

**City of Portage**  
**Business Improvement District Board of Directors**  
**Wednesday, February 10, 2016, 7:30 a.m.**  
**City Municipal Building, 115 W Pleasant St**  
**Conference Room One**  
**Minutes**

Present: President- Shane Schmidt, Vice President- Ian Dumbleton, Treasurer - Dennis Rupers, Secretary – Mila Stahl, Fred Galley, Myrna Hooper, Sheila Link & Klay Vehring.

Excused: John Krueger

Also present: Scott Davis, BID Contractor, Director of Business Development, Steve Sobiek and Mayor Bill Tierney

**1. President Schmidt called the meeting to order at 7:35 am.**

**2. Discussion and request for approval of BID Meeting minutes for January 13, 2016 and Annual Minutes for January 25, 2016.**

President Schmidt presented the minutes from January 13, 2016 and January 25, 2016 and asked for a motion to approve the minutes as presented. Motion by Dumbleton, second by Vehring to approve minutes for January 13, 2016 meeting and Annual Meeting on January 25, 2016. Motion passed.

**3. Discussion and possible action on BID Committee Chairman Reports**  
**Discussion moved to Executive Committee report.**

President Schmidt reported that the annual meeting was held on January 25, 2016 at The Ball Room and attendance was very good despite the snowy weather. There were questions after the event that was received from the public about the BID organization and those questions have been addressed by President Schmidt and Director Rupers.

President Schmidt reported that the goal of his Executive Committee is to develop templates for a smooth transition for each officer position. These templates will serve as a transition tool for newly elected officers and that the development is still on-going. He asked that his Chairs send their monthly updates the Friday before the BID meetings to have their information submitted to Director Hooper for publication on the BID website.

Director Dumbleton did share that Amalgam, LLC will be doing our website and that all BID information be submitted to Director Hooper and she will filter the information to Amalgam, LLC.

**Discussion moved to Building & Grounds Committee report.**

Director Vehring reported that a letter was sent to downtown Merchants that we have changed our process for snow removals. Based upon the last snowfall and previous discussions with the City, we will be modifying our procedure in terms of snow removal to prevent build-up of snow piles. We will continue our discussions with the City and we will not be sending our postcards that we announced at the Annual Meeting.

Mayor Tierney asked that the BID Building and Grounds committee start meeting in September or October to have a discussion and determination for 2017 snow removals. He would like all city and county officials be invited to participate in these discussions.

No comments or comments were offered on the BID Contractor's Report from Scott Davis. Motion by Dumbleton, second by Hooper to accept the January 2016 Contractor's Report. Motion passed. Contractors Report is included as Addendum1BIDJanuary.pdf.

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

Director Stahl reported that she has meet with several non-profits to discuss their participations as a "feature non-profit" and several have committed for their monthly table. It was also reported that 2016 applications have been sent out to prior years' vendors and potential vendors have been identified and we are contacting them. There are also several interested parties in being the featured educational series speaker and those sessions will be one hour and the current time is being plan from 1 to 2 pm.

Director Galley discussed his plan for a Downtown Market to be held on Saturdays at Market Square. He is still identifying vendors and final plans and these discussions will continue at our March meeting.

BID Contractor Davis reported that he has more vendors that he has available space and he needs more room for vendors. President Schmidt requested that Director Stahl meet with city officials in March to discuss the current parking / vendor stall situation at Commerce Plaza.

**Discussion moved to Grants Committee report.**

Nothing to report.

**Discussion moved to Marketing Committee report.**

Nothing to report. Chamber Director Hanson will discuss the annual marketing plan at our March meeting.

**Discussion moved to Streetscape Committee report.**

Director Link is working closely with Portage Pride and determining what is needed for the spring season. She is also trying to coordinate plantings so that the growth patterns are the same and provide for year-round aesthetics.

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

Director Vehring reported that the next activity for DPI is Canal Days and plans are currently underway. The next DPI meeting was moved to February 18, 2016 due to the snow storm.

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

Claims to pay

Treasurer Rupers presented the Claims to Pay Voucher list for February, 2016. Rupers presented the Claims to pay in the amount of \$4,330.73. Motion by Hooper, second by Dumbleton to approve the presented Claims To Pay list in the amount of \$4,330.73. Motion passed. Claims to pay list included as Addendum2BIDFebruary2016.pdf.

Financials – December 2015

Treasurer Rupers presented the financials and reported that a charge of \$7.73 was not reported in January 2016. Motion by Dumbleton to approve with corrections of the missed charge. Second by Vehring. Motion passed.

**6. Adjournment**

Motion by Vehring, second by Dumbleton to adjourn the meeting at 8:40 am. Motion passed.

Respectfully Submitted by Mila Stahl, BID Secretary.

Date Approved: 03/09/2016