

BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA



Date and Time: **Wednesday, July 17, 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, 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 June 19, 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

OLD BUSINESS

- Branding Update

NEW BUSINESS

- Social media/newsletter/email discussion
- Approval of Vouchers

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – August 21, 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 07/11/2019

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**

June 19, 2019

Members Present: S. Fay, N. Marklein Bacher, H. Kierzek, S. Byberg, T. Sloan, S. Brunker

Members Absent: B. Stelling, T. Wickus

Others Noticed: Ed Geick

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

Meeting Minutes:

Moved by Byberg, seconded by Sloan and unanimously carried to approve the minutes of May 15, 2019.

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

Reports of Officers and Committies

- Parking – Landscape Techniques will be handling weeds in parking lots.

New Business:

- Bylaws have not been updated since 2012. We will review them and discuss at next meeting.

- Vouchers:

Nei-Turner Media Group Brava Magazine	\$	1,085.00
Capital Newspapers		525.00
Kriete – Benches		1,200.00
Baker Tilly – Audit (on hold for now)		

TOTAL: \$ 2,810.00

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

Correspondence & Announcements:

1. **Next Meeting:** Wednesday, July 17, 2019 at 5:45pm, Committee Room #205.

Adjournment: Moved by Sloan, seconded by Kierzek to adjourn at approximately 5:54 p.m.

Respectfully submitted, Nicole Bacher

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

Assets:	<u>June 30, 2019</u>	<u>December 31, 2018</u>
Current Assets:		
Cash	\$ 89,668.95	\$ 67,994.47
BID Assessment Receivable	8,449.25	-
Accounts Receivable	-	750.00
Due from Tax Roll	8,863.62	8,863.62
Total Current Assets	<u>106,981.82</u>	<u>77,608.09</u>
Total Assets	<u>\$ 106,981.82</u>	<u>\$ 77,608.09</u>
 Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 10,561.44
Due to General Fund	-	896.26
Total Liabilities	<u>-</u>	<u>11,457.70</u>
 Fund Equity:		
Fund Balance	66,150.39	89,592.22
Designated-Project contrib	-	-
Net Revenues/(Expenditures)	40,831.43	(23,441.83)
Total Fund Equity	<u>106,981.82</u>	<u>66,150.39</u>
Total Liabilities and Fund Equity	<u>\$ 106,981.82</u>	<u>\$ 77,608.09</u>

City of Baraboo
BID Fund 390
Income Statement with Comparison to Budget
For The Six Months Ending June 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	800.00	52.37
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	1,200.00	2,211.41	17,000.00	13.01
Promotions	1,610.00	4,448.64	25,500.00	17.45
Business Development	-	-	5,250.00	-
Office Supplies	-	65.55	200.00	32.78
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
Total Community Development	\$ 2,810.00	\$ 7,144.57	\$ 52,900.00	13.51
Total Expenditures	\$ 2,810.00	\$ 7,144.57	\$ 52,900.00	13.51
Net Revenues/(Expenditures)	\$ (2,810.00)	\$ 40,831.43	\$ -	

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

Assets:	<u>June 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>\$ 1,942.17</u>	<u>\$ 1,942.17</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>\$ 1,942.17</u>	<u>\$ 1,942.17</u>

City of Baraboo
BID - Pocket Park Fund 392
Income Statement with Comparison to Budget
For The Six Months Ending June 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)	\$ -	\$ -	\$ -	-

Capital Newspapers

1901 Fish Hatchery Road • Madison, WI 53713-1248
Phone (608) 252-6200

BILLING PERIOD		ADVERTISER/CLIENT NAME	
06/03/19 - 06/30/19		BARABOO BUSINESS IMPROVEMENT DIST.	
TOTAL AMOUNT DUE	*UNAPPLIED AMOUNT	TERMS OF PAYMENT	
1,305.00		25th	
CURRENT NET AMOUNT DUE	30 DAYS	60 DAYS	OVER 90 DAYS
1,305.00			

ADVERTISING INVOICE

PAGE #	BILLING DATE	BILLED ACCOUNT NAME AND ADDRESS	REMITTANCE ADDRESS
1	07/01/19	BARABOO BUSINESS IMPROVEMENT DIST. 101 SOUTH BLVD. BARABOO, WI 53913	CAPITAL NEWSPAPERS P.O. Box 725 Racine, WI 53401
ACCOUNT NUMBER			
2580483			

▲ REMIT TO ▲

Credit Card #: _____ Check #: _____
 Expiry Date: _____
 Security Code: _____

AMOUNT PAID _____

PLEASE DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	NEWSPAPER REFERENCE	DESCRIPTION - OTHER COMMENTS/CHARGES	SAU SIZE BILLED UNITS	TIMES RUN RATE	GROSS AMOUNT	NET AMOUNT
		PREVIOUS BALANCE				525.00
06/24/19	Credit Card Payment	CREDIT CARD PAYMENT				-525.00
06/08/19	3739535	TWIYA SPTW 06/08	4x9.44 CI			1,305.00

STATEMENT OF ACCOUNT AGING OF PAST DUE ACCOUNTS

CURRENT NET AMOUNT DUE	30 DAYS	60 DAYS	OVER 90 DAYS	*UNAPPLIED AMOUNT	TOTAL AMOUNT DUE
1,305.00					1,305.00

Capital Newspapers

1901 Fish Hatchery Road • Madison, WI 53713-1248

Representing:
Wisconsin State Journal
The Capital Times
Baraboo News Republic
Portage Daily Register

Daily Citizen
The Sauk Prairie Eagle
Wisconsin Dells Events
Juneau County Star-Times
Reedsburg Times-press

Shopper Stopper
Wisconsin Reminder
Shopper Stopper Extra
Wisconsin Reminder Extra
madison.com

Columbus Journal
Tri County
Monday Mini
Monday Marketeer

Shopping Reminder
Shopper's View

BILLING PERIOD	ACCOUNT NUMBER	ADVERTISER/CLIENT NO.	ADVERTISER/CLIENT NAME
07/01/19	2580483	2580483	ARABOO BUSINESS IMPROVEMENT DIS

Gatehouse Gardens
P.O Box 155
Baraboo, WI 53913

Invoice

Bill To
City Of Baraboo Business Improvement District Attn* Bekah Stelling Baraboo, WI 53913 Attn: Bekah Stelling

Date	Invoice No.	P.O. Number	Terms	Project
06/30/19	46		Net 30	

Item	Description	Quantity	Rate	Amount
Contract Project Completion	Hanging baskets including design, plants, and delivery. This price also includes new liners for the hanging baskets.		1,200.00	1,200.00
Contract Project Completion	Summer planters (2 small and 3 large), includes plants and labor for planting.		680.00	680.00
			Subtotal	\$1,880.00
			Sales Tax (5.5%)	\$0.00
			Total	\$1,880.00