

BARABOO BUSINESS IMPROVEMENT DISTRICT  
BOARD OF DIRECTORS MEETING AGENDA



**Date and Time:** **Wednesday, November 21, 2018 5:45 P.M.**  
**Location:** City Hall, 101 South Blvd., Baraboo, WI **West Committee Room #205**  
**BID Members Noticed:** S. Fay, N. Marklein Bacher, B. Stelling, T. Wickus, L. Steffes, L. Stanek, Michael Zolper, S. Byberg, D. Ender  
**Others Noticed** E. Geick  
Media: News Republic, WRPQ, Library, City Hall

**OPENING**

1. Call to Order.
2. Roll Call.
3. Announce compliance with Open Meeting Law.
4. Approval of the minutes of the October 17, 2018 meeting.
5. Adoption of Agenda.

**REPORTS OF OFFICERS and COMMITTEES**

1. President
2. Secretary
3. Treasurer
4. Appearance Committee
5. Business Development Committee
6. Finance Committee
7. Parking Committee
8. Promotions Committee

**OLD BUSINESS**

- Bench update
- Pop-up Shop update
- Branding Intimate update

**NEW BUSINESS**

- Approval of Vouchers
- Controversial photo

**NEXT AGENDA ITEMS AND MEMBER COMMENTS**

**CORRESPONDENCE & ANNOUNCEMENTS**

**NEXT MEETING** – December 19, 2018 at 5:45 PM

**ADJOURNMENT**

Sarah Fay, Chairperson

***Board Members are asked to notify the President or Vice President at least 24 hours before the meeting if they will not be able to attend.***

Agenda prepared by S. Fay  
Agenda posted by D. Munz on 11/16/2018

**PLEASE TAKE NOTICE** that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact City Clerk Brenda Zeman, phone # 355-2700, ext. 7311, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council, committee, commission, or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the Council, committee, commission or board identified in the caption of this notice.

**FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH**

**Members Present:** S. Fay, L. Steffes, B. Stelling, M. Zolper, S. Byberg, T. Wickus, D. Ender

**Members Absent:** L. Stanek, N. Marklein Bacher

Also Attending: Ed Geick

**Call to Order:** Sarah Fay presided over the meeting, called it to order at 5:45PM and noted compliance with the Open Meeting Law.

**Meeting Minutes:**

Moved by Byberg, seconded by Stelling and unanimously carried to approve the minutes of September 19, 2018.

**Agenda:** Moved by Stelling, seconded by Ender and unanimously carried to approve the agenda as published.

**Reports of Officers and Committies**

**President**

- Parking

**Treasurer**

- Ed distributed preliminary assessment roll.

**Appearance**

- Banners down, poles will have garland.

**Business Development:**

- Pop-up shops open. Good weekend. Class full for next season.

**Promotions**

- Billboards up by Nov. 1st

**Old Business:**

Branding committee update – On second round “Welcome to Real” discussed.

**New Business:**

1. Vouchers

Downtown Baraboo	\$	376.11
Lorraine Ortner-Blake		102.30
Gatehouse Gardens		680.00
Lacey Steffes		176.00
Rachel Rosenblum		450.00
GKJ Holdings LLC		750.00
Downtown Baraboo		157.99
Baraboo Burger Co.		60.00
Broadway Diner		527.50
Downtown Baraboo		<u>172.37</u>
<b>TOTAL:</b>	<b>\$</b>	<b>3,452.27</b>

Moved by Steffes, seconded by Wickus, and unanimously carried to approve the vouchers.

2. Bench Quotes and Thoughts – General discussion of options. Consider pulling the worst benches. Check on how many benches were pulled. Consider rotating worst benches through painting each year.

3. Trees in Downtown Baraboo – Matt from Parks & Recreation discussed Plastic \$300 vs. Cast Iron \$1000 Grates. Ron Bobeck has old metal grates, discussion of pros and cons. Get estimate cost for installation. \$225/ea. Ornamental or large options; 10 year life; conflicts with canopies.

**Correspondence & Announcements:**

**Next Meeting:** Wednesday, November 21, 2018 at 5:45pm, Committee Room #205.

**Adjournment:** Moved by Wickus, seconded by Zolper to adjourn at approximately 6:32 p.m.  
Respectfully submitted, Ed Geick

**City of Baraboo**  
**BID Fund 390**  
**Balance Sheets**  
**October 31, 2018 and December 31, 2017**

<b>Assets:</b>	<u><b>October 31, 2018</b></u>	<u><b>December 31, 2017</b></u>
<b>Current Assets:</b>		
Cash	\$ 74,503.47	\$ 87,619.44
BID Assessment Receivable	8,863.62	-
Due from Tax Roll	-	7,617.03
<b>Total Current Assets</b>	<u>83,367.09</u>	<u>95,236.47</u>
<b>Total Assets</b>	<u><u>\$ 83,367.09</u></u>	<u><u>\$ 95,236.47</u></u>
 <b>Liabilities and Fund Equity:</b>		
<b>Liabilities:</b>		
Accounts Payable	\$ -	\$ 5,091.72
Due to General Fund	-	552.53
<b>Total Liabilities</b>	<u>-</u>	<u>5,644.25</u>
 <b>Fund Equity:</b>		
Fund Balance	64,009.22	58,410.56
Designated-Project contrib	-	20,583.00
Net Revenues/(Expenditures)	19,357.87	10,598.66
<b>Total Fund Equity</b>	<u>83,367.09</u>	<u>89,592.22</u>
<b>Total Liabilities and Fund Equity</b>	<u><u>\$ 83,367.09</u></u>	<u><u>\$ 95,236.47</u></u>

**City of Baraboo**  
**BID Fund 390**  
**Income Statement with Comparison to Budget**  
**For The Ten Months Ending October 31, 2018**

<b>Revenues:</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Percentage of Budget</b>
BID Assessment	\$ -	\$ 46,900.11	\$ 46,900.00	100.00
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	-	649.00	1,000.00	64.90
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	25,583.00	25,583.00	100.00
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 73,132.11</b>	<b>\$ 73,483.00</b>	<b>99.52</b>
<b>Expenditures:</b>				
<b>Economic Development</b>				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	20,000.00	20,000.00	100.00
<b>Total Economic Development</b>	<b>\$ -</b>	<b>\$ 20,000.00</b>	<b>\$ 20,000.00</b>	<b>100.00</b>
<b>Transfer to Debt Service</b>				
Cost Reallocation	\$ -	\$ -	\$ -	-
<b>Total Transfer to Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Transfer to Capital Projects</b>				
Cost Reallocation	\$ -	\$ -	\$ -	-
<b>Total Transfer to Capital Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Community Development</b>				
Publishing	\$ -	\$ -	\$ -	-
Professional Services	-	1,500.00	2,000.00	75.00
Accounting Services	-	338.97	800.00	42.37
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	680.00	14,117.96	19,000.00	74.31
Promotions	297.32	13,643.58	23,500.00	58.06
Business Development	856.47	4,101.88	5,833.00	70.32
Office Supplies	-	71.85	-	-
Operating Supplies	-	-	200.00	-
Insurance	-	-	650.00	-
<b>Total Community Development</b>	<b>\$ 1,833.79</b>	<b>\$ 33,774.24</b>	<b>\$ 53,483.00</b>	<b>63.15</b>
<b>Total Expenditures</b>	<b>\$ 1,833.79</b>	<b>\$ 53,774.24</b>	<b>\$ 73,483.00</b>	<b>73.18</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ (1,833.79)</b>	<b>\$ 19,357.87</b>	<b>\$ -</b>	

**City of Baraboo**  
**BID - Pocket Park Fund 392**  
**Balance Sheets**  
**October 31, 2018 and December 31, 2017**

<b>Assets:</b>	<u><b>October 31, 2018</b></u>	<u><b>December 31, 2017</b></u>
<b>Current Assets:</b>		
Cash	\$ 1,924.55	\$ 2,064.54
<b>Total Current Assets</b>	<u>1,924.55</u>	<u>2,064.54</u>
<b>Total Assets</b>	<u><u>\$ 1,924.55</u></u>	<u><u>\$ 2,064.54</u></u>
<b>Liabilities and Fund Equity:</b>		
<b>Liabilities:</b>		
Accounts Payable	\$ -	\$ -
<b>Total Liabilities</b>	<u>-</u>	<u>-</u>
<b>Fund Equity:</b>		
Fund Balance	2,064.54	2,085.24
Net Revenues/(Expenditures)	<u>(139.99)</u>	<u>(20.70)</u>
<b>Total Fund Equity</b>	<u>1,924.55</u>	<u>2,064.54</u>
<b>Total Liabilities and Fund Equity</b>	<u><u>\$ 1,924.55</u></u>	<u><u>\$ 2,064.54</u></u>

**City of Baraboo**  
**BID - Pocket Park Fund 392**  
**Income Statement with Comparison to Budget**  
**For The Ten Months Ending October 31, 2018**

<b>Revenues:</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Percentage of Budget</b>
Interest on Investments	\$ -	\$ -	\$ -	-
Donations and Contributions	-	-	-	-
Transfer from BID	-	-	-	-
Fund Balance Applied	-	-	-	-
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Expenditures:</b>				
<b>Community Development</b>				
Operating Expense	\$ -	\$ 139.99	\$ -	-
Land or Land Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
<b>Total Community Development</b>	<b>\$ -</b>	<b>\$ 139.99</b>	<b>\$ -</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 139.99</b>	<b>\$ -</b>	<b>-</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ (139.99)</b>	<b>\$ -</b>	<b>-</b>



# Baraboo - Holmen - Portage

Business Improvement District  
 101 South Boulevard  
 Baraboo, WI 53913

## INVOICE

Customer	Business Improvement District
Acct #	2964
Date	10/22/2018
Customer Service	Don-Rick, Inc. Wendy Gerken
Page	1 of 1

Payment Information	
Invoice Summary	\$ 635.00
Payment Amount	
Payment for:	Invoice#553402
ENP 0046173	

Thank You

Please detach and return with payment



Customer: Business Improvement District

Invoice	Effective	Transaction	Description	Amount
553402	11/20/2018	Installment	Policy #ENP 0046173 11/20/2016-11/20/2019 Cincinnati Insurance Package (C)  Renewal Installment - 3rd term   Premium due by November 20, 2018  Thank you.	635.00

<b>Total</b>
\$ 635.00

Thank You

<b>Don Rick Insurance</b> 313 Oak Street P.O.Box 528 Baraboo, WI 53913-0528	(800)924-6536	<b>Date</b> 10/22/2018
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**CITY OF BARABOO**  
 101 SOUTH BLVD  
 BARABOO WI 53913  
 608-355-2700 Phone

# INVOICE

**Invoice Number:** 11097  
**Invoice Date:** 10/19/2018  
**Customer Number:** 77  
**Amount Due:** \$541.72  
**Due Date:** 11/18/2018

**Bill To: Business Improvement District**  
 Baraboo WI 53913

**Parcel #:**

Quantity	Description	Unit Price	Net Amount
1	BID WAGES-3rd Quarter 2018	401.98	401.98
1	BID SS- 3rd Quarter 2018	29.86	29.86
1	BID RETIREMENT-3rd Quarter 2018	32.55	32.55
1	BID HEALTH-3rd Quarter 2018	56.29	56.29
12	BID COPIES-3rd Quarter 2018-Color	.07	.84
15	BID COPIES- 3rd Quarter 2018 B/W	.02	.30
1	BID POSTAGE-3rd Quarter 2018	19.90	19.90
BANK 10 FUND		<b>Invoice Total:</b>	<b>\$541.72</b>

Pay online at:  
[www.cityofbaraboo.com](http://www.cityofbaraboo.com)

*Return This Portion with Your Payment*

10/19/2018 Customer Number: 77

Amount Due: \$541.72

Amount Paid: \_\_\_\_\_

Customer Name: Business Improvement District

Invoice Number: 11097

**Make Check Payable to:**

Baraboo WI 53913

Check box for address change and  
 print correct address on reverse side

**CITY OF BARABOO**

101 SOUTH BLVD  
 BARABOO WI 53913

608-355-2700 Phone