

**City of Portage  
Business Improvement District Board of Directors  
Wednesday, November 11, 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, Secretary Ian Dumbleton, Fred Galley, John Krueger, Myrna Hooper & Sheila Link.

Also present: Scott Davis, BID Contractor, Marianne Hanson-Portage Chamber of Commerce, Steve Sobiek, Sherry Douglas, Klay Vehring, Tricia Pionke.

- 1. President Joyce called the meeting to order at 7:35 am.**
- 2. Discussion and request for approval of BID Meeting minutes for October 14, 2015.**  
President Joyce presented the meeting minutes for approval. Motion by Schmidt, second by Krueger to approve the October 14, 2015. Motion passed
- 3. Discussion and update on Fred Galley's idea for a weekly Saturday event.**  
No update committee working on planning
- 4. Discussion and possible action on letter to City regarding old Hill Ford Demolition site**  
Director Galley brought up the discussion on the old Hill Ford site inquiring if we could get a letter to the city to get some action on the demolition of the old site in order to clear up the eye sore at the city moves forward with downtown building projects. Per Steve Sobiek there is some potential development that may be happening with the site. Director Galley will do more research and see what needs to be done.
- 5. Discussion and possible action on BID Committee Chairman Reports**  
**Discussion moved to Executive Committee report.**  
President Joyce reported that the executive committee did not meet.

**Discussion moved to new director candidates to fill the vacant director seat left by Marlena Cavanaugh's resignation.** There are four nominees and one spot open until December the board took a vote of potential candidates (Sherry Douglas, Klay Vehring, Mila Stahl, and Carol Shogren) There was a tie-breaker between Douglas and Stahl with Douglas winning the nomination with an open vote Of 5-4. The other nominees can be voted in next month as we have open board positions due to terms expiring and Director resignations.

**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 Dumbleton, second by Rupers to accept the October 2015 Contractor's Report. Motion passed. Contractor's Report is included as Addendum1BIDNOV.pdf.

Treasurer Schmidt presented the Committee with the buildings and grounds report stating that we are fully out of the old storage building. Treasurer Schmidt also talked to Phil Koch and got permission to move the DPI stage to Building # 7. Schmidt also reported that the timed locks for the bathroom facilities are now operation and are open from 8:30am to 6:30pm.

**Discussion moved to Farmer’s Market Committee report.**

Secretary Dumbleton reported that the Farmers Market had another successful year bringing in \$2103 in revenue. There was also discussion on moving the close time of the Farmers Market from 6pm to 5pm as we have heard from a good number of the vendors over the last two years that they would like to see the Market close an hour early due to low traffic in the last hour and most have sold their goods by that time. The board decided to change the hours to 12pm-5pm for the 2016 season.

**Discussion moved to Grants Committee report.**

Discussion and possible action on \$6655 grant request from DPI for Yuletide. Tricia Pionke presented the request for funds. Vice President Rupers made a motion to approve the Grant request of \$6655 for the Yuletide event, second by Schmidt, Motion passed

**Discussion moved to Marketing Committee report.**

Marianne Hanson gave an update on the holiday marketing stating that the radio ad had been approved and the TV commercial has been taped and they are working on editing. Treasurer Schmidt and Director Hooper have been in contact with Marianne and her team for marketing approval. The Chamber will work on putting together the marketing plan proposal for February meeting.

**Discussion moved to Streetscape Committee report.**

Treasurer Schmidt reported that the Christmas Trees and boughs for Holiday decoration were put up with the help from Portage pride Volunteers, and thanked all of those who helped. President Joyce shared an idea from her visit to some small towns in Michigan and really enjoyed some unique things they did with alley ways and will be sending pictures to the board for ideas

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

Director Link reported that DPI is looking to find more participants for the Holiday Parade.

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

Claims to pay

Treasurer Schmidt presented the Claims to Pay Voucher list for November, 2015. Schmidt presented the Claims to pay in the amount of \$5519.26 . Motion by Krueger, second by Hooper to approve the presented Claims to Pay list in the amount of \$5519.26. Motion passed. Claims to pay list included as Addendum2BIDNOV.pdf.

Financials – July 2015

Treasurer Schmidt presented the Financials for October. Motion by Dumbleton to approve financials, second by Krueger. Motion passed.

**7. Adjournment**

Motion by Joyce, second by Schmidt to adjourn the meeting at 9:00 am. Motion passed.

Respectfully Submitted by Ian Dumbleton BID Secretary.