

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

Date and Time: **Wednesday, December 21, 2022 at 8:30 A.M.**
Location: **Knight Barry Title Services, 113 3rd Ave., Baraboo**
Others Noticed: S. Fay, A. Killgallon, B. Stelling, T. Wickus, M. Miller, K. Thurow, Tracey Sefkar,
Brenden McDaniel, Deirdre Marshall
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 November 16, 2022.
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 - None

NEW BUSINESS

- Approval of financials
- Approval of Vouchers

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – January 18, 2023 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 12/19/2022

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

Present:

Members: S. Fay, K. Thurow, M. Miller, D. Marshall, B. McDaniel, , B Stelling, T Wickus

Absent:

Members: T. Sefkar, A. Killgallon

Other:

S. Taft on behalf of the Ice Age Trail Application Committee

President Fay called the meeting to order at 6:01PM

Approval of October minutes: B. McDaniel/D. Marshall, Carried

Adoption of Agenda: B. McDaniel/ K. Thurow, Carried

Officer/Committee

Reports

President: Fay

Nothing to report

Secretary: Abscent

None

Treasurer: B. Stelling

None

Appearances: B. Stelling

– Garland is up and wreaths have been fluffed

Business Development: D. Marshall

None

Finance: B. Stelling

None

Parking: S. Fay

None

Promotions: T. Wickus

Banner is up by Johnson insurance as are billboards

Old Business:

- None

New Business:

- Approval of Vouchers
 - Vinyl Graphics For You LLC
 - \$323.75
 - Cinninatti Insurance
 - \$660.00
 - Waterfront Graphic Design
 - \$150.00

Motion to Approve: T. Wickus/K. Thurow, Carried

- Seth Taft on behalf of the Ice Age Trail Application Committee requested \$500.00 towards the \$2500.00 one time application fee. After hearing Seth’s presentation, Todd made a motion to approve additional funds of \$625.00. A motion to amend Todd’s \$625.00 to \$1250.00 was made by Bekah. Second by Dee. Motion carried to approve \$1250.00 towards the one time application fee

Approval of Financials as presented

D. Marshall/B. Stelling/carried

Other Comments:

- Next meeting is December 20th at 9:00am at Knight Room. Title of meeting is to be decided by the committee.

Motion to Adjourn at 6:40PM by D. Marshall/B. McDaniels, carried.

Respectfully Submitted
Sarah Fay

DBI Bench

Invoice

Kunze ENTERPRISES^{LLC}

E12022 COUNTY ROAD U
BARABOO, WI 53913
(608) 434-2364

Date	Invoice #
11/6/2022	1421

Bill To
City of Baraboo 101 South Boulevard Baraboo WI 53913

Ship To
City of Baraboo 101 South Boulevard Baraboo, WI 53913

P.O. Number	Terms	Ship	Project
Verbal/ Casey A.	Net 30	11/6/2022	

Quantity	Item Code	Description	Price Each	Amount
1	SHOP LABOR	Sand blast and paint park bench gloss black	650.00	650.00
1	SHOP LABOR	Price match discount	-150.00	-150.00
		100.31.53300.270		
		July 11/14/22		

Thank you for your business.	BID <i>to pay direct</i> needs to be invoiced	Total	\$500.00
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~~for reimbursement to us.~~

Amy Schertz

422 2nd Avenue
Baraboo, WI 53913
608-963-9844
abschertz@yahoo.com

BID Planters

Winter 2022

OVERVIEW

Winter Planters in 2022

- a. Design the 3 large and 2 small planters on the Square with Winter decor or similar design. Again, we are open to new ideas! This will include installation, removal and maintenance.
- b. Time frame for this project is roughly November 15th and removed when you are able in the Spring.
 - *Placement of material and subsequent removal subject to temperature/weather conditions and physical appearance during projected dates. Consult with Appearance chair Bekah Stelling with questions on dates.
- c. ***The budget for materials and labor for this portion should not exceed \$750.**
- d. Payment due upon completion of the work.

Material Costs: Total \$449.75

Foxline Farms \$369.

Labor Total: \$300.00

Invoice Total : \$749.75

INVOICE

DATE

11/30/2022

Baraboo Scout Troop 77

Attn: Matt Vodak

920 Ellis Ave.

Baraboo, WI 53913

608-220-4761

INVOICE TO

City of Baraboo

101 South Blvd.

Baraboo, WI 53913

608-355-2700

Quantity

Description

Line Total

36

25' garland for Baraboo square
light post decoration.
Sale,install,removal

\$1750.00

	Subtotal	1750.00
	Sales Tax	
	Total	1750.00



Baraboo Area Chamber of Commerce

P.O. Box 442
600 W. Chestnut St.
Baraboo, WI 53913

Invoice

Date	Invoice #
11/29/2022	17380

Bill To
Business Improvement District Attn: Bekah Stelling 101 South Blvd Baraboo, WI 53913

Terms

Description	Qty	Rate	Amount
1/2 Application Fee: Ice Age Trail Community Designation		1,250.00	1,250.00

Subtotal	\$1,250.00
Sales Tax (5.5%)	\$0.00
Total	\$1,250.00
Payments/Credits	\$0.00
Balance Due	\$1,250.00



City of Baraboo
BID Fund 390
Balance Sheets
November 30, 2022 and December 31, 2021

Assets:	<u>November 30, 2022</u>	<u>December 31, 2021</u>
Current Assets:		
Cash	\$ 91,670.16	\$ 71,959.02
BID Assessment Receivable	9,214.43	-
Accounts Receivable	-	-
Due from Tax Roll	-	9,464.21
Total Current Assets	<u>100,884.59</u>	<u>81,423.23</u>
Total Assets	<u>\$ 100,884.59</u>	<u>\$ 81,423.23</u>
 Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 1,398.06
Due to General Fund	-	78.74
Total Liabilities	<u>-</u>	<u>1,476.80</u>
 Fund Equity:		
Fund Balance	77,992.22	72,885.41
Designated-Pocket Park	1,954.21	1,954.21
Net Revenues/(Expenditures)	20,938.16	5,106.81
Total Fund Equity	<u>100,884.59</u>	<u>79,946.43</u>
Total Liabilities and Fund Equity	<u>\$ 100,884.59</u>	<u>\$ 81,423.23</u>

City of Baraboo
BID Fund 390
Income Statement with Comparison to Budget
For The Eleven Months Ending November 30, 2022

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
BID Assessment	\$ -	\$ 46,900.00	\$ 46,900.00	100.00
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	200.00	3,936.20	3,500.00	112.46
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ 200.00	\$ 50,836.20	\$ 50,400.00	100.87
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	\$ -	\$ -	\$ -	-
Prof Services - Auditing	-	1,700.00	2,000.00	85.00
	-	-	-	-
Accounting Services	-	1,700.00	1,700.00	100.00
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	7,179.54	10,212.19	19,000.00	53.75
Promotions	473.75	15,561.80	22,100.00	70.42
Business Development	-	-	3,250.00	-
Office Supplies	-	64.05	200.00	32.03
Operating Supplies	-	-	-	-
Insurance	660.00	660.00	650.00	101.54
Total BID - Community Development - BID	\$ 8,313.29	\$ 29,898.04	\$ 50,400.00	59.32
Total Expenditures	\$ 8,313.29	\$ 29,898.04	\$ 50,400.00	59.32
Net Revenues/(Expenditures)	\$ (8,113.29)	\$ 20,938.16	\$ -	

City of Baraboo
BID - Pocket Park Fund 392
Balance Sheets
November 30, 2022 and December 31, 2021

Assets:	November 30, 2022	December 31, 2021
Current Assets:		
Cash	\$ -	\$ -
Total Current Assets	-	-
Total Assets	\$ -	\$ -
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ -
Total Liabilities	-	-
Fund Equity:		
Fund Balance	-	1,949.89
Net Revenues/(Expenditures)	-	(1,949.89)
Total Fund Equity	-	-
Total Liabilities and Fund Equity	\$ -	\$ -

City of Baraboo
BID - Pocket Park Fund 392
Income Statement with Comparison to Budget
For The Eleven Months Ending November 30, 2022

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)	\$ -	\$ -	\$ -	-

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Publishing			01/01/2022 (00/22) Balance	390-69-56700-210-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Prof Services - Auditing			01/01/2022 (00/22) Balance	390-69-56700-214-000			.00
05/26/2022	AP	1026	CLIFTONLARSONALLEN LLP **VendorNo: 3903 **Inv. No: 3294991BID **Desc: BID-AUDIT 2021 **Inv. Date: 5/26/2022 **PO No:		1,700.00		
YTD Encumbrance		.00 YTD Actual	1,700.00 Total	1,700.00 YTD Budget	2,000.00 Unexpended	300.00	
Accounting Services			01/01/2022 (00/22) Balance	390-69-56700-219-000			.00
08/12/2022	AP	577	CITY OF BARABOO **VendorNo: 493 **Inv. No: 12640 **Desc: BID-ADMIN SERVICES 2022 **Inv. Date: 8/12/2022 **PO No:		1,700.00		
YTD Encumbrance		.00 YTD Actual	1,700.00 Total	1,700.00 YTD Budget	1,700.00 Unexpended	.00	
Parking Lot Development			01/01/2022 (00/22) Balance	390-69-56700-300-970			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	1,500.00 Unexpended	1,500.00	
Appearances/Banners			01/01/2022 (00/22) Balance	390-69-56700-300-971			.00
02/23/2022	AP	565	GRABER MANUFACTURING INC **VendorNo: 1018 **Inv. No: 88475 **Desc: BID-CUSTOM CIRCUS WHEEL BIKE RACK **Inv. Date: 2/23/2022 **PO No:		150.00		
05/18/2022	AP	793	SCHERTZ, AMY **VendorNo: 3750 **Inv. No: SPRING2022 **Desc: BID-SPRING PLANTERS **Inv. Date: 5/18/2022 **PO No:		534.22		
01/29/2022	AP	671	DOWNTOWN BARABOO INC. **VendorNo: 723 **Inv. No: 7498 **Desc: BID-HOLIDAY LIGHTS MENARDS **Inv. Date: 1/29/2022 **PO No:		271.56		
06/06/2022	AP	928	LANDSCAPE TECHNIQUES LLC **VendorNo: 1437 **Inv. No: 25357 **Desc: BID-SPRING 2022 HANGING BASKETS **Inv. Date: 6/6/2022 **PO No:		1,860.00		
08/04/2022	AP	579	CITY OF BARABOO **VendorNo: 493 **Inv. No: 498899 **Desc: BID-DOG WASTE ROLLS FOR DOWNTOWN **Inv. Date: 8/4/2022 **PO No:		216.87		
10/07/2022	AP	169	DEPPE, WILLIAM **VendorNo: 3537 **Inv. No: 158 **Desc: BID-FLOWER WATERING,FERTILIZE, REMOVAL AND DISPOSE **Inv. Date: 10/7/2022 **PO No:		6,060.00		
10/27/2022	AP	173	SCHERTZ, AMY **VendorNo: 3750 **Inv. No: FALL2022 **Desc: BID-3LRG, 2SM PLANTERS, INCLUDING MAINTAINING **Inv. Date: 10/27/2022 **PO No:		552.73		
10/27/2022	AP	174	SCHERTZ, AMY **VendorNo: 3750 **Inv. No: SUMMER2022 **Desc: BID- 3LRG, 2SM PLANTERS, FLOWERS, WATERING **Inv. Date: 10/27/2022 **PO No:		566.81		
YTD Encumbrance		.00 YTD Actual	10,212.19 Total	10,212.19 YTD Budget	19,000.00 Unexpended	8,787.81	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Promotions			01/01/2022 (00/22) Balance	390-69-56700-300-972			.00
02/11/2022	AP	633	ORTNER-BLAKE, LORRAINE **VendorNo: 1847 **Inv. No: 1222 **Desc: BID-UPDATE ADS **Inv. Date: 2/11/2022 **PO No:		66.30		
03/26/2022	AP	682	CAPITAL NEWSPAPERS **VendorNo: 420 **Inv. No: 93895-1 **Desc: BID-DEVILS LAKE PARK GUIDE **Inv. Date: 3/26/2022 **PO No:		1,550.00		
03/12/2022	AP	754	DILLMAN, NANCY **VendorNo: 685 **Inv. No: 0312222 **Desc: BID-WORDFENCE PREMIUM LICENSE-FARMER'S MARKET **Inv. Date: 3/12/2022 **PO No:		99.00		
04/07/2022	AP	853	SKILLET CREEK MEDIA **VendorNo: 2319 **Inv. No: 1540 **Desc: BID-FARMERS MARKET WEB HOSTING 3/1/22 TO 3/1/23 **Inv. Date: 4/7/2022 **PO No:		125.00		
03/17/2022	AP	895	VINYL GRAPHICS FOR YOU LLC **VendorNo: 2644 **Inv. No: 1630 **Desc: BID-FULL COLOR BANNERS **Inv. Date: 3/17/2022 **PO No:		323.75		
04/04/2022	AP	976	WATERFRONT GRAPHIC DESIGN **VendorNo: 4062 **Inv. No: 13336 **Desc: BID-BANNER & AD DESIGNS **Inv. Date: 4/4/2022 **PO No:		275.00		
04/15/2022	AP	530	CAPITAL NEWSPAPERS **VendorNo: 420 **Inv. No: 96935-1 **Desc: BID-DEVIL'S LAKE MAP **Inv. Date: 4/15/2022 **PO No:		550.00		
05/30/2022	AP	1033	PETIT, KATE **VendorNo: 4046 **Inv. No: MAY2022 **Desc: BID-FARMERS MARKET MANAGER MAY 2022 **Inv. Date: 5/30/2022 **PO No:		500.00		
07/09/2022	AP	595	DILLMAN, NANCY **VendorNo: 685 **Inv. No: 70389342-070922 **Desc: BID-JETPACK WEBSITE SECURITY **Inv. Date: 7/9/2022 **PO No:		99.00		
06/13/2022	AP	745	WDIH **VendorNo: 2709 **Inv. No: 743462 **Desc: BID-FULL PAGE-GUIDE BOOK & ATTRACTIONS AND MORE **Inv. Date: 6/13/2022 **PO No:		2,500.00		
07/08/2022	AP	804	PETIT, KATE **VendorNo: 4046 **Inv. No: JULY2022 **Desc: BID-FARMER'S MARKET MGT JULY 2022 **Inv. Date: 7/8/2022 **PO No:		500.00		
07/01/2022	AP	805	PETIT, KATE **VendorNo: 4046 **Inv. No: JUNE2022 **Desc: BID-JUNE FARMERS MARKET MANAGER **Inv. Date: 7/1/2022 **PO No:		500.00		
09/15/2022	AP	690	DOWNTOWN BARABOO INC. **VendorNo: 723 **Inv. No: 7532 **Desc: BID-LIGHT PARADE **Inv. Date: 9/15/2022 **PO No:		3,000.00		
09/15/2022	AP	691	DOWNTOWN BARABOO INC. **VendorNo: 723 **Inv. No: 7532 **Desc: BID-HOLIDAY ADVERTISING **Inv. Date: 9/15/2022 **PO No:		2,000.00		
09/15/2022	AP	692	DOWNTOWN BARABOO INC. **VendorNo: 723 **Inv. No: 7532 **Desc: BID-EVENTS MANAGER **Inv. Date: 9/15/2022 **PO No:		3,000.00		
11/01/2022	AP	726	VINYL GRAPHICS FOR YOU LLC **VendorNo: 2644 **Inv. No: 1755 **Desc: BID-BANNERS INSTALLED **Inv. Date: 11/1/2022 **PO No:		323.75		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance	
11/02/2022	AP	813	WATERFRONT GRAPHIC DESIGN **VendorNo: 4062 **Inv. No: 13531 **Desc: BID-DOWNTOWN BILLBOARD DESIGN **Inv. Date: 11/2/2022 **PO No:		150.00			
YTD Encumbrance		.00	YTD Actual	15,561.80 Total	15,561.80	YTD Budget	22,100.00 Unexpended	6,538.20
Business Development			01/01/2022 (00/22) Balance	390-69-56700-300-973			.00	
YTD Encumbrance		.00	YTD Actual	.00 Total	.00	YTD Budget	3,250.00 Unexpended	3,250.00
Office Supplies			01/01/2022 (00/22) Balance	390-69-56700-310-000			.00	
12/31/2021	AP	536	CITY OF BARABOO **VendorNo: 493 **Inv. No: 12545 **Desc: BID-3RD & 4TH QTR COPIES & POSTAGE **Inv. Date: 12/31/2021 **PO No:		78.74			
12/31/2021	JE	2	RJE 12 116 Reverse payables to City			78.74-		
03/31/2022	AP	568	CITY OF BARABOO **VendorNo: 493 **Inv. No: 12600 **Desc: BID-1ST QTR 2022 COPIES / POSTAGE **Inv. Date: 3/31/2022 **PO No:		63.77			
08/12/2022	AP	578	CITY OF BARABOO **VendorNo: 493 **Inv. No: 12640 **Desc: BID COPIES **Inv. Date: 8/12/2022 **PO No:		.28			
YTD Encumbrance		.00	YTD Actual	64.05 Total	64.05	YTD Budget	200.00 Unexpended	135.95
Operating Supplies			01/01/2022 (00/22) Balance	390-69-56700-340-000			.00	
YTD Encumbrance		.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unexpended	.00
Insurance			01/01/2022 (00/22) Balance	390-69-56700-510-000			.00	
10/27/2022	AP	599	CINCINNATI INSURANCE **VendorNo: 489 **Inv. No: 1000641776-112022 **Desc: BID-ANNUAL INS PAYMENT 11/20/22-11/2023 **Inv. Date: 10/27/2022 **PO No:		660.00			
YTD Encumbrance		.00	YTD Actual	660.00 Total	660.00	YTD Budget	650.00 Unexpended	(10.00)

Number of Transactions: 32 Number of Accounts: 10

	Debit	Credit	Proof
Total BID:	29,976.78	78.74-	29,898.04

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Operating Expense			01/01/2022 (00/22) Balance	392-69-56700-300-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Land or Land Improvements			01/01/2022 (00/22) Balance	392-69-56700-821-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Facilities Improvements			01/01/2022 (00/22) Balance	392-69-56700-861-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Transfer to BID			01/01/2022 (00/22) Balance	392-69-59200-900-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

Number of Transactions: 0 Number of Accounts: 4

Debit	Credit	Proof
.00	.00	.00

Total BID - Pocket Park:

Number of Transactions: 32 Number of Accounts: 14
 Grand Totals:

Debit	Credit	Proof
29,976.78	78.74-	29,898.04