

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

**Date and Time:** Wednesday, November 15, 2017 5:45 P.M.  
**Location:** Baraboo Civic Center, 124 2<sup>nd</sup> St., **Room 12**  
**BID Members Noticed:** S. Fay, F. Kruse, N. Marklein Bacher, B. Stelling, T. Wickus, L. Steffes, L. Stanek, Michael Zolper, S. Byberg  
**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 October 18, 2017 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**

**NEW BUSINESS**

1. Approval of Vouchers
2. Report on newly formed ad-hoc branding committee.

**NEXT AGENDA ITEMS AND MEMBER COMMENTS**

**CORRESPONDENCE & ANNOUNCEMENTS**

**NEXT MEETING** – December 20, 2017 at 5:45 PM

**ADJOURNMENT**

Sarah Fay, Chairperson

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***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 11/13/2017

**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 Cheryl Giese, phone # 355-2700, ext. 305, 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**

**October 18, 2017**

**Members Present:** S. Fay, F. Kruse, B. Stelling, M. Zolper, S. Byberg, L. Steffes, L. Stanek

**Members Absent:** T. Wickus, N. Marklein Bacher

Also Attending: Ed Geick

**Call to Order:** Sarah Fay presided over the meeting, called it to order at 5:47PM and noted compliance with the Open Meeting Law. Zolper arrived at 5:50PM and Kruse arrived at 5:53PM.

**Meeting Minutes:**

Moved by Steffes, seconded by Stelling and unanimously carried to approve the minutes of September 20, 2017.

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

**Reports:**

President: Budget is ready

Business Development Committee: Pop up shop expenses are in line.

Finance: Annual reports due in January, 2018.

Parking: Bekah suggested torching weeds. There was discussion of the options. Michael will follow up in planning for 2018.

**Old Business:** \* Ed Geick provided updates on the progress of the Public Safety Building  
\*Storefront improvement program – set up announcement time  
\*Sarah sent out the 2018 budget

**New Business:**

1. Vouchers	Minuteman Pop-up	127.45
	DBI	1181.46
	Vintage Port	360.00
	Lacey Steffes	37.98
	Bekah Kates	128.18
	Baraboo Burger Company	70.00
	Baraboo Plumbing	371.00
	Gary Nelson	450.00
	Michael & Angela Zolper	750.00
	DBI	3,600.00
	DBI	250.00
	Landscape Techniques	936.00
	<b>TOTAL:</b>	<b>8,262.07</b>

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

2. Branding:

Sarah reported that ad-hoc is working on branding.  
\$3,000 requested from each group.  
City, Chamber, DBI and BID participating.  
Ringling arm and Natural Resources arm.

Lacey proposed using remaining funds in marketing account and the remainder would come from reserves.

Moved by Stanek, seconded by Byberg moved to approve the \$3,000.

**Next Meeting:** Wednesday, November 22, 2017 at 5:45pm, Room 12, Civic Center

**Adjournment:** Moved by Steffes, seconded by Stanek, and unanimously carried to adjourn at 6:20pm.

Respectfully submitted,  
Ed Geick

# **DON-RICK** Insurance www.don-rick.com

## Baraboo - Holmen - Portage

Business Improvement District  
135 4th Street  
Baraboo, WI 53913-2148

### INVOICE

<b>Customer</b>	Business Improvement District
<b>Acct #</b>	2964
<b>Date</b>	10/23/2017
<b>Customer Service</b>	Don-Rick, Inc. Wendy Gerken
<b>Page</b>	1 of 1

Payment Information	
<b>Invoice Summary</b>	\$ 635.00
<b>Payment Amount</b>	
<b>Payment for:</b>	Invoice#520053
ENP 004 61 73	

Thank You

Please detach and return with payment



Customer: Business Improvement District

Invoice	Effective	Transaction	Description	Amount
520053	11/20/2017	Installment	Policy #ENP 004 61 73 11/20/2016-11/20/2019 Cincinnati Insurance Package (C)	635.00

YOUR ACCOUNT BALANCE  
IS DUE  
  
**NOV 20 2017**  
  
 THANK YOU

Thank You for Your Business!

\*\*\*\*\*Future Invoices\*\*\*\*\*  
11/20/2018 635.00 |

<b>Total</b>
\$ 635.00

Thank You

Don Rick Insurance  
313 Oak Street P.O.Box 528  
Baraboo, WI 53913-0528

(800)924-6536

Date

10/23/2017