

**City of Portage**  
**Business Improvement District Board of Directors**  
**Wednesday, July 13, 2016, 7:30 a.m.**  
**City Municipal Building, 115 W Pleasant St**  
**Conference Room One**  
**Minutes**

Present: President – Shane Schmidt; Treasurer - Dennis Rupers, Secretary – Mila Stahl, Fred Galley, John Krueger, Sheila Link & Klay Vehring.

Excused: Ian Dumbleton

Also present: Scott Davis, BID Contractor and Marianne Hanson.

- 1. President Schmidt called the meeting to order at 7:31 am.**
- 2. Discussion and request for approval of BID Meeting minutes for March 9, 2016.** President Schmidt presented the minutes from June 8, 2016 and asked for a motion to approve the minutes as presented. Motion by Rupers, second by Vehring. Motion passed.
- 3. Discussion and possible action on BID Committee Chairman Reports**  
**Discussion moved to Executive Committee report.**  
President Schmidt reported that no executive committee was held in June but one was scheduled to be held either late July or early August due to vacations.

President Schmidt said the replacement to replace Myrna Hooper is continuing and we hope to have the position filled very quickly.

President Schmidt has asked the members of the committee be prepared next month to discuss the BID's website and design and come prepared to discuss a new look and proposed feel as we move forward in updating our website.

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

Director Vehring reported that B&G has started discussing adding trees to the downtown area and enhancing the planters. Director Vehring showed pictures of other communities' ideas of trees, planters and bike racks. Director Vehring has said that most towns utilize dwarf trees and that the city has been asking downtown folks for their suggestions / ideas / concerns.

Director Vehring mentioned that The Mercantile has scraped and painted their cedar boards above the entrance and how outstanding it looks. "Paint The Town" files and old information will be forwarded to Director Vehring to look at the past project and see what can be done to the empty buildings and see if we can adopt that program to beautify our downtown.

No comments or comments were offered on the BID Contractor's Report from Scott Davis. Motion by Rupers, second by Vehring to accept the July 2016 Contractor's Report. Motion passed. Contractors Report is included as Addendum1BIDJuly.pdf.

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

Director Stahl reported that she has received her first request from a non-profit and they will be attending in August. They were scheduled to come July 7<sup>th</sup> but due to the storms, they declined to travel to our market. Suggestions were passed around as to other ideas of having vendors sell

drinks, coffee and food items. Director Stahl will reach out to these types of businesses and see if they have interest.

**Discussion moved to Grants Committee report.**

Due to the absence of Director Krueger, President Schmidt elected to move on to the Marketing Committee report and allowed Chamber Director Hanson to speak.

**Discussion moved to Marketing Committee report.**

Marianne Hanson reported that Channel 15 and the newspaper advertising will come to an end in July. Our next advertising blitz will begin in the late fall for the holiday season. Marianne distributed a drawing of the projected mural project that will be placed on the side of Wilz Drug. Fundraising will be done for the painting of the faces. The mural will be roughly 10 feet high by 30 feet wide. A grant request was made to BID for \$7,500 to be contributed to the mural project and the launch of the mural would be unveiled in Spring 2017. Motion by Stahl, second by Rupers to pay the \$7,500 now to begin the project. Motion passed.

**Discussion moved to Streetscape Committee report.**

Director Link will be working with Marianne Hanson on future mural projects as BID begins our budgeting process for 2017.

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

Director Vehring reported that the 2016 Canal Days was a success given the extreme heat. The DPI board is continuing discussions to enhance the scope of Canal Days 2017. DPI will be potentially asking the local businesses to consider having sidewalk sales in conjunction with Canal Days. The Saturday Downtown Market is building momentum and a request for an additional \$3,500 for marketing and advertising was requested by DPI. Motion by Rupers, second by Stahl to pay \$3,500 for additional marketing and advertising. Motion passed.

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

Claims to pay

Treasurer Rupers presented the Claims to Pay Voucher list for July, 2016. Rupers presented the Claims to pay in the amount of \$15,014.03 and this amount includes the \$7,500 that was approved for the mural project and \$3,500 for the Saturday Downtown Market. Motion by Galley, second by Vehring to accept Claims to Pay. Motion passed. Claims to pay list included as Addendum2BIDJuly2016.pdf.

Financials – June 2016

Treasurer Rupers presented the financials. Motion by Rupers, second by Vehring to accept June's financials. Motion passed.

**6. Adjournment**

Motion by Schmidt, second by Vehring to adjourn the meeting at 8:50 am. Motion passed.

Respectfully Submitted by Mila Stahl, BID Secretary.

Date Approved: 08/10/2016

## 2016 Monthly BID Maintenance Contractor Report 06/01/16-06/30/16

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:

- Farmers Market is going good more vendors are showing up due to warmer weather and produce.

### BID Equipment:

- The Bobcat is running great. The water tank works well.

### BID Building:

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### Miscellaneous:

- Watering flowers more frequent do to hot temps also watering new tree planted in the commerce plaza parking lot. I pulled a few weeds around the BID area then sprayed the BID area with weed killer.

**2016  
City of Portage  
Business Improvement District**

**July Schedule of Vouchers**

#	Date	Charge Acct	Invoice #	Amount	Vendor	Description	Account #	Description
1	6/30/2016			\$2,500.00	BKO, LLC - Scott Davis	June 2016 Services	241	Custodial Services
2	6/24/2016		2432652	\$365.25	Capital Newspapers	Promoting Portage Campaign Ad #1	296	Marketing
3	6/26/2016		2435453	\$1,000.00	Capital Newspapers	Amplified Summer 2016 Campaign - On-line Ads	296	Marketing
4	6/28/2016		95056	\$148.78	Walsh's Ace Hardware	Ranger Pro 2.5 Gallons	351	Repair/Maint Supplies - B & G
5	7/13/2016			\$7,500.00	Portage Area Chamber of Commerce	2017 Murial Project	715	Grants
6	7/16/2016			\$3,500.00	Downtown Portage, Inc.	Saturday Events - Advertising/Equipment Rental	715	Grants
7								
8								
9								
10								
11								
12								
13								
14								
15								

**Total: \$15,014.03**

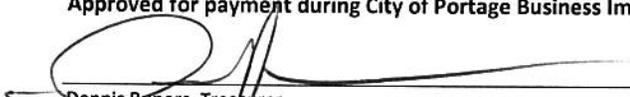
**Pre Paid Expense Account #055          \$659.89    Balance Carried Forward**

1	6/26/2016			\$2.95	Walgreen Balance	Monthly Fees	590	Bank Fees
2	7/2/2016			\$30.00	Market Basket	Diesel	342	Gasoline/Oil
3	6/11/2016			\$36.75	Market Basket	Diesel	342	Gasoline/Oil
4								
5								
6								
7								
8								

**Total: \$69.70**

**Balance On Card: \$590.19**

Approved for payment during City of Portage Business Improvement District Committee meeting dated 7/13/16.

  
Dennis Rupers, Treasurer  
BID Board of Directors

Date 7/15/16