

BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA



Date and Time: **Wednesday, September 19, 2018 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, L. Stanek, Michael Zolper, S. Byberg, D. Ender
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 15, 2018 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

- Pop-Up Shop update

NEW BUSINESS

- Approval of Vouchers
- 2019 BID Budget
- Increase BID Tax Discussion
- Parking Lot Survey Information

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – October 17, 2018 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 09/12/2018

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

Members Present: S. Fay, N. Marklein Bacher, L. Stanek, B. Stelling, D. Ender, M. Zolper, S. Byberg, T. Wickus

Members Absent: L. Steffes

Also Attending: Ed Geick

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

Meeting Minutes:

Moved by Byberg, seconded by Stanek and unanimously carried to approve the minutes of July 18, 2018.

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

Reports of Officers and Committies

Appearance:

- Scouted placement of bicycle rack: Nanny Park; Coffee Bean; Neato's/Jewelers Edge; City building
- Animal waste stations installed

Business Development:

- Secured locations for Pop-up Shops at: Former Badger Insurance Building – Children's Museum and Cornerstone Gallery – ICF
-

Promotions:

- Billboard installed

New Business:

1. Vouchers	City of Baraboo	280.29
	BACC for Branding Project	3,000.00
	Gatehouse Gardens – Summer Baskets	3,394.50
	Reverbal Communications Bus. Dev Classes	950.00
	3Rhino Media Bus. Dev. Class	500.00
	Steph Shanks Bus. Dev. (Pop-up Shops)	<u>150.00</u>
	TOTAL:	8,274.79

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

Correspondence & Announcements:

Need to have Committee budgets for next next meeting.

Next Meeting: Wednesday, September 19, 2018 at 5:45pm, Committee Room #205.

Adjournment: Moved by Wickus, seconded by Byberg to adjourn at approximately 6:04 p.m.

Respectfully submitted,
Nicole Marklein Bacher

Gatehouse Gardens
 315 Koch Street
 Baraboo, WI 53913

Invoice

Bill To
City Of Baraboo, Business Improvement District Attn* Bekah Stelling, 135 4th Street Baraboo, WI 53913

Date	Invoice No.	P.O. Number	Terms	Project
08/21/18	1813		Due on receipt	

Item	Description	Quantity	Rate	Amount
Contract Project Completion	All labor hours and material costs accumulated during completion of the agreed upon contract "Summer baskets" dated 05/01/18. Total was adjusted accordingly since we did not need to replace the liners this year. This is the second half of the invoice for the summer baskets.		3,394.50	3,394.50
			Subtotal	\$3,394.50
			Sales Tax (0.0%)	\$0.00
			Total	\$3,394.50

608-355-7545

gatehousegardens@gmail.com

City of Baraboo
BID Fund 390
Balance Sheets
August 31, 2018 and December 31, 2017

Assets:	<u>August 31, 2018</u>	<u>December 31, 2017</u>
Current Assets:		
Cash	\$ 74,445.82	\$ 87,619.44
BID Assessment Receivable	8,863.62	-
Due from Tax Roll	7,617.03	7,617.03
Total Current Assets	<u>90,926.47</u>	<u>95,236.47</u>
Total Assets	<u><u>\$ 90,926.47</u></u>	<u><u>\$ 95,236.47</u></u>
 Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 5,091.72
Due to General Fund	-	552.53
Total Liabilities	<u>-</u>	<u>5,644.25</u>
 Fund Equity:		
Fund Balance	64,009.22	58,410.56
Designated-Project contrib	-	20,583.00
Net Revenues/(Expenditures)	26,917.25	10,598.66
Total Fund Equity	<u>90,926.47</u>	<u>89,592.22</u>
Total Liabilities and Fund Equity	<u><u>\$ 90,926.47</u></u>	<u><u>\$ 95,236.47</u></u>

City of Baraboo
BID Fund 390
Income Statement with Comparison to Budget
For The Eight Months Ending August 31, 2018

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
BID Assessment	\$ -	\$ 46,900.11	\$ 46,900.00	100.00
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	-	649.00	1,000.00	64.90
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	25,583.00	25,583.00	100.00
Total Revenues	\$ -	\$ 73,132.11	\$ 73,483.00	99.52
Expenditures:				
Economic Development				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	20,000.00	20,000.00	100.00
Total Economic Development	\$ -	\$ 20,000.00	\$ 20,000.00	100.00
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	-	1,500.00	2,000.00	75.00
Accounting Services	213.70	338.97	800.00	42.37
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	3,394.50	10,043.46	19,000.00	52.86
Promotions	2,865.00	13,165.17	23,500.00	56.02
Business Development	1,600.00	1,095.41	5,833.00	18.78
Office Supplies	66.59	71.85	-	-
Operating Supplies	-	-	200.00	-
Insurance	-	-	650.00	-
Total Community Development	\$ 8,139.79	\$ 26,214.86	\$ 53,483.00	49.02
Total Expenditures	\$ 8,139.79	\$ 46,214.86	\$ 73,483.00	62.89
Net Revenues/(Expenditures)	\$ (8,139.79)	\$ 26,917.25	\$ -	

City of Baraboo
BID - Pocket Park Fund 392
Balance Sheets
August 31, 2018 and December 31, 2017

Assets:	<u>August 31, 2018</u>	<u>December 31, 2017</u>
Current Assets:		
Cash	\$ 1,924.55	\$ 2,064.54
Total Current Assets	<u>1,924.55</u>	<u>2,064.54</u>
Total Assets	<u>\$ 1,924.55</u>	<u>\$ 2,064.54</u>
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ -
Total Liabilities	<u>-</u>	<u>-</u>
Fund Equity:		
Fund Balance	2,064.54	2,085.24
Net Revenues/(Expenditures)	<u>(139.99)</u>	<u>(20.70)</u>
Total Fund Equity	<u>1,924.55</u>	<u>2,064.54</u>
Total Liabilities and Fund Equity	<u>\$ 1,924.55</u>	<u>\$ 2,064.54</u>

City of Baraboo
BID - Pocket Park Fund 392
Income Statement with Comparison to Budget
For The Eight Months Ending August 31, 2018

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	\$ -	\$ 139.99	\$ -	-
Land or Land Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
Total Community Development	\$ -	\$ 139.99	\$ -	-
Total Expenditures	\$ -	\$ 139.99	\$ -	-
Net Revenues/(Expenditures)	\$ -	\$ (139.99)	\$ -	-