

BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA

Date and Time: **Wednesday, April 21, 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 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 March 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

- Garbage cans overflow issue
- BID fees for the public

NEW BUSINESS

- Approval of Appearance committee meeting minutes from March 25, 2021
- Approval of New Farmer's Market Vendor Fees:

12' SPACE

___ Annual: \$208.00
___ Spring Season 5/1/21 to 7/26/21 \$120.00
___ Fall Season 7/27/21 to 10/30/21 \$120.00
___ Daily (5 day min. non-refundable) \$8.00

6" SPACE

___ Annual \$130.00
___ Spring Season 5/1/21 to 7/26/21 \$78.00
___ Fall Season 7/27/21 to 10/31/21 \$78.00
___ Daily (5 day min. non-refundable) \$4.00

- Discuss funding for the Downtown Baraboo Events Manager Position
- Approval for Promotions committee to make the Downtown Baraboo Events Manager Position (current contribution is \$3,000.00)
- Approval of financial statements

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – May 19, 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 04/19/2021

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
3/17/2021

Present:

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

Absent:

Members: B. McDaniel, S. Ramsey Brunker

President Fay called the meeting to order at 5:46 PM

Approval of February 2020 minutes: Stelling/S. Sloan, carried

Adoption of Agenda: Yount/S. Sloan, Carried

President:	Attended DBI meeting and composition is changing
Secretary:	None
Treasurer:	None
Appearances:	Need to hold a meeting; Planters have been emptied; Topiaries will be brought to and kept at Bekah Kate's; Searching for hanging baskets available for purchase
Business Development:	None
Finance:	None
Parking:	Met; Seeking bids for weed spraying
Promotions:	Still in planning for farmer's market; Increased stall rates from \$4 per day to \$8 per day; Returning vender applications will be sent; Annual rates increased from \$ to \$; Seasonal rates increased from \$ to \$; Table fee increased from \$2 to \$4; Table fees will only be accepted if 5 are purchased at once; T. Wickus seeking quotes for sign to go under Downtown Baraboo on courthouse lawn

Old Business:

- Farmer's Market Update

New Business:

- Farmer's Market Recap
 - See promotions committee
 - For next month: Discuss approval of farmer's market fee structure
 - Insurance discussion
- Approval of Vouchers
 - None
- BID Appointments
 - Expiring appointments
 - A. Adams; willing to accept reappointment

- S. Fay; willing to accept reappointment
- S. Sloan; dependent on City Board position

Next Meeting:

- Discuss approval of BID fees for the public
- Farmer's market insurance
- Discussion of garbage cans being over-filled

Motion to adjourn at 6:17 PM by S. Sloan/T. Sloan, carried.

Respectfully Submitted,
Andrew Adams
Secretary

March 14, 2021

MEMO FOR: Todd Wickus, BID Promotions Committee
FROM: Nancy Dillman
RE: Baraboo Farmers' Market Website Expense

Renewal of Wordfence license for 1 year \$99.00

(Wordfence is a security plug-in for websites that use the WordPress platform. It protects the site from intrusion by hackers.)

Please remit to:

Nancy Dillman
P.O. Box 178
Baraboo, WI 53913

608-356-5606



AGRI-VIEW

AMPLIFIED

1901 Fish Hatchery Road • Madison, WI 53713-1248

ADVERTISING INVOICE AND STATEMENT

ACCOUNT NUMBER	PAGE NO.
190-60000500	1 of 1
BILLING PERIOD	TERMS OF PAYMENT
03/01/2021 -- 03/28/2021	Net 20
ADVERTISER NAME	ADVERTISER NUMBER
Baraboo Business Improvement Dist.	190-60000500

Date	Order Number	Media Reference	Description Other Comments	Sau Size Billed Units	Times Run	Net Amount
02/28/2021			Balance Brought Forward			18.36
03/28/2021			F/C - Late Fee			1.00
03/25/2021	38004-1	Baraboo News Republ	Devils Lake Park Guide	4.000 x 9.438	1	1,000.00

Lee Enterprises no longer accepts credit card payments sent via e-mail. Emails containing credit card numbers will be blocked. Please use the coupon below to send credit card payment to our lockbox in the envelope provided. You may also send the coupon to a secure fax at 855-628-8948.

CURR NET AMT DUE	30 DAYS	60 DAYS	90 DAYS	OVER 120 DAYS	TOTAL AMOUNT DUE
1,001.00	1.00	3.34	0.00	14.02	1,019.36

Payments are due 20 days from receipt of statement. Finance charges of 1% (\$1 Min) applied to all past due balances. Questions? Please call our Financial Dept. at 1-833-954-1972

Capital Newspapers
PO Box 80528
Lincoln NE 68501

Capital Newspapers
PO Box 80528
Lincoln NE 68501

Return this portion with your payment

Check # _____ Credit Card

Acct #: _____

Exp. Date: _____

Name on credit card: _____

Signature: _____

Account #	190-60000500
Billing Date	03/28/2021
Amount Due	1,019.36
Amount Enclosed	\$ _____

Please make checks payable to: Capital Newspapers

000062
 Baraboo Business Improvement Dist.
 101 SOUTH BLVD.
 BARABOO WI 53913

CAPITAL NEWSPAPERS
LEE ADVERTISING
PO BOX 4690
CAROL STREAM IL 60197-4690



190600005002001019360010010000000100000000334000000000328212012

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

Assets:	<u>March 31, 2021</u>	<u>December 31, 2020</u>
Current Assets:		
Cash	\$ 106,336.64	\$ 77,031.04
BID Assessment Receivable	10,161.13	-
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><u>\$ 121,581.22</u></u>	<u><u>\$ 82,114.49</u></u>
 Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ (290.36)	\$ 6,984.51
Due to General Fund	290.36	290.36
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><u>\$ 121,581.22</u></u>	<u><u>\$ 82,114.49</u></u>

City of Baraboo
BID Fund 390
Income Statement with Comparison to Budget
For The Three Months Ending March 31, 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	19,600.00	0.81
Business Development	-	-	3,250.00	-
Office Supplies	-	-	200.00	-
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
Total Community Development	\$ -	\$ 158.40	\$ 47,900.00	0.33
Total Expenditures	\$ -	\$ 158.40	\$ 47,900.00	0.33
Net Revenues/(Expenditures)	\$ -	\$ 46,741.60	\$ -	

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

Assets:	March 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 Three Months Ending March 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:				
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