

BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA

Date and Time: **Wednesday, November 17, 2021 5:45 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 Bruner, 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 October 20, 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

- BID involvement in street closure

NEW BUSINESS

- Guest Speaker Jack Vogel
- Nanny Park Receptacle Update
- Business Development Survey
- Motion to move meeting time to 6pm
- Approval of Financials
- Approval of Vouchers

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – December 22, 2021 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. Griggel on 11/15/2021

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
10/20/2021

Present:

Members: S. Fay, A. Adams, K. Thurow, B. McDaniel, T. Sloan, B. Stelling, M. Yount
Additional: None

Absent:

Members: S. Ramsey Brunker, T. Wickus

President Fay called the meeting to order at 5:45 PM

Roll Call

Approval of September 2021 minutes: McDaniel/Sloan, Carried

Adoption of Agenda: Thurow/McDaniel, Carried

Officer/Committee:

Report

President:

None

Secretary:

None

Treasurer:

None

Appearances:

Tried out some new garbage cans but still searching. Boy Scouts doing garlands on light poles. Amy Schertz will be providing a practice basket.

Business Development:

Survey provided for full board review

Finance:

None

Parking:

None

Promotions:

None

Old Business:

- None

New Business:

- Approval of BID Assessment
 - Motion to Approve: Yount/McDaniel, Carried
- Discussion of Garbage Cans
- Approval of Vouchers
 - City of Baraboo
 - \$1703.12
 - Landscape Techniques, LLC
 - \$1800.00
 - Amy Schertz
 - \$456.13
 - Minuteman Press
 - \$97.50
 - Farmers' Market Reimbursement Request
 - \$566.00
 - Total: \$4,622.75

- Motion to approve: Thurow/McDaniel
 - Carried
- Approval of financials
 - Motion to approve financials: Sloan/McDaniel
 - Carried
- BID involvement in street closures
 - Sloan to reach out to City employee about getting info
 - City Clerk may have ability to provide notice

Member Comments:

- New chamber director intending to do more joint projects

Next Meeting Items:

- Review Business Development Committee meeting survey
- Move meeting time
 - Possibly to 6 PM

Motion to adjourn at 6:14 PM by Thurow/McDaniel, carried.

Respectfully Submitted,
Andrew Adams
Secretary



**PO Box 317
Baraboo, WI 53913**

Invoice

Bill To:

*Business Improvement District
Att: Promotions Committee
101 South Blvd
Baraboo WI 53913*

Date	Invoice #
10/15/2021	7339

**2021 4th Qtr Holiday Advertising
2021 Christmas Light Parade
2021 DBI Events Coordinator Support**

**2,000.00
3,000.00
3,000.00**

Total Service Fees Due

\$8,000.00

Payments/Credits

\$0.00

Balance Due

\$8,000.00

Thank You For Your Business!!!

INVOICE

Don Rick Insurance

313 Oak Street
 P.O.Box 528
 Baraboo, WI 53913-0528
 (800)924-6536

Customer	Business Improvement District
Acct #	2964
Date	10/21/2021
Customer Service	Don-Rick, Inc. Wendy Gerken
Page	1 of 1

Business Improvement District
 101 South Boulevard
 Baraboo, WI 53913

Payment Information	
Invoice Summary	\$ 635.00
Payment Amount	
Payment for:	Invoice#656979
ENP 0046173	

Thank You

Please detach and return with payment



Customer: Business Improvement District


Invoice	Effective	Transaction	Description	Amount
656979	11/20/2021	Installment	Policy #ENP 0046173 11/20/2019-11/20/2022 Cincinnati Insurance Package (C) <i>Renewal Installment 3rd year of 3 year term</i> Payment due by November 22, 2021. Thank you!	635.00
Celebrating Our 51st Year! Thank You for Your Business!				Total \$ 635.00

Thank You

Don Rick Insurance 313 Oak Street P.O.Box 528 Baraboo, WI 53913-0528	(800)924-6536	Date
		10/21/2021

From: Dog Waste Depot <cs12@dogwastedepot.com>
Sent: Monday, October 25, 2021 11:06 AM
To: Bekah Stelling
Subject: Your Dog Waste Depot Order Confirmation (#148616)

Thanks for Your Order

 Your order ID is #148616. A summary of your order is shown below. To view the status of your order [click here](#).

Shipping Address

REBEKAH K. STELLING
Baraboo BID Appearances
117 3rd St
Baraboo, Wisconsin 53913-2423
United States
6083563133

Billing Address

Bekah Stelling
BID Appearances - City of Baraboo
101 South Boulevard
Baraboo, Wisconsin 53913
United States
608-355-2700
Accounts Payable Email
dgriigel@cityofbaraboo.com
PO#
102521BID

Your Order Contains...

Cart Items	SKU	Qty	Item Price	Item Total
Roll Bag -Universal Fit, Strong, Thick (Quantity: 6,000 bags (30 Rolls) Best Value)	DEPOT-001-30	2	\$149.97 USD	\$299.94 USD

Subtotal: \$299.94 USD
Shipping: \$0.00 USD
Tariff Mitigation 8.9%: \$26.69 USD
Grand Total: \$326.63 USD

NET 30 Days : I
have read and
agree to the
Credit Policy

Payment Method:

Waterfront Graphic Design
W10994 Eagle Drive
Lodi, WI 53555 US
amy@waterfrontgraphic.com
www.waterfrontgraphic.com

Invoice



BILL TO

The City Of Baraboo Business
Improvement District

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
13248	11/02/2021	\$50.00	12/02/2021	Net 30	

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
11/01/2021	Hourly Rate - Print Design	Downtown Baraboo Banner Design	1	50.00	50.00

BALANCE DUE

\$50.00



615 W. Hill Street
P.O. Box 47
Baraboo, WI 53913
P: (800) 584-6690
F: (608) 356-9399
www.hillswiring.com

PROPOSAL #	9858	PAGE	1
DATE	11/12/2021		
DESC	UPGRADE THE SERVICE ON THE COURT HOUSE EAST SIDE		
LOC	BUSINESS IMPROVEMENT DISTRICT		
CONTACT	TOM PINION		
PHONE	355-2736		

CUSTOMER

CITY OF BARABOO
C/O CITY CLERK
101 SOUTH BLVD
BARABOO WI 53913

BID

Upgrade the 200-amp service on the square of Oak street to a 400-amp service 120/240 volt.
 The service will have to be relocated to the north of the current transformer due to clearance restrictions to meet code.
 The utility will update the transformer pad and level it out and we will install the following:
 Install the new treated 6 x 6 posts and 1 x 6 back board to the north of the existing transformer to allow for clearances from the transformer.
 Include a 400-amp 120/240-volt CT cabinet, & meter socket. 22kAIC rated
 2 New 200-amp Rain-tight 40 circuit panels
 Grounding per code
 Upgrade the 50-amp outlets with 4 new individual 50-amp 4 wire outlets
 Upgrade all the 120-volt outlets: Install (8) 2 gang GFCI duplex outlets that will have 2 circuits per box
 Label all circuits and outlets.
 Tie in existing 50-amp feed that crosses the street for the temp panel. We will have to extend this to the new location to the north as well.
 Tie in existing underground courthouse lawn outlets that feed the boxes around the grass.

Not including any electrical permit
 Includes demo of old equipment
 We will not be moving any existing sound wiring.

Budget pricing for materials and labor \$12,169.00
 In-kind donation of \$1000.00 for labor
 Total material and labor Budget \$11,169.00

Due to the materials costs changing we cannot hold pricing for more than 10 days.

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NOTES:

All work to be completed during normal business hours 7:00A.M. thru 4:00P.M. Monday through Friday excluding holidays.
 Scheduling to be variable do to technician and material availability. No completion date guarantees are given at this time.
 Hill's Wiring Inc. standard wage rates apply. Increases state or federal wage rates not included.
 Arc Flash rating calculations - Coordination and or alterations to the existing system; including labeling is the owner's responsibility along with any associated costs.
 Temporary power is not included unless specifically outlined in body of proposal.
 Engineering and permit fees not included.
 Utility fees not included. (there should not be any utility fees assessed).
 Hill's Wiring will not be responsible for repairing any private utilities that are



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unmarked or unknown.
 Rock removal not included.
 All concrete removal and replacement by others.
 Final ground remediation by owner.
 Additional Frost charges may apply between the dates December 1st. and April 1st.
 Additional insurance requirements/requests beyond Hill's Wiring Inc. current standard policy allowances will be evaluated. Additional costs incurred due to additional requirements/requests will be billable and the customers responsibility



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CITY OF BARABOO
 C/O CITY CLERK
 101 SOUTH BLVD
 BARABOO WI 53913

TERMS AND CONDITIONS. Your contract with Hill's Wiring, Inc. ("Contractor") is subject to the following terms and conditions, which are a part of the contract:

1. **Payment; Late and NSF charges.** Your payment is due [15 days] from the date of invoice. All payments must be payable to "Hill's Wiring, Inc." You shall pay a [1.5%] monthly finance charge [(18% per year)] or, if lower, the highest amount permitted by law, on all amounts outstanding past [15 days.] You shall pay Contractor a [\$35] fee on any payments returned for non-sufficient funds or cancelled payments.
2. **Change Orders.** Any alteration or deviation from the specifications of the initial order involving extra costs will be effective only upon written change orders and will become an extra charge over and above the initial estimate or quote.
3. **Workmanship.** All material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices. Contractor warrants labor and materials for a period of 12 months from the date of Substantial Completion. "Substantial Completion" means the date when the work is sufficiently complete so that you can utilize the property or a designated portion of it for the use for which it was intended. Repairs necessitated by acts of others are not covered under Contractor's warranty and Contractor will make such repairs on a time and materials basis. **CONTRACTOR HEREBY DISCLAIMS ANY OTHER REPRESENTATION, WARRANTY, OR GUARANTY AS TO THE WORK, WHETHER EXPRESS OR IMPLIED, AND OWNER HEREBY WAIVES THEM. ANY CLAIM RELATING TO WORKMANSHIP MUST BE BROUGHT WITHIN TWELVE MONTHS FROM THE DATE UPON WHICH CONTRACTOR LAST PROVIDED LABOR OR MATERIALS TO OWNER.**
4. **Limitation on Liability.** Contractor's liability is limited to actual damages. **CONTRACTOR SHALL NOT BE LIABLE TO YOU FOR ANY SPECIAL, INDIRECT, CONSEQUENTIAL, LIQUIDATED, OR OTHER DAMAGES INCLUDING SPECIFICALLY, BUT WITHOUT LIMITATION, LOSS OF PROFIT OR REVENUE, LOSS OF CAPITAL, DELAY DAMAGES, LOSS OF GOODWILL, CLAIM OF THIRD PARTIES, OR SIMILAR DAMAGES.** Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights, and you may have other rights which vary from state to state.
5. **Permits; Taxes.** You shall determine which permits, such as building permits, are necessary for the goods and services provided under this contract and shall pay for the permits. You shall pay any taxes, however designated, arising from or based upon this contract, your payments under it, or goods or services furnished or used under it, except for income or corporate excise tax assessed against or levied on Contractor.
6. **Insurance.** **YOU SHALL OBTAIN INSURANCE TO COVER POTENTIAL INSURABLE LIABILITIES.** You hereby expressly assign to Contractor all your right, title, and interest in and to all insurance policies and the proceeds from them to the extent of any loss covered by the policies sustained by Contractor relating to goods provided under this contract. Upon Contractor's request, you shall cause Contractor to be named as an additional insured on any policies insuring the goods.
7. **Force Majeure.** Neither party shall lose any rights under this contract or be liable to the other for damages or losses (except for payment obligations) for failure of performance by a party if the failure is the result of: an Act of God (e.g., fire, flood, inclement weather, epidemic, or earthquake); war or act of terrorism, including chemical or biological warfare; labor dispute, lockout, strike, or embargo; governmental acts, orders, or restrictions; failure of suppliers or third persons; or any other reason where failure to perform is beyond the reasonable control and is not caused by the negligence or intentional misconduct of the party and the party has exercised all reasonable efforts to avoid or remedy such failure of performance.
8. **Governing Law; Venue.** The contract, including these terms and conditions, is governed by the internal laws of the State of Wisconsin. Any dispute under this contract shall be resolved in the trial courts of Sauk County, Wisconsin.
9. **Disputes.** If Contractor prevails in any dispute with you regarding the contract, you shall pay Contractor all of its actual costs in the dispute, including reasonable attorneys' fees incurred.
10. **Waiver.** A party's failure to require performance or observance by any party of any term or condition, waiver of any succeeding breach of a term or condition, or waiver of the term or condition itself shall not affect the full right of that party to require such performance or observance at any subsequent time.
11. **Amendment.** This contract may not be changed, amended, modified, released, or discharged, in whole or in part, except by an instrument in writing referred to as an amendment to this contract and signed by all parties.



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Lien Notice. AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING, OR PROCURING LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

We Propose hereby to furnish material and labor - complete in accordance with these specifications for the sum of: **\$11,169.00**
 Eleven Thousand One Hundred Sixty Nine Dollars And 00 Cents

Payable as follows:
 ABOVE BASED ON PRELIMINARY INFORMATION FOR BUDGETARY PURPOSES.

NOTE: DUE TO DAILY COPPER AND STEEL FLUCTUATIONS PRICE MAY VARY.

Authorized Signature: **Date:**

Note: This Proposal may be withdrawn by us if not accepted within 10 Days

ACCEPTANCE OF PROPOSAL - The Prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: **Date:**

City of Baraboo
BID Fund 390
Balance Sheets
October 31, 2021 and December 31, 2020

Assets:	October 31, 2021	December 31, 2020
Current Assets:		
Cash	\$ 84,004.55	\$ 77,031.04
BID Assessment Receivable	9,464.21	-
Accounts Receivable	-	-
Due from Tax Roll	-	5,083.45
Total Current Assets	93,468.76	82,114.49
Total Assets	\$ 93,468.76	\$ 82,114.49
 Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 6,984.51
Due to General Fund	-	290.36
Total Liabilities	-	7,274.87
 Fund Equity:		
Fund Balance	74,839.62	73,396.71
Designated-Project contrib	-	-
Net Revenues/(Expenditures)	18,629.14	1,442.91
Total Fund Equity	93,468.76	74,839.62
Total Liabilities and Fund Equity	\$ 93,468.76	\$ 82,114.49

City of Baraboo
BID Fund 390
Income Statement with Comparison to Budget
For The Ten Months Ending October 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	-	3,494.00	1,000.00	349.40
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	12,000.00	-
Total Revenues	\$ -	\$ 50,393.99	\$ 59,900.00	84.13
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	\$ -	\$ -	\$ -	-
Professional Services	-	1,600.00	2,000.00	80.00
Accounting Services	1,700.00	1,700.00	1,700.00	100.00
Parking Lot Development	-	750.00	1,500.00	50.00
Appearances/Banners	2,256.13	10,264.33	19,000.00	54.02
Promotions	566.00	17,447.40	31,600.00	55.21
Business Development	-	-	3,250.00	-
Office Supplies	3.12	3.12	200.00	1.56
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
Total BID - Community Development - BID	\$ 4,525.25	\$ 31,764.85	\$ 59,900.00	53.03
Total Expenditures	\$ 4,525.25	\$ 31,764.85	\$ 59,900.00	53.03
Net Revenues/(Expenditures)	\$ (4,525.25)	\$ 18,629.14	\$ -	

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

Assets:	October 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 Ten Months Ending October 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)	\$ -	\$ -	\$ -	-