

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



**Date and Time:** **Wednesday, August 21, 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
- Parking Committee Update

**NEW BUSINESS**

- Approval of Vouchers
- Social Media/Email/Newsletter Discussion
- 2020 Upcoming Budget
- Mural Thoughts & Discussion

**NEXT AGENDA ITEMS AND MEMBER COMMENTS**

**CORRESPONDENCE & ANNOUNCEMENTS**

**NEXT MEETING** – September 18, 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 08/16/2019

**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**  
**July 31, 2019 and December 31, 2018**

<b>Assets:</b>	<u><b>July 31, 2019</b></u>	<u><b>December 31, 2018</b></u>
<b>Current Assets:</b>		
Cash	\$ 90,773.73	\$ 67,994.47
BID Assessment Receivable	7,854.47	-
Accounts Receivable	-	750.00
Due from Tax Roll	8,863.62	8,863.62
<b>Total Current Assets</b>	<u>107,491.82</u>	<u>77,608.09</u>
<b>Total Assets</b>	<u><u>\$ 107,491.82</u></u>	<u><u>\$ 77,608.09</u></u>
 <b>Liabilities and Fund Equity:</b>		
<b>Liabilities:</b>		
Accounts Payable	\$ -	\$ 10,561.44
Due to General Fund	-	896.26
<b>Total Liabilities</b>	<u>-</u>	<u>11,457.70</u>
 <b>Fund Equity:</b>		
Fund Balance	66,150.39	89,592.22
Designated-Project contrib	-	-
Net Revenues/(Expenditures)	41,341.43	(23,441.83)
<b>Total Fund Equity</b>	<u>107,491.82</u>	<u>66,150.39</u>
<b>Total Liabilities and Fund Equity</b>	<u><u>\$ 107,491.82</u></u>	<u><u>\$ 77,608.09</u></u>

**City of Baraboo**  
**BID Fund 390**  
**Income Statement with Comparison to Budget**  
**For The Seven Months Ending July 31, 2019**

<b>Revenues:</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Percentage of Budget</b>
BID Assessment	\$ -	\$ 47,900.00	\$ 46,900.00	102.13
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	510.00	586.00	1,000.00	58.60
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	5,000.00	-
<b>Total Revenues</b>	<b>\$ 510.00</b>	<b>\$ 48,486.00</b>	<b>\$ 52,900.00</b>	<b>91.66</b>
<b>Expenditures:</b>				
<b>Economic Development</b>				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	-	-	-
<b>Total Economic Development</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</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	-	-	2,000.00	-
Accounting Services	-	418.97	800.00	52.37
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	-	2,211.41	17,000.00	13.01
Promotions	-	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	-
<b>Total Community Development</b>	<b>\$ -</b>	<b>\$ 7,144.57</b>	<b>\$ 52,900.00</b>	<b>13.51</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 7,144.57</b>	<b>\$ 52,900.00</b>	<b>13.51</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ 510.00</b>	<b>\$ 41,341.43</b>	<b>\$ -</b>	

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

<b>Assets:</b>	<u>July 31, 2019</u>	<u>December 31, 2018</u>
<b>Current Assets:</b>		
Cash	\$ 1,942.17	\$ 1,942.17
<b>Total Current Assets</b>	<u>1,942.17</u>	<u>1,942.17</u>
<b>Total Assets</b>	<u>\$ 1,942.17</u>	<u>\$ 1,942.17</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	1,942.17	2,064.54
Net Revenues/(Expenditures)	-	(122.37)
<b>Total Fund Equity</b>	<u>1,942.17</u>	<u>1,942.17</u>
<b>Total Liabilities and Fund Equity</b>	<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 Seven Months Ending July 31, 2019**

<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	\$ -	\$ -	\$ -	-
Land or Land Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
<b>Total Community Development</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

# Capital Newspapers

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

BILLING PERIOD		ADVERTISER/CLIENT NAME	
07/01/19 - 08/04/19		BARABOO BUSINESS IMPROVEMENT DIST.	
TOTAL AMOUNT DUE	*UNAPPLIED AMOUNT	TERMS OF PAYMENT	
1,305.00		25th of the Month	
CURRENT NET AMOUNT DUE	40 DAYS	60 DAYS	OVER 90 DAYS

## ADVERTISING INVOICE

1,305.00

4	PAGE #	5	BILLING DATE	6	BILLED ACCOUNT NAME AND ADDRESS	7	REMITTANCE ADDRESS
	1		08/05/19		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

10	DATE	11	NEWSPAPER REFERENCE	12	13	14	DESCRIPTION - OTHER COMMENTS CHARGES	15	16	17	18	19	20	21
								SAU SIZE	TIMES RUN			GROSS AMOUNT	NET AMOUNT	
								BILLED UNITS	RATE					
							PREVIOUS BALANCE						1,305.00	

## STATEMENT OF ACCOUNT AGING OF PAST DUE ACCOUNTS

21	CURRENT NET AMOUNT DUE	22	30 DAYS	60 DAYS	OVER 90 DAYS	*UNAPPLIED AMOUNT	23	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

24	25	6	7	2
	BILLING PERIOD	ACCOUNT NUMBER	ADVERTISER CLIENT NO.	ADVERTISER/CLIENT NAME
	08/05/19	2580483	2580483	ARABOO BUSINESS IMPROVEMENT DIS

Questions pertaining to this invoice, call (608) 252-6288. 1% per month on a 30 day balance. Finance Dept. Fax (608) 252-6203