

BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA

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Date and Time: **Wednesday, February 19, 2020 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, T. Kolb, Tiffany Sloan, Samantha Ramsey Brunker, Mike Yount
Others Noticed: K. Downing
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 December 18, 2019 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

- Civic Center Mural
- Branding Committee Update

NEW BUSINESS

- Amend 2020 budget. Allocate \$313.00 from reserves, \$1411.00 additional BID Assessment Revenue to administrative expense account
- Approve Financial Reports for December 31, 2019 through January 31, 2020
- Approval/motion of funds for the 2020 branding committee
- Annual Report due - Committee chairs prepared
- Committee Review – status of assignments
- BID seat open – Retailer – suggestions welcome
- Approval of Vouchers

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – March 18, 2020 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 02/17/2020

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
12/18/19

Present: Members: Bruncker, Stelling, Yount, Sloan, Byberg, Marklein, Wickus
Others: Downing

Absent: Fay, Kolb

Vice President Wickus called the meeting to order at 5:56

Approval of November 2019 minutes: Byberg/Sloan
Adoption of Agenda: Stelling/Bruncker

President: None

Secretary: None

Treasurer: We need to allocate additional funds in the 2020 budget to cover additional administrative expense. We will need to amend our budget to allocate the recommend \$2,200 to this item and move money to cover the additional expense for 2019.

Appearances: Garlands are looking a little rough; Bekah will check into this, but may be due to weather.

Business Development: None

Finance: None

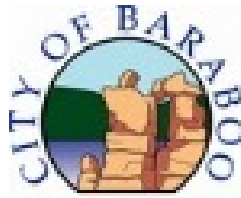
Parking: None

Promotions: Did a billboard campaign in conjunction with the Chamber.


New Business

1.	Vouchers:	
	a.	Franz Landscape (Appearances) \$875
	b.	Baraboo Area Chamber (Promotions) \$1,875
	c.	Lanman and Lanman (Appearances) \$107.61
	d.	Capital Newspapers \$112.06
		\$60.02
	Total:	\$3,029.69
	Approved:	Sloan/Byberg

Motion to adjourn at 6:20 p.m. by Stelling/Sloan



Finance Department Memorandum

To: Sarah Fay, BID Chairperson
From: Cynthia Haggard, Finance Director, 
Date: February 14, 2020
Re: Budget Amendments

Background:

City Ordinance 3.05, Changes in Budget states, "The amount of the tax to be levied or certified, the amounts of the various appropriations, and the purpose thereof shall not be changed after approval of the budget except by a 2/3 vote of the entire membership of the Council pursuant to §65.90(5), Wis. Stats. Notice of such transfer shall be given by publication within 10 days thereafter in the official City newspaper."

Current:

Budget amendments are typically presented to the Finance/personnel Committee which are then forwarded to the Common Council for approval the same night. This process is a quarterly process.

Recommendation:

The Finance Director will continue to closely work with Department Heads and communicate budget amendments to the City's Finance/Personnel Committee and Common Council on a quarterly basis. The practice for the Library, Business Improvement District, Community Development, Baraboo-Dells Airport, Parks and Recreation, and UW-Baraboo/Sauk County is that their respective budget amendments will need to be presented to their Boards and/or Commissions before the amendments are presented to the City Council as part of the overall city-wide budget amendment process.

In order to make changes to the budget, a Notice and Resolution to Amend Budget must be adopted. The resolution must summarize the appropriation changes for each spending classification and identify from where the sources of funds are coming.

Two categories of budget amendments are identified:

1. Budgetary Transfers
2. Supplemental Budgets

Budgetary Transfers

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The budgetary transfer will have a source of funds of either 1) Reduction in Other Appropriation within Same Fund, or 2) Transfer from Other Fund.

Reduction in Other Appropriation within Same Fund - Essentially transferring budgeted and appropriated monies between spending category within same fund.

Transfer from Other Fund - A transfer consists of moving budgeted and appropriated monies from one or more spending categories in one fund to one or more spending categories in another fund.

Supplemental Budgets

A supplemental budget shall be adopted to account for revenues in excess of the budget and to authorize expenditures of additional funds. Whenever the City receives unanticipated revenues, or revenues not assured at the time of the adoption of the budget, a supplemental budget and appropriation shall be enacted to authorize the expenditure of these unanticipated funds. The supplemental budget will have a source of funds of either 1) Fund Balance Applied, or 2) New Revenue.

Fund Balance Applied – In this case, the City is utilizing available fund balance to cover actual net expenses exceeding revenues. This situation is caused by expenses coming in higher than budget, or revenues coming in lower than budget.

New Revenue – In this case, the City has received funds that were not planned and wishes to apply those funds to expenses in the current year - not in the original budget.

Attached:

1. 4th Quarter, 2019 Business Improvement District

City of Baraboo
4th Quarter Budget Amendments
Supplemental Budget

BID

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
BID	390-69-46850-000	BID Assessment	(46,900)	(1,411)	(48,311)
Source of Funds:		Fund Balance Applied			
BID	390-69-49300-000	Fund Balance Applied	(5,000)	(313)	(5,313)
				<u>\$ (1,724)</u>	
Use of Funds					
Community Development	390-69-56700-219-000	Accounting Services	800	1,724	2,524
				<u>\$ 1,724</u>	

To create budget for BID Assessment & Fund Balance Applied for operating overruns

Chairperson: _____

Date _____

BID Fund 390

Balance Sheets

December 31, 2019 and December 31, 2018

Assets:	<u>December 31, 2019</u>	<u>December 31, 2018</u>
Current Assets:		
Cash	\$ 69,036.42	\$ 67,994.47
BID Assessment Receivable	-	-
Accounts Receivable	-	750.00
Due from Tax Roll	7,559.77	8,863.62
Total Current Assets	<u>76,596.19</u>	<u>77,608.09</u>
Total Assets	<u>\$ 76,596.19</u>	<u>\$ 77,608.09</u>
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ 1,239.48	\$ 10,561.44
Due to General Fund	-	896.26
Total Liabilities	<u>1,239.48</u>	<u>11,457.70</u>
Fund Equity:		
Fund Balance	66,150.39	89,592.22
Designated-Project contrib	-	-
Net Revenues/(Expenditures)	9,206.32	(23,441.83)
Total Fund Equity	<u>75,356.71</u>	<u>66,150.39</u>
Total Liabilities and Fund Equity	<u>\$ 76,596.19</u>	<u>\$ 77,608.09</u>

BID Fund 390

**Income Statement with Comparison to Budget
For The Twelve Months Ending December 31, 2019**

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
BID Assessment	\$ -	\$ 48,311.06	\$ 48,311.00	100.00
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	-	1,150.00	1,000.00	115.00
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	5,313.00	-
Total Revenues	\$ -	\$ 49,461.06	\$ 54,624.00	90.55
Expenditures:				
Economic Development				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	-	-	-
Total Economic Development	\$ -	\$ -	\$ -	-
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	\$ 172.08	\$ 172.08	\$ -	-
Professional Services	-	1,600.00	2,000.00	80.00
Accounting Services	-	2,523.98	2,524.00	100.00
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	977.00	11,874.75	17,000.00	69.85
Promotions	1,875.00	23,189.59	25,500.00	90.94
Business Development	-	103.57	5,250.00	1.97
Office Supplies	-	155.77	200.00	77.89
Operating Supplies	-	-	-	-
Insurance	-	635.00	650.00	97.69
Total Community Development	\$ 3,024.08	\$ 40,254.74	\$ 54,624.00	73.69
Total Expenditures	\$ 3,024.08	\$ 40,254.74	\$ 54,624.00	73.69
Net Revenues/(Expenditures)	\$ (3,024.08)	\$ 9,206.32	\$ -	

City of Baraboo
 BID - Pocket Park Fund 392

Balance Sheets
 December 31, 2019 and December 31, 2018

Assets:	<u>December 31, 2019</u>	<u>December 31, 2018</u>
Current Assets:		
Cash	\$ 1,945.29	\$ 1,942.17
Total Current Assets	<u>1,945.29</u>	<u>1,942.17</u>
Total Assets	<u>\$ 1,945.29</u>	<u>\$ 1,942.17</u>
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ -
Total Liabilities	<u>-</u>	<u>-</u>
Fund Equity:		
Fund Balance	1,942.17	2,064.54
Net Revenues/(Expenditures)	3.12	(122.37)
Total Fund Equity	<u>1,945.29</u>	<u>1,942.17</u>
Total Liabilities and Fund Equity	<u>\$ 1,945.29</u>	<u>\$ 1,942.17</u>

City of Baraboo
BID - Pocket Park Fund 392
Income Statement with Comparison to Budget
For The Twelve Months Ending December 31, 2019

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Interest on Investments	\$ 3.12	\$ 3.12	\$ -	-
Donations and Contributions	-	-	-	-
Transfer from BID	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ 3.12	\$ 3.12	\$ -	-
Expenditures:				
Community Development				
Operating Expense	\$ -	\$ -	\$ -	-
Land or Land Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
Total Community Development	\$ -	\$ -	\$ -	-
Total Expenditures	\$ -	\$ -	\$ -	-
Net Revenues/(Expenditures)	\$ 3.12	\$ 3.12	\$ -	-

January 31, 2020 and December 31, 2019

Assets:	January 31, 2020	December 31, 2019
Current Assets:		
Cash	\$ 82,836.20	\$ 69,036.42
BID Assessment Receivable	31,719.83	-
Accounts Receivable	-	-
Due from Tax Roll	7,559.77	7,559.77
Total Current Assets	<u>122,115.80</u>	<u>76,596.19</u>
Total Assets	<u>\$ 122,115.80</u>	<u>\$ 76,596.19</u>
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 1,239.48
Due to General Fund	-	-
Total Liabilities	<u>-</u>	<u>1,239.48</u>
Fund Equity:		
Fund Balance	76,596.19	66,150.39
Designated-Project contrib	-	-
Net Revenues/(Expenditures)	45,519.61	9,206.32
Total Fund Equity	<u>122,115.80</u>	<u>75,356.71</u>
Total Liabilities and Fund Equity	<u>\$ 122,115.80</u>	<u>\$ 76,596.19</u>

BID Fund 390

Income Statement with Comparison to Budget
For The One Months Ending January 31, 2020

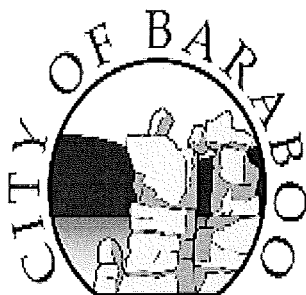
Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
BID Assessment	\$ 45,519.61	\$ 45,519.61	\$ 46,900.00	97.06
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	-	-	1,000.00	-
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ 45,519.61	\$ 45,519.61	\$ 47,900.00	95.03
Expenditures:				
Economic Development				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	-	-	-
Total Economic Development	\$ -	\$ -	\$ -	-
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	-	-	2,000.00	-
Accounting Services	-	-	800.00	-
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	-	-	19,000.00	-
Promotions	-	-	20,500.00	-
Business Development	-	-	3,250.00	-
Office Supplies	-	-	200.00	-
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
Total Community Development	\$ -	\$ -	\$ 47,900.00	-
Total Expenditures	\$ -	\$ -	\$ 47,900.00	-
Net Revenues/(Expenditures)	\$ 45,519.61	\$ 45,519.61	\$ -	

City of Baraboo
 BID - Pocket Park Fund 392
 Balance Sheets
 January 31, 2020 and December 31, 2019

Assets:	January 31, 2020	December 31, 2019
Current Assets:		
Cash	\$ 1,945.29	\$ 1,945.29
Total Current Assets	1,945.29	1,945.29
Total Assets	\$ 1,945.29	\$ 1,945.29
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ -
Total Liabilities	-	-
Fund Equity:		
Fund Balance	1,945.29	1,942.17
Net Revenues/(Expenditures)	-	3.12
Total Fund Equity	1,945.29	1,945.29
Total Liabilities and Fund Equity	\$ 1,945.29	\$ 1,945.29

City of Baraboo
 BID - Pocket Park Fund 392
 Income Statement with Comparison to Budget
 For The One Months Ending January 31, 2020

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



CITY OF BARABOO
 101 SOUTH BLVD
 BARABOO WI 53913
 608-355-2700 Phone

INVOICE

Invoice Number: 11753
 Invoice Date: 12/31/2019
 Customer Number: 77
 Amount Due: \$1,239.48
 Due Date: 03/14/2020

Bill To: Business Improvement District
 Baraboo WI 53913

Parcel #:

Quantity	Description	Unit Price	Net Amount
1	BID HEALTH 4TH QTR 2019	304.54	304.54
1	BID WAGES 4TH QTR 2019	738.17	738.17
1	BID SS 4TH QTR 2019	52.51	52.51
1	BID RETIREMENT 4TH QTR 2019	58.69	58.69
578	BID COPIES B&W 4TH QTR 2019	.02	11.56
143	BID COPIES COLOR 4TH QTR 2020	.07	10.01
1	BID POSTAGE 4TH QTR 2019	64.00	64.00
BANK 10 FUND		Invoice Total:	\$1,239.48

Return This Portion with Your Payment

12/31/2019 Customer Number: 77

Amount Due: \$1,239.48

Amount Paid: _____

Customer Name: Business Improvement District

Invoice Number: 11753

Make Check Payable to:

Baraboo WI 53913

Check box for address change and
 print correct address on reverse side

CITY OF BARABOO
 101 SOUTH BLVD
 BARABOO WI 53913
 608-355-2700 Phone

BID OFFICERS

May 2019-2020

Sarah Fay, President

Owner: The Jewelers Edge LLC

faysaraha1@yahoo.com

Cell: 608-843-4557

Todd Wickus, Vice President

Owner: Just Imagine Toys

todd@justimagnetoy.com

Phone: 608-356-5507

Nichole Bacher, Secretary

Service Provider – Cross, Jenks, Mercer and Maffei

nbacher@baraboolaw.com

Phone: 608-356-3981

Extension: 117

Bekah Stelling, Treasurer

Owner – Bekah Kate's

bekahkates@charter.net

Phone: 608-356-3133

Members

Samantha Ramsey Brunker

Retail Tenant: Brunker Homes

sam@brunkerhomes.com

Phone: 608-963-7996

Heather Kierzek

Aldersperson

hkierzekjcs@gmail.com

Phone: 608-963-5095

Lacey Steffes

Owner: Spa Serenity

lacey@spaserenitydayspa.com

Phone: 608-356-5507

Tiffany Sloan

Service Provider – Baraboo State Bank

tsloan@baraboobank.com

Phone: 608-448-4239

Shelia Byberg

Retail Tenant – Lillian Verrall Consignment and Gifts

lillianverrall@gmail.com

Phone: 608-448-4555

Committees

APPEARANCE

Bekah Stelling, Chair
Nicole Marklein Bacher
Sarah Fay
Shelia Byberg
Samantha Ramsey Brunker

BUSINESS DEVELOPMENT

Lacey Steffes, Chair
Nicole Marklein Bacher
Heather Kierzek
Tiffany Sloan

PROMOTIONS

Todd Wickus, Chair
Bekah Stelling
Lacey Steffes
Sarah Fay
Samantha Ramsey Brunker

FINANCE

Bekah Stelling, Chair
Todd Wickus

PARKING

Heather Kierzek, Chair
Sarah Fay
Sheila Byberg

**City of Baraboo
Business Improvement District
Annual Report, 2018**

Administrative:

As is the case in other years the BID provided funding for an audit, office supplies, city employee wages for time spent on BID notices & reports, and insurance that pertains to the BID and its operations.

Appearance Committee:

-In 2018 another new company was hired for our landscape work. Gatehouse Gardens for the planters, hanging baskets and holiday decor for the 2018 year. Holiday decor was done on the light poles by Landscape Techniques. Discussion continuing on storage for hanging planters with the city. -We purchase custom metal stakes for each season for the planters around the courthouse square. We purchased wagon wheels, snowflakes and leaves in an effort to decrease the amount of larger plant material needed in planters. -Appearances purchased more wagon wheel bike racks for a few locations around the square. Extras purchased for cost savings and back up. -We replaced all of the LED lightbulbs in all of the wreaths for the holiday decor so that the light color on the wreaths matched the warmer light color of the light poles. Treated sockets on wreaths so that they would last longer also. -A dog waste station was put in Nanny park, a project left over from 2017. -Much discussion was had about increasing the number of trees in our downtown area. More research needs to be done on that front. -The Facade Improvement program was finally launched in cooperation with the CDA. -Ongoing discussion of what to do with the garbage cans as the age. Possibly working with the BPAA to paint them. -Discussion on purchasing larger holiday decor for the courthouse lawn in 2019.

Business Development:

BID Business Development Committee had 2 successful Pop - Up shop projects. We partnered with the Baraboo Children's Museum and International Crane Foundation for pop up shops in Downtown Baraboo. Both locations enjoyed their time in Downtown but have closed their temporary location in search of other opportunities. The Downtown Baraboo Pop - Up Shops once again had support from several local businesses.

The Business Development committee also hosted a groups of business development sessions for our existing merchants. We hosted 5 sessions focusing on social media and business development that were free to BID Members and a low cost to non BID Members.

Parking Committee:

2018 parking committee contacted Landscape Techniques to do weed control for the BID district parking lots. Mid-season the gentleman that handles the spraying for the weeds became ill and was unable to do the fall spraying. They do have a licensed person on staff to continue to do the spraying

Promotions Committee

The promotions committee used multiple platforms to promote Downtown Baraboo in 2108. We partnered with the Baraboo Chamber of Commerce for a ½ page ad in the 2018 Fermentation Fest guide. B.I.D. also contributed \$3,000.00 to the Baraboo Area Branding initiative and had a seat on the steering committee as well. We continued to advertise to the Devils Lake Visitors market with both a ½ page ad in the DL State Park guide and an online ad banner listed on www.devilelakewisconsin.com. Beginning in July 2018 B.I.D. entered into a 12 month lease of a two sided billboard on HWY 136 near the Badger Glass building. B.I.D. has continued to place a vinyl banner near the intersection of Broadway and 2nd St, changing it seasonally. In 2018 B.I.D. had continued its financial support to Downtown Baraboo, Inc. for the Christmas Light Parade, General Christmas promotions and for the events coordinator support. In addition B.I.D. advertised in the Brava Magazine, Wisconsin Public Radio and the City of Baraboo Newsletter. We also ran a month long billboard campaign during the month of November on 5 billboards outside of Baraboo. In all Downtown Baraboo had a very diversified marketing campaign for the year 2018.

Conclusion:

The Downtown Baraboo Business District continues to thrive because of the coordinated efforts of The City of Baraboo, The Business Improvement District, The Baraboo Area Chamber of Commerce and Downtown Baraboo, Inc.

Respectfully submitted by:

Sarah Fay, BID President
and Committee Chairs

March 21, 2012

BY-LAWS FOR THE BARABOO BUSINESS IMPROVEMENT DISTRICT

As revised by the BID Board on March 21, 2012

I. COMPOSITION

- A. The Board will consist of nine members appointed by the Mayor, and confirmed by the City Common Council. The members shall be as follows:

4 -- Owners (at least 2 owner -occupants)	2 -- Retailer Tenants
2-- Service Providers	1-- Member of City Common Council

- B. The terms of office shall be for three (3) years, and the terms of the Board member shall be staggered. The terms of office shall commence on May 1, 1999.
- C. When a BID Board member is no longer qualified for membership on the BID Board, said member shall be disqualified upon the appointment of a successor by the Mayor who shall make such an appointment within sixty (60) days after the Board member is no longer qualified. Qualifications are expressed in "A" above.

II. FUNCTION OF BOARD

- A. The Board shall implement the Operating Plan for the Business Improvement District (BID). The Operating Plan shall be funded through special assessments. The assessment will be based on the equalized value of all the non-exempt properties in the BID.
- B. Annually, the Board shall consider and may make amendments to the Operating Plan for the BID. It shall then submit the plan to the Baraboo Common Council for its approval.
- C. The Operating Plan shall include the current year annual BID budget and shall specify the kind, number and location of proposed expenditures.
- D. The Board shall prepare and make available to the public, annual reports describing the current status of the BID, including expenditures and revenues. The report shall include an independent certified audit of the implementation of the Operating Plan obtained by the City.
- E. Pursuant to Sec. §66.608 (4) Wis, Stats., all monies received for the benefit of the BID are placed in a segregated account in the City treasury and managed by the City Treasurer, overseen by the BID Treasurer. (NOTE: Interest on that account is retained by the City as an offset for non-reimbursed city staff time and accounting time, not including the audit.)

III. OFFICERS

- A. Annually at its regular May meeting, the Board shall elect from among its members, a President, Vice-President, Treasurer and Secretary, for the term of one (1) year.
- B. The President shall preside at meetings of the Board, shall prepare the agenda for all regular meetings of the Board, shall have general supervision of the activities of the Board, and subject to the approval of the full membership of the Board, shall appoint persons to standing and special committees of the Board.

- C. The Vice-President of the Board shall act in the absence of the President.
- D. The Treasurer shall oversee the finances of the organization; preparing monthly reports and vouchers for review by the Board, and forwarding all financial documents to the city clerk for future audits.
- E. The Secretary shall keep the minutes of the meetings of the Board and sub-committees, and other books and records of the Board, and shall submit a copy of Board records to the City Clerk.

IV. COMMITTEES

- A. The Board may, from time to time, establish standing committees and special committees of the Board and determine the number of members and their qualifications. Standing Committees include:
 - 1. **APPEARANCE:** The committee shall be responsible for the installation and maintenance of flower planters, benches, trash receptacles, weed control and will work with other appearance oriented organizations performing work within the BID, including City Public Works personnel. The committee will encourage improving the appearance of the downtown by promoting private investment in buildings and working to maintain or increase expenditures on public areas by the City, County and owners.
 - 2. **FINANCE COMMITTEE:** The committee shall be chaired by the BID Treasurer and shall review financial records of the BID and report records to the Board. The committee shall maintain communications with the City Clerk and City Treasurer Personnel with relation to finances. The committee shall review vouchers prior to acceptance by the Board member of the BID. The committee will function on behalf of the BID in addressing employment and supervision of employees by the BID.
 - 3. **PARKING COMMITTEE:** The committee shall work with government and BID residents to identify parking problems and solutions. The committee will work with other organizations interested in parking questions within the BID. The committee will work with the City and County for increased parking areas and better parking enforcement.
 - 4. **PROMOTIONS COMMITTEE:** The committee will carry out marketing and promotional strategies which present a unified image for the downtown Baraboo "shopping center" to the existing trade area and tourists. The committee will coordinate promotional events with downtown merchants, Downtown Baraboo, Inc., the Baraboo Area Chamber of Commerce and other public or private entities. The committee will oversee work related to promotions conducted by the BID. Also the committee shall be responsible for new promotions and events and "opportunities" which may present themselves during the course of the committee members ' tenure.
 - 5. **BUSINESS DEVELOPMENT COMMITTEE:** The committee will coordinate

March 21, 2012

planning and development efforts for bringing new businesses and projects into the downtown area. The committee will work with the Chamber of Commerce, the Community Development Authority, and economic development organizations to coordinate this activity.

V. MEETINGS

- A. **REGULAR MEETINGS:** The regular meetings of the BID Board shall be on the third Wednesday of each month, commencing at 5:45 P.M., except that when the day for holding any regular meeting shall be a legal holiday, the regular meeting shall be held on the next following secular day at the same place and hour, unless otherwise determined by the Board. The place of the meeting shall be designated by the President.
- B. **SPECIAL MEETINGS:**
1. Special meetings of the Board may be called by the President, or in his/her absence, the Vice President, at such time as he/she may appoint, by written notice of the purpose and the time thereof to each member, delivered personally or left at his/her usual place of abode at least four (4) hours before the meeting.
 2. Upon written petition of three or more members of the Board, the President, or in his/her absence, the Vice President, shall call a special meeting of the Board.
 3. Committee meetings are called by the committee chairperson and must follow open meeting status as provided by § 19.85 Wis. Stats.
- C. **ADJOURNMENTS:** Any regular or special meeting may be adjourned by a majority of the members present, but no adjournments shall be made to a time later than the next regular meeting.
- D. **OPEN MEETINGS:** Except as provided in §19.85 Wis. Stats., all meetings of the Board, or any committee, shall be open sessions as defined by § 19.82 Wis. Stats. Pursuant to § 19.84 Wis. Stats., notice of all meetings shall be given as to time, place and subject matter not less than twenty four (24) hours prior to the commencement of such meetings, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no event less than two (2) hours in advance of the meeting. In addition, such notice shall be posted for the like period on the City Hall bulletin board. The subject matter of all closed sessions shall be announced by the President and a roll call vote taken on the motion to go into closed session to comply with requirements of § 19.85 Wis. Stats.
- E. **RULES OF PROCEDURE:** All Board meetings and committee meetings of the BID shall be conducted in accordance with the policies of this BID. In the absence of a policy, the Ordinance of the City of Baraboo shall govern the proceeding and, if no such ordinance is applicable to a specific motion or item of business, the latest edition of Robert's Rules of Order shall govern the proceeding.
- F. **QUORUM:** Five (5) members of the Board shall constitute a quorum, provided that nine (9) members are currently appointed. Should a vacancy occur, quorum is established if one more than one-half (1/2) of the Board is present.

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G. AGENDA:

1. A proposed agenda, together with relevant materials shall be prepared by the President and delivered to the members of the Board not later than 4:00 P.M. on the Tuesday prior to each regular meeting. A similar agenda shall be prepared and delivered for special meetings of the Board if time permits. No matter may be acted on by the Board unless it is included in the agenda, except by two-thirds (2/3) vote of the members of the Board.
2. All matters to be acted on at any meeting of the Board of Directors shall be submitted to the President no later than twelve o'clock (12:00 P.M.) of the Friday immediately preceding the meeting. All such matters shall be placed on the Public Meeting Notice/Agenda for that meeting, the format of which is attached hereto and is hereby adopted.
3. Written information necessary to sufficiently inform the Board members about any matter to be acted upon at the meeting shall be submitted to the President at the time the matter is submitted for inclusion to the Agenda. Copies of that information shall accompany all copies of the Meeting Notice/Agenda which are distributed.

H. VOTING. Procedures related to voting are as follows:

1. All votes on all issues shall be by voice vote, with those Board members in favor of a motion voting "AYE" and those opposed to the motion voting "NAY", unless a Board member shall request a roll call vote on a specific motion. In which case the Chair shall grant the request with the Secretary noting the request and the identity of the Board member making the request. The Secretary shall also record the name(s) of the Board members voting in favor of the motion, those opposed to the motion and those abstaining.
2. A Board member may request that their vote be recorded in the minutes. That request must be made to the Secretary prior to the Board taking up the next item of business on the Agenda.

VI. COMPENSATION/VOUCHER PROCEDURE

- A. In order to be paid, a bill must be signed by a BID Board member or employee, must be an original copy, must be submitted to Financial Committee for approval.
- B. All bills, to be paid during the current month, must be in the hands of the Treasurer no later than twelve o'clock (12.00 P.M.) the Friday immediately prior to the regular monthly meeting of the BID.
- C. All Board members are compensated out of the General Administrative Account for the following expenses necessarily incurred: postage, photocopies and mileage charges will be as the standard rates currently approved by the City.
- D. All BID funds are to be turned in to the BID Treasurer or City Treasurer within seventy two (72) hours of receipt. If turned in to the City Treasurer, the receipt shall be turned in to the BID Treasurer within seventy two (72) hours of receipt.

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- E. No purchase for or obligation of the BID shall be paid in cash. All such purchases and obligations shall be paid by check issued by the City Treasurer.

VII. FUNDS & BUDGETARY CHANGES

- A. The BID Board is authorized by a two thirds (2/3) vote of its members to transfer expenditures from one sub-account to another within the BID budget, except that transfers from the contingency account may be made by a majority vote of all the Board members provided that such expenditures are for any of the same purposes itemized in the current budget. Any expenditures from the contingency fund for NEW purposes shall require a three-quarter (3/4) vote of the members of the Board pursuant to §65.06 (7) Wis. Stats.
- B. Any non-budgeted items of income received during a fiscal year shall be placed in the contingency fund for that same year.
- C. A reserve, to be known as the Reserve for Public Parking, Acquisition and Infrastructure Improvement Reserve is established to be funded as follows:
 - 1. The unspent balance, as determined by appropriate accounting methods, of the funds for each fiscal year, as of December 31 of each year, shall be placed in a reserve to be used exclusively for acquisition of land for public parking purposes, lighting, marking, signing and landscaping of municipal parking lots, sidewalks, and public placement of receptacles for trash and garbage collection. Funds may be expended for these purposes at any time upon the affirmative vote of any five (5) Board members.
 - 2. Other than for the foregoing purposes, funds shall be expended from this reserve only on the affirmative vote of three-quarters (3/4) of all of the Board members on the BID.