

BARABOO BUSINESS IMPROVEMENT DISTRICT  
BOARD OF DIRECTORS MEETING AGENDA

**Date and Time:** **Wednesday, July 15, 2020 5:30 P.M.**  
**Location:** City Hall, Room 205, 101 South Blvd., Baraboo  
**Others Noticed:** S. Fay, B. Stelling, T. Wickus, A. Adams, S. Sloan, T. Sloan, S. Ramsey  
Brunker, Mike Yount, Brenden McDaniel  
**Others Noticed** E. Geick  
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 June 17, 2020.
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**

- Let's recap last month's very busy meeting
- Financials
- Do our own minutes

**NEW BUSINESS**

- Welcome back Ed!
- Seminars & Classes
- Approval of Vouchers
- New Secretary Seat

**NEXT AGENDA ITEMS AND MEMBER COMMENTS**

**CORRESPONDENCE & ANNOUNCEMENTS**

**NEXT MEETING** – August 19, 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 07/13/2020

**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  
6/17/20

Present:

Members: Sloan, S., Marklein, Fay, Brunker, McDaniel, Wickus, Stelling

Others: Kennie Downing, Andrew Adams

Absent: Sloan, T., Yount

President Fay called the meeting to order at 5:41 p.m.

Approval of May 2020 minutes: Wickus/McDaniel

Adoption of Agenda: Wickus/McDaniel

President: None  
Secretary: None  
Treasurer: None  
Appearances: Working on hanging baskets; Supply of dog waste bags have been refilled  
Business Development: Hosting a series of development programs; The first was held on 6/11/20  
Finance: None  
Parking: Weeds have been sprayed  
Promotions: Reviewed proposal for promoting Farmer's Market and opted not to accept proposal, but contracted for social media posts

Old Business

None

New Business

1. Approval of vouchers:
  - a. Lorraine Ortner-Blake \$218.90  
Banner design (Promotions)
  - b. Stampers Greenhouse \$2,160  
Baskets (Appearances)
  - c. Amy Schertz \$686.23  
Summer Planters (Appearances)
  - d. Fed Moh \$507.75

	Farmer's Market (Promotions)	
e.	DBI	\$105.94
	Face masks for Farmer's Market (Promotions)	
f.	Williams Lawn Care, LLC	\$675
	Weeds (Parking)	
g.	Dog Waste Depot	\$50.80
	Bags (Appearances)	
		<hr/>
		\$4,404.62

Approved: Wickus/McDaniel

2. Reviewed BID financials and coding report
3. Discussed reimbursement for city administration fees. BID will provide suggestions for language and City Administrator Downie will bring a draft agreement.
4. Approved transfer of \$900 from reserves to Business Development. S. Sloan/McDaniel
5. Discussed BID Facebook page
6. Reviewed BID subcommittee information.
7. Tabled election of Secretary until next month.

Motion to adjourn 6:41 p.m. by Wickus/McDaniel.

Respectfully Submitted,  
Nicole Marklein  
Secretary

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Facilities Improvements			01/01/2020 (00/20) Balance	390-10-55180-861-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Facility Improvements			01/01/2020 (00/20) Balance	390-10-56710-861-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Cost Reallocation			01/01/2020 (00/20) Balance	390-10-59230-900-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Cost Reallocation			01/01/2020 (00/20) Balance	390-10-59243-900-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Publishing			01/01/2020 (00/20) Balance	390-69-56700-210-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Professional Services			01/01/2020 (00/20) Balance	390-69-56700-215-000			.00
04/29/2020	AP	500	BAKER TILLY VIRCHOW KRAUSE LLP **VendorNo: 200 **Inv. No: BT1607403BID **Desc: BID-2019 DEC FINANCIAL AUDIT **Inv. Date: 4/29/2020 **PO No:		1,600.00		
YTD Encumbrance	.00	YTD Actual	1,600.00 Total	1,600.00 YTD Budget	2,000.00 Unexpended	400.00	
Accounting Services			01/01/2020 (00/20) Balance	390-69-56700-219-000			.00
12/31/2019	AP	552	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11753 **Desc: BID-4TH QTR CITY WAGES **Inv. Date: 12/31/2019 **PO No:		1,153.91		
12/31/2019	JE	6	JE 12 113 Reverse payable BID invoice from Ci			1,153.91-	
03/31/2020	AP	545	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11772 **Desc: BID-WAGES 1ST QTR 2020 **Inv. Date: 3/31/2020 **PO No:		73.97		
YTD Encumbrance	.00	YTD Actual	73.97 Total	73.97 YTD Budget	800.00 Unexpended	726.03	
Parking Lot Development			01/01/2020 (00/20) Balance	390-69-56700-300-970			.00
05/31/2020	AP	868	WILLIAMS LAWN CARE LLC **VendorNo: 3751 **Inv. No: 1289 **Desc: BID-MOWING-DOWNTOWN PARKING LOTS **Inv. Date: 5/31/2020 **PO No:		675.00		
YTD Encumbrance	.00	YTD Actual	675.00 Total	675.00 YTD Budget	1,500.00 Unexpended	825.00	
Appearances/Banners			01/01/2020 (00/20) Balance	390-69-56700-300-971			.00
06/03/2020	AP	570	DOG WASTE DEPOT **VendorNo: 706 **Inv. No: 345506 **Desc: BID-DOG WASTE DISPOSAL BAGS **Inv. Date: 6/3/2020 **PO No:		50.08		
05/20/2020	AP	866	STAMPERS GREENHOUSES **VendorNo: 3749 **Inv. No: 2010744 **Desc: BID-FLOWER BASKETS **Inv. Date: 5/20/2020 **PO No:		2,160.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
06/17/2020	AP	867	SCHERTZ, AMY **VendorNo: 3750 **Inv. No: SUMMER2020 **Desc: BID-SUMMER 2020 PLANTERS **Inv. Date: 6/17/2020 **PO No:		650.23		
YTD Encumbrance		.00 YTD Actual	2,860.31 Total	2,860.31 YTD Budget	19,000.00 Unexpended		16,139.69
Promotions			01/01/2020 (00/20) Balance	390-69-56700-300-972			.00
02/18/2020	AP	164	CHAMBER OF COMMERCE BARABOO **VendorNo: 461 **Inv. No: 16063 **Desc: BID-JEM MARKETING PROJECT **Inv. Date: 2/18/2020 **PO No:		5,000.00		
03/05/2020	AP	735	NEXT LEVEL LLC **VendorNo: 1788 **Inv. No: 5720 **Desc: BID-2020 DBI CALENDAR/DEVILS LAKE ADVERTISING **Inv. Date: 3/5/2020 **PO No:		247.50		
03/03/2020	AP	769	SKILLET CREEK MEDIA **VendorNo: 2319 **Inv. No: 1403 **Desc: BID-FARMERS MARKET WEB HOSTING-3_1_20 TO 3_1_21 **Inv. Date: 3/3/2020 **PO No:		125.00		
12/31/2019	AP	925	WISCONSIN PUBLIC BROADCASTING **VendorNo: 2797 **Inv. No: 03042020 **Desc: BID- 11/30,11/30,12/31,12/31/2019 ADS **Inv. Date: 12/31/2019 **PO No:		1,960.00		
12/31/2019	JE	10	JE 12 122 Reverse BID payable-Wis Public Ra			1,960.00-	
03/30/2020	AP	524	CAPITAL NEWSPAPERS **VendorNo: 420 **Inv. No: 2580483-033020 **Desc: BID-DEVILS LAKE DIRECTORY 2020 **Inv. Date: 3/30/2020 **PO No:		1,200.00		
05/04/2020	AP	525	CAPITAL NEWSPAPERS **VendorNo: 420 **Inv. No: 2580483-500420 **Desc: BID-DEVILS LAKE MAP 2020 **Inv. Date: 5/4/2020 **PO No:		525.00		
05/04/2020	AP	526	CAPITAL NEWSPAPERS **VendorNo: 420 **Inv. No: 2580483-500420 **Desc: BID-2020 NEWSLETTER **Inv. Date: 5/4/2020 **PO No:		335.00		
05/19/2020	AP	659	MINUTEMAN PRESS-BARABOO INC **VendorNo: 1670 **Inv. No: 43017 **Desc: BID-FARMERS MARKET POSTERS 2020 **Inv. Date: 5/19/2020 **PO No:		30.38		
03/18/2020	AP	683	NEXT LEVEL LLC **VendorNo: 1788 **Inv. No: 5723 **Desc: BID-DOWNTOWN BARABOO ADVERTISING 2020 **Inv. Date: 3/18/2020 **PO No:		67.50		
06/05/2020	AP	571	DOWNTOWN BARABOO INC. **VendorNo: 723 **Inv. No: 7039 **Desc: BID-FACE MASKS **Inv. Date: 6/5/2020 **PO No:		105.94		
06/17/2020	AP	665	MOH, FRED **VendorNo: 1679 **Inv. No: 06172020 **Desc: BID-MAILING SUPPLIES, FACE MASKS & SOFTWARE **Inv. Date: 6/17/2020 **PO No:		507.75		
06/01/2020	AP	709	ORTNER-BLAKE, LORRAINE **VendorNo: 1847 **Inv. No: 982 **Desc: BID-BILLBOARD DESIGN **Inv. Date: 6/1/2020 **PO No:		218.90		
YTD Encumbrance		.00 YTD Actual	8,362.97 Total	8,362.97 YTD Budget	20,500.00 Unexpended		12,137.03
Business Development			01/01/2020 (00/20) Balance	390-69-56700-300-973			.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,250.00 Unexpended	3,250.00	
Office Supplies		01/01/2020 (00/20) Balance		390-69-56700-310-000			.00
12/31/2019	AP	553	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11753 **Desc: BID-4TH QTR POSTAGE **Inv. Date: 12/31/2019 **PO No:		64.00		
12/31/2019	AP	554	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11753 **Desc: BID-4TH QTR COPIES **Inv. Date: 12/31/2019 **PO No:		21.57		
12/31/2019	JE	5	JE 12 113 Reverse payable BID invoice from Ci			85.57-	
03/31/2020	AP	546	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11772 **Desc: BID-COPIES 1ST QTR 2020 **Inv. Date: 3/31/2020 **PO No:		7.80		
03/31/2020	AP	547	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11772 **Desc: BID-POSTAGE 1ST QTR 2020 **Inv. Date: 3/31/2020 **PO No:		51.00		
YTD Encumbrance		.00 YTD Actual	58.80 Total	58.80 YTD Budget	200.00 Unexpended	141.20	
Operating Supplies		01/01/2020 (00/20) Balance		390-69-56700-340-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Insurance		01/01/2020 (00/20) 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: 26 Number of Accounts: 14					Debit	Credit	Proof
Total BID:					16,830.53	3,199.48-	13,631.05

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Operating Expense			01/01/2020 (00/20) Balance	392-69-56700-300-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Land or Land Improvements			01/01/2020 (00/20) Balance	392-69-56700-821-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Facilities Improvements			01/01/2020 (00/20) 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: 26 Number of Accounts: 17					Debit	Credit	Proof
Grand Totals:					16,830.53	3,199.48-	13,631.05

**City of Baraboo**  
**BID Fund 390**  
**Balance Sheets**  
**June 30, 2020 and December 31, 2019**

<b>Assets:</b>	<u><b>June 30, 2020</b></u>	<u><b>December 31, 2019</b></u>
<b>Current Assets:</b>		
Cash	\$ 92,418.68	\$ 69,036.42
BID Assessment Receivable	5,780.82	-
Accounts Receivable	-	-
Due from Tax Roll	7,559.77	7,559.77
<b>Total Current Assets</b>	<u>105,759.27</u>	<u>76,596.19</u>
<b>Total Assets</b>	<u><u>\$ 105,759.27</u></u>	<u><u>\$ 76,596.19</u></u>
 <b>Liabilities and Fund Equity:</b>		
<b>Liabilities:</b>		
Accounts Payable	\$ -	\$ 3,199.48
Due to General Fund	-	1,239.48
<b>Total Liabilities</b>	<u>-</u>	<u>4,438.96</u>
 <b>Fund Equity:</b>		
Fund Balance	73,396.71	66,150.39
Designated-Project contrib	-	-
Net Revenues/(Expenditures)	32,362.56	6,006.84
<b>Total Fund Equity</b>	<u>105,759.27</u>	<u>72,157.23</u>
<b>Total Liabilities and Fund Equity</b>	<u><u>\$ 105,759.27</u></u>	<u><u>\$ 76,596.19</u></u>



**City of Baraboo**  
**BID Fund 390**  
**Income Statement with Comparison to Budget**  
**For The Six Months Ending June 30, 2020**

<b>Revenues:</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Percentage of Budget</b>
BID Assessment	\$ -	\$ 45,519.61	\$ 46,900.00	97.06
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	474.00	474.00	1,000.00	47.40
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	-	-
<b>Total Revenues</b>	<b>\$ 474.00</b>	<b>\$ 45,993.61</b>	<b>\$ 47,900.00</b>	<b>96.02</b>
<b>Expenditures:</b>				
<b>Economic Development</b>				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	-	-	-
<b>Total Economic Development</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Transfer to Debt Service</b>				
Cost Reallocation	\$ -	\$ -	\$ -	-
<b>Total Transfer to Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Transfer to Capital Projects</b>				
Cost Reallocation	\$ -	\$ -	\$ -	-
<b>Total Transfer to Capital Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Community Development</b>				
Publishing	\$ -	\$ -	\$ -	-
Professional Services	-	1,600.00	2,000.00	80.00
Accounting Services	-	73.97	800.00	9.25
Parking Lot Development	675.00	675.00	1,500.00	45.00
Appearances/Banners	2,860.31	2,860.31	19,000.00	15.05
Promotions	832.59	8,362.97	20,500.00	40.79
Business Development	-	-	3,250.00	-
Office Supplies	-	58.80	200.00	29.40
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
<b>Total Community Development</b>	<b>\$ 4,367.90</b>	<b>\$ 13,631.05</b>	<b>\$ 47,900.00</b>	<b>28.46</b>
<b>Total Expenditures</b>	<b>\$ 4,367.90</b>	<b>\$ 13,631.05</b>	<b>\$ 47,900.00</b>	<b>28.46</b>
<b>Net Revenues/(Expenditures)</b>	<b>\$ (3,893.90)</b>	<b>\$ 32,362.56</b>	<b>\$ -</b>	

**City of Baraboo**  
**BID - Pocket Park Fund 392**  
**Balance Sheets**  
**June 30, 2020 and December 31, 2019**

<b>Assets:</b>	<u>June 30, 2020</u>	<u>December 31, 2019</u>
<b>Current Assets:</b>		
Cash	\$ 1,945.29	\$ 1,945.29
<b>Total Current Assets</b>	<u>1,945.29</u>	<u>1,945.29</u>
<b>Total Assets</b>	<u>\$ 1,945.29</u>	<u>\$ 1,945.29</u>
 <b>Liabilities and Fund Equity:</b>		
<b>Liabilities:</b>		
Accounts Payable	\$ -	\$ -
<b>Total Liabilities</b>	<u>-</u>	<u>-</u>
 <b>Fund Equity:</b>		
Fund Balance	1,945.29	1,942.17
Net Revenues/(Expenditures)	-	3.12
<b>Total Fund Equity</b>	<u>1,945.29</u>	<u>1,945.29</u>
<b>Total Liabilities and Fund Equity</b>	<u>\$ 1,945.29</u>	<u>\$ 1,945.29</u>

**City of Baraboo**  
**BID - Pocket Park Fund 392**  
**Income Statement with Comparison to Budget**  
**For The Six Months Ending June 30, 2020**

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