

BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA

Date and Time: **Wednesday, June 17, 2020 5:30 P.M.**
Location: City Hall, Room 205, 101 South Blvd., Baraboo
Others Noticed: S. Fay, N. Marklein Bacher, B. Stelling, T. Wickus, S. Sloan, Tiffany Sloan, Samantha Ramsey Bruncker, Mike Yount, Brenden McDaniel
Others Noticed K. Downing
Media: News Republic, WRPQ, Library, City Hall

OPENING

1. Call to Order.
2. Roll Call.
3. Announce compliance with Open Meeting Law.
4. Approve Minutes of May 20, 2020.
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

- Approval of Vouchers
- Review BID financials & coding report
- Discussion of reimbursement for city administration fees
- Request for funds transfer-\$900 from reserves to Business Development
- Social media & letter to members

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – July 15, 2020 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 06/12/2020

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

Baraboo BID Meeting Minutes
5/20/20 Remote Meeting

Participating:

Members: Sloan, T., Sloan, S., Marklein, Wickus, Fay, Brunker, McDaniel,
Stelling

Others: None

Absent: Yount

President Fay called the meeting to order at 5:32 p.m.

Approval of April 2020 minutes: Wickus/Sloan

Adoption of Agenda: Sloan, S./Brunker

President: Hoping to meet in person next meeting

Secretary: None

Treasurer: None

Appearances: Someone hired to do planters through spring 2021; Will need to find someone to do hanging baskets after this year if current contractor not willing to do so for increased compensation

Business Development: Has not met; Lacey Steffes sent ideas

Finance: None

Parking: Weed removal will begin this week

Promotions: New banner; Farmer's Market is requiring consumers to wear masks to prevent cross-contamination and taking other safety measures; Wickus will contact City Attorney to discuss legality of mask requirement

Old Business

None

New Business

1. Approval of vouchers:

- | | | |
|----|-------------------------|----------------------------------|
| a. | Minuteman Press | \$30.38 |
| | Farmer's Market Posters | |
| b. | Capital Newspapers | \$1,200 (Devil's Lake Directory) |
| | | \$335 (Newsletter) |
| | | \$525 (Devil's Lake Map) |
| c. | City of Baraboo | \$132.77 |

Admin.

d. Baker Tilly \$1,600

Audit

Total= \$3,823.15

Approved: Sloan, S./Wickus

2. Pandemic Support

General discussion of whether BID should be doing anything to help businesses in BID district. Business Development will meet to address. Appearances has some extra funds in budget.

3. Election of Officers

President: Sarah Fay

Vice President: Todd Wickus

Secretary: Nicole Marklein

Treasurer: Bekah Stelling

Approved: Sloan, T./McDaniel

Motion to adjourn 6:08 p.m. by Stelling/McDaniel

Office of City Administrator
101 South Blvd, Baraboo, WI 53913



Phone: (608) 355-2715
Fax: (608) 355-2719
E-Mail: kdowning@cityofbaraboo.com

To: Business Improvement District
From: Kennie Downing, City Administrator
Date: June 12, 2020
Re: Drafting MOU between BID and the City regarding charging Administrative Fees

There has been previous discussions between BID and the City regarding the amount of fees the City charges to BID for administrative costs. Please see the attached Resolution 2000-130 that was approved by the Common Council on November 14, 2000 that discusses fees charged to BID. To my knowledge, we can't find any Memorandum of Understanding (MOU) or Agreement between the City and BID that put in writing our mutual agreement on how administrative fees are charged.

I'd like to open discussions with BID about drafting an MOU for each party to sign so a mutual understanding is created on what fees are charged to BID, why they're charged, and how they are calculated. The City is also open to discussing charging BID a flat annual fee instead of hourly rates per each City employee.

The City of Baraboo, Wisconsin

Background: The City of Baraboo has provided administrative services for the BID since its inception. Until now, a verbal agreement existed between the City and BID concerning the City providing administrative services whereby the City retains the interest income received on BID investments in exchange for paying vouchers and investing the BID's monies.

In 1997, the City also began providing typing services which were billed at time and material rates. About a year and a half later, the BID again assumed typing and transcribing BID minutes.

The proposed policy reduces to writing, the verbal agreement that has existed between the City and BID.

Fiscal Note: (one) [Not Required] [Budgeted Expenditure] [Not Budgeted]
Comments

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the policy attached hereto and made a part hereof concerning the City providing administrative services for the Business Improvement District is hereby approved.

Offered by: Finance Comm.
Motion: Wolkowski
Second: Zipsie

Approved: Dean D. Steinbock
Attest: Cheryl M. Giese

<i>Title:</i>	The City of Baraboo's Administrative Services Provided to BID	<i>Financial Policy – Pg 1</i>
<i>Section Contents:</i>		<i>Dated 11-14-00</i>

Objective:

To clarify the relationship between the City and BID concerning administrative services.

History:

Since BID's inception, the City has been providing administrative services including:

- Paying vouchers
- Posting agendas
- Investing excess funds
- Preparing, mailing and collecting annual assessment

Beginning in June, 1997:

- Transcribing minutes from tape

The City holds and invests BID's monies and receives interest income on the investments. The original verbal agreement between BID and the City was that the City would retain all interest income in exchange for providing administrative services. At the time the verbal agreement was reached (by parties unknown), the City provided the labor to pay the vouchers, post agendas, and invest funds. The BID paid for all hard costs such as copies and postage and labor for calculating, preparing and mailing the annual assessments.

A BID Board membership change occurred in the summer of 1997 and Board members approached the City requesting additional services in the form of transcribing their minutes from a tape recording. This was also in the best interests of the City because we were experiencing some difficulty in receiving minutes and we viewed this as an opportunity to gain more control in collecting all of the minutes from BID.

Administrator Frantz attended a meeting on May 21, 1997 where this was discussed and the minutes are attached.

The BID Secretary and City Clerk discussed and worked out a procedure for collecting the BID meeting tapes and eventual distribution of the minutes. The BID Secretary reported the results at the June 18, 1997 meeting and the minutes are attached.

A new verbal agreement was reached concerning transcribing minutes from tape that included the City invoicing the BID for time and materials.

An annual invoice was sent to the BID Board, whose Treasurer states that he was not aware that BID would be charged for transcribing minutes. Therefore, the BID budget does not include monies for administrative services.

The BID and the City have enjoyed a mutually beneficial relationship in cooperatively purchasing and developing properties designated for parking uses as well as enhancing the downtown area with decorative infrastructure.

Policy:

It shall be the City's policy to provide administrative services to the BID in exchange for interest income as was originally verbally agreed.

<i>Title:</i>	The City of Baraboo's Administrative Services Provided to BID	<i>Financial Policy – Pg 2</i>
<i>Section Contents:</i>		<i>Dated</i> 11-14-00

Transcribing minutes from tape shall be charged at time and material costs of the City to the BID. The City shall not charge for typing minutes from handwritten or typed notes provided by BID.

Procedure:

Paying Vouchers:

The BID Treasurer shall deliver a list of BID vouchers which has been approved for payment by the BID Board together with all original vouchers appearing on the list.

The City shall pay the vouchers without further review by the Council since the BID has jurisdiction over it's budget by law.

The City shall house BID vouchers according to the retention schedule required by current City policies.

Preparation of and Posting Agendas:

The BID shall prepare all agendas and deliver a copy to the City. The BID shall disburse agendas to the BID Board and/or Committee members.

The City shall post the agenda following open meeting law guidelines and City policies. (Currently the notices are provided to the local media, City Government Access Channel and posted on the City's bulletin board.)

Investing Excess Funds:

The City shall invest excess funds in an interest bearing account to the best advantage of the City. The interest income derived shall be retained by the City in exchange for providing accounting and administrative services.

Preparing, Mailing and Collecting Annual Assessment:

The City shall provide the labor to calculate and mail the annual preliminary and final BID assessment to all BID members at a time and material rate. The City Treasurer shall collect the BID assessments at no additional cost.

The BID shall reimburse the City for all hard costs such as postage and copies and labor for preparing the assessments.

Preparing Minutes:

The BID and City will cooperate to ensure that minutes are recorded for all meetings. The BID will deliver notes sufficient for City staff to create minutes or may opt to have a member type the minutes and deliver a hard copy to the City. BID minutes will be distributed to the City Council at the Council meetings. The City shall store BID minutes as a permanent record of the City.

The City shall charge the BID time and materials for transcribing BID minutes from tape. This practice is discouraged because it is labor intensive and costly. The City will invoice the BID quarterly for preparation of minutes.

Effective Date:

This policy shall take effect upon passage by the City Council and BID Board.

The City of Baraboo, Wisconsin

Background: In 1997, the City extended administrative services to the BID in the form of typing and transcribing Board minutes from tape recordings. The City had a general understanding that the City would be reimbursed for providing additional services and issued the BID an invoice in the amount of \$923.82 for one year of services.

The BID Treasurer and BID Board had not formally approved the additional expenditure and had not included it in the BID's budget. In fact, BID's minutes did not reflect that the City intended to charge for providing the additional services and the BID assumed that the services would be covered by the City retaining the interest income off of BID investments.

The Finance Committee reviewed the situation and agreed to forgive Invoice #315 in the amount of \$923.82 to BID reasoning that the City and BID have enjoyed a mutually beneficial relationship over the years and the two have pooled resources to purchase and improve city parking facilities. The Committee agreed that BID funds are better used in the community by efforts to improve parking facilities than paying for administrative services, especially now since the BID is transcribing their Board minutes.

Fiscal Note: (✓ one) [x] Not Required [] Budgeted Expenditure [] Not Budgeted
Comments

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT Invoice #315 issued to the Baraboo Business Improvement District in the amount of \$923.82 is forgiven.

Offered by: Finance
Motion: Zipsie
Second: Eilertson

Approved: Dean D. Steinbock
Attest: Cheryl M. Giese

City of Baraboo
BID Fund 390
Balance Sheets
May 31, 2020 and December 31, 2019

Assets:	<u>May 31, 2020</u>	<u>December 31, 2019</u>
Current Assets:		
Cash	\$ 95,872.10	\$ 69,036.42
BID Assessment Receivable	6,221.30	-
Accounts Receivable	-	-
Due from Tax Roll	7,559.77	7,559.77
Total Current Assets	<u>109,653.17</u>	<u>76,596.19</u>
Total Assets	<u><u>\$ 109,653.17</u></u>	<u><u>\$ 76,596.19</u></u>
 Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 3,199.48
Due to General Fund	-	1,239.48
Total Liabilities	<u>-</u>	<u>4,438.96</u>
 Fund Equity:		
Fund Balance	73,396.71	66,150.39
Designated-Project contrib	-	-
Net Revenues/(Expenditures)	36,256.46	6,006.84
Total Fund Equity	<u>109,653.17</u>	<u>72,157.23</u>
Total Liabilities and Fund Equity	<u><u>\$ 109,653.17</u></u>	<u><u>\$ 76,596.19</u></u>

City of Baraboo
BID Fund 390
Income Statement with Comparison to Budget
For The Five Months Ending May 31, 2020

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
BID Assessment	\$ -	\$ 45,519.61	\$ 46,900.00	97.06
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	-	-	1,000.00	-
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ -	\$ 45,519.61	\$ 47,900.00	95.03
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	1,600.00	1,600.00	2,000.00	80.00
Accounting Services	73.97	73.97	800.00	9.25
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	-	-	19,000.00	-
Promotions	2,157.88	7,530.38	20,500.00	36.73
Business Development	-	-	3,250.00	-
Office Supplies	58.80	58.80	200.00	29.40
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
Total Community Development	\$ 3,890.65	\$ 9,263.15	\$ 47,900.00	19.34
Total Expenditures	\$ 3,890.65	\$ 9,263.15	\$ 47,900.00	19.34
Net Revenues/(Expenditures)	\$ (3,890.65)	\$ 36,256.46	\$ -	

City of Baraboo
BID - Pocket Park Fund 392
Balance Sheets
May 31, 2020 and December 31, 2019

Assets:	May 31, 2020	December 31, 2019
Current Assets:		
Cash	\$ 1,945.29	\$ 1,945.29
Total Current Assets	1,945.29	1,945.29
Total Assets	\$ 1,945.29	\$ 1,945.29
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ -
Total Liabilities	-	-
Fund Equity:		
Fund Balance	1,945.29	1,942.17
Net Revenues/(Expenditures)	-	3.12
Total Fund Equity	1,945.29	1,945.29
Total Liabilities and Fund Equity	\$ 1,945.29	\$ 1,945.29

City of Baraboo
BID - Pocket Park Fund 392
Income Statement with Comparison to Budget
For The Five Months Ending May 31, 2020

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)	\$ -	\$ -	\$ -	-

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Facilities Improvements			01/01/2020 (00/20) Balance	390-10-55180-861-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Facility Improvements			01/01/2020 (00/20) Balance	390-10-56710-861-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Cost Reallocation			01/01/2020 (00/20) Balance	390-10-59230-900-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Cost Reallocation			01/01/2020 (00/20) Balance	390-10-59243-900-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Publishing			01/01/2020 (00/20) Balance	390-69-56700-210-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Professional Services			01/01/2020 (00/20) Balance	390-69-56700-215-000			.00
04/29/2020	AP	500	BAKER TILLY VIRCHOW KRAUSE LLP **VendorNo: 200 **Inv. No: BT1607403BID **Desc: BID-2019 DEC FINANCIAL AUDIT **Inv. Date: 4/29/2020 **PO No:		1,600.00		
YTD Encumbrance	.00	YTD Actual	1,600.00 Total	1,600.00 YTD Budget	2,000.00 Unexpended	400.00	
Accounting Services			01/01/2020 (00/20) Balance	390-69-56700-219-000			.00
12/31/2019	AP	552	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11753 **Desc: BID-4TH QTR CITY WAGES **Inv. Date: 12/31/2019 **PO No:		1,153.91		
12/31/2019	JE	6	JE 12 113 Reverse payable BID invoice from Ci			1,153.91-	
03/31/2020	AP	545	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11772 **Desc: BID-WAGES 1ST QTR 2020 **Inv. Date: 3/31/2020 **PO No:		73.97		
YTD Encumbrance	.00	YTD Actual	73.97 Total	73.97 YTD Budget	800.00 Unexpended	726.03	
Parking Lot Development			01/01/2020 (00/20) Balance	390-69-56700-300-970			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	1,500.00 Unexpended	1,500.00	
Appearances/Banners			01/01/2020 (00/20) Balance	390-69-56700-300-971			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	19,000.00 Unexpended	19,000.00	
Promotions			01/01/2020 (00/20) Balance	390-69-56700-300-972			.00
02/18/2020	AP	164	CHAMBER OF COMMERCE BARABOO **VendorNo: 461 **Inv. No: 16063 **Desc: BID-JEM MARKETING PROJECT **Inv. Date: 2/18/2020 **PO No:		5,000.00		
03/05/2020	AP	735	NEXT LEVEL LLC **VendorNo: 1788 **Inv. No: 5720 **Desc: BID-2020 DBI CALENDAR/DEVILS LAKE ADVERTISING **Inv. Date: 3/5/2020 **PO No:		247.50		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
03/03/2020	AP	769	SKILLET CREEK MEDIA **VendorNo: 2319 **Inv. No: 1403 **Desc: BID-FARMERS MARKET WEB HOSTING-3_1_20 TO 3_1_21 **Inv. Date: 3/3/2020 **PO No:		125.00		
12/31/2019	AP	925	WISCONSIN PUBLIC BROADCASTING **VendorNo: 2797 **Inv. No: 03042020 **Desc: BID-11/30,11/30,12/31,12/31/2019 ADS **Inv. Date: 12/31/2019 **PO No:		1,960.00		
12/31/2019	JE	10	JE 12 122 Reverse BID payable-Wis Public Ra			1,960.00-	
03/30/2020	AP	524	CAPITAL NEWSPAPERS **VendorNo: 420 **Inv. No: 2580483-033020 **Desc: BID-DEVILS LAKE DIRECTORY 2020 **Inv. Date: 3/30/2020 **PO No:		1,200.00		
05/04/2020	AP	525	CAPITAL NEWSPAPERS **VendorNo: 420 **Inv. No: 2580483-500420 **Desc: BID-DEVILS LAKE MAP 2020 **Inv. Date: 5/4/2020 **PO No:		525.00		
05/04/2020	AP	526	CAPITAL NEWSPAPERS **VendorNo: 420 **Inv. No: 2580483-500420 **Desc: BID-2020 NEWSLETTER **Inv. Date: 5/4/2020 **PO No:		335.00		
05/19/2020	AP	659	MINUTEMAN PRESS-BARABOO INC **VendorNo: 1670 **Inv. No: 43017 **Desc: BID-FARMERS MARKET POSTERS 2020 **Inv. Date: 5/19/2020 **PO No:		30.38		
03/18/2020	AP	683	NEXT LEVEL LLC **VendorNo: 1788 **Inv. No: 5723 **Desc: BID-DOWNTOWN BARABOO ADVERTISING 2020 **Inv. Date: 3/18/2020 **PO No:		67.50		
YTD Encumbrance		.00 YTD Actual	7,530.38 Total	7,530.38 YTD Budget	20,500.00 Unexpended	12,969.62	
Business Development			01/01/2020 (00/20) Balance	390-69-56700-300-973			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,250.00 Unexpended	3,250.00	
Office Supplies			01/01/2020 (00/20) Balance	390-69-56700-310-000			.00
12/31/2019	AP	553	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11753 **Desc: BID-4TH QTR POSTAGE **Inv. Date: 12/31/2019 **PO No:		64.00		
12/31/2019	AP	554	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11753 **Desc: BID-4TH QTR COPIES **Inv. Date: 12/31/2019 **PO No:		21.57		
12/31/2019	JE	5	JE 12 113 Reverse payable BID invoice from Ci			85.57-	
03/31/2020	AP	546	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11772 **Desc: BID-COPIES 1ST QTR 2020 **Inv. Date: 3/31/2020 **PO No:		7.80		
03/31/2020	AP	547	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11772 **Desc: BID-POSTAGE 1ST QTR 2020 **Inv. Date: 3/31/2020 **PO No:		51.00		
YTD Encumbrance		.00 YTD Actual	58.80 Total	58.80 YTD Budget	200.00 Unexpended	141.20	
Operating Supplies			01/01/2020 (00/20) Balance	390-69-56700-340-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Insurance			01/01/2020 (00/20) Balance	390-69-56700-510-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	650.00 Unexpended	650.00	
Number of Transactions: 19 Number of Accounts: 14					Debit	Credit	Proof
Total BID:					12,462.63	3,199.48-	9,263.15

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Operating Expense			01/01/2020 (00/20) Balance	392-69-56700-300-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Land or Land Improvements			01/01/2020 (00/20) Balance	392-69-56700-821-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Facilities Improvements			01/01/2020 (00/20) Balance	392-69-56700-861-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 0 Number of Accounts: 3					Debit	Credit	Proof
Total BID - Pocket Park:					.00	.00	.00
Number of Transactions: 19 Number of Accounts: 17					Debit	Credit	Proof
Grand Totals:					12,462.63	3,199.48-	9,263.15