

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

Date and Time: **Wednesday, January 19, 2022 at 6:00 P.M.**
Location: City Hall, Council Chambers, 101 South Blvd., Baraboo
Others Noticed: S. Fay, A. Adams, B. Stelling, T. Wickus, K. Thurow, Tiffany Sloan, Samantha Ramsey Bruncker, Mike Yount, Brenden McDaniel
Others Noticed Casey Bradley
Media: News Republic, WRPQ, Library, City Hall

OPENING

1. Call to Order.
2. Roll Call.
3. Announce compliance with Open Meeting Law.
4. Approve Minutes of December 15, 2021.
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

- Business Development Survey

NEW BUSINESS

-
- Approval of Financials
- Approval of Vouchers
- Open Board Seats

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – February 16, 2022 at 6:00 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. Griggel on 1/18/2022

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

Baraboo BID Meeting Minutes
12/15/2021

Present:

Members: S. Fay, A. Adams, K. Thurow, B. McDaniel, M. Yount, B. Stelling, T. Wickus

Absent:

Members: S. Ramsey Brunner, T. Sloan

President Fay called the meeting to order at 6:03 PM

Roll Call

Approval of November 2021 minutes: Wickus/McDaniel, Carried

Adoption of Agenda: Wickus/McDaniel, Carried

Officer/Committee:

Report

President:	Need to find replacement members for A. Adams, S. Ramsey-Brunner, T. Sloan
Secretary:	None
Treasurer:	None
Appearances:	Garlands are looking brown from warm weather. Will investigate other possibilities for next year. Planter liners sent to Landscape Techniques.
Business Development:	Requesting Board review of survey
Finance:	None
Parking:	None
Promotions:	Wrapping things up for the year. Parade went well.

Old Business:

New Business:

- Discuss Hill's Wiring Proposal
 - Move to old business, meant to keep on BID's radar
 - Needs further discussion with County and other City officials
- Approval of financials
 - Motion to approve financials: Wickus/McDaniel
 - Carried
- Approval of Vouchers
 - Vinyl Graphics For You LLC
 - \$398.75
 - Baraboo Scout Troop 77
 - \$1,500.00
 - Amy Schertz: Planters
 - \$669.00
 - Amy Schertz: Sleigh

- \$418.09
- Capital Newspapers
 - \$94.27
- Willie Deppe
 - \$2,060.00
- Total: \$5,140.11
 - Motion to approve: Wickus/Stelling
 - Carried

Member Comments:

Next Meeting Items:

- Discuss Bus. Dev. Committee survey

Motion to adjourn at 6:24 PM by Wickus/McDaniel, carried.

Respectfully Submitted,
Andrew Adams
Secretary

KINSMAN COMPANY, INC.

6805 Easton Road
P.O. Box 428
Pipersville, PA 18947



Page	Date	Invoice No.
1	12/17/21	1005272A

1-800-733-5613 Email: dealersales@kinsmanwholesale.com
Website: www.kinsmanwholesale.com



B I L L T O

Bekah Stelling
Bekah Kate's
117 3rd St
Baraboo, WI 53913-2423

S H I P T O

Customer No.	Sales I.D.	Reference #	Media Code	Terms
530110	SDV/CRE		WX /NONE	NET 30, DUE:01/16/22
Phone Number	Fax Number	Total Wt.	Zone	Ship Via
(608) 356-3133		117.0	1	W9G

Message:

Thank you for your order

Order Qty.	Back Order	Shipped	Item #	Description	Unit Price	Disc	Extension
1	0	1	AMTUTRIO	Trio of Border Tuteurs (Header Only)	180.41	--	180.41
3	0	3	ZGBC30	PC 30" Border Column Kit	40.72	--	122.16
3	0	3	ZGBS16	PC 16" Single Tier Basket Planter & Liner Set	15.47	--	46.41
1	0	1	KC106	22" Peacock Wall Basket	52.03	--	52.03
1	0	1	AMTUTL	Large Border Tuteur 84"	0.00	--	0.00
1	0	1	AMTUT	Medium Border Tuteur 75"	0.00	--	0.00
1	0	1	AMTUTS	Small Border Tuteur 60"	0.00	--	0.00
1	0	1	MLTC106	22" Dia. Peacock Wall Planter Coco Liner	8.97	--	8.97
6	0	6	MLTC9-5	CS/5 - 20" Premolded Basket Liner (CLTC90) (Fits KC9 Basket)	54.85	--	329.10
1	0	--	SURCHARGE	Surcharge for Inbound Ocean Frt and Raw Material Increase	64.30	--	64.30
MERCHANDISE INVOICE TOTAL \$							803.38
SHIPPING & HANDLING \$							88.69
INVOICE TOTAL \$							892.07
BALANCE \$							892.07
PAYMENT DUE ON 01/16/22							

BK = \$241.41

City = \$497.67
Appearances

Freight 88.69
+ 64.30

152.99

BK portion: \$50.00
City portion: \$101.99

Please pay
Bekah Kate's
\$599.66
for baskets
& planter
supplies.

A charge of 1.5% will be applied to balances over 30 days old. Shortages or damage must be reported within 5 days of receipt of merchandise to claim.

Invoice Date	Invoice #	Customer #	Customer Comments	Amount Paid
12/17/21	1005272A	530110		

Please detach and return with payment to: Kinsman Company, PO Box 428, Pipersville, PA 18947



AGRI-VIEW **AMPLIFIED**

1901 Fish Hatchery Road • Madison, WI 53713-1248

STATEMENT NO. 88342

ADVERTISING INVOICE AND STATEMENT

ACCOUNT NUMBER	Order No
190-6000891	82657
BILLING PERIOD	TERMS OF PAYMENT
11/29/2021 -- 12/05/2021	Net 30
ADVERTISER NAME	ADVERTISER NUMBER
CITY OF BARABOO	190-6000891

Date	Order Number	Description Other Comments	Lines	Total
11/30/2021	82657	Bid resolution 2021- 115 11.23.21	Lines 81	48.40

Capital Newspapers
PO Box 80528
Lincoln NE 68501

----- Return this portion with your payment -----

Capital Newspapers
PO Box 80528
Lincoln NE 68501

Check # _____ Credit Card

Acct #:

Exp. Date:

Name on credit card _____

Signature _____

Account #	190-6000891
Order No	82657
Billing Date	12/05/2021
Amount Due	\$48.40
Amount Enclosed	\$

Please make checks payable to: **Capital Newspapers**

CITY OF BARABOO
101 SOUTH BLVD
BARABOO WI 53913

000121

LEE ENTERPRISES
PO BOX 4690
CAROL STREAM IL 60197-4690



19060000891500072562000115230005640000004639000000001226212018

*** Proof of Publication ***

Capital Newspapers Proof of Publication Affidavit

Retain this portion for your records. Please do not remit payment until you receive your advertising invoice.

Mail to:

CITY OF BARABOO

101 SOUTH BLVD
BARABOO, WI 53913

ORDER NUMBER 82657

STATE OF WISCONSIN } ss.

Sauk County

Michael Mies

being duly sworn, doth depose and say that he (she) is an authorized representative of Capital Newspapers, publishers of

PBNR Baraboo News Republic

a newspaper, in the city of Baraboo, in said County and State, and that an advertisement of which the annexed is a true copy, taken from said paper, was published therein on the dates listed below.

Sworn to and subscribed before me this 30 day of November, 2021

(Signed) [Signature]
(Title) Principal Clerk

Notary Public, Wisconsin

My Commission expires JAN 31 2023

Section: Legals

Category: 0100 LEGAL NOTICE

PUBLISHED ON: 11/30/2021

TOTAL AD COST: 48.40

FILED ON: 11/30/2021

NBR - 5
RESOLUTION NO. 2021-115
Dated: November 23, 2021
The City of Baraboo, Wisconsin
Background: The Business Improvement District is located in the downtown area and all businesses have a membership. The BID primarily promotes the downtown, considers and makes recommendations concerning parking lots and other amenities for shoppers. The BID annually

LEGAL NOTICE
NBR - 5
RESOLUTION NO. 2021-115
Dated: November 23, 2021
The City of Baraboo, Wisconsin
Background: The Business Improvement District is located in the downtown area and all businesses have a membership. The BID primarily promotes the downtown, considers and makes recommendations concerning parking lots and other amenities for shoppers. The BID annually prepares a budget and operating plan which requires adoption by the City Council. BID projects are funded through their budget which is recommended by their Board of Directors. The major source of revenue for the BID is a self-imposed assessment on all business members within the district. The assessments are used to improve and beautify the BID and promote business in the downtown area. Funds are collected by the City and managed in cooperation with the BID Board of Directors.
Fiscal Note: (check one) [x] Not Required [] Budgeted Expenditure [] Not Budgeted
Comments:
Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin: WHEREAS, the Common Council of the City of Baraboo held a public hearing in the Council Chambers at 7:00 p.m. on the 23rd day of November, 2021 for the purpose of hearing all interested persons concerning the preliminary resolution and the report on the proposed assessments to be levied upon property within the District, and the estimated costs of the operating plan for the Business Improvement District, and heard all interested persons who desired to speak at the hearing;
NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin: The report pertaining to the proposed

LEGAL NOTICE
assessments and plans, specifications and estimated costs for the Baraboo Business Improvement District is adopted and approved. Payment of the assessments shall be made by assessing the properties benefited as indicated in the Report and that the assessments shown on the report, representing an exercise of police power, have been determined on a reasonable basis and are hereby confirmed. The assessments are due and payable interest free on or before March 1, 2022 and assessments not paid by September 1, 2022 shall become a delinquent tax against the property as provided by Section 66.60 (15), Wis. Stats.
The City Clerk shall publish the resolution as a Class 1 notice under Chapter 985, Wis. stats., in the assessment district and a copy of this resolution and a statement of the final assessment against the benefited property shall be mailed to every property owner whose name appears on the assessment roll, whose post office address is known or can with reasonable diligence be ascertained.
Offered by: Finance Comm.
Approved: Mayor, Rob F. Nelson
Motion: Ellington
Attest: City Clerk, Brenda M. Zeman
Second: Wedekind
BNR: November 30, 2021 82657
WNAXLP

LEGAL NOTICE
as a Class 1 notice under Chapter 985, Wis. stats., in the assessment district and a copy of this resolution and a statement of the final assessment against the benefited property shall be mailed to every property owner whose name appears on the assessment roll, whose post office address is known or can with reasonable diligence be ascertained.
Offered by: Finance Comm.
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WNAXLP

LISA ANN CHRISTENSEN
Notary Public
State of Wisconsin

Williams Lawn Care LLC

W11843 State Road 33
Portage, WI 53901

Invoice

Date	Invoice #
10/31/2021	2766

Bill To
BID %Sarah Faye 416 Oak St. Baraboo, WI 53913

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			10/31/2021			

Quantity	Item Code	Description	Price Each	Amount
1	Mowing	spraying parking lots throughout remainder of summer and fall Sales Tax	750.00 5.50%	750.00 0.00

Any questions please email me at scott.williamslawncare@gmail.com	Total	\$750.00
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City of Baraboo
BID Fund 390
Balance Sheets
December 31, 2021 and December 31, 2020

Assets:	December 31, 2021	December 31, 2020
Current Assets:		
Cash	\$ 70,004.81	\$ 77,031.04
BID Assessment Receivable	-	-
Accounts Receivable	-	-
Due from Tax Roll	9,464.21	5,083.45
Total Current Assets	<u>79,469.02</u>	<u>82,114.49</u>
Total Assets	<u><u>\$ 79,469.02</u></u>	<u><u>\$ 82,114.49</u></u>
 Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 6,984.51
Due to General Fund	-	290.36
Total Liabilities	<u>-</u>	<u>7,274.87</u>
 Fund Equity:		
Fund Balance	74,839.62	73,396.71
Designated-Project contrib	-	-
Net Revenues/(Expenditures)	4,629.40	1,442.91
Total Fund Equity	<u>79,469.02</u>	<u>74,839.62</u>
Total Liabilities and Fund Equity	<u><u>\$ 79,469.02</u></u>	<u><u>\$ 82,114.49</u></u>

City of Baraboo
BID Fund 390
Income Statement with Comparison to Budget
For The Twelve Months Ending December 31, 2021

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
BID Assessment	\$ -	\$ 46,899.99	\$ 46,900.00	100.00
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	-	3,646.00	1,000.00	364.60
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	12,000.00	-
Total Revenues	\$ -	\$ 50,545.99	\$ 59,900.00	84.38
Expenditures:				
BID - Economic Development				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	-	-	-
Total BID - Economic Development	\$ -	\$ -	\$ -	-
BID - Transfer to Debt Service				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total BID - Transfer to Debt Service	\$ -	\$ -	\$ -	-
BID - Transfer to Capital Projects				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total BID - Transfer to Capital Projects	\$ -	\$ -	\$ -	-
BID - Community Development - BID				
Publishing	\$ 94.27	\$ 94.27	\$ -	-
Professional Services	-	1,600.00	2,000.00	80.00
Accounting Services	-	1,700.00	1,700.00	100.00
Parking Lot Development	-	750.00	1,500.00	50.00
Appearances/Banners	4,647.09	15,288.05	19,000.00	80.46
Promotions	398.75	25,846.15	31,600.00	81.79
Business Development	-	-	3,250.00	-
Office Supplies	-	3.12	200.00	1.56
Operating Supplies	-	-	-	-
Insurance	-	635.00	650.00	97.69
Total BID - Community Development - BID	\$ 5,140.11	\$ 45,916.59	\$ 59,900.00	76.66
Total Expenditures	\$ 5,140.11	\$ 45,916.59	\$ 59,900.00	76.66
Net Revenues/(Expenditures)	\$ (5,140.11)	\$ 4,629.40	\$ -	

City of Baraboo
BID - Pocket Park Fund 392
Balance Sheets
December 31, 2021 and December 31, 2020

Assets:	December 31, 2021	December 31, 2020
Current Assets:		
Cash	\$ 1,949.89	\$ 1,949.89
Total Current Assets	1,949.89	1,949.89
Total Assets	\$ 1,949.89	\$ 1,949.89
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ -
Total Liabilities	-	-
Fund Equity:		
Fund Balance	1,949.89	1,945.29
Net Revenues/(Expenditures)	-	4.60
Total Fund Equity	1,949.89	1,949.89
Total Liabilities and Fund Equity	\$ 1,949.89	\$ 1,949.89

City of Baraboo
BID - Pocket Park Fund 392
Income Statement with Comparison to Budget
For The Twelve Months Ending December 31, 2021

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:				
BID - Pocket Park - Community Development - BID				
Operating Expense	\$ -	\$ -	\$ -	-
Land or Land Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
Total BID - Pocket Park - Community Dev	\$ -	\$ -	\$ -	-
Total Expenditures	\$ -	\$ -	\$ -	-
Net Revenues/(Expenditures)	\$ -	\$ -	\$ -	-