

BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA



Date and Time: **Wednesday, March 20, 2019 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, L. Steffes, H. Kierzek, S. Byberg, D. Ender
Others Noticed E. Geick, J. Lee
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 February 20, 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

- Joint Parking Committee Update

NEW BUSINESS

- Approval of Vouchers
- Discuss and make adjustment FY 2018 budget items (See Ed's Memo)
- Create new budget lines for Pocket Park
- Create a revenue account for Pop-Up Shops

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – April 17, 2019 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 03/15/2019

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

**MINUTES of the BARABOO BUSINESS IMPROVEMENT DISTRICT (BID)
BOARD OF DIRECTOR'S MEETING**

February 20, 2019

Members Present: S. Fay, B. Stelling, M. Zolper, T. Wickus, D. Ender, N. Marklein Bacher, L. Stanek

Members Absent: L. Stanek, D. Ender

Also Attending: Ed Geick

Call to Order: Sarah Fay presided over the meeting, called it to order at 5:45PM and noted compliance with the Open Meeting Law.

Meeting Minutes:

Moved by Byberg, seconded by Steffes and unanimously carried to approve the minutes of January 16, 2019.

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

Reports of Officers and Committies

None to Report

Old Business:

Joint Parking Committee Update – No Meeting, rescheduled for March.

New Business:

1. Vouchers	Landscape Techniques	\$	2250.00
	Downtown Baraboo		140.00
	Wisconsin Public Radio		675.00
	The Sign Shop		1200.00
	Fred Moh		355.20
	TOTAL:		4620.20

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

2. Fund request for the branding initiative, \$5,000 from reserves – Moved by Steffes, seconded by Zolper to request for regular communication and consultation with BID representative. \$64,000 is in reserves.
3. Fund request from the promotions committee, over budget, \$3459 from reserves – Moved by Zolper, seconded by Stelling to approve request.
4. Laura Stanek has resigned and has a recommendation
5. By-law Review – Dana Ender continuing
6. 2018 Income Statement – No Action

Correspondence & Announcements:

Michael Zolper was thanked for his service to the BID Board.

Next Meeting: Wednesday, April 17, 2019 at 5:45pm, Committee Room #205.

Adjournment: Moved by Stelling, seconded by Byberg to adjourn at approximately 6:30 p.m.

Respectfully submitted, Nicole Marklein Bacher

Memo City Administrator



To: BID Board
 From: Ed Geick
 Subject: FY 2018 Budget Amendments
 Date: March 15, 2019
 CC: Cynthia Haggard

Finance Director Cynthia Haggard has requested the BID Board take to four actions to finalize the FY 2018 Budget. Two of these actions will balance line items in the budget. The first action is for the BID Board to discuss and decide what line items will be changed to balance the total budget. Line items that were over extended need to be balanced by moving under expended funds. You don't have to take any action for the over expenditure in Promotions since that was taken care of last month.

Cynthia needs to take budget amendments to our next Council meeting. Budget amendments are needed for the line items below that are over budget. BID took action at the February meeting to transfer funds to cover the Promotions budget line. Cynthia will need to know from what lines to make the transfers. For example: 390-69-56700-210-000 (57.00) I could transfer funds from 390-69-56700-215-000 because it is under budget.

Account Number	Account Title	12/31/2018 Actual	12/31/2018 Budget	(Over) Under Budget
BID	Community Development			
390-69-56700-210-000	Publishing	56.52	-	(56.52)
390-69-56700-215-000	Professional Services	1,500.00	2,000.00	500.00
390-69-56700-219-000	Accounting Services	1,681.06	800.00	(881.06)
390-69-56700-300-970	Parking Lot Development	-	1,500.00	1,500.00
390-69-56700-300-971	Appearances/Banners	18,160.53	19,000.00	839.47
390-69-56700-300-972	Promotions	26,960.02	23,500.00	(3,460.02)
390-69-56700-300-973	Business Development	3,770.35	5,833.00	2,062.65
390-69-56700-310-000	Office Supplies	146.70	-	(146.70)
390-69-56700-340-000	Operating Supplies	21.04	200.00	178.96
390-69-56700-510-000	Insurance	635.00	650.00	15.00
		52,931.22	53,483.00	551.78

The second action is to create a new budget for the Pocket Park and line items there for the work done. This needs to be done because of the donations that are received for Nanny Park.

The third action is to create a revenue line in the BID Budget for “Pop Up Shop” revenue. Expenditures for this can still be done through Business Development.

BID - Pocket Park		BID		
Account Number	Account Title	12/31/2018 Actual	12/31/2018 Budget	Over (Under) Budget
Source of Funds:				
BID - Pocket Park	BID			
392-69-48110-000	Interest on Investments	17.62	-	17.62
392-69-48500-000	Donations and Contributions	-	-	-
392-69-49239-000	Transfer from BID	-	-	-
392-69-49300-000	Fund Balance Applied	-	-	-
		<u>17.62</u>	<u>-</u>	<u>17.62</u>
392-69-4 ____ - ____		-	-	
Account Number	Account Title	12/31/2018 Actual	12/31/2018 Budget	(Over) Under Budget
Use of Funds:				
BID - Pocket Park	Community Development			
392-69-56700-300-000	Operating Expense	139.99	-	(139.99)
392-69-56700-821-000	Land or Land Improvements	-	-	-
392-69-56700-861-000	Facilities Improvements	-	-	-
		<u>139.99</u>	<u>-</u>	<u>(139.99)</u>

The fourth action is to approve of the following changes:

With the following fund, you will need to utilize fund balance to cover the expenditure that’s over budget. Here is what I recommend:

Create Budgets for:

Sources of Funds:

Interest on investments of \$17

Fund Balance Applied \$123

Use of Funds:

Operating expense \$140

City of Baraboo
BID Fund 390
Balance Sheets
December 31, 2018 and December 31, 2017

Assets:	<u>December 31, 2018</u>	<u>December 31, 2017</u>
Current Assets:		
Cash	\$ 67,994.47	\$ 87,619.44
BID Assessment Receivable	-	-
Accounts Receivable	750.00	-
Due from Tax Roll	8,863.62	7,617.03
Total Current Assets	<u>77,608.09</u>	<u>95,236.47</u>
Total Assets	<u><u>\$ 77,608.09</u></u>	<u><u>\$ 95,236.47</u></u>
 Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ 10,561.44	\$ 5,091.72
Due to General Fund	896.26	552.53
Total Liabilities	<u>11,457.70</u>	<u>5,644.25</u>
 Fund Equity:		
Fund Balance	89,592.22	58,410.56
Designated-Project contrib	-	20,583.00
Net Revenues/(Expenditures)	(23,441.83)	10,598.66
Total Fund Equity	<u>66,150.39</u>	<u>89,592.22</u>
Total Liabilities and Fund Equity	<u><u>\$ 77,608.09</u></u>	<u><u>\$ 95,236.47</u></u>

City of Baraboo
BID Fund 390
Income Statement with Comparison to Budget
For The Twelve Months Ending December 31, 2018

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
BID Assessment	\$ -	\$ 46,900.11	\$ 46,900.00	100.00
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	1,190.28	1,839.28	1,000.00	183.93
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	29,042.00	-
Total Revenues	\$ 1,190.28	\$ 48,739.39	\$ 76,942.00	63.35
Expenditures:				
Economic Development				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	20,000.00	20,000.00	100.00
Total Economic Development	\$ -	\$ 20,000.00	\$ 20,000.00	100.00
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	\$ 56.52	\$ 56.52	\$ -	-
Professional Services	-	1,500.00	2,000.00	75.00
Accounting Services	821.41	1,681.06	800.00	210.13
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	3,945.00	18,160.53	19,000.00	95.58
Promotions	7,441.44	26,960.02	26,959.00	100.00
Business Development	(610.00)	3,020.35	5,833.00	51.78
Office Supplies	74.85	146.70	-	-
Operating Supplies	-	21.04	200.00	10.52
Insurance	-	635.00	650.00	97.69
Total Community Development	\$ 11,729.22	\$ 52,181.22	\$ 56,942.00	91.64
Total Expenditures	\$ 11,729.22	\$ 72,181.22	\$ 76,942.00	93.81
Net Revenues/(Expenditures)	\$ (10,538.94)	\$ (23,441.83)	\$ -	

City of Baraboo
BID - Pocket Park Fund 392
Balance Sheets
December 31, 2018 and December 31, 2017

Assets:	<u>December 31, 2018</u>	<u>December 31, 2017</u>
Current Assets:		
Cash	\$ 1,942.17	\$ 2,064.54
Total Current Assets	<u>1,942.17</u>	<u>2,064.54</u>
Total Assets	<u><u>\$ 1,942.17</u></u>	<u><u>\$ 2,064.54</u></u>
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ -
Total Liabilities	<u>-</u>	<u>-</u>
Fund Equity:		
Fund Balance	2,064.54	2,085.24
Net Revenues/(Expenditures)	<u>(122.37)</u>	<u>(20.70)</u>
Total Fund Equity	<u>1,942.17</u>	<u>2,064.54</u>
Total Liabilities and Fund Equity	<u><u>\$ 1,942.17</u></u>	<u><u>\$ 2,064.54</u></u>

City of Baraboo
BID - Pocket Park Fund 392
Income Statement with Comparison to Budget
For The Twelve Months Ending December 31, 2018

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Interest on Investments	\$ 17.62	\$ 17.62	\$ -	-
Donations and Contributions	-	-	-	-
Transfer from BID	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ 17.62	\$ 17.62	\$ -	-
Expenditures:				
Community Development				
Operating Expense	\$ -	\$ 139.99	\$ -	-
Land or Land Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
Total Community Development	\$ -	\$ 139.99	\$ -	-
Total Expenditures	\$ -	\$ 139.99	\$ -	-
Net Revenues/(Expenditures)	\$ 17.62	\$ (122.37)	\$ -	-

City of Baraboo
BID Fund 390
Balance Sheets
February 28, 2019 and December 31, 2018

Assets:	February 28, 2019	December 31, 2018
Current Assets:		
Cash	\$ 79,363.05	\$ 67,994.47
BID Assessment Receivable	25,850.72	-
Accounts Receivable	-	750.00
Due from Tax Roll	8,863.62	8,863.62
Total Current Assets	<u>114,077.39</u>	<u>77,608.09</u>
Total Assets	<u>\$ 114,077.39</u>	<u>\$ 77,608.09</u>
 Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 10,561.44
Due to General Fund	-	896.26
Total Liabilities	<u>-</u>	<u>11,457.70</u>
 Fund Equity:		
Fund Balance	61,150.39	89,592.22
Designated-Project contrib	-	-
Net Revenues/(Expenditures)	52,927.00	(23,441.83)
Total Fund Equity	<u>114,077.39</u>	<u>66,150.39</u>
Total Liabilities and Fund Equity	<u>\$ 114,077.39</u>	<u>\$ 77,608.09</u>

City of Baraboo
BID Fund 390
Income Statement with Comparison to Budget
For The Two Months Ending February 28, 2019

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
BID Assessment	\$ -	\$ 47,900.00	\$ 46,900.00	102.13
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	-	76.00	1,000.00	7.60
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	5,000.00	5,000.00	100.00
Total Revenues	\$ -	\$ 52,976.00	\$ 52,900.00	100.14
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	-	-	17,000.00	-
Promotions	-	49.00	25,500.00	0.19
Business Development	-	-	5,250.00	-
Office Supplies	-	-	200.00	-
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
Total Community Development	\$ -	\$ 49.00	\$ 52,900.00	0.09
Total Expenditures	\$ -	\$ 49.00	\$ 52,900.00	0.09
Net Revenues/(Expenditures)	\$ -	\$ 52,927.00	\$ -	

City of Baraboo
BID - Pocket Park Fund 392
Balance Sheets
February 28, 2019 and December 31, 2018

Assets:	<u>February 28, 2019</u>	<u>December 31, 2018</u>
Current Assets:		
Cash	\$ 1,942.17	\$ 1,942.17
Total Current Assets	<u>1,942.17</u>	<u>1,942.17</u>
Total Assets	<u><u>\$ 1,942.17</u></u>	<u><u>\$ 1,942.17</u></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)	-	(122.37)
Total Fund Equity	<u>1,942.17</u>	<u>1,942.17</u>
Total Liabilities and Fund Equity	<u><u>\$ 1,942.17</u></u>	<u><u>\$ 1,942.17</u></u>

City of Baraboo
BID - Pocket Park Fund 392
Income Statement with Comparison to Budget
For The Two Months Ending February 28, 2019

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)	\$ -	\$ -	\$ -	-