

**BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA**



Date and Time: **Wednesday, May 15, 2019 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, H. Kierzek, S. Byberg, Tiffany Sloan, Samantha Ramsey Brunker
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 April 24, 2019 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

NEW BUSINESS

- BID Logo Discussion
- Board Elections
- Approval of Vouchers

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – June 19, 2019 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 05/10/2019

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

**MINUTES of the BARABOO BUSINESS IMPROVEMENT DISTRICT (BID)
BOARD OF DIRECTOR'S MEETING**

April 24, 2019

Members Present: S. Fay, B. Stelling, T. Wickus, H. Kierzek, S. Byberg, T. Sloan, S. Bruncker

Members Absent: N. Marklein Bacher, L. Steffes

Also Attending: Ed Geick

Call to Order: Sarah Fay presided over the meeting, called it to order at 5:47 PM and noted compliance with the Open Meeting Law.

Meeting Minutes:

Moved by Stelling, seconded by Kierzek and unanimously carried to approve the minutes of March 20, 2019.

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

Reports of Officers and Committies

- President – Put Put Crawl Event
- Appearance – Gatehouse Gardens will do landscaping – 33 hanging baskets. Finalize location of new trees in downtown area.
- Promotions – Devil's Lake products are out. Brava ad is out. Johnsen Insurance banner is new

Old Business:

AdHoc Parking –

- Sarah gave status report
- Ed spoke about 6th District case
- Meters have been out for over 25 years
- BID logo discussed. Sarah showed a draft

New Business:

1. Vouchers	Gatehouse Gardens	\$	710.00
	Lorraine Ortner Blake		243.10
	Next Level		309.00
	American Legion		301.41
	Downtown Baraboo		205.04
	Capital Newspapers		1385.00
	City of Baraboo		484.52
	TOTAL:		3638.07

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

2. AdHoc Branding – Todd explained purpose of committee. Discover Wisconsin Real episode.

Correspondence & Announcements:

Send background material to new board members: budget, committees, bylaws, map and parking lots.

3. **Next Meeting:** Wednesday, May 15, 2019 at 5:45pm, Committee Room #205 and Elect Officers at this meeting.

Adjournment: Moved by Kierzek, seconded by Bruncker to adjourn at approximately 6:29 p.m.

Respectfully submitted, Ed Geick

City of Baraboo
BID Fund 390
Balance Sheets
April 30, 2019 and December 31, 2018

Assets:	April 30, 2019	December 31, 2018
Current Assets:		
Cash	\$ 91,039.18	\$ 67,994.47
BID Assessment Receivable	9,889.02	-
Accounts Receivable	-	750.00
Due from Tax Roll	8,863.62	8,863.62
Total Current Assets	109,791.82	77,608.09
Total Assets	\$ 109,791.82	\$ 77,608.09
 Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 10,561.44
Due to General Fund	-	896.26
Total Liabilities	-	11,457.70
 Fund Equity:		
Fund Balance	66,150.39	89,592.22
Designated-Project contrib	-	-
Net Revenues/(Expenditures)	43,641.43	(23,441.83)
Total Fund Equity	109,791.82	66,150.39
Total Liabilities and Fund Equity	\$ 109,791.82	\$ 77,608.09

City of Baraboo
BID Fund 390
Income Statement with Comparison to Budget
For The Four Months Ending April 30, 2019

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
BID Assessment	\$ -	\$ 47,900.00	\$ 46,900.00	102.13
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	-	76.00	1,000.00	7.60
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	5,000.00	-
Total Revenues	\$ -	\$ 47,976.00	\$ 52,900.00	90.69
Expenditures:				
Economic Development				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	-	-	-
Total Economic Development	\$ -	\$ -	\$ -	-
Transfer to Debt Service				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total Transfer to Debt Service	\$ -	\$ -	\$ -	-
Transfer to Capital Projects				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total Transfer to Capital Projects	\$ -	\$ -	\$ -	-
Community Development				
Publishing	\$ -	\$ -	\$ -	-
Professional Services	-	-	2,000.00	-
Accounting Services	418.97	418.97	800.00	52.37
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	1,011.41	1,011.41	17,000.00	5.95
Promotions	2,142.14	2,838.64	25,500.00	11.13
Business Development	-	-	5,250.00	-
Office Supplies	65.55	65.55	200.00	32.78
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
Total Community Development	\$ 3,638.07	\$ 4,334.57	\$ 52,900.00	8.19
Total Expenditures	\$ 3,638.07	\$ 4,334.57	\$ 52,900.00	8.19
Net Revenues/(Expenditures)	\$ (3,638.07)	\$ 43,641.43	\$ -	

City of Baraboo
BID - Pocket Park Fund 392
Balance Sheets
April 30, 2019 and December 31, 2018

Assets:	<u>April 30, 2019</u>	<u>December 31, 2018</u>
Current Assets:		
Cash	\$ 1,942.17	\$ 1,942.17
Total Current Assets	<u>1,942.17</u>	<u>1,942.17</u>
Total Assets	<u><u>\$ 1,942.17</u></u>	<u><u>\$ 1,942.17</u></u>
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ -
Total Liabilities	<u>-</u>	<u>-</u>
Fund Equity:		
Fund Balance	1,942.17	2,064.54
Net Revenues/(Expenditures)	-	(122.37)
Total Fund Equity	<u>1,942.17</u>	<u>1,942.17</u>
Total Liabilities and Fund Equity	<u><u>\$ 1,942.17</u></u>	<u><u>\$ 1,942.17</u></u>

City of Baraboo
BID - Pocket Park Fund 392
Income Statement with Comparison to Budget
For The Four Months Ending April 30, 2019

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