

BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA

Date and Time: **Wednesday, March 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, S. Sloan, 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 February 17, 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

- Farmer's Market Update

NEW BUSINESS

- Farmer's Market Recap
- Approval of Vouchers
- BID Appointments

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – April 21, 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. Munz on 03/15/2021

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
2/17/2021

Present:

Members: S. Fay, A. Adams, , M. Yount, T. Wickus, S. Sloan, B. Stelling, T. Sloan

Absent:

Members: B. McDaniel, S. Ramsey Bruncker

Additional: Cynthia Haggard

President Fay called the meeting to order at 5:49 PM

Approval of January 2020 minutes: Yount/S. Sloan, carried

Adoption of Agenda: Motion to amend to move Presentation by the Finance Director to start of the agenda and approve; Wickus/Stelling, Carried

Presentation by the Finance Director on the following:

- Explanation of financial documents
- Budget Amendments
 - Budgetary transfer
 - Supplemental budget
- Purchasing Policy & Disclosures
 - Policy:
 - Seek at least three quotes and accept the lowest cost consistent with quality and performance
 - Disclosure:
 - Must disclose conflicts of interest when contracts or purchases are sent out for bids
 - Documentation:
 - Ensure there are records of every decision regarding bids
- Discussion:
 - Request for annual meeting with Finance Director

President: None

Secretary: None

Treasurer: None

Appearances: None

Business Development: None

Finance: None

Parking: None

Promotions: Farmers market manager Fred Moh is retiring; Focus group meetings beginning to establish new ideas for farmer's market; Invitation sent to prior vendors and other involved parties; Only 6-8 vendors confirmed currently; Conversation with UW Extension for

farmer's market management; Some markets are allowing bakers;
Liability, event, and other insurance; Pre-COVID, 15-20 stalls;
During COVID, 7-10 stalls for spacing

Old Business:

- None

New Business:

- Broadband Update
 - Anecdote: Personal emails from Sen. Ron Johnson's office requesting input
 - Anecdote: Personal emails from school surveying WIFI signal in homes
 - No other easily measurable progress
- Promotions committee would like to move to amend their 2021 budget by moving unspent 2020 money of \$2,000.00
 - Motion rescinded by T. Wickus
- Approval of Vouchers
 - Downtown Baraboo - Promotions
 - \$272.12
 - Lorraine Ortner-Blake - Promotions
 - \$158.40
 - Capital Newspapers – BID assessment announcement
 - \$50.32
 - City of Baraboo – Administrative expenses
 - \$290.36
 - Total
 - \$771.20
 - Motion to approve: Wickus/Yount
 - Carried

Next Meeting:

- Farmers' Market recap and discussion
 - Separate committee or solely for promotions committee

Motion to adjourn at 6:39 PM by S. Sloan/T. Sloan, carried.

Respectfully Submitted,
Andrew Adams
Secretary

City of Baraboo
BID Fund 390
Balance Sheets
February 28, 2021 and December 31, 2020

Assets:	<u>February 28, 2021</u>	<u>December 31, 2020</u>
Current Assets:		
Cash	\$ 98,276.04	\$ 77,031.04
BID Assessment Receivable	18,221.73	-
Accounts Receivable	-	-
Due from Tax Roll	5,083.45	5,083.45
Total Current Assets	<u>121,581.22</u>	<u>82,114.49</u>
Total Assets	<u>\$ 121,581.22</u>	<u>\$ 82,114.49</u>
 Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 7,274.87
Due to General Fund	-	-
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)	46,741.60	1,442.91
Total Fund Equity	<u>121,581.22</u>	<u>74,839.62</u>
Total Liabilities and Fund Equity	<u>\$ 121,581.22</u>	<u>\$ 82,114.49</u>

City of Baraboo
BID Fund 390
Income Statement with Comparison to Budget
For The Two Months Ending February 28, 2021

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	-	-	1,000.00	-
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ -	\$ 46,900.00	\$ 47,900.00	97.91
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	-	-	1,700.00	-
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	-	-	19,000.00	-
Promotions	158.40	158.40	19,600.00	0.81
Business Development	-	-	3,250.00	-
Office Supplies	-	-	200.00	-
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
Total Community Development	\$ 158.40	\$ 158.40	\$ 47,900.00	0.33
Total Expenditures	\$ 158.40	\$ 158.40	\$ 47,900.00	0.33
Net Revenues/(Expenditures)	\$ (158.40)	\$ 46,741.60	\$ -	

City of Baraboo
BID - Pocket Park Fund 392
Balance Sheets
February 28, 2021 and December 31, 2020

Assets:	<u>February 28, 2021</u>	<u>December 31, 2020</u>
Current Assets:		
Cash	\$ 1,949.89	\$ 1,949.89
Total Current Assets	<u>1,949.89</u>	<u>1,949.89</u>
Total Assets	<u><u>\$ 1,949.89</u></u>	<u><u>\$ 1,949.89</u></u>
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ -
Total Liabilities	<u>-</u>	<u>-</u>
Fund Equity:		
Fund Balance	1,949.89	1,945.29
Net Revenues/(Expenditures)	-	4.60
Total Fund Equity	<u>1,949.89</u>	<u>1,949.89</u>
Total Liabilities and Fund Equity	<u><u>\$ 1,949.89</u></u>	<u><u>\$ 1,949.89</u></u>

City of Baraboo
BID - Pocket Park Fund 392
Income Statement with Comparison to Budget
For The Two Months Ending February 28, 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:				
Community Development				
Operating Expense	\$ -	\$ -	\$ -	-
Land or Land Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
Total Community Development	\$ -	\$ -	\$ -	-
Total Expenditures	\$ -	\$ -	\$ -	-
Net Revenues/(Expenditures)	\$ -	\$ -	\$ -	-

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Facilities Improvements			01/01/2021 (00/21) Balance	390-10-55180-861-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Facility Improvements			01/01/2021 (00/21) Balance	390-10-56710-861-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Cost Reallocation			01/01/2021 (00/21) Balance	390-10-59230-900-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Cost Reallocation			01/01/2021 (00/21) Balance	390-10-59243-900-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Publishing			01/01/2021 (00/21) Balance	390-69-56700-210-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Professional Services			01/01/2021 (00/21) Balance	390-69-56700-215-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	2,000.00 Unexpended	2,000.00	
Accounting Services			01/01/2021 (00/21) Balance	390-69-56700-219-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	1,700.00 Unexpended	1,700.00	
Parking Lot Development			01/01/2021 (00/21) 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			01/01/2021 (00/21) Balance	390-69-56700-300-971			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	19,000.00 Unexpended	19,000.00	
Promotions			01/01/2021 (00/21) Balance	390-69-56700-300-972			.00
02/12/2021	AP	640	ORTNER-BLAKE, LORRAINE			158.40	
**VendorNo: 1847 **Inv. No: 1084 **Desc: BID-MAP DESIGN AD **Inv. Date: 2/12/2021 **PO No:							
YTD Encumbrance	.00	YTD Actual	158.40 Total	158.40 YTD Budget	19,600.00 Unexpended	19,441.60	
Business Development			01/01/2021 (00/21) 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			01/01/2021 (00/21) Balance	390-69-56700-310-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	200.00 Unexpended	200.00	
Operating Supplies			01/01/2021 (00/21) Balance	390-69-56700-340-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Insurance			01/01/2021 (00/21) Balance	390-69-56700-510-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	650.00 Unexpended	650.00	

Number of Transactions: 1 Number of Accounts: 14

	Debit	Credit	Proof
Total BID:	158.40	.00	158.40

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Operating Expense			01/01/2021 (00/21) Balance	392-69-56700-300-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Land or Land Improvements			01/01/2021 (00/21) Balance	392-69-56700-821-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Facilities Improvements			01/01/2021 (00/21) Balance	392-69-56700-861-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 0 Number of Accounts: 3					Debit	Credit	Proof
Total BID - Pocket Park:					.00	.00	.00
Number of Transactions: 1 Number of Accounts: 17					Debit	Credit	Proof
Grand Totals:					158.40	.00	158.40

ATTENTION VALUED CUSTOMER:

OUR REMITTANCE ADDRESS HAS CHANGED

To promptly and accurately process your payment, please verify that the following information is included:

- **Use the full account number** with your payment, including **all eleven digits**, as well as any applicable ad order information. Your advertiser account number is located on the top right corner of your statement, as in the example below:

PAGE #
1 of 1
TERMS OF PAYMENT
Net 30
ADVERTISER NUMBER
###-#####

PLEASE DO NOT USE the example account number or rate shown here.
Your actual account number and amount due are displayed on your enclosed statement.

- **Update our advertiser remittance address to:**
Newspaper Name (as noted on your statement)
Lee Enterprises Advertising
P.O. Box 4690
Carol Stream, IL 60197-4690

- **If possible, please include the remittance advice.**

Making the above changes will help assure that your payment is applied to your advertising account immediately upon receipt.

Thank you for being a valued customer - We appreciate your business!