

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



**Date and Time:** **Wednesday, September 18, 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 Bruner  
**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 August 21, 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 Ad-Hoc Committee Update

**NEW BUSINESS**

- Approval of Vouchers
- Present and approve 2020 BID budget

**NEXT AGENDA ITEMS AND MEMBER COMMENTS**

**CORRESPONDENCE & ANNOUNCEMENTS**

**NEXT MEETING** – October 16, 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 K Jackson on 09/12/2019

**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**

**August 21, 2019**

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

**Members Absent:** N. Marklein Bacher, S. Brunker

**Others Noticed:** Ed Geick

**Call to Order:** Sarah Fay presided over the meeting, called it to order at 5:49 PM and noted compliance with the Open Meeting Law.

**Meeting Minutes:**

Moved by Byberg, seconded by Kierzek and unanimously carried to approve the minutes of June 19, 2019.

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

**Reports of Officers and Committies**

**President:**

- Budget work due next month
- Discussion of Committee membership
- Consider new projects in BID

**Appearance:**

- Watering being done now. Original company pulled out of contract. Willy Deppe is doing watering. Gatehouse did summer planters. She is working on fall planters. Jim's Greenhouse will do planters in 2020.
- Regular garland company pulled out. Lacey and Bekah trying to work with Boy Scouts.

**Finance:**

- \$202 from Farmers Market

**Parking:**

- Sarah is trying to locate someone to do weeds

**Promotions:**

- Most of budget is spent

**Branding:**

- Subcommittees are being created to work on this

**New Business:**

- Vouchers:

Capitol Newspapers	\$	1305.00
Next Level		180.00
Minuteman Press		219.53
Gatehouse Gardens		<u>1880.00</u>

**TOTAL: \$ 3584.53**

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

- **Social Media** – Sarah has done a draft page
- **Mural at Civic Center lot** – Maybe a high school project – Consider a veterans tie in
- **Burn Development for video production** – Moved by Stelling, seconded by Wickus to move \$1,000 from Business Development to Promotions.

**Correspondence & Announcements:**

1. **Next Meeting:** Wednesday, September 18, 2019 at 5:45pm, Committee Room #205.

**Adjournment:** Moved by Wickus, seconded by Byberg to adjourn at approximately 6:20 p.m.

Respectfully submitted, Ed Geick

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

<b>Assets:</b>	<u><b>August 31, 2019</b></u>	<u><b>December 31, 2018</b></u>
<b>Current Assets:</b>		
Cash	\$ 95,296.89	\$ 67,994.47
BID Assessment Receivable	7,148.71	-
Accounts Receivable	-	750.00
Due from Tax Roll	-	8,863.62
<b>Total Current Assets</b>	<u>102,445.60</u>	<u>77,608.09</u>
<b>Total Assets</b>	<u><u>\$ 102,445.60</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)	36,295.21	(23,441.83)
<b>Total Fund Equity</b>	<u>102,445.60</u>	<u>66,150.39</u>
<b>Total Liabilities and Fund Equity</b>	<u><u>\$ 102,445.60</u></u>	<u><u>\$ 77,608.09</u></u>

**City of Baraboo**  
**BID Fund 390**  
**Income Statement with Comparison to Budget**  
**For The Eight Months Ending August 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	202.00	788.00	1,000.00	78.80
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	5,000.00	-
<b>Total Revenues</b>	<b>\$ 202.00</b>	<b>\$ 48,688.00</b>	<b>\$ 52,900.00</b>	<b>92.04</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	1,600.00	1,600.00	2,000.00	80.00
Accounting Services	-	418.97	800.00	52.37
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	1,880.00	4,091.41	17,000.00	24.07
Promotions	1,664.65	6,113.29	25,500.00	23.97
Business Development	103.57	103.57	5,250.00	1.97
Office Supplies	-	65.55	200.00	32.78
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
<b>Total Community Development</b>	<b>\$ 5,248.22</b>	<b>\$ 12,392.79</b>	<b>\$ 52,900.00</b>	<b>23.43</b>
<b>Total Expenditures</b>	<b>\$ 5,248.22</b>	<b>\$ 12,392.79</b>	<b>\$ 52,900.00</b>	<b>23.43</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ (5,046.22)</b>	<b>\$ 36,295.21</b>	<b>\$ -</b>	

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

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

**City of Baraboo**  
**BID - Pocket Park Fund 392**  
**Income Statement with Comparison to Budget**  
**For The Eight Months Ending August 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>