



**OFFICE OF THE CITY CLERK**

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**Public Notice of the City of Sun Prairie**, pursuant to Section 19.84, Wisconsin Statutes, is hereby given to the public and to the news media, that the following meeting will be held:

**BID BOARD NOVEMBER MEETING**

**DATE:** THURSDAY, NOVEMBER 02, 2023      **TIME:** 8:30 AM

**LOCATION:** GLASS NICKEL PIZZA  
410 E MAIN STREET  
SUN PRAIRIE, WI 53590

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF MINUTES**
  - A. Approve October 5, 2023 Meeting Minutes
3. **CITIZEN APPEARANCES/PUBLIC COMMENT**
  - A. Green Box Compost introduction - Esai Ponce, Ben Stanger
4. **APPROVAL OF BILLS. Total = \$5,486.64**
  - A. DTN, 2023 October Ad on VisitMadison.com - \$150.00
  - B. Green Door Gardens, 2023 Planters October Watering - \$600.00
  - C. City of Sun Prairie Parks, 2023 CAMP event Staff Planning, Delivery, Installation, Removal of art forms - \$1,031.17
  - D. City of Sun Prairie Parks, 2023 Scarecrow Contest Staff time to construct wooden frames, and delivery - \$160.15
  - E. Salvatore's Tomato Pies, 2023 Community Survey Engagement September Random Winner Gift Certificate - \$20.00
  - F. Full Mile Beer Co & Kitchen, 2023 Community Survey Engagement September Random Winner Gift Certificate - \$20.00

- G. El Primo, 2023 Community Survey Engagement September Random Winner Gift Certificate - \$20.70
- H. Eddie's, 2023 Community Survey Engagement September Random Winner Gift Certificate - \$20.80
- I. Beans n Cream, 2023 Community Survey Engagement September Random Winner Gift Certificate - \$20.00
- J. APG, 2023 fall event promotion in special Visit Sun Prairie insert - \$679.00
- K. Amazon, 2023 Scarecrow Contest and Santa Saturday event supplies - \$81.21
- L. Eventbrite, 2023 Chocolate & Cheese Walk organizer fee - \$24.99
- M. Hub International, 2023 Fall Fun! event insurance - \$665.71
- N. Jamison Rabbit, 2023 Santa Saturdays and Ladies Night Out - \$324.00
- O. Hayden Jorgensen, 2023 Ladies Night Out logo design & brand kit - \$400.00
- P. Quality Resource Group, 2023 Fall Beer Taste event brochures - \$816.00
- Q. Sticker Mule, 2023 Chocolate & Cheese Walk sample box stickers - \$237.00
- R. Uline, 2023 Chocolate & Cheese Walk event supplies - \$135.36
- S. UPS, 2023 Fall Fun! event signs - \$80.55

5. **APPROVAL OF ALLOCATION OF INCOMING REVENUE. Total = \$900**

- A. Sun Prairie Utilities, 2023 Fall Beer Taste event sponsor - \$300
- B. Faded Roots Boutique, 2023 Ladies Night Out event sponsor - \$300
- C. Beans n Cream, 2023 Santa Saturday event sponsor - \$300

6. **CHAIRPERSON'S REPORT**

7. **MANAGER'S REPORT**

8. **UNFINISHED BUSINESS**

- A. For consideration, discussion and possible action regarding Committee Reports
  - a. Executive

- b. Beautification
- c. Business Recruitment and Retention
- d. Event
  - i. 2023 Spooktacular event recap - Marta Hansen
  - ii. 2024 Advantage Magazine Postcards

**9. NEW BUSINESS**

- A. 2024 Event Sponsorship Commitments - update
- B. 2024 Event Staffing Policy
- C. Request for BID Sponsorship of 2024 Frozen Fest event - Alyse Peters

**10. OTHER BUSINESS**

**11. REFERRALS TO STAFF OR COMMITTEE FOR REVIEW OR ACTION**

**12. ADJOURNMENT**

Posted: October 31, 2023

Posted: Sun Prairie City Hall  
300 East Main Street

Sun Prairie Public Library  
1350 Linnerud Drive

Sun Prairie Utilities  
125 West Main Street

Members

Dan Callies (2026)	Adam Bougie (2025) – Chair	Deb Krebs (2026) – Secretary
Steve Stocker, (2024) - Alder	Rose Freidel (2024)	Jeff Gauger (2026)
Marta Hansen (2025) – Vice Chair	Korab Krasniqi (2025)	Bill Howe (2024))
Jacob Hamen (2024) – DECA Student	vacant position (2024)	

*NOTE: Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the City Clerk’s Office, 300 East Main Street, Sun Prairie WI 53590 (608) 837-2511*

*NOTE: It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.*