

City of Portage
Business Improvement District Board of Directors
Wednesday, July 8, 2015, 7:30 a.m.
City Municipal Building, 115 W Pleasant St
Conference Room One
Minutes

Present: President- Peggy Joyce, Vice President- Dennis Rupers, Treasurer Shane Schmidt, Fred Galley, Myrna Hooper, John Krueger & Sheila Link.

Excused: Secretary Ian Dumbleton, Director Sheila Link and Director Marlena Cavanaugh

Also present: Scott Davis, BID Contractor, Director of Business Development, Steve Sobiek and Marianne Hanson, Executive Director of Portage Chamber of Commerce (PACC).

1. President Joyce called the meeting to order at 7:31 am.

2. Discussion and request for approval of BID Meeting minutes for June 10, 2015.

President Joyce presented the minutes from June 10, 2015 and asked for a motion to approve the minutes as presented. Motion by Rupers, second by Krueger to approve minutes for June 10, 2015 meeting. Motion passed.

3. Discussion and update on Fred Galley's idea for a weekly Saturday event.

President Joyce asked Director Galley to present his report. Galley said that the Portage Park & Rec 2015 Flea Market is on schedule. There are 40+ vendors registered to attend. He will report back the outcome at the August meeting.

Galley continued his report stating that he has 70-80 ideas listed for Saturday events consideration. He would like to meet with DPI and Marketing committee to discuss.

Rupers added that maybe now is the time that BID consider the hiring of a Marketing Contractor to handle the marketing efforts and the website for BID and to work closely with DPI and PACC.

Marianne Hanson, from PACC, added that she believes that the communication and coordination of marketing is working very well at this. She added that it is the best that it has ever been.

President Joyce stated that the Executive Committee will meet before the August meeting to discuss and possibly present a Marketing Coordinator job description to consider.

With permission from President Joyce, Marianne Hansen added that she will be making a grant request of \$1500 to help with The Taste of Portage/Sidewalk Sale Days event on 08/21 & 08/22.

4. Discussion and possible action on BID Committee Chairman Reports

Discussion moved to Executive Committee report.

President Joyce stated that there was no report to present but that the Executive Committee will meet before the August meeting to discuss and possibly present a Marketing Coordinator job description to consider.

Joyce recognized Director Galley and Galley brought up the issue of the old Hill Ford area and asked that BID help in getting a letter drafted to the property owner to improve that lot, especially now that the County will be improving the Canal area with their new building construction.

Discussion moved to Building & Grounds Committee report.

President Joyce 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 Rupers, second by Krueger to accept the June 2015 Contractor's Report. Motion passed. Contractor's Report is included as Addendum1BIDJuly.pdf.

Treasurer Schmidt presented the Committee report stating that since we have until October to use the current storage building, the committee is seeking permission from the City to use the underground for storing equipment and is currently seeking a bid for erecting walls to protect the BID equipment while in storage. Hope to have some answers by the August meeting. Joyce asked that the committee consider getting 2-3 bids for the project if the City approves the use of the underground.

Schmidt completed the report that the committee is reviewing a request from the City to help with the cost of installing timed locks on the bathroom doors at Commerce Plaza.

Discussion moved to Farmer's Market Committee report.

Due to Secretary Dumbleton's excused absence, there was no report presented.

President Joyce asked Scott Davis how he felt the Farmers Market was going and he responded stating that they are getting a few new vendors and that the vendors are happy with the way things are going. They just wish that the open hours decreased to 5:00pm, instead of 6:00pm.

Discussion moved to Grants Committee report.

Vice President Rupers stated that there was no report to present to the Board as there were no grant requests.

Discussion moved to Marketing Committee report.

President Joyce asked if Director Krueger could present the Marketing report due to the excused absence of Director Cavanaugh. Krueger stated that they did not meet the past month and therefore, no report to present to the Board.

Discussion moved to Streetscape Committee report.

President Joyce presented the Streetscape Committee report stating that the Streetscape Committee did not meet, but that there were a few items to discuss. Director Hooper discussed her review of additional metal sculptors to be placed in the planters throughout the Downtown. She would like to present some items for purchase consideration by the Board.

Motion by Schmidt, second by Krueger to appropriate \$1000 for the Streetscape Committee to purchase the sculptures for the BID and have them placed throughout the Downtown. Motion passed.

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

Due to Director Link's excused absence, there was no report presented.

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

Claims to pay

Treasurer Schmidt presented the Claims to Pay Voucher list for July, 2015. Schmidt presented the Claims to pay in the amount of \$2680.13. Motion by Krueger, second by Rupers to approve the presented Claims To Pay list in the amount of \$2680.13. Motion passed. Claims to pay list included as Addendum2BIDJuly.pdf.

Financials – June 2015

Treasurer Schmidt stated that he did not get the financials until a couple of days ago and did not have time to review them to present them to the Board. Therefore, no action was taken on the June 2015 BID financial reports.

7. Adjournment

Motion by Joyce, second by Rupers to adjourn the meeting at 8:35 am. Motion passed.

Respectfully Submitted by Dennis Rupers, BID Vice President.