

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



Date and Time: **Wednesday, June 19, 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 May 15, 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

- Bylaw Discussions, updates, revisions
- Approval of Vouchers

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – July 17, 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 06/14/2019

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**

May 15, 2019

Members Present: S. Fay, N. Marklein Bacher, T. Wickus, H. Kierzek, S. Byberg, T. Sloan, S. Bruncker, L. Steffes

Members Absent: B. Stelling

Others Noticed: Ed Geick

Call to Order: Sarah Fay presided over the meeting, called it to order at 5:56 PM and noted compliance with the Open Meeting Law.

Meeting Minutes:

Moved by Byberg, seconded by Wickus and unanimously carried to approve the minutes of April 24, 2019.

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

Reports of Officers and Committies

- President – Lacey Steffes will be stepping down from BID – will be looking for replacement
- Parking – Sarah Fay is soliciting bids for weed removal
- Promotions – Full page ad in Capital News Publication – “This Week in Your Area”

New Business:

- Circulated sample BID Logo
- Board Elections – Motion to vote for officers as slate: Moved by Kierzek, seconded by Wickus.
President – Sarah Fay
V. President – Todd Wickus
Secretary – Nicole Bacher
Treasurer – Bekah Stelling
Motion to approve slate: Moved by Wickus, seconded by Kierzek.
- No Vouchers

Correspondence & Announcements:

1. **Next Meeting:** Wednesday, June 19, 2019 at 5:45pm, Committee Room #205.

Adjournment: Moved by Byberg, seconded by Sloan to adjourn at approximately 6:08 p.m.

Respectfully submitted, Nicole Bacher

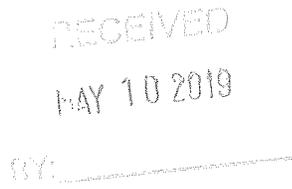
Baker Tilly Virchow Krause, LLP
 Ten Terrace Ct • PO Box 7398
 Madison, WI 53707-7398 • 608 249 6622

Cynthia Haggard
 City of Baraboo
 101 South Boulevard
 Baraboo, WI 53913

Invoice Date : April 30, 2019
Invoice Number : BT1419154
Client Number : 3153

INVOICE

AMOUNT

| Fees | AMOUNT |
|--|--------------------|
| Professional services rendered through the period ending April 29, 2019 including: | |
| Services in connection with the City's December 31, 2018 financial statement audit. | \$12,996.00 |
| Services in connection with the Baraboo BID December 31, 2018 financial statement audit. | \$1,600.00 |
| Services in connection with the December 31, 2018 TIF District compilations. | \$800.00 |
|  | |
| Fees Total: | \$15,396.00 |
| Expenses Total: | \$0.00 |
| Invoice Total: | \$15,396.00 |

For questions, comments or suggestions, please contact Andrea Jansen at 608 249 6622.

Invoice is payable upon receipt or previously agreed upon terms.

To pay by EFT (Electronic Funds Transfer) visit www.bakertilly.com/payment

| | | |
|---|--|--|
| Please ACH or wire payment to: US Bank, Milwaukee, WI Routing No: 075000022 Account No: 312220280 Reference Invoice #: BT1419154 | Or send payment to: Baker Tilly Virchow Krause, LLP Box 78975 Milwaukee, WI 53278-8975 | Reference: Client Number: 3153 Invoice Number: BT1419154 Amount enclosed: \$ _____ |
|---|--|--|

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

| Assets: | May 31, 2019 | December 31, 2018 |
|--|---------------------|--------------------------|
| Current Assets: | | |
| Cash | \$ 91,440.15 | \$ 67,994.47 |
| BID Assessment Receivable | 9,488.05 | - |
| 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 Five Months Ending May 31, 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 | 800.00 | 52.37 |
| Parking Lot Development | - | - | 1,500.00 | - |
| Appearances/Banners | - | 1,011.41 | 17,000.00 | 5.95 |
| Promotions | - | 2,838.64 | 25,500.00 | 11.13 |
| Business Development | - | - | 5,250.00 | - |
| Office Supplies | - | 65.55 | 200.00 | 32.78 |
| Operating Supplies | - | - | - | - |
| Insurance | - | - | 650.00 | - |
| Total Community Development | \$ - | \$ 4,334.57 | \$ 52,900.00 | 8.19 |
| Total Expenditures | \$ - | \$ 4,334.57 | \$ 52,900.00 | 8.19 |
| Net Revenues/(Expenditures) | \$ - | \$ 43,641.43 | \$ - | |

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

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

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