy Joyce, VP-Dennis Rupers, Treasurer-Shane Schmidt, Secretary-Ian Dumbleton, Marlena Cavanaugh, Fred Galley, Myrna Hooper, John Krueger & Sheila Link.

Excused: President Peggy Joyce and Director Fred Galley

- 1. Vice President Dennis Rupers called the meeting to order at 7:35am**
- 2. Discussion and request for approval of BID Meeting minutes for April 8, 2015.**
Discussion around correction of the claims to pay from May 13th meeting minutes, claims to pay was \$9,200 on minutes and actual was \$9,200.90., motion to approve May 13, 2015 minutes with the correction by Director Schmidt, second by Director Krueger. Motion passed
- 3. Discussion moved to update on Saturday events in 2015.**
Nothing to report as Director Galley was excused from the meeting.
- 4. Discussion and possible action on BID Committee Chairman Reports**

Discussion moved to Executive Committee report.

Vice President Rupers reported that all committee chairs need to review budgets from previous year and current year to plan 2016 budget for their respective committees. Budgets need to be reviewed prior to next meeting so we can get them to the City for approval in August.

Discussion moved to Buildings & Grounds –

Treasurer Schmidt reported that he heard back from John Miller in regards to when BID will need to move out of the current equipment storage building and BID will need to be out of the current building by October 2015. Schmidt also reported that using the underground parking could be an option for the BID equipment if walls were put up and it would only take up approximately 2 parking stalls. The Building and Grounds committee will continue to explore this and other viable options for BID equipment. Mayor Tierney who was present at the meeting recommended that Schmidt get the conversation started with Bob Redelings Director of Public works around how the underground parking can be used. Vice President Rupers asked if everyone received the BID Contractor's report from Scott Davis. All agreed that they read the report and no questions or comments were offered. Motion by Schmidt, second by Dumbleton to accept the May 2015 Contractor's Report. Motion passed. Contractor's Report is included as Addendum 1.

Discussion moved to Farmers Market-

Nothing to Report

Discussion moved to the Grants Committee-

Vice President Rupers reported that the Portage Theater had request a \$300 grant for advertising of the summer Family Movie Series, which brings families into downtown and gives them the opportunity for \$.50 movies. BID has supported this event in the past and believes it is an important event to continue to support in downtown Portage. Motion by Dumbleton to approve the \$300 grant, second by Schmidt. Motion passed.

Vice President Rupers brought up discussion about potentially putting together a commercial about BID and what we do and how we help our downtown community. This commercial or trailer would be played at the theater before movies. Director Hooper mentioned that she has one of these commercials for her business and it has been highly successful. The recommendation is for the Marketing group to move forward with the commercial idea.

Discussion moved to the Marketing Committee-

Committee Chair Cavanaugh reported that along with budgeting she is working on putting together a marketing plan in order to make sure we have a more defined marketing strategy moving forward. Director Cavanaugh also requested that Treasurer Schmidt write a brief letter to Facebook in order for them to release the Portage Mainstreet page, so she can change it to the BID page.

Discussion moved to the Streetscape Committee-

Shane reported that the planters and hanging baskets have been planted and they had approximately 8 volunteers including members of Portage Pride. There was also discussion about adding more metal art to the planters in downtown which will get added to next month's agenda. There was also discussion around the trees in downtown and putting together a Marketable plan that can be shared with the public.

Discussion moved to involvement with Downtown Portage, Inc. (DPI)

Director Link updated the board on the Canal Day's event. The Saturday event was disappointing due to the rain, however there was a good turnout for the Parade. The rain did not create a good turnout for the outdoor vendors, however they did see what the event could be without the rain and 20 vendors have already committed for next year. Link also updated that there is some legislation that could possibly prohibit any future wine walks sponsored by DPI. Link and DPI will be talking with the City about the future of the events. Link reported that DPI will be installing a new A/C unit on the Mercantile as the current unit cannot handle the capacity for the building size and is freezing up.

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

Claims to pay

Treasurer Schmidt presented the Claims to Pay Voucher list for June, 2015. Schmidt presented the Claims to pay in the amount of \$6736.32. Motion by Krueger, second by Hooper to approve the presented Claims to Pay list in the amount of \$6736.32. Motion passed Claims to pay list included as Addendum 2.

Financials – April 2015 and May 2015

Treasurer Schmidt asked if everyone had a chance to review the Financial, there were no concerns. Motion by Dumbleton to approve April 2015 Financials , Second by Krueger, motion passed. Motion by Krueger to approve May 2015 Financials , Second by Schmidt, motion passed

6. Adjournment

Motion by Rupers, second by Schmidt to adjourn the meeting at 8:41 am. Motion passed.

2015 Monthly BID Maintenance Contractor Report 05/01/15-05/31/15

To: BID Board

From: Scott Davis

Farmers Market:

- The Farmers Market started MAY 7th and 6 vendors were there. More vendors are showing up every week. School kids were allowed to come down and learn all about how Farmers Markets work and purchase items from the vendors.

BID Equipment:

- Bobcat is working well. The new trailer and water tank are all set up and working very well.

BID Building:

- Starting to mow and clean up weeds around the BID building.

Miscellaneous:

- I installed the 20 new hangers. I went out to Links to help load the hanging baskets on May 21 and put them up on the poles. The barrels were planted on May 21 and 22. One hanging basket was taken off a pole by Shane's office and dropped off by the Ram hotel. All the flowers were pulled out of a barrel by the Ram hotel and thrown on the sidewalk. I replanted them. A few more flowers were pulled out around the BID area. Hopefully people will stop messing with the flowers. I sprayed round up in the BID area.

**2015
City of Portage
Business Improvement District**

Addendum 2

June Schedule of Vouchers

#	Date	Charge Acct	Invoice #	Amount	Vendor	Description	Account #	Description
1				\$2,500.00	BKO, LLC - Scott Davis	Feb 2015 Services	241	Custodial Services
2	04/28-05/27	118698-013	118698U05272015	\$8.24	Alliant Energy	BID Building Electrical	221	Electrical & Gas
3	6/1/2015			\$1,360.00	Link's Greenhouse	35-Replant 20-New basket & Plant 1- fert	821	Buildings & Grounds
4	5/24/2015		BID Planters	\$2,068.08	Edgewater Greenhouses, Inc	Bedding Plants,Growing Mix,Garden Soil	821	Buildings & Grounds
5				\$500.00	Scott Davis	\$ to recharge Prepaid card-no 1099	55	Pre Paid Expense Account
6	6/1/2015		150618	\$300.00	Portage Theaters	Summer Family 50 Cent Movies	715	Grants
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Total: \$6,736.32

Pre Paid Expense Account #055

1	5/26/2015			\$2.95	Walgreens Balance	Monthly Fees	590	Bank Fees
2	5/28/2015			\$38.09	Tractor Supply	Watering pump parts	860	Small Equipment
3	5/28/2015			\$30.00	Market Basket	Diesel	342	Gasoline/Oil
4	5/28/2015			\$16.15	Market Basket	Gas	342	Gasoline/Oil
5	5/22/2015			\$33.87	Portage Lumber	Watering pump parts	860	Small Equipment
6	5/19/2015			\$105.44	Tractor Supply	Water Pump	860	Small Equipment
7								
8								

Total: \$226.50

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

6/10/15



Shane Schmidt, Treasurer
BID Board of Directors

6/10/15
Date