

**BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA**

Date and Time: Wednesday, September 20, 2017 5:45 P.M.
Location: Baraboo Civic Center, 124 2nd St., **Room 12**
BID Members Noticed: S. Fay, F. Kruse, N. Marklein Bacher, B. Stelling, T. Wickus, L. Steffes, L. Stanek, Michael Zolper, S. Byberg
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. Approval of the minutes of the August 16, 2017 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

1. Update on Public Safety Building progress
2. Pop-Up-Shop update

NEW BUSINESS

1. Approval of Vouchers
2. Discuss and attempt to approve 2018 BID Budget.

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – October 18, 2017 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 09/15/2017

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 Cheryl Giese, phone # 355-2700, ext. 305, 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**

August 16, 2017

Members Present: S. Fay, N. Marklein Bacher, B. Stelling, M. Zolper, S. Byberg, T. Wickus

Members Absent: L. Steffes, F. Kruse, L. Stanek

Also Attending: Ed Geick

Call to Order: Sarah Fay presided over the meeting, called it to order at 5:48PM and noted compliance with the Open Meeting Law

Meeting Minutes:

Moved by Zolper, seconded by Stelling, to amend July 19, 2017 minutes to reflect that Todd Wickus was present for meeting. Moved by Zolper, seconded Stelling and unanimously carried to approve the minutes of July 19, 2017.

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

Reports:

President: Hwy 12 bypass open

Appearance Committee: Basket at 4th Avenue and Broadway – no complaints. Accepting quotes for fall planters and winter décor.

Business Development Committee: Final process of finding locations for pop-up shops.

Finance: Budget time approaching for committees.

Promotion: Frame for sign up on Broadway.

Old Business: Ed Geick provided updates on the progress of the Public Safety Building
CDA proposed more changes to façade improvement agreement

New Business:

1. Vouchers	CMinuteman	76.43
	PSign Permit (City)	60.00
	RMinuteman	214.11
	LDavid Hyser	300.00
	TOTAL:	650.54

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

Next Meeting: Wednesday, September 20, 2017 at 5:45pm, Room 12, Civic Center

Adjournment: Moved by Wickus, seconded by Stelling, and unanimously carried to adjourn at 6:23pm.

Respectfully submitted,
Nicole Marklein Bacher

CITY OF BARABOO
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2017

BID

	ORIGINAL BUDG	AMENDED BUDG	TOTAL YTD	CURRENT MONT	ENCUMBERED	UNENCUMBERED BAL	% BUDGET REMAI
<u>BID</u>							
390-69-46850-000 BID ASSESSMENT	.00	.00	46,900.03	.00	.00	(46,900.03)	.00
390-69-48500-000 DONATIONS AND CONTRIBUTIONS	.00	.00	674.00	.00	.00	(674.00)	.00
TOTAL BID	.00	.00	47,574.03	.00	.00	(47,574.03)	.00
TOTAL FUND REVENUE	.00	.00	47,574.03	.00	.00	(47,574.03)	.00

CITY OF BARABOO
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2017

BID

	ORIGINAL BUDG	AMENDED BUDG	TOTAL YTD	CURRENT MONT	ENCUMBERED	UNENCUMBERED BAL	% BUDGET REMAI	
<u>BID</u>								
390-69-56700-215	PROFESSIONAL SERVICES	2,000.00	2,000.00	1,500.00	.00	.00	500.00	25.00
390-69-56700-219	ACCOUNTING SERVICES	800.00	800.00	495.62	37.52	.00	304.38	38.05
390-69-56700-300	PARKING LOT DEVELOPEMENT	5,100.00	5,100.00	.00	.00	.00	5,100.00	100.00
390-69-56700-300	APPEARANCES/BANNERS	17,000.00	17,000.00	8,065.17	3,247.65	.00	8,934.83	52.58
390-69-56700-300	PROMOTIONS	20,500.00	20,500.00	1,648.44	62.15	.00	18,851.56	91.96
390-69-56700-300	BUSINESS DEVELOPMENT	1,650.00	1,650.00	450.00	.00	.00	1,200.00	72.73
390-69-56700-310	OFFICE SUPPLIES	200.00	200.00	47.89	.00	.00	152.11	76.06
390-69-56700-510	INSURANCE	650.00	650.00	.00	.00	.00	650.00	100.00
	TOTAL BID	47,900.00	47,900.00	12,207.12	3,347.32	.00	35,692.88	556.36
	TOTAL FUND EXPENDITURES	47,900.00	47,900.00	(35,366.91)	3,347.32	.00	83,266.91	556.36

CITY OF BARABOO
BALANCE SHEET
JULY 31, 2017

BID

	CURRENT YEAR	PRIOR YEAR
<u>ASSETS</u>		
390-00-11100-000 CASH	.00	74,643.88
390-00-11110-000 FUND CASH	97,894.50	.00
390-00-12610-000 BID ASSESSMENT RECEIVABLE	7,832.77	.00
390-00-15910-000 DUE FROM TAX ROLL	8,633.20	8,633.20
TOTAL ASSETS	114,360.47	83,277.08
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
390-00-21100-000 ACCOUNTS PAYABLE	.00	3,469.94
390-00-25100-000 DUE TO GENERAL FUND	.00	813.58
TOTAL LIABILITIES	.00	4,283.52
<u>FUND EQUITY</u>		
390-00-34000-000 FUND BALANCE	78,993.56	67,070.06
REVENUE OVER EXPENDITURES - YT	35,366.91	11,923.50
BALANCE - CURRENT DATE	35,366.91	11,923.50
TOTAL FUND EQUITY	114,360.47	78,993.56
TOTAL LIABILITIES AND EQUITY	114,360.47	83,277.08

CITY OF BARABOO
 BALANCE SHEET
 JULY 31, 2017

BID - POCKET PARK

	CURRENT YEAR	PRIOR YEAR
<u>ASSETS</u>		
392-00-11100-000 CASH	.00	2,085.24
392-00-11110-000 FUND CASH	2,060.41	.00
	<u>2,060.41</u>	<u>.00</u>
TOTAL ASSETS	<u>2,060.41</u>	<u>2,085.24</u>
<u>LIABILITIES AND EQUITY</u>		
<u>FUND EQUITY</u>		
392-00-34000-000 FUND BALANCE	2,085.24	2,080.56
REVENUE OVER EXPENDITURES - YT (24.83)	4.68
	<u>(24.83)</u>	<u>4.68</u>
BALANCE - CURRENT DATE	<u>(24.83)</u>	<u>4.68</u>
TOTAL FUND EQUITY	<u>2,060.41</u>	<u>2,085.24</u>
TOTAL LIABILITIES AND EQUITY	<u>2,060.41</u>	<u>2,085.24</u>

CITY OF BARABOO
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2017

BID - POCKET PARK

	ORIGINAL BUDG	AMENDED BUDG	TOTAL YTD	CURRENT MONT	ENCUMBERED	UNENCUMBERED BAL	% BUDGET REMAI
<u>BID</u>							
392-69-48500-000 DONATIONS AND CONTRIBUTIONS	.00	.00	75.00	.00	.00	(75.00)	.00
TOTAL BID	.00	.00	75.00	.00	.00	(75.00)	.00
TOTAL FUND REVENUE	.00	.00	75.00	.00	.00	(75.00)	.00

CITY OF BARABOO
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2017

BID - POCKET PARK

	ORIGINAL BUDG	AMENDED BUDG	TOTAL YTD	CURRENT MONT	ENCUMBERED	UNENCUMBERED BAL	% BUDGET REMAI
<u>BID</u>							
392-69-56700-300 OPERATING EXPENSE	.00	.00	99.83	99.83	.00	(99.83)	.00
TOTAL BID	.00	.00	99.83	99.83	.00	(99.83)	.00
TOTAL FUND EXPENDITURES	.00	.00	24.83	99.83	.00	(24.83)	.00