

BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA

Date and Time: **Wednesday, July 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, K. Thurow, Tiffany Sloan, Samantha Ramsey Brunner, 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 June 16, 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

- BID Board person of interest

NEW BUSINESS

- Approval of Financials
- Committee members review
- Nominate/Vote on New Treasurer
- Approval of vouchers

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – August 18, 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. Griggel on 07/19/2021

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
6/16/2021

Present:

Members: S. Fay, A. Adams, K. Thurow, T. Sloan, M. Yount, B. McDaniel
Additional: None

Absent:

Members: T. Wickus S. Ramsey Brunker, B. Stelling

President Fay called the meeting to order at 5:45 PM

Roll Call

Approval of May 2021 minutes: M. Yount/B. McDaniel, Carried

Adoption of Agenda: Thurow/Yount, Carried

President:	None
Secretary:	None
Treasurer:	None
Appearances:	None
Business Development:	Seeking surveys regarding Baraboo; Drafting building-owner surveys about how BDC and BID can help them; Flyer re: Who BID is and what BID does
Finance:	None
Parking:	Spraying for weeds has been done once
Promotions:	None

Old Business:

- Garbage can overflow issue
 - City has discussed individually with suspected owners
 - Still planning on sending letter to BID members
- Farmers Market update
 - Continues to be well attended and well stocked
 - Everything seems to be going well

New Business:

- Approval of Vouchers for March, April, May
 - Amy Schertz, BID Planters
 - Design and arrangements
 - \$656.64
 - Clifton Larson Allen LLP
 - Audit Services
 - \$1,600.00
 - Capital Newspapers
 - Notice of handicapped space

- \$14.02
 - DBI Manager Support
 - \$15,000.00
 - Total: \$17,270.66
 - Motion to approve: Sloan/McDaniel
 - Carried
- Approval of Financials
 - Motion to approve: Yount/McDaniel
 - Carried
- Nominate/Vote on New Treasurer
 - A. Adams considering the possibility
- BID Board person of interest
 - Steph Shanks

Next Meeting:

- Discussion of information to add to flyer and survey for BID members
- Update committees
- Newspaper voucher question
- Treasurer position

Motion to adjourn at 6:20 PM by Thurow/McDaniel, carried.

Respectfully Submitted,
Andrew Adams
Secretary



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
05/31/2021 -- 06/27/2021	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
05/30/2021			Balance Brought Forward			1,560.75
06/27/2021			F/C - Late Fee			1.00
06/03/2021			Payment - Thank you			-1,525.00
06/16/2021		Wisconsin State Jou	05/30/2021 Finance Charge Correction			-5.20

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
1.00	10.19	1.00	1.00	18.36	31.55

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

Return this portion with your payment

Capital Newspapers
PO Box 80528
Lincoln NE 68501

Check # _____ Credit Card

Acct #:

Exp. Date:

Name on credit card _____

Signature _____

Account #	190-60000500
Billing Date	06/27/2021
Amount Due	31.55
Amount Enclosed	\$ _____

Please make checks payable to: Capital Newspapers

000067
Baraboo Business Improvement Dist.
101 SOUTH BLVD.
BARABOO WI 53913

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



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City of Baraboo
BID Fund 390
Balance Sheets
June 30, 2021 and December 31, 2020

Assets:	<u>June 30, 2021</u>	<u>December 31, 2020</u>
Current Assets:		
Cash	\$ 88,766.93	\$ 77,031.04
BID Assessment Receivable	9,616.63	-
Accounts Receivable	-	-
Due from Tax Roll	5,083.45	5,083.45
Total Current Assets	<u>103,467.01</u>	<u>82,114.49</u>
Total Assets	<u>\$ 103,467.01</u>	<u>\$ 82,114.49</u>
 Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 6,984.51
Due to General Fund	-	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)	28,627.39	1,442.91
Total Fund Equity	<u>103,467.01</u>	<u>74,839.62</u>
Total Liabilities and Fund Equity	<u>\$ 103,467.01</u>	<u>\$ 82,114.49</u>

City of Baraboo
BID Fund 390
Income Statement with Comparison to Budget
For The Six Months Ending June 30, 2021

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
BID Assessment	\$ -	\$ 46,899.99	\$ 46,900.00	100.00
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	-	2,538.00	1,000.00	253.80
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	12,000.00	-
Total Revenues	\$ -	\$ 49,437.99	\$ 59,900.00	82.53
Expenditures:				
BID - Economic Development				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	-	-	-
Total BID - Economic Development	\$ -	\$ -	\$ -	-
BID - Transfer to Debt Service				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total BID - Transfer to Debt Service	\$ -	\$ -	\$ -	-
BID - Transfer to Capital Projects				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total BID - Transfer to Capital Projects	\$ -	\$ -	\$ -	-
BID - Community Development - BID				
Publishing	\$ -	\$ -	\$ -	-
Professional Services	1,600.00	1,600.00	2,000.00	80.00
Accounting Services	-	-	1,700.00	-
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	656.64	2,428.20	19,000.00	12.78
Promotions	15,000.00	16,782.40	31,600.00	53.11
Business Development	-	-	3,250.00	-
Office Supplies	-	-	200.00	-
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
Total BID - Community Development - BID	\$ 17,256.64	\$ 20,810.60	\$ 59,900.00	34.74
Total Expenditures	\$ 17,256.64	\$ 20,810.60	\$ 59,900.00	34.74
Net Revenues/(Expenditures)	\$ (17,256.64)	\$ 28,627.39	\$ -	

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 Brunner

Retail Tenant: Brunner Homes

sam@brunnerhomes.com

Phone: 608-963-7996

Tom Kolb

Alderperson

tekolb@charter.net

Mike Yount

Owner: Tim Roof Dairy

tinroofdairy@tinroofdairy.com

Phone: 608-448-4004

Tiffany Sloan

Service Provider – Baraboo State Bank

tsloan@baraboobank.com

Phone: 608-448-4239

OPEN SEAT

Retail Tenant

Phone:

Committees

APPEARANCE

Bekah Stelling, Chair

Nicole Marklein Bacher

Sarah Fay

Samantha Ramsey Brunner

Tiffany Sloan

FINANCE

Bekah Stelling, Chair

Todd Wickus

BUSINESS DEVELOPMENT

Nicole Marklein Bacher, Chair

Tom Kolb

Tiffany Sloan

Mike Yount

PARKING

Tom Kolb, Chair

Sarah Fay

Mike Yount

PROMOTIONS

Todd Wickus, Chair

Bekah Stelling

Sarah Fay

Samantha Ramsey Brunner