



# Business Improvement District Board

## Regular Meeting

335 South Broadway  
De Pere, WI 54115  
<http://www.de-pere.org>

### Agenda

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|                           |         |                                    |
|---------------------------|---------|------------------------------------|
| Thursday, August 10, 2017 | 8:00 AM | De Pere City Hall Council Chambers |
|---------------------------|---------|------------------------------------|

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Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Business Improvement District Board** of the City of De Pere will be held on **August 10, 2017** at **8:00 AM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

#### Call to Order

1. Roll Call
2. Approval of the minutes of the October 21, 2016 BID Board meeting.
3. Review of BID Assessments Collected from 2016 Taxes and Payments to Definitely De Pere.
4. Review of Draft BID Assessments Estimated for Tax Year 2017 (2018 BID Funding).
5. Definitely De Pere Update: Draft Annual Report from 2016 and 2017 Highlights.
6. Update of 2015 and 2016 Definitely De Pere Audit.
7. Discussion of the 2018 BID Plan Development.
8. Future Agenda Items.

#### Adjournment

Any person wishing to attend this meeting, who, because of disability, requires special accommodations should contact the City Planner's office at 339-4043 by noon on the day before the meeting so that arrangements can be made.

#### Agenda Sent To:

BID Board Members  
BID District Property Owners  
Alderspersons  
City Administrator  
Mayor  
Department Heads  
TV, Newspapers & Radio Stations  
Kress Family Library  
De Pere Chamber of Commerce  
Tina Quigley, Definitely De Pere

City of De Pere, Wisconsin



**Request For Business Improvement District Board Action**

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**MEETING DATE:** August 10, 2017

**DEPARTMENT:** Planning

**FROM:** Kelly Barker

**SUBJECT:** Approval of the minutes of the October 21, 2016 BID Board meeting.

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**ATTACHMENTS:**

- BID\_Oct212017\_Minutes\_Draft (PDF)



# Business Improvement District Board

335 South Broadway  
De Pere, WI 54115  
<http://www.de-pere.org>

## Regular Meeting

### Draft Minutes

Friday, October 21, 2016

8:00 AM

De Pere City Hall Council Chambers

#### Call to Order

The meeting was called to order at 8:00 AM by City Administrator Lawrence M. Delo

| Attendee Name    | Title              | Status  | Arrived |
|------------------|--------------------|---------|---------|
| Lance Abts       | Board Member       | Present |         |
| Lawrence M. Delo | City Administrator | Present |         |
| Brent Felchlin   | Board Member       | Present |         |
| Tom Gavic        | Board Member       | Excused |         |
| Kathy Rupiper    | Board Member       | Present |         |
| Rich Starry      | Board Member       | Present |         |
| Dan Van Straten  | Board Member       | Excused |         |

Also present: Economic Development & Planning Director Kim Flom, Definitely De Pere Executive Director Tina Quigley, Board of Directors President Scott Hemauer, and members of the public. At the October 7th meeting, Dan Van Straten was elected as chair for this meeting since chair Tom Gavic was unable to attend. However, Dan was not able to make this meeting, so Larry Delo was elected to run the meeting in the absence of Dan Van Straten.

2. Approval of the minutes of the August 21, 2015 and October 7, 2016 BID Board meetings.

|                  |                                       |
|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | Lance Abts, Board Member              |
| <b>SECONDER:</b> | Rich Starry, Board Member             |
| <b>AYES:</b>     | Abts, Delo, Felchlin, Rupiper, Starry |
| <b>EXCUSED:</b>  | Tom Gavic, Dan Van Straten            |

3. Annual Meeting of the De Pere BID Board - Discussion and Comments from the Membership.

Economic Development & Planning Director Kim Flom invited the audience members to speak if they so wished. Larry Delo asked if anyone had any questions regarding the BID operating plan or funding. Business owner Joe Schinkton asked if the BID owners would be seeing the financials. Kim stated that since the annual audit of Definitely De Pere has not been completed yet, this data is not available. Definitely De Pere's Executive Director Tina Quigley is currently working on getting quotes for the 2016 audit, and it is anticipated that it will be completed and available in the spring of 2017. Kim stated that in the future, the yearly audit will be done earlier in the year with the annual BID meeting in June or July. However, due to assessments not being completed until September, the meeting was later than usual this year. Overall, assessments in the District have decreased from \$88,085 to \$87,139. There is one property that is appealing the Board of Review decision, but it is unlikely that as assessment change, if it occurs, will alter the overall BID contribution, since this property already exceeds the maximum and is capped at \$1950.

4. Annual Report from Definitely De Pere on activity within the District.

Definitely De Pere Executive Director Tina Quigley reported on the Definitely De Pere Annual Report, which covers the time period from May 1-December 31, 2015. The

report provides a summary of activities and highlights the guiding principles of the Main Street Program, which are:

1. Organization
2. Promotion
3. Design
4. Economic Restructuring

Tina reported that 35,000 people attended Definitely De Pere's special events and promotions in 2015. She also noted that there was \$1.3 million in private investment and \$9.5 million in property sales. The report also contains a list of the Definitely De Pere leadership and staff. Tina stated that the first annual meeting of Definitely De Pere will take place on November 7, 2016 at the Broadway Theatre from 5-7 pm. She explained that the meeting and networking event will include a comprehensive review of Definitely De Pere as well as its priorities and vision for the future. She stated that formal invitations will be going out next week to all BID property owners. Larry Delo asked if they are planning new things or more of the same. Tina replied that the plan is to evaluate both current activities by asking for feedback from BID owners as well as new and improved activities.

5. Review and Action on the 2017 De Pere Business Improvement District Operating Plan.

Economic Development & Planning Director Kim Flom provided an overview of the 2017 BID Operating Plan. She stated that the core content of the plan has not changed much from 2016. Last year, the BID Board authorized payment of 100% of the BID assessments to Definitely De Pere. This year, the plan includes a proposal for \$1000 of the BID assessments to be paid to the City to partially cover administrative time associated with the BID Operating Plan, assessments, and meetings. If the BID approves this plan, Definitely De Pere will need to adjust their budget to include this proposal. Kim stated that language has been refined and added to emphasize the BID Board and Definitely De Pere's role in shaping design guidelines and zoning code revisions for future development and redevelopment. No changes have been made to the "Measures of Success" section. She suggested that if the BID Board desires additional performance metrics to be added into this section, they may add these as amendments in the future. Kim noted that the City Council will review this operating plan at their meeting on November 1, 2016. Lance Abts asked about the timeline for updating the plan. Larry Delo stated that the plan should be updated once a year. Lance asked if it would be possible to compare actual numbers versus budgeted numbers. Kim stated that she can work on aligning the format of the budget so it's easier to compare actual vs. budget numbers. Brent Felchlin asked how often the BID needs to meet. Kim answered that the BID Board typically meets twice a year but they can meet as necessary. She added that another meeting can be scheduled to review the 2016 audit after it's completed. Larry Delo noted that attendance is very low at the BID meetings and wondered if it's due to the time of day that the meetings are held or if it's just a lack of interest. Tina Quigley added that she is hoping that the annual meeting in November brings in more BID owners and provides feedback. Brent Felchlin motioned, seconded by Rich Starry, to approve the 2017 BID operating plan. Upon vote, motion carried unanimously.

|                  |                                       |
|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | Brent Felchlin, Board Member          |
| <b>SECONDER:</b> | Rich Starry, Board Member             |
| <b>AYES:</b>     | Abts, Delo, Felchlin, Rupiper, Starry |
| <b>EXCUSED:</b>  | Tom Gavic, Dan Van Straten            |

6. Nomination and Election of a Vice-Chair.

Larry Delo moved, seconded by Rich Starry, to nominate Dan Van Straten as vice-chair. Upon vote, motion carried unanimously.

|                  |                                       |
|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | Lawrence M. Delo, City Administrator  |
| <b>SECONDER:</b> | Rich Starry, Board Member             |
| <b>AYES:</b>     | Abts, Delo, Felchlin, Rupiper, Starry |
| <b>EXCUSED:</b>  | Tom Gavic, Dan Van Straten            |

7. Business Improvement District Members and Terms.

Economic Development & Planning Director Kim Flom stated that this item was added as an informational item only since board members were questioning when their terms were coming due. Although the City employee is listed as no term limit, Larry would like clarification that he is still re-appointed on a yearly basis. Kim stated that she would clarify that with the Mayor's office.

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>DISCUSSED</b> |
|----------------|------------------|

8. Future Agenda Items.

Economic Development & Planning Director Kim Flom stated that it would be a good time to have another meeting once the audit is completed. Larry Delo also suggested that Tina Quigley provide feedback from the Definitely De Pere Annual Meeting to be discussed at that meeting as well.

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>NO ACTION</b> |
|----------------|------------------|

Adjournment

Larry Delo moved, seconded by Rich Starry to adjourn the meeting at 8:30 AM. Upon vote, motion carried unanimously.

Respectfully submitted,  
Kelly Barker

## City of De Pere, Wisconsin

**Request For Business Improvement District Board Action**

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**MEETING DATE:** August 10, 2017

**DEPARTMENT:** Planning

**FROM:** Kelly Barker

**SUBJECT:** Review of BID Assessments Collected from 2016 Taxes and Payments to Definitely De Pere.

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The attached statement of taxes for 2016 indicates funds collected via the BID District Assessment. \$83,139.34 of funds have been dispersed to Definitely De Pere per the 2017 Business Improvement District Operation Plan. \$1,000 of the funds were retained by the City to cover administrative expenses. The Council also approved a \$20,000 contribution from the Economic Development and Planning Department budget to Definitely De Pere as part of the 2017 budget. Both payments, totaling \$106,139.34 were processed and issued on August 1, 2017.

**ATTACHMENTS:**

- De Pere SOT 2016 (PDF)

FINAL

## STATEMENT OF TAXES FOR 2016

05

CO

216

MUN

0127

ACCT NO

3.a

FOR CITY  
Town- Village -City

OF

DE PERE  
MunicipalityBROWN  
County☐ Check if Amended

| SEC.                                                     | Col 1<br>Description of Tax by Taxing Jurisdiction                                                  |                       |         |                                |                          |                                | Col 2.<br>AMOUNTS APPORTIONED<br>BY TAXING JURISDICTIONS |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------|---------|--------------------------------|--------------------------|--------------------------------|----------------------------------------------------------|
| <b>A</b>                                                 | 1. AGGREGATE AMOUNT OF STATE TAXES                                                                  |                       |         |                                |                          |                                | <b>\$328,460.82</b>                                      |
| <b>B.</b><br>COUNTY TAXES                                | 1. Portion of State Special Charges Upon County                                                     |                       |         |                                |                          |                                | <b>\$812.14</b>                                          |
|                                                          | 2. Portion of County Tax Levied Over Entire Municipality                                            |                       |         |                                |                          |                                | <b>\$7,738,777.94</b>                                    |
|                                                          | 3. Special Purpose County Taxes                                                                     |                       |         |                                |                          |                                | <b>\$631,097.32</b>                                      |
|                                                          | 4. TOTAL COUNTY TAXES (sum of B-1 through B-3)                                                      |                       |         |                                |                          |                                | <b>\$8,370,687.40</b>                                    |
| <b>C.</b><br>SPECIAL DISTRICT TAXES                      |                                                                                                     | Special District Code | Acct No | Special District Name          | Col 1a<br>Property Taxes | Col 1b<br>State Special Charge | Property Taxes with<br>State Special Charges             |
|                                                          | 1                                                                                                   | 055040                | 0026    | GREEN BAY METRO SEWER DISTRICT | <b>\$0.00</b>            | <b>\$0.00</b>                  | <b>\$0.00</b>                                            |
|                                                          | 2                                                                                                   |                       |         |                                |                          |                                |                                                          |
|                                                          | 3                                                                                                   |                       |         |                                |                          |                                |                                                          |
|                                                          | 4                                                                                                   |                       |         |                                |                          |                                |                                                          |
|                                                          | 5                                                                                                   |                       |         |                                |                          |                                |                                                          |
|                                                          | 6                                                                                                   |                       |         |                                |                          |                                |                                                          |
|                                                          | 7                                                                                                   |                       |         |                                |                          |                                |                                                          |
|                                                          | 8                                                                                                   |                       |         |                                |                          |                                |                                                          |
|                                                          | 9                                                                                                   |                       |         |                                |                          |                                |                                                          |
|                                                          | 10                                                                                                  |                       |         |                                |                          |                                |                                                          |
|                                                          | 11                                                                                                  |                       |         |                                |                          |                                |                                                          |
| 12. TOTAL SPECIAL DISTRICT TAXES (sum of C1 through C11) |                                                                                                     |                       |         |                                | <b>\$0.00</b>            | <b>\$0.00</b>                  | <b>\$0.00</b>                                            |
| <b>D.</b><br>TOWN, VILLAGE, OR CITY TAXES                | 1. Other Special Purpose District Taxes (Show Detail on page 4, enter total here)                   |                       |         |                                |                          |                                | <b>\$0.00</b>                                            |
|                                                          | 2. Total Tax Increment (except county environmental remediation tax increment)                      |                       |         |                                |                          |                                | <b>\$3,359,980.22</b>                                    |
|                                                          | 3. County Environmental Tax Increment                                                               |                       |         |                                |                          |                                | <b>\$0.00</b>                                            |
|                                                          | 4. Other State Special Charges                                                                      |                       |         |                                |                          |                                | <b>\$0.00</b>                                            |
|                                                          | 5. County Special Charges                                                                           |                       |         |                                |                          |                                | <b>\$1,000.00</b>                                        |
|                                                          | 6. All Other Town, Village, or City Taxes                                                           |                       |         |                                |                          |                                | <b>\$11,955,901.00</b>                                   |
|                                                          | 7. Surplus Funds Applied CAUTION: Do not make an entry on this line unless Line D6 (above) is Zero. |                       |         |                                |                          |                                | <b>&lt; \$0.00</b>                                       |
|                                                          | 8. TOTAL TOWN, VILLAGE OR CITY TAXES (sum of D1 through D7; NOT TOTAL for page one)                 |                       |         |                                |                          |                                | <b>\$15,316,881.22</b>                                   |

Clerk

Date

REMARKS

Work Phone  
( )Home Phone  
( )

E-mail Address

Fax Number  
( )

| SEC.                                      |                                                                                                                                                      | School District Codes                                               | Acct No                   | Col 1<br>SCHOOL DISTRICT NAMES       | Col. 2<br>AMOUNTS APPORTIONED<br>BY TAXING JURISDICTIONS |                                    |                                                       |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------|--------------------------------------|----------------------------------------------------------|------------------------------------|-------------------------------------------------------|
| E.<br>ELEMENTARY AND<br>SECONDARY SCHOOLS | 1                                                                                                                                                    | 051414                                                              | 0035                      | SCH D OF DE PERE                     | \$9,414,242.00                                           |                                    |                                                       |
|                                           | 2                                                                                                                                                    | 056328                                                              | 0039                      | SCH D OF WEST DE PERE                | \$9,293,688.00                                           |                                    |                                                       |
|                                           | 3                                                                                                                                                    |                                                                     |                           |                                      |                                                          |                                    |                                                       |
|                                           | 4                                                                                                                                                    |                                                                     |                           |                                      |                                                          |                                    |                                                       |
|                                           | 5                                                                                                                                                    |                                                                     |                           |                                      |                                                          |                                    |                                                       |
|                                           | 6                                                                                                                                                    |                                                                     |                           |                                      |                                                          |                                    |                                                       |
|                                           | 7                                                                                                                                                    |                                                                     |                           |                                      |                                                          |                                    |                                                       |
|                                           | 8                                                                                                                                                    |                                                                     |                           |                                      |                                                          |                                    |                                                       |
|                                           | 9                                                                                                                                                    |                                                                     |                           |                                      |                                                          |                                    |                                                       |
|                                           | 10                                                                                                                                                   |                                                                     |                           |                                      |                                                          |                                    |                                                       |
|                                           | 11                                                                                                                                                   |                                                                     |                           |                                      |                                                          |                                    |                                                       |
|                                           | 12                                                                                                                                                   | TOTAL ELEMENTARY AND SECONDARY SCHOOL TAXES (sum of E1 through E11) |                           |                                      |                                                          | \$18,707,930.00                    |                                                       |
| F.<br>TECH. COLLEGES                      | 1.                                                                                                                                                   | 1300                                                                | 0012                      | NORTHEAST WISCONSIN TECH COLLEGE GNB | \$1,502,178.46                                           |                                    |                                                       |
|                                           | 2.                                                                                                                                                   |                                                                     |                           |                                      |                                                          |                                    |                                                       |
|                                           | 3.                                                                                                                                                   |                                                                     |                           |                                      |                                                          |                                    |                                                       |
|                                           | 4.                                                                                                                                                   | TOTAL TECHNICAL COLLEGE TAXES (sum of F1 through F3)                |                           |                                      |                                                          | \$1,502,178.46                     |                                                       |
| G.                                        | TOTAL GENERAL PROPERTY TAXES APPORTIONED (Total of State, County, Special District, Local, School and Technical College Taxes)                       |                                                                     |                           |                                      | \$44,226,137.90                                          |                                    |                                                       |
|                                           | Summary of General Property Taxes, State Tax Credits Applied, and Net General Property Taxes to be Collected                                         |                                                                     |                           |                                      | (G7) DEPARTMENT OF<br>REVENUE USE ONLY                   |                                    |                                                       |
|                                           | PLEASE COMPLETE ALL COLUMNS                                                                                                                          |                                                                     | Col 1<br>Real Estate Roll | Col 2<br>Personal Property Roll      |                                                          | Col 3<br>Total ( Col 1 Plus Col 2) |                                                       |
|                                           |                                                                                                                                                      |                                                                     |                           |                                      |                                                          |                                    |                                                       |
|                                           | G1                                                                                                                                                   | General Property Taxes From Computerized Summary                    |                           | 42,753,025.70                        | 1,473,121.60                                             | 44,226,147.30                      | SUBTRACT LINE G FROM LINE<br>G-1. RECORD ON LINE G-6. |
|                                           | G2                                                                                                                                                   | School Levy Tax Credit Applied (subtract)                           |                           | 3,356,568.80                         | 115,792.40                                               | 3,472,361.20                       |                                                       |
|                                           | G3                                                                                                                                                   | Lottery and Gaming Credit Applied (subtract)                        |                           | 724,858.60                           | 0.00                                                     | 724,858.60                         | (G-1) \$44,226,147.30                                 |
|                                           | G4                                                                                                                                                   | First Dollar Credit Applied (subtract)                              |                           | 531,075.00                           | 0.00                                                     | 531,075.00                         | (G) \$44,226,137.90                                   |
|                                           | G5                                                                                                                                                   | Net General Property Taxes To Be Collected                          |                           | 38,140,523.30                        | 1,357,329.20                                             | 39,497,852.50                      |                                                       |
|                                           | G6                                                                                                                                                   | UNDERRUN / OVERRUN (include Line G-6 in Line T Total)               |                           |                                      |                                                          |                                    | \$9.40                                                |
| H.                                        | REPORT DETAIL ON PAGE - 3                                                                                                                            |                                                                     | Col 1                     | Municipality Acting as Agent For     |                                                          |                                    |                                                       |
|                                           |                                                                                                                                                      |                                                                     | For Municipality          | Col 2 Enterprise/ Utility            | Col 3 Other                                              |                                    |                                                       |
|                                           | SPECIAL ASSESSMENTS AND CHARGES                                                                                                                      |                                                                     | 2,108,464.71              | 0.00                                 | 0.00                                                     | \$2,108,464.71                     |                                                       |
| J.                                        | OMITTED PROPERTY TAXES (Net taxes levied on property omitted from taxation in previous years)                                                        |                                                                     |                           |                                      |                                                          | \$0.00                             |                                                       |
| K.                                        | S. 70.43 CORRECTIONS (Net taxes due or refunded - use brackets <> to denote minus amount)                                                            |                                                                     |                           |                                      |                                                          | \$0.00                             |                                                       |
| M.                                        | (a) (b) (c) (d) (e) (f)                                                                                                                              |                                                                     |                           |                                      |                                                          |                                    |                                                       |
|                                           | P.F. CROP TAXES 0.00 Reg. Acs. @ 10 ¢ = \$ 0.00 + 0.00 Reg. Acs. @ 2.52 = \$ 0.00 + 0.00 Reg.Acs.@20¢=\$ 0.00 =                                      |                                                                     |                           |                                      |                                                          | \$0.00                             |                                                       |
| N.                                        | (a) (b) (c) (d) (e) (f) (g) (h) (i) (j)                                                                                                              |                                                                     |                           |                                      |                                                          |                                    |                                                       |
|                                           | MFL TAX 0.00 Open @ 79¢=\$ 0.00 + 0.00 Closed @ 1.87=\$ 0.00 + 0.00 Open@\$2.14= 0.00 + 0.00 Closed @ \$10.68=\$ 0.00 + .00 Closed @ \$8.27=\$ .00 = |                                                                     |                           |                                      |                                                          | \$0.00                             |                                                       |
| O.<br>OCCUPATION<br>TAXES                 | 1. COAL (Sec.70.42) Number of Tons=(a) 0.00 @5¢ per Ton + Number of Tons=(b) 0.00 @7¢ per Ton                                                        |                                                                     |                           |                                      |                                                          | \$0.00                             |                                                       |
|                                           | 2. PETROLEUM REFINERIES (Sec.70.421) Number of Tons =(a) 0.00 @5¢ per Ton                                                                            |                                                                     |                           |                                      |                                                          | \$0.00                             |                                                       |
|                                           | 3. IRON ORE CONCENTRATES (Sec. 70.40) Number of Tons =(a) 0.00 @5¢ per Ton                                                                           |                                                                     |                           |                                      |                                                          | \$0.00                             |                                                       |
|                                           |                                                                                                                                                      |                                                                     |                           |                                      |                                                          |                                    |                                                       |
| T.                                        | AGGREGATE AMOUNT OF TAXES (Total of Sections G, G-6, H, J, K, M, N, and Section O)                                                                   |                                                                     |                           |                                      |                                                          | \$46,334,612.01                    |                                                       |

2016 05 216 0127  
YEAR CO MUN ACCT NO

FOR

CITY  
Town - Village - City

OF

DE PERE  
Municipality

BROWN  
County

## SECTION H - DETAIL SUMMARY

| H                   |    | Special Assessments and Special Charges                         | Col 1<br>For the Municipality | Municipality Acting as Agent for |             | Total For Each Line<br>(Total of columns 1, 2 & 3) |
|---------------------|----|-----------------------------------------------------------------|-------------------------------|----------------------------------|-------------|----------------------------------------------------|
|                     |    |                                                                 |                               | Col 2 Enterprise / Utility       | Col 3 Other |                                                    |
| SPECIAL ASSESSMENTS | 01 | Water main and lateral Installations                            | \$3,559.04                    | \$0.00                           | \$0.00      | \$3,559.04                                         |
|                     | 02 | Sewer main and lateral installations                            | \$3,643.01                    | \$0.00                           | \$0.00      | \$3,643.01                                         |
|                     | 03 | Street improvements (ex: sidewalks, storm sewers, seal coating) | \$5,800.42                    | \$0.00                           | \$0.00      | \$5,800.42                                         |
|                     | 04 | Street light installation                                       | \$0.00                        | \$0.00                           | \$0.00      | \$0.00                                             |
|                     | 05 | Greenbelts                                                      | \$0.00                        | \$0.00                           | \$0.00      | \$0.00                                             |
|                     | 06 | Drain ditch and watercourse (sec. 88.42 & 88.43)                | \$0.00                        | \$0.00                           | \$0.00      | \$0.00                                             |
|                     |    |                                                                 |                               |                                  |             |                                                    |
|                     |    |                                                                 |                               |                                  |             |                                                    |
|                     |    |                                                                 |                               |                                  |             |                                                    |
|                     |    |                                                                 |                               |                                  |             |                                                    |
|                     |    |                                                                 |                               |                                  |             |                                                    |
|                     |    |                                                                 |                               |                                  |             |                                                    |
|                     |    |                                                                 |                               |                                  |             |                                                    |
|                     |    |                                                                 |                               |                                  |             |                                                    |
|                     |    |                                                                 |                               |                                  |             |                                                    |
|                     |    |                                                                 |                               |                                  |             |                                                    |
|                     |    |                                                                 |                               |                                  |             |                                                    |
|                     |    |                                                                 |                               |                                  |             |                                                    |
| SPECIAL CHARGES     | 01 | Weeds, Tree Planting, Removal                                   | \$1,641.31                    | \$0.00                           | \$0.00      | \$1,641.31                                         |
|                     | 02 | Snow Removal, Plowing                                           | \$1,589.25                    | \$0.00                           | \$0.00      | \$1,589.25                                         |
|                     | 03 | Refuse And Garbage Collection                                   | \$31.88                       | \$0.00                           | \$0.00      | \$31.88                                            |
|                     | 04 | Grading, Gravel, Culvert, Fencing                               | \$0.00                        | \$0.00                           | \$0.00      | \$0.00                                             |
|                     | 05 | Fencing                                                         | \$0.00                        | \$0.00                           | \$0.00      | \$0.00                                             |
|                     | 06 | Fire Calls                                                      | \$0.00                        | \$0.00                           | \$0.00      | \$0.00                                             |
|                     | 07 | Recycling                                                       | \$0.00                        | \$0.00                           | \$0.00      | \$0.00                                             |
|                     | 08 | Delinquent Utility Charges                                      | \$0.00                        | \$0.00                           | \$0.00      | \$0.00                                             |
|                     | 09 | Other Assessments                                               | \$91,233.44                   | \$0.00                           | \$0.00      | \$91,233.44                                        |
|                     | 10 | Delinquent Water                                                | \$176,513.66                  | \$0.00                           | \$0.00      | \$176,513.66                                       |
|                     | 11 | Delinquent Sewer                                                | \$165,264.31                  | \$0.00                           | \$0.00      | \$165,264.31                                       |
|                     | 12 | Sanitary Sewer Mains Lat                                        | \$3,552.65                    | \$0.00                           | \$0.00      | \$3,552.65                                         |
|                     | 13 | Storm Sewer Mains Lats                                          | \$17,759.42                   | \$0.00                           | \$0.00      | \$17,759.42                                        |
|                     | 14 | Sidewalks                                                       | \$31,060.35                   | \$0.00                           | \$0.00      | \$31,060.35                                        |
|                     | 15 | Bid District                                                    | \$87,139.34                   | \$0.00                           | \$0.00      | \$87,139.34                                        |
|                     | 16 | Storm Water Management                                          | \$1,519,267.23                | \$0.00                           | \$0.00      | \$1,519,267.23                                     |
|                     | 17 | Powts 71                                                        | \$272.00                      | \$0.00                           | \$0.00      | \$272.00                                           |
|                     | 18 | Delinquent Acre Ag Fees                                         | \$137.40                      | \$0.00                           | \$0.00      | \$137.40                                           |
|                     |    |                                                                 |                               |                                  |             |                                                    |
|                     |    |                                                                 |                               |                                  |             |                                                    |
|                     |    |                                                                 |                               |                                  |             |                                                    |
|                     |    |                                                                 |                               |                                  |             |                                                    |

TOTALS (Also enter on line H on page 2)

\$2,108,464.71

\$0.00

\$0.00

\$2,108,464.71

H



## City of De Pere, Wisconsin

**Request For Business Improvement District Board Action**

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**MEETING DATE:** August 10, 2017

**DEPARTMENT:** Planning

**FROM:** Kelly Barker

**SUBJECT:** Review of Draft BID Assessments Estimated for Tax Year 2017  
(2018 BID Funding).

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The attached spreadsheet includes estimated assessments for the Business Improvement District for 2017 taxes (that would fund the 2018 BID Operating Plan). The numbers are currently in internal review to check for accuracy, but will be finalized for the September BID meeting. Overall, BID revenues are anticipated to decrease from \$87,139.34 to \$86,091.85.

**ATTACHMENTS:**

- Draft BID Assessments 8-2017 (PDF)

| #  | PARCEL ID | ADDRESS                 | PROPERTY OWNER                   | 2017 PROPERTY VALUE | DRAFT ASESSMENT |
|----|-----------|-------------------------|----------------------------------|---------------------|-----------------|
| 1  | ED-789    | 126 S BROADWAY ST       | 126 SOUTH BROADWAY LLC           | \$199,000           | \$348.25        |
| 2  | ED-758-1  | 300 BLOCK N BROADWAY ST | 301 NORTH BROADWAY LLC           | \$1,141,100         | \$973.59        |
| 3  | ED-758    | 301 N BROADWAY ST       | 301 NORTH BROADWAY LLC           | \$1,144,400         | \$976.41        |
| 4  | WD-908    | 313 MAIN AV             | 313 MAIN IN DE PERE LLC          | \$284,500           | \$497.88        |
| 5  | WD-372    | 334 MAIN AV             | A&K LONGBRANCH LLC               | \$247,000           | \$432.25        |
| 6  | WD-921    | 371 MAIN AV             | ABTS INVESTMENTS LLC             | \$141,200           | \$275.00        |
| 7  | WD-931    | 116 THIRD ST            | AJANGO PROPERTIES LLC            | \$219,000           | \$383.25        |
| 8  | ED-880    | 320 N WISCONSIN ST      | ALGREM                           | \$488,400           | \$854.70        |
| 9  | ED-1067   | 805 GEORGE ST           | ALI BRI PROPERTIES LLC           | \$247,800           | \$433.65        |
| 10 | WD-1668   | 555-208 MAIN AV         | ANDERSON                         | \$131,900           | \$0.00          |
| 11 | ED-886    | 206 N WISCONSIN ST      | ASSOCIATED DEPERE BANK           | \$1,222,200         | \$1,950.00      |
| 12 | ED-1089   | 905 GEORGE ST           | BEACHWALKER EXPRESS LLC          | \$220,600           | \$386.05        |
| 13 | ED-824    | 125 S BROADWAY ST       | BEILKE LLC                       | \$354,400           | \$620.20        |
| 14 | ED-907    | 518-522 GEORGE ST       | BELLA NOVA LLC                   | \$299,500           | \$524.13        |
| 15 | ED-771    | 117 N BROADWAY ST       | BELLE HOLDINGS LLC               | \$186,400           | \$326.20        |
| 16 | ED-768    | 127 N BROADWAY ST       | BELMONT DOWNTOWN ENTERPRISES LLC | \$255,400           | \$446.95        |
| 17 | ED-774    | 109 N BROADWAY ST       | BILOTTI                          | \$155,200           | \$271.60        |
| 18 | ED-773    | 113 N BROADWAY ST       | BILOTTI                          | \$240,900           | \$421.58        |
| 19 | WD-1667   | 555-206 MAIN AV         | BOUBENIDER                       | \$174,500           | \$0.00          |
| 20 | ED-767-1  | 131 N BROADWAY ST       | BOYD                             | \$102,000           | \$275.00        |
| 21 | WD-1674   | 555-214 MAIN AV         | BOYWID TRUSTEE                   | \$184,800           | \$0.00          |
| 22 | ED-844    | 102 N BROADWAY ST       | BROADWAY INVESTMENT PARTNERS LLC | \$130,000           | \$275.00        |
| 23 | ED-767    | 129 N BROADWAY ST       | BROOKS TL HOLDINGS LLC           | \$120,200           | \$275.00        |
| 24 | ED-756    | 333 N BROADWAY ST       | BROWN COUNTY LIBRARY             | \$0                 | \$0.00          |
| 25 | ED-775    | 107 N BROADWAY ST       | BRUMMEL                          | \$226,300           | \$396.03        |
| 26 | WD-281    | 108 S FIFTH ST          | CAPITAL CREDIT UNION             | \$804,200           | \$1,407.35      |
| 27 | WD-279    | 509 MAIN AV             | CAPITAL CREDIT UNION             | \$127,500           | \$223.13        |
| 28 | WD-919    | 363 MAIN AV             | CHANMINA LLC                     | \$183,800           | \$321.65        |
| 29 | ED-949-1  | 614 GEORGE ST           | CHARLES                          | \$181,500           | \$317.63        |
| 30 | ED-952-1  | S SUPERIOR ST           | CHARLES                          | \$8,600             | \$15.05         |
| 31 | ED-18-65  | 201 JAMES ST            | CHATEAU DEPERE LLC               | \$1,700,000         | \$1,950.00      |
| 32 | WD-389-4  | 556 MAIN AV             | CHRIST THE ROCK CHURCH INC       | \$0                 | \$0.00          |
| 33 | WD-389-3  | 550 MAIN AV             | CHRIST THE ROCK CHURCH INC       | \$59,600            | \$161.00        |
| 34 | WD-389-5  | FORT HOWARD AV          | CHRIST THE ROCK CHURCH INC       | \$42,200            | \$114.00        |
| 35 | WD-965    | 401 REID ST             | CKROLL PROPERTIES LLC            | \$746,000           | \$1,305.50      |
| 36 | ED-842    | 415 GEORGE ST           | CONARD                           | \$244,700           | \$428.23        |
| 37 | WD-918    | 355 MAIN AV             | CONNECTIVE PROPERTIES LLC        | \$171,700           | \$300.48        |
| 38 | ED-961    | 600-604 GEORGE ST       | CORNELL                          | \$361,200           | \$632.10        |
| 39 | WD-1675   | 555-215 MAIN AV         | CRULL                            | \$127,700           | \$0.00          |
| 40 | ED-968-1  | 611 GEORGE ST           | DANEN PROPERTIES LLC             | \$105,800           | \$185.15        |
| 41 | ED-968-3  | 609 GEORGE ST           | DANEN PROPERTIES LLC             | \$246,500           | \$431.38        |
| 42 | ED-967    | 615-617 GEORGE ST       | DANEN PROPERTIES LLC             | \$160,100           | \$280.18        |
| 43 | WD-1673   | 555-213 MAIN AV         | DE PERE NICOLET CONDO LLC        | \$125,500           | \$0.00          |
| 44 | ED-812    | 221 S BROADWAY ST       | DE PERE REDEVELOPMENT AUTHORITY  | \$0                 | \$0.00          |
| 45 | ED-966    | 623 GEORGE ST           | DECLLENE ZELLNER INC             | \$378,000           | \$661.50        |
| 46 | WD-404    | 101 FORT HOWARD AV      | DECLLENE ZELLNER LLC             | \$299,700           | \$524.48        |
| 47 | WD-917-1  | MAIN AV                 | DEPERE CITY OF                   | \$0                 | \$0.00          |
| 48 | WD-917-2  | MAIN AV                 | DEPERE CITY OF                   | \$0                 | \$0.00          |
| 49 | WD-933    | 110 THIRD ST            | DEPERE CITY OF                   | \$0                 | \$0.00          |
| 50 | ED-862    | 421 CASS ST             | DEPERE CITY OF                   | \$0                 | \$0.00          |
| 51 | ED-864    | 321 N WISCONSIN ST      | DEPERE CITY OF                   | \$0                 | \$0.00          |
| 52 | ED-865-1  | 309 N WISCONSIN ST      | DEPERE CITY OF                   | \$0                 | \$0.00          |
| 53 | ED-867    | 303 N WISCONSIN ST      | DEPERE CITY OF                   | \$0                 | \$0.00          |
| 54 | ED-869-1  | WILLIAM ST              | DEPERE CITY OF                   | \$0                 | \$0.00          |
| 55 | ED-851    | 134 N BROADWAY ST       | DEPERE CITY OF                   | \$0                 | \$0.00          |
| 56 | ED-835    | 127 N WISCONSIN ST      | DEPERE CITY OF                   | \$0                 | \$0.00          |
| 57 | ED-834    | JAMES ST                | DEPERE CITY OF                   | \$0                 | \$0.00          |
| 58 | ED-769    | 123 N BROADWAY ST       | DEPERE CITY OF                   | \$0                 | \$0.00          |
| 59 | ED-796    | FRONT ST                | DEPERE CITY OF                   | \$0                 | \$0.00          |

| #   | PARCEL ID | ADDRESS               | PROPERTY OWNER                            | 2017 PROPERTY VALUE | DRAFT ASESSMENT |
|-----|-----------|-----------------------|-------------------------------------------|---------------------|-----------------|
| 60  | ED-833-1  | GEORGE ST             | DEPERE CITY OF                            | \$0                 | \$0.00          |
| 61  | ED-719    | FRONT ST              | DEPERE CITY OF                            | \$0                 | \$0.00          |
| 62  | ED-776    | N BROADWAY ST         | DEPERE CITY OF                            | \$0                 | \$0.00          |
| 63  | ED-788-1  | S BROADWAY ST         | DEPERE CITY OF                            | \$0                 | \$0.00          |
| 64  | ED-793    | FRONT ST              | DEPERE CITY OF                            | \$0                 | \$0.00          |
| 65  | ED-796    | FRONT ST              | DEPERE CITY OF                            | \$0                 | \$0.00          |
| 66  | ED-794    | FRONT ST              | DEPERE CITY OF                            | \$0                 | \$0.00          |
| 67  | ED-799    | CHARLES ST            | DEPERE CITY OF                            | \$0                 | \$0.00          |
| 68  | ED-881    | N WISCONSIN ST        | DEPERE CITY OF                            | \$0                 | \$0.00          |
| 69  | ED-818    | 114 S WISCONSIN ST    | DEPERE CITY OF MISSION SQUARE PARKING LOT | \$0                 | \$0.00          |
| 70  | WD-928    | 340 REID ST           | DEPERE CITY OF NICOLET SQUARE PARKING LOT | \$0                 | \$0.00          |
| 71  | WD-926    | 340 BLOCK REID ST     | DEPERE CITY OF NICOLET SQUARE PARKING LOT | \$0                 | \$0.00          |
| 72  | ED-801    | S BROADWAY ST         | DEPERE CITY OF WELLS PARK                 | \$0                 | \$0.00          |
| 73  | ED-287    | 230 S BROADWAY ST     | DEPERE CITY OF WELLS PARK                 | \$0                 | \$0.00          |
| 74  | ED-870    | 314 N BROADWAY ST     | DEPERE FEDERAL S & L                      | \$61,000            | \$106.75        |
| 75  | ED-871    | 330 N BROADWAY ST     | DEPERE FEDERAL S & L                      | \$905,800           | \$1,585.15      |
| 76  | ED-751    | 409 N BROADWAY ST     | DEPERE HISTORICAL SOCIETY                 | \$0                 | \$0.00          |
| 77  | ED-752    | 403 N BROADWAY ST     | DEPERE HISTORICAL SOCIETY INC             | \$0                 | \$0.00          |
| 78  | ED-900    | 515 GEORGE ST         | DEPERE LAW BUILDING LLC                   | \$542,000           | \$948.50        |
| 79  | WD-885    | 407 MAIN AV           | DETRY                                     | \$141,300           | \$247.28        |
| 80  | WD-886    | 409 MAIN AV           | DETRY                                     | \$138,500           | \$242.38        |
| 81  | WD-1661   | 555-116 MAIN AV       | DICK                                      | \$105,100           | \$0.00          |
| 82  | WD-1665   | 555-204 MAIN AV       | DUCHATEAU                                 | \$105,500           | \$0.00          |
| 83  | WD-389-2  | 500 MAIN AV           | DUTCH BOYZ DE PERE LLC                    | \$1,835,900         | \$1,950.00      |
| 84  | WD-387    | 444 MAIN AV           | F & J PROPERTIES LLC                      | \$325,700           | \$569.98        |
| 85  | WD-1646   | 555-101 MAIN AV       | FINLAY                                    | \$110,200           | \$0.00          |
| 86  | ED-1058   | 802 GEORGE ST         | FLOUR CHILD LLC                           | \$328,000           | \$574.00        |
| 87  | WD-376    | 352 MAIN AV           | GAROT                                     | \$35,900            | \$62.83         |
| 88  | WD-369    | 320 MAIN AV           | GAROT                                     | \$657,700           | \$1,150.98      |
| 89  | WD-893    | 400 REID ST           | GENCAP DE PERE 1 LLC                      | \$2,733,900         | \$1,815.03      |
| 90  | WD-287    | 400 BLOCK MAIN AV     | GENCAP DE PERE 1 LLC                      | \$47,600            | \$31.60         |
| 91  | WD-286    | 473 MAIN AV           | GENCAP DE PERE 1 LLC                      | \$47,600            | \$31.60         |
| 92  | WD-283    | 499 MAIN AV           | GENCAP DE PERE 1 LLC                      | \$60,400            | \$40.10         |
| 93  | WD-284    | 109 S FIFTH ST        | GENCAP DE PERE 1 LLC                      | \$47,700            | \$31.67         |
| 94  | ED-841    | 417 GEORGE ST         | GET REEL ENTERTAINMENT LLC                | \$227,100           | \$397.43        |
| 95  | ED-816    | 416 GEORGE ST         | GILLESPIE PROPERTIES LLC                  | \$398,000           | \$696.50        |
| 96  | WD-1663   | 555-202 MAIN AV       | GOTTOWSKI                                 | \$153,300           | \$0.00          |
| 97  | WD-623    | 500 GRANT ST          | GRANT STREET HOLDINGS LLC                 | \$600,300           | \$1,050.53      |
| 98  | ED-823    | 150 S WISCONSIN ST    | H&M LOMITA LLC                            | \$2,491,300         | \$1,950.00      |
| 99  | WD-1664   | 555-203 MAIN AV       | HAGANES                                   | \$103,200           | \$0.00          |
| 100 | ED-969    | 108 N MICHIGAN ST     | HANNON                                    | \$162,600           | \$0.00          |
| 101 | WD-367    | 300-308 MAIN AV       | HAWK HOLDINGS LLC                         | \$323,400           | \$565.95        |
| 102 | ED-766    | 233 N BROADWAY ST     | HEARTLAND AFFORDABLE HOUSING DE PERE LLC  | \$2,437,700         | \$0.00          |
| 103 | WD-373    | 338 MAIN AV           | HERYMAN                                   | \$142,300           | \$275.00        |
| 104 | ED-788    | 118 S BROADWAY ST     | HILLCREST PARTNERSHIP #1 LLP THE          | \$154,300           | \$275.00        |
| 105 | ED-1066   | 821 GEORGE ST         | HIMAL LLC                                 | \$393,400           | \$688.45        |
| 106 | ED-1065   | 109 N ERIE ST         | HIMAL LLC                                 | \$47,400            | \$82.95         |
| 107 | ED-828    | 111-113 S BROADWAY ST | HZ PROPERTIES LLC                         | \$169,900           | \$297.33        |
| 108 | WD-386    | 436 MAIN AV           | ISC PROPERTY LLC                          | \$337,100           | \$589.93        |
| 109 | ED-783    | 100-102 S BROADWAY ST | J & J ENTERPRISES OF DE PERE LLP          | \$600,000           | \$1,050.00      |
| 110 | ED-784    | 106 S BROADWAY ST     | J & J ENTERPRISES OF DE PERE LLP          | \$210,100           | \$367.68        |
| 111 | ED-377    | 435 N BROADWAY ST     | JCA INVESTMENTS LLC                       | \$20,300            | \$35.53         |
| 112 | ED-376    | N BROADWAY ST         | JCA INVESTMENTS LLC                       | \$300,900           | \$526.58        |
| 113 | ED-918    | 502 GEORGE ST         | JDA ENTERPRISES OF WISCONSIN LLC          | \$363,700           | \$636.48        |
| 114 | ED-837    | 115 N WISCONSIN ST    | JOURNEY COMMUNITY CHURCH INC              | \$0                 | \$0.00          |
| 115 | ED-836    | 117 N WISCONSIN ST    | JOURNEY COMMUNITY CHURCH INC              | \$0                 | \$0.00          |
| 116 | ED-790    | 132 S BROADWAY ST     | KARL                                      | \$527,400           | \$922.95        |
| 117 | WD-1647   | 555-102 MAIN AV       | KEMPEN                                    | \$86,800            | \$0.00          |
| 118 | WD-379    | 368 MAIN AV           | KEWEENAW ENTERPRISES LLC                  | \$232,200           | \$406.35        |

| #   | PARCEL ID | ADDRESS               | PROPERTY OWNER                                 | 2017 PROPERTY VALUE | DRAFT ASESSMENT |
|-----|-----------|-----------------------|------------------------------------------------|---------------------|-----------------|
| 119 | WD-910    | 321 MAIN AV           | KEY PROPERTY MANAGEMENT LLC                    | \$158,500           | \$277.38        |
| 120 | ED-833    | 101 S BROADWAY ST     | KORDES LLC                                     | \$218,900           | \$383.08        |
| 121 | WD-1669   | 555-209 MAIN AV       | KRAUSE FAMILY REAL ESTATE HOLDINGS INC         | \$168,700           | \$0.00          |
| 122 | WD-889    | 421 MAIN AV           | KROPP                                          | \$387,600           | \$678.30        |
| 123 | WD-387-1  | MAIN AV               | KROPP                                          | \$70,600            | \$123.55        |
| 124 | ED-831    | 107 S BROADWAY ST     | KRYSHAK                                        | \$280,000           | \$490.00        |
| 125 | WD-1670   | 555-210 MAIN AV       | LALLY                                          | \$179,300           | \$0.00          |
| 126 | WD-922    | 375 MAIN AV           | LARSON                                         | \$216,600           | \$379.05        |
| 127 | ED-1103   | 115 S ERIE ST         | LEDGE HEAVEN LLC                               | \$240,400           | \$420.70        |
| 128 | ED-850    | 124 N BROADWAY ST     | LEE BUILDING CORP THE                          | \$1,562,700         | \$1,498.24      |
| 129 | ED-840    | 421 GEORGE ST         | LEE BUILDING CORPORATION THE                   | \$471,200           | \$451.76        |
| 130 | ED-778    | 100 FRONT ST          | LEFEBVRE INVESTMENT CO LLC                     | \$1,506,600         | \$0.00          |
| 131 | ED-897    | 519 GEORGE ST         | LFT INVESTMENTS LLC                            | \$398,000           | \$696.50        |
| 132 | WD-909    | 317 MAIN AV           | LIFE CHURCH GREEN BAY INC                      | \$264,600           | \$463.05        |
| 133 | ED-1095   | 914 GEORGE ST         | LIGHTHOUSE LUBE REAL ESTATE LLC                | \$313,600           | \$548.80        |
| 134 | WD-1666   | 555-205 MAIN AV       | LIN                                            | \$450,000           | \$0.00          |
| 135 | WD-1658   | 555-113 MAIN AV       | LINDERS                                        | \$84,400            | \$0.00          |
| 136 | ED-901    | 106 N WISCONSIN ST    | LKW HOLDINGS LLC                               | \$156,700           | \$275.00        |
| 137 | ED-1006   | 109 N HURON ST        | LTF INVESTMENTS LLC                            | \$75,000            | \$131.25        |
| 138 | ED-1007   | 715 GEORGE ST         | LTF INVESTMENTS LLC                            | \$54,200            | \$94.85         |
| 139 | ED-1008   | 705 GEORGE ST         | LTF INVESTMENTS LLC                            | \$279,700           | \$489.48        |
| 140 | ED-1010   | 114 N SUPERIOR ST     | LTF INVESTMENTS LLC                            | \$20,100            | \$35.18         |
| 141 | WD-930    | 330 REID ST           | LUTSEY ENTERPRISES LLP                         | \$822,900           | \$1,440.08      |
| 142 | WD-915    | 345 MAIN AV           | MANNING RONALD G & MARY A PFUTZENREUTER JT REV | \$169,800           | \$297.15        |
| 143 | WD-295    | 444 REID ST           | MARQUETTE CENTRE LLC                           | \$2,089,100         | \$1,950.00      |
| 144 | WD-888    | 417 MAIN AV           | MARTIN                                         | \$138,500           | \$275.00        |
| 145 | WD-378    | 366 MAIN AV           | MATYAS                                         | \$196,300           | \$343.53        |
| 146 | ED-861    | 230 N BROADWAY ST     | MEDICI ROSSMORE LLC                            | \$446,500           | \$263.84        |
| 147 | ED-875    | 230 N WISCONSIN ST    | MEDICI ROSSMORE LLC                            | \$2,853,500         | \$1,686.16      |
| 148 | WD-1676   | 555-216 MAIN AV       | MILLER                                         | \$134,700           | \$0.00          |
| 149 | WD-1657   | 555-112 MAIN AV       | MINTEN                                         | \$86,800            | \$0.00          |
| 150 | WD-913    | 337-339 MAIN AV       | MIRHASHEMI INC                                 | \$259,200           | \$453.60        |
| 151 | WD-925    | 115 FOURTH ST         | MISHLER LONNIE L & CAROL J REVOCABLE TRUST     | \$425,200           | \$744.10        |
| 152 | ED-785    | 114-116 S BROADWAY ST | MONTY TITLING TRUST 1                          | \$592,000           | \$1,036.00      |
| 153 | WD-306    | 525 REID ST           | N E W DEVELOPERS LLC                           | \$432,000           | \$756.00        |
| 154 | ED-1104   | 908 GEORGE ST         | NELSON                                         | \$181,200           | \$317.10        |
| 155 | WD-1650   | 555-105 MAIN AV       | NEW DEVELOPERS LLC                             | \$108,600           | \$0.00          |
| 156 | WD-912    | 331 MAIN AV           | NICK BROTHERS PARTNERSHIP                      | \$311,600           | \$545.30        |
| 157 | WD-310    | 430 GRANT ST          | NICOLET HIGHLANDS LLC                          | \$5,899,400         | \$0.00          |
| 158 | ED-960    | 610 GEORGE ST         | NIP IT LLC                                     | \$0                 | \$0.00          |
| 159 | ED-869    | 302 N BROADWAY ST     | NORTHERN GAS LLC                               | \$366,100           | \$640.68        |
| 160 | WD-380    | 380 MAIN AV           | OLD NELL PROPERTIES LLC                        | \$404,800           | \$708.40        |
| 161 | ED-798    | 302 GEORGE ST         | OUR HERITAGE FAMILY LTD PARTNERSHIP            | \$314,300           | \$0.00          |
| 162 | WD-1654   | 555-109 MAIN AV       | PAGEL ETAL                                     | \$103,600           | \$0.00          |
| 163 | ED-916    | 119 S WISCONSIN ST    | PALS RENTALS LLC                               | \$126,700           | \$275.00        |
| 164 | WD-1660   | 555-115 MAIN AV       | PASTERNAK                                      | \$86,500            | \$0.00          |
| 165 | WD-377    | 360-362 MAIN AV       | PEDS LLC                                       | \$18,000            | \$275.00        |
| 166 | WD-890-1  | 441 MAIN AV           | PEOPLES MARINE BANK OF GREEN BAY               | \$200               | \$0.35          |
| 167 | WD-288    | 441 MAIN AV           | PEOPLES MARINE BANK OF GREEN BAY               | \$1,020,500         | \$1,785.88      |
| 168 | WD-906    | 301 MAIN AV           | PHE WI LLC                                     | \$415,100           | \$726.43        |
| 169 | ED-432    | 432 N WISCONSIN ST    | PICHLER                                        | \$257,000           | \$449.75        |
| 170 | WD-1659   | 555-114 MAIN AV       | PRATEL JR                                      | \$108,100           | \$0.00          |
| 171 | WD-923    | 377 MAIN AV           | RAW LEGACY LLC                                 | \$287,400           | \$502.95        |
| 172 | WD-955    | 303 REID ST           | REID STREET RETAIL LLC                         | \$1,284,400         | \$1,950.00      |
| 173 | WD-375    | 348 MAIN AV           | RENIER                                         | \$131,300           | \$275.00        |
| 174 | WD-887    | 413 MAIN AV           | RHODES                                         | \$217,800           | \$381.15        |
| 175 | WD-1649   | 555-104 MAIN AV       | ROBINSON ETAL                                  | \$103,100           | \$0.00          |
| 176 | WD-1672   | 555-212 MAIN AV       | ROYER                                          | \$130,500           | \$0.00          |
| 177 | ED-949    | 620-622 GEORGE ST     | ROYLE PROPERTIES LLC                           | \$392,100           | \$686.18        |

| #   | PARCEL ID | ADDRESS               | PROPERTY OWNER                          | 2017 PROPERTY VALUE | DRAFT ASESSMENT |
|-----|-----------|-----------------------|-----------------------------------------|---------------------|-----------------|
| 178 | ED-914    | 135 S WISCONSIN ST    | SAINT FRANCIS XAVIER CONGREGATION       | \$0                 | \$0.00          |
| 179 | WD-216    | 300 GRANT ST          | SAINT NORBERT COLLEGE INC               | \$3,819,600         | \$1,950.00      |
| 180 | WD-634-2  | 400 GRANT ST          | SAINT NORBERT COLLEGE INC               | \$0                 | \$0.00          |
| 181 | WD-634    | GRANT ST              | SAINT NORBERT COLLEGE INC               | \$0                 | \$0.00          |
| 182 | WD-917    | 353 MAIN AV           | SAKS HOLDINGS LLC                       | \$275,000           | \$481.25        |
| 183 | WD-920    | 365 MAIN AV           | SAKS HOLDINGS LLC                       | \$407,300           | \$712.78        |
| 184 | ED-772    | 115 N BROADWAY ST     | SAKS HOLDINGS LLC                       | \$166,700           | \$291.73        |
| 185 | ED-826    | 123 S BROADWAY ST     | SAKS HOLDINGS LLC                       | \$121,600           | \$212.80        |
| 186 | WD-1662   | 555-201 MAIN AV       | SAMP                                    | \$157,400           | \$0.00          |
| 187 | WD-403    | 103-109 N SIXTH ST    | SANDERS                                 | \$346,700           | \$606.73        |
| 188 | WD-884    | 401 MAIN AV           | SCHLEIS PROPERTIES LLC                  | \$472,000           | \$826.00        |
| 189 | WD-381    | 400 MAIN AV           | SECOR JEROME J REVOCABLE TRUST          | \$283,800           | \$496.65        |
| 190 | ED-848    | 116 N BROADWAY ST     | SERA K PROPERTIES LLC                   | \$325,600           | \$569.80        |
| 191 | ED-917    | 115 S WISCONSIN ST    | SEROOGY BROTHERS LLP                    | \$251,700           | \$372.68        |
| 192 | ED-893    | 144 N WISCONSIN ST    | SEROOGY BROTHERS LLP                    | \$1,065,300         | \$1,577.32      |
| 193 | WD-388    | 486 MAIN AV           | SMOOTH MONEY OF DE PERE LLC             | \$390,200           | \$682.85        |
| 194 | ED-878    | 310 N WISCONSIN ST    | SRK REALTY GROUP LLC                    | \$1,159,700         | \$1,950.00      |
| 195 | WD-371    | 330 MAIN AV           | STAGECOACH ENTERPRISES LLC              | \$181,400           | \$317.45        |
| 196 | ED-847    | 112-114 N BROADWAY ST | STARRY DEVELOPMENT LLC                  | \$320,100           | \$560.18        |
| 197 | ED-915    | 127 S WISCONSIN ST    | STECKART ETAL                           | \$302,600           | \$0.00          |
| 198 | WD-1652   | 555-107 MAIN AV       | STEENO                                  | \$88,500            | \$0.00          |
| 199 | WD-1648   | 555-103 MAIN AV       | SULLIVAN                                | \$103,000           | \$0.00          |
| 200 | ED-1088   | 921 GEORGE ST         | SUMMERLEIGH ASSOCIATES INC              | \$274,000           | \$479.50        |
| 201 | ED-1105   | 900 GEORGE ST         | TETZLAFF                                | \$188,100           | \$329.18        |
| 202 | WD-911    | 327 MAIN AV           | TILKENS HOLDINGS LLC                    | \$394,300           | \$690.03        |
| 203 | WD-961    | 325 REID ST           | TWEET BROTHERS RENTAL PARTNERSHIP       | \$3,510,000         | \$1,950.00      |
| 204 | ED-857    | 200 N BROADWAY ST     | UNION HOTEL CORP                        | \$379,400           | \$663.95        |
| 205 | ED-660    | 1002 GEORGE ST        | VANDEURZEN                              | \$158,200           | \$276.85        |
| 206 | ED-1094   | 920 GEORGE ST         | VANDEURZEN                              | \$84,400            | \$0.00          |
| 207 | WD-1656   | 555-111 MAIN AV       | VANDEVEN                                | \$91,400            | \$0.00          |
| 208 | WD-1671   | 555-211 MAIN AV       | VANDEVEN                                | \$158,000           | \$0.00          |
| 209 | ED-968-2  | 609 REAR GEORGE ST    | VANEGEREN MARSHA REVOCABLE LIVING TRUST | \$400               | \$275.00        |
| 210 | WD-1651   | 555-106 MAIN AV       | VERBOOMEN                               | \$87,100            | \$0.00          |
| 211 | ED-432-1  | 340 N WISCONSIN ST    | VOYAGEUR OFFICE & SUITES LLC            | \$500,100           | \$875.18        |
| 212 | WD-1655   | 555-110 MAIN AV       | WARD REAL ESTATE LLC                    | \$104,800           | \$0.00          |
| 213 | WD-1653   | 555-108 MAIN AV       | WATERMOLEN                              | \$94,100            | \$0.00          |
| 214 | ED-970    | 114 N MICHIGAN ST     | WILDROOT LLC                            | \$140,700           | \$275.00        |
| 215 | WD-374    | 342-344 MAIN AV       | WILLEMS                                 | \$97,800            | \$275.00        |
| 216 | WD-907    | 305 MAIN AV           | WILLIAM LEMKE LLC                       | \$195,000           | \$341.25        |
| 217 | ED-80-3   | S BROADWAY ST         | WISCONSIN DEPT OF NATURAL RESOURCES     | \$0                 | \$0.00          |
| 218 | ED-737    | FRONT ST              | WISCONSIN DEPT OF NATURAL RESOURCES     | \$0                 | \$0.00          |
| 219 | ED-957    | 121 S MICHIGAN ST     | WISCONSIN DEPT OF TELEPHONE CO          | \$0                 | \$0.00          |
| 220 | WD-404-2  | MAIN AV               | WISCONSIN DEPT OF TRANSPORTATION        | \$0                 | \$0.00          |
| 221 | ED-1048   | 820 GEORGE ST         | WOODWARD INVESTMENTS LLC                | \$306,200           | \$535.85        |
| 222 | ED-829    | 115 S BROADWAY ST     | ZOELLER THOMAS G REVOCABLE TRUST        | \$292,700           | \$512.23        |

ASSESSMENT TOTAL

\$86,091.85

Attachment: Draft BID Assessments 8-2017 (6015 : Review of City Report on BID Assessments Estimated for tax year 2017 (2018 BID).)

## City of De Pere, Wisconsin

**Request For Business Improvement District Board Action**

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**MEETING DATE:** August 10, 2017

**DEPARTMENT:** Planning

**FROM:** Kelly Barker

**SUBJECT:** Definitely De Pere Update: Draft Annual Report from 2016 and 2017 Highlights.

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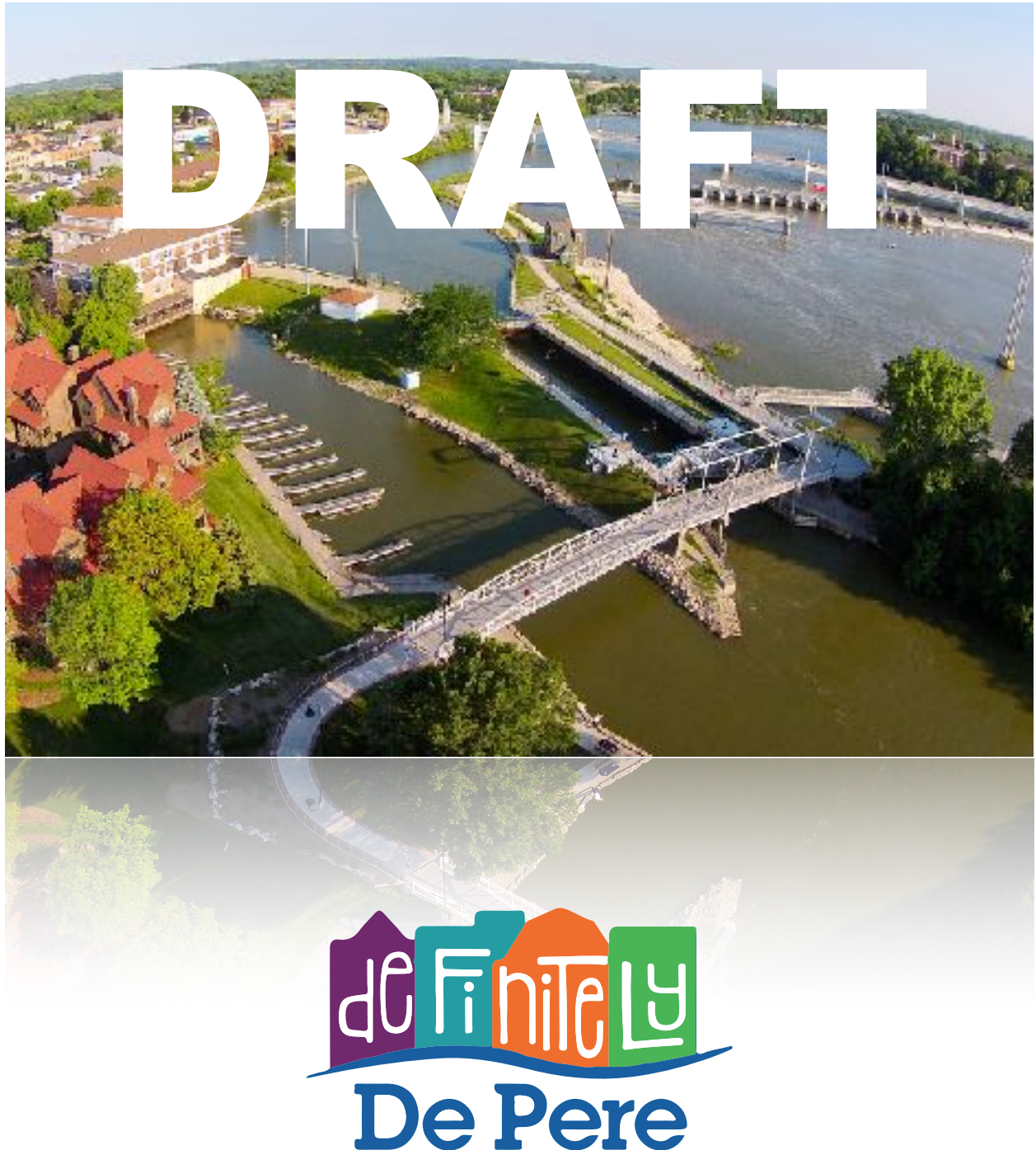
Tina Quigley, Executive Director for Definitely De Pere will present the draft 2016 Annual Report and also provide 2017 organizational highlights.

**ATTACHMENTS:**

- Draft 2016 Annual Report (PDF)

# Definitely De Pere

Annual Report | 2016



Attachment: Draft 2016 Annual Report (6016 : Definitely De Pere Update: Annual Report from 2016 and 2017 Highlights.)

## Our Work

The purpose of Definitely De Pere, a nationally accredited Main Street Program, is to improve the quality of life through assisting in the revitalization of the downtown business community and thereby the community as a whole through concentrated efforts in organization, promotion, design and economic enhancement.

Organization establishes consensus and cooperation by building partnerships among the various groups that have a stake in the downtown. Definitely De Pere strives to get everyone working together toward the same goal. With this level of collaboration, we can provide effective, ongoing management and advocacy for our downtown.

Promotion takes many forms, but our goal is to create a positive image that will renew community pride and tell the downtown's story to the surrounding region. Promotions have the power to communicate downtown's unique characteristics, its cultural traditions, architecture, and history. Special events provide exciting activities for shoppers, investors, potential businesses and property owners, residents of downtown and the greater community, and visitors.

Design means getting downtown De Pere into top physical shape and creating a safe, inviting environment for shoppers, workers, and visitors while preserving the historic character of downtown. Our goal is to direct attention to all of downtown's physical elements; public and private buildings, storefronts, signs, public spaces, parking areas, street furniture, public art, landscaping, merchandising, and window displays.

Economic enhancement strengthens our community's existing economic assets while diversifying its economic base. We can accomplish this by evaluating how to retain and expand successful businesses to provide a balanced commercial mix, sharpen the competitiveness and merchandising skills of business owners, and attract new businesses that the market can support. Success can be achieved through creative reuse of historic properties. The goal is to build a commercial district that responds to the needs of today's consumers while maintaining the community's historic character.

Definitely De Pere's downtown revitalization efforts have been directly impacted by strong involvement from stakeholders and community members. The sense of pride held by residents and business owners is tangible proof that downtown De Pere is easy to love, and hard to leave!

# Activity | 2016

## New Businesses

Advanced Massage Therapy  
 Allstate Insurance  
 American Family Insurance  
 Apple Tree Catering  
 Astha Indian Market  
 Blu Pop Digital  
 Broadway Theatre  
 Broken Spoke  
 Bu-Tiffle Things Boutique  
 Chatterhouse 2016  
 Dame Salon Spa  
 Expressions Photography  
 Fox River Tours  
 Illuminate Healing Energy  
 Melts With You  
 Muermann Engineering  
 Safe Haven Pet Sanctuary  
 Skyline Salon  
 The Shinery  
 Time Peace Wellness

## Promotions & Events

Celebrate De Pere, 20,000  
 City Band, 200  
 Downtown Art Walk, 2,250  
 EastWest Music Fest, 1,000  
 Green Bay Film Festival, 2,000  
 Knights on the Fox, 5,000  
 Restaurant Week, 3,000  
 Seroogy's 5K Walk/Run, 2,500  
 Small Business Saturday, 1,000  
 SNC Days, 10,000  
 Soup Walk, 225  
 Taste of De Pere, 500  
 Trick or Treat, 750  
 Winter Wonderland, 1,000  
 Yoga in the Park, 1,600

**Properties Sales \$3,994,400**

**Volunteer Hours: 1,500+**



# Leadership | 2016

## Board of Directors

Scott Hemauer, **President**  
 Rachel Johnson, **Secretary**  
 Julie Fronsee, **Treasurer**  
 Ryan Jennings, **President Elect**  
 Brenda Busch  
 Todd Danen  
 Jessica Diederich  
 Casey Hawkinson  
 Ray Kopish  
 Kiar Olson  
 Mary Alexis Pfitzenreuter  
 Tina Quigley (January - August)

## Executive Director

Matt Hohner, (January - July)  
 Tina Quigley, (October - December)

## Economic Enhancement Committee

Tom Gavic, Chair  
 Dana Bald  
 Kimberlee Gast  
 Kim  
 Allan Jamir  
 Ray Kopish

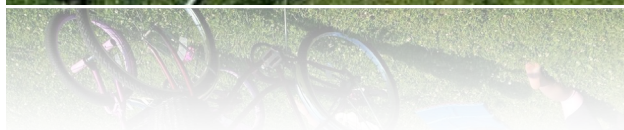
Mike Paroubek  
 Mary Alexis Pfitzenreuter  
 Amy Sorenson  
 Rich Starry  
 Dave Stellpflug  
 Jason Tadych  
 David Wegge

## Design Committee

Ryan Jennings, Chair  
 Laura Fabry  
 Gene Hackbarth  
 Casey Hawkinson  
 Kathy Huppert  
 Peter Schleinz  
 Sue Schinkten  
 Rose Smits

## Promotions Committee

Brenda Busch, Chair  
 Todd Danen  
 Jessica Diederich  
 Jerilyn Fletcher  
 Kiar Olson  
 Joe Schinkten  
 Brehanna Skaletski



# Investment | 2016

## Building Improvements

**Chase Bank**, Signage  
**Chatterhouse 2016**, Interior and exterior improvements  
**Colonial Apartments**, Interior improvements  
**Dame Salon**, Interior and exterior improvement  
**Integrative Lifestyle Medicine**, Interior and exterior improvements  
**J Allen State Farm Insurance**, Interior improvements  
**Luna Coffee & Roastery**, Interior improvements  
**Mobil 1 Lube Specials**, Interior improvements  
**O'Connor Connective**, Signage  
**Reid Street Crossing**, Interior improvements  
**St Norbert College**, Interior commercial improvements  
**Shopko**, Signage

**Private Investment \$1,747,219**

## Properties Sold

**115 N Broadway**, Virgola  
**614 George St**, Chatterhouse 2016  
**106 N Wisconsin**, Integrative Lifestyle Medicine  
**325 Reid St**, Tweet Garot

**Properties Sales \$3,994,400**

## Public Improvements

**Hanging Baskets**  
**Flower Pots**  
**Wreath Lighting**  
 xxxxxxxx xxxxxx  
 xxxxxxxx xxxxxx  
 xxxxxxxx xxxxxx

**Public Investment \$TBD**



# Activity | 2016

## New Businesses

Advanced Massage Therapy  
 Allstate Insurance  
 American Family Insurance  
 Apple Tree Catering  
 Astha Indian Market  
 Blu Pop Digital  
 Broadway Theatre  
 Broken Spoke  
 Bu-Tiffle Things Boutique  
 Chatterhouse 2016  
 Dame Salon Spa  
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**Volunteer Hours: 1,500+**



# Leadership | 2016

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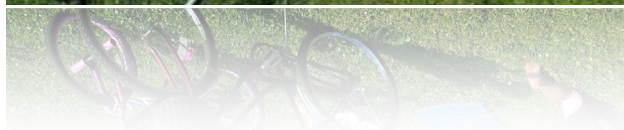
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## Promotions Committee

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 Joe Schinkten  
 Brehanna Skaletski



## City of De Pere, Wisconsin

**Request For Business Improvement District Board Action**

---

**MEETING DATE:** August 10, 2017

**DEPARTMENT:** Planning

**FROM:** Kelly Barker

**SUBJECT:** Update of 2015 and 2016 Definitely De Pere Audit.

---

Definitely De Pere hired Brunette Tax & Accounting, LLC in early April of 2017 to complete the organization financial return reports and state required audits for 2015 and 2016. The audit work has taken longer than anticipated, partially due to the time needed to compile the data as well as competing deadlines among Brunette's other projects. Definitely De Pere has set a preferred deadline of September for audit completion but Brunette has not formally committed to that date. We will keep the BID Board informed of the audit status. If the audit is not available by the September 21st Annual Member meeting, a special meeting will be scheduled for review when the audit is complete.

**ATTACHMENTS:**

- Audit Update Letter (PDF)

## BRUNETTE TAX & ACCOUNTING, LLC

As of August 1, 2017, we are currently performing an audit for Downtown De Pere, Inc. for the years ended 2015 and 2016. As part of the audit, we are reviewing the organization's financial statements and processes. An audit report will be provided to Downtown De Pere, Inc. upon completion of the audits. Please contact me if you have any questions.

Thanks,



Jon Brunette, CPA

Attachment: Audit Update Letter (6017 : Review of Definitely De Pere Audit.)

City of De Pere, Wisconsin



**Request For Business Improvement District Board Action**

---

**MEETING DATE:** August 10, 2017

**DEPARTMENT:** Planning

**FROM:** Kelly Barker

**SUBJECT:** Discussion of the 2018 BID Plan Development.

---

**ATTACHMENTS:**

- BID Operating Plan Memo 8-2017 (DOCX)
- 2017 Approved Operating Plan for BID (PDF)

City of De Pere  
MEMORANDUM



To: Business Improvement District Board  
 From: Kimberly Flom, Economic Development & Planning Director  
 Date: August 10, 2017  
 RE: 2018 Business Improvement District Operations Plan

The BID Board typically meets twice a year. The first meeting provides an opportunity to review, among other things, project assessments for the upcoming year, the annual report from the BID Contractor, Definitely De Pere, and discuss goals for the Business Improvement Operations Plan.

A copy of the 2017 Business District Operating Plan is attached for review. *At this meeting, we request your guidance in providing suggestions to update the operating plan.* While all parts of the operating plan are up for review, discussion topics that have occurred in previous years include:

#### **Performance Metrics**

The 2016 and 2017 BID Operating Plans included the following performance measures:

***1. The Downtown Master Plan contains steps for both public and private sectors. Many of these actions are identified in this DBI Operating Plan. The accomplishment of these objectives will indicate one measure of success for the BID.***

2016 was a year of transition for the BID, where both the City of De Pere and Definitely De Pere experienced staff turnover. Even with that, here are some projects and events that align with the Downtown Master Plan and BID Operating Plan.

#### **2016 Highlights:**

- Downtown Parking Analysis – resulting in an ordinance change for more long term parking
- State Historical Society Grant to update City Intensive Survey
- Review of City's current design guidelines and codes as a precursor to the Zoning Code re-write
- Review and approvals needed for the 102 on Broadway project
- Stakeholder meetings and analysis of the Nicolet Square Master Plan

#### **2017 Highlights (some projects still underway):**

- Broadway pedestrian study
- Nicolet Square common dumpster construction
- Shared garbage collection for other Downtown parking lots – planning phase
- Mural Program
- Expanding and improved downtown events, including the Downtown Trick or Treat, Foodie Walk, Farmers Market, Yoga in the Park and Art Walk
- City of De Pere Strategic Visioning & Branding Initiative

Some municipal projects that were scheduled for the Downtown in 2017 were put on hold when the Council approved the Strategic Visioning and Branding Initiative. The Visioning and Branding initiative will include a robust public outreach phase, and all BID members will be encouraged to participate. Additionally, Definitely De Pere Executive Director, Tina Quigley, is part of the project steering committee, which includes a number of other residents with Downtown connections. This initiative, when complete, will help set a vision and framework that will guide a few of the projects currently slated for implementation in 2018 or 2019 (see below).

- Zoning Code re-write
- Downtown wayfinding signage
- Replacement of bike racks and trash receptacles
- James Street – streetscape design
- Nicolet Square Alley Improvements (budget dependent)
- Nicolet Square parking lot – reconstruction
- East Side redevelopment concepts (George Street Landing/Front Street Block et. al.) – design charette
- Public Art and Streetscape Improvements to be funded by Excess Stadium Tax

***2. Commercial facilitation is a measure that can easily be quantified as the number of businesses, both existing and new, that receive help, either financial or advocacy services by the BID.***

#### 2016 Highlights

- Economic Enhancement Committee meetings that includes direct outreach and support to Downtown Businesses
- WEDC CDI Grant applied for and awarded to New Leaf Market Cooperative for a grocery store
- 102 on Broadway Project began construction

#### 2017 Highlights

- Tweet Garot purchases and renovates former Humana Dental Office building for corporate headquarters
- Revolving Loan Fund and Property Sale approvals for New Leaf Cooperative Market
- Façade Grant approval for the Kerkhoff building renovation
- A growing cluster of boutique retail businesses on the East side of downtown
- Events like the Fashion Week and the Sidewalk Sale to promote and attract visitors to local businesses

***3. Another way to measure BID success is by the growth in value of private property in the District. Quantifiable valuation measures are calculated annually to measure success over time.***

Overall, the assessed value of commercial properties in the BID have decreased from \$68,339,300 to \$63,925,900 in 2017. We are still analyzing the data in order to determine what properties have been adjusted and will report our findings at the meeting. The 102 on Broadway project is expected to add at least \$2,500,000 of new value for 2018.

***4. A final way to track success is through occupancy rates and business inventory. The 2010 business inventory and occupancy rates can be used as a baseline to evaluate and make changes for following years.***

The 2010 analysis completed as part of the Downtown Master Plan indicated a 92.6% occupancy rate (higher than the then national downtown average of 90%). At the time of the study, vacancy rates were higher on the west side of the river than the east side of the river. Definitely De Pere is able to utilize reports from WEDC and

Wisconsin Main Street to gain occupancy rates for De Pere. While the reports have a different fiscal year, the 2016 occupancy rate was estimated at 94%. In 2017, Tweet Garot helped fill a large office vacancy by purchasing and renovating the former Humana Dental Building into their corporate headquarters.

*Staff seeks input and guidance from the BID on the above performance measures so that the 2018 BID Operating Plan can provide the most useful and relevant information to BID members.*

### **BID Assessment Distribution**

In 2016, the BID Board approved splitting the assessment distribution in order for \$1,000 to go to the City of De Pere to cover administrative costs (estimated to be over \$2,500 annually). We propose continuing that assessment distribution in the 2018 plan.

*Staff also seeks input and guidance from the BID Board as related to the budget priorities for Definitely De Pere to ensure that they best align with the BID Operating Plan.*

### **Design Guidance and Guidelines**

Additional language was added to the 2017 BID Operating Plan to emphasize the importance of design guidelines and guidance. Downtown design guidance will also be a topic of discussion during the Strategic Visioning and Branding Initiative and the Zoning Code Rewrite.

Based on input from the BID Board at the meeting, staff will prepare the Business District Operations Plan for 2018. That plan will be reviewed at the September BID Board meeting, which is also the required annual meeting of the membership.

# De Pere Business Improvement District 2017 Operating Plan (Year Three)



October 2016

Anticipated Approval by Common Council: November, 2016

Attachment: 2017 Approved Operating Plan for BID (6018 : Discussion of the 2018 BID Plan Development.)

**The 2017 BID Plan was prepared by the City of De Pere in collaboration with the  
BID Board and Definitely De Pere**

BID Board Members:

Tom Gavic - Chair  
Dan Van Straten – Treasurer  
Larry Delo – Secretary  
Brent Felchlin  
Kathy Rupiper  
Lance Abts  
Rich Starry

Definitely De Pere:

Tina Quigley – Executive Director  
Scott Hemauer – Board President  
Jennie Kuepper, Event Coordinator

**DE PERE  
BUSINESS IMPROVEMENT DISTRICT  
OPERATING PLAN**

**Table of Contents**

|                                                                   | <b>Page</b> |
|-------------------------------------------------------------------|-------------|
| <b>I. Introduction</b>                                            |             |
| A. Purpose and History of the BID.....                            | 4           |
| <b>II. Development Plans.....</b>                                 | 5           |
| A. Plan Objectives.....                                           | 5           |
| B. Proposed Activities.....                                       | 5           |
| C. Benefits of the BID.....                                       | 6           |
| <b>III. Measures of Success.....</b>                              | 7           |
| A. Proposed Expenditures of the BID.....                          | 7           |
| B. Budget.....                                                    | 8           |
| C. Annual Review.....                                             | 8           |
| D. Relationship to Plans for Orderly Development of the City..... | 9           |
| E. Powers.....                                                    | 9           |
| F. Public Review Process.....                                     | 9           |
| <b>IV. District Boundaries.....</b>                               | 9           |
| <b>V. BID Organization and Operating Board.....</b>               | 9           |
| <b>VI. Financing Method.....</b>                                  | 10          |
| <b>VII. Method of Assessment.....</b>                             | 10          |
| A. Assessed Parcels.....                                          | 10          |
|                                                                   | 2           |

|              |                                                                          |           |
|--------------|--------------------------------------------------------------------------|-----------|
| B.           | Levy of Assessment.....                                                  | 10        |
| C.           | Schedule of Assessments.....                                             | 10        |
| D.           | Assessment Collection and Disbursal.....                                 | 10        |
| E.           | Annual Report.....                                                       | 11        |
| <b>VIII.</b> | <b>City Role in District Operations.....</b>                             | <b>11</b> |
| <b>IX.</b>   | <b>Required Statements.....</b>                                          | <b>12</b> |
| <b>X.</b>    | <b>Severability and Expansion.....</b>                                   | <b>12</b> |
| <b>XI.</b>   | <b>Appendices</b>                                                        |           |
| A.           | Draft 2017 Definitely De Pere Budget & City Administrative Costs.....    | 13        |
| B.           | BID District Boundary.....                                               | 17        |
| C.           | Properties in the District including Assessed and Exempt Properties..... | 18        |
| D.           | Wisconsin Statutes Section 66.1109.....                                  | 23        |
| E.           | Adopted Bylaws.....                                                      | 26        |

## I. Introduction

Wisconsin Act 184, signed into law in 1984, gives Wisconsin municipalities the authority to create Business Improvement Districts (BIDs) within their communities. To do so, at least one property owner within the proposed district must petition the City to create a BID. The State Legislature created Section 66.1109 of the Wisconsin Statutes (the "BID Law") to provide a way for business properties within an established district to authorize voluntarily assessments. The assessment funds are to be used for programs aimed at promoting developing, redeveloping, managing and maintaining that district. At the time of creation of this BID (2014), there were 70 BIDs in the State of Wisconsin and according to a 2005 statistic by Charles S. Law, Ph. D., the average BID assessment was \$3.64 per \$1000.00 of assessed valuation.

Business Improvement Districts are quite similar to traditional special assessments where property owners are assessed for improvements or services that benefit them. Unlike traditional assessments, Business Improvement District assessments can be used to finance a wide range of activities, services and improvements. Primarily BIDs have been used to attract merchants and business owners that in turn attract more customer traffic downtown. Some BIDs in Wisconsin have funded physical improvements like lighting or parking; others have funded promotional and marketing materials and events. The Operating Plan for each BID directs the use of funds and identifies projects, priority areas, etc.

### A. Purpose and History of the BID

The property owners who were involved in the creation of the BID hoped to accomplish goals and ideas presented in the De Pere Downtown Master Plan, Comprehensive Plan and Historic Preservation Plan. The original De Pere Business Improvement District Operating Plan had been developed by De Pere BID proponents and the City of De Pere. This BID Operating Plan and future plans will be developed by the BID Board, the City of De Pere, and Downtown De Pere, Inc. (also known as Definitely De Pere and listed throughout this document as Definitely De Pere), along with input and discussion from the membership.

The BID Board, through the development of this Operating Plan has coordinated with Definitely De Pere and the membership for the work described in this plan. Definitely De Pere and the BID provide for a system that has shared long-term goals, and results, that will benefit both the BID District, and the City of De Pere.

As used herein, "DBI Operating Plan" shall refer to the De Pere Business Improvement District Operating Plan, and "District" shall refer to the properties located within the physical boundaries of the Business Improvement District, as provided herein in Appendix B.

The De Pere BID was created in order to:

1. Allow for private property owners to work together in conjunction with the City to develop the District.
2. Enhance existing public funding sources to continue to maintain and promote the District. The BID also empowers future investments generated through private resources in addition to existing public dollars.
3. Provide for an equitable and fair mechanism for funding initiatives that will benefit all business and property owners in the District.
4. Ensure the District will be preserved and will improve the social and economic environment of the District. This is a mechanism to bring together funding initiatives that will fulfill District improvement projects identified in the Downtown Master Plan, Comprehensive Plan and the Historic Preservation Plan.

Use of a BID to develop the District was anticipated to work as follows:

1. The BID was created by the Common Council of the City of De Pere.
2. An operating Board (BID Board), comprised mostly of property owners within the District, has all powers necessary to implement the DBI Operating Plan.
3. The City collects BID assessments from District property owners following the approved assessment formula.
4. Assessment collections are turned over to the BID Board for distribution in accordance with the DBI Operating Plan by the 15<sup>th</sup> day of the month following such collection.

The Original De Pere BID (established in 2014) included 221 parcels with a total BID value over \$68,209,900. The boundaries include parcels in West and East De Pere's Downtown Business District. Out of the 221 parcels, 76 were tax exempt or were used for residential purposes. The BID value of the remaining 145 was assessed at \$1.75 for every \$1,000.00 in total value of the parcel.

## II. Development Plans

The objective of the BID is to preserve and improve the social, economic and physical environment in the District, bring together appropriate partnerships of people, organizations and funds, and to evaluate and implement District development projects identified by businesses and building owners in the De Pere Downtown Master Plan, Comprehensive Plan and Historic Preservation Plan. This section of the Plan shall be the De Pere BID Operating Plan for 2016.

The BID plan works towards creating Plan Objectives, Activities, and Benefits that are measurable. As each year of the BID evolves, so must the Objectives, Activities and Benefits of the plan to find ways to measure success.

### A. Plan Objectives

Goals for the District Development as identified by local businesses, building owners and residents in the Downtown Master Plan (Adopted by the City of De Pere in June 2010):

1. **Unite the District** through efforts such as continued community-wide events and expanded community-wide marketing and education efforts.
2. **Link District's destinations** through utilizing marketing resources and working more extensively with Greater Green Bay Area Convention and Visitors Bureau.
3. **Use the potential of transportation to create a high-quality economic and physical environment** by promoting and increasing walkability and bike-friendly investments.
4. **Increase business and private investment** through an organized business recruitment effort and continually updated market research.
5. **Capitalize on key business niches** by identifying consumer needs/desires and business investment potential through market research.
6. **Add life to the District** through expanded creative placemaking efforts and continued growth of traffic-generating events.
7. **Create New Neighborhoods in the Downtown** Help to brand distinct neighborhoods in the District in order to further remove the East/West divide and unite the downtown.
8. **Support Growth and Redevelopment** – In alignment with the Downtown Master Plan, plan for future utilization of the Fox Riverfront for economic development, events and businesses.

### B. Proposed Activities

The proposed activities for the BID will promote continued development of the District by:

1. Continuing to promote the historic quality of the District, by facilitating façade rehabilitation projects and educating property owners on available federal and state historic tax credits for building preservation.
2. Supporting redevelopment by providing insight on and recommendations on design guidelines and zoning codes that will facilitate new development while maintaining the desired aesthetic and sense of place for Downtown De Pere.
3. Supporting the City in developing more pedestrian and bicycle friendly roadways, cross walks, and parking options, as well as investing in bicycle parking for the downtown.
4. Working with the City to make business owners aware of City programs, such as the Façade Grant Program and the Revolving Loan Fund Program through continuous education efforts with both new and existing businesses.
5. Supporting the City in the future reconstruction of the Main Ave. Corridor, and continuing to promote pedestrian and bicycle facilities and storm water runoff in these constructions, consistent with ideas presented in the Downtown Master Plan and Comprehensive Plan.
6. Exploring different ways to effectively market District businesses through existing and new events and an enhanced marketing campaign for the district.
7. Working to promote beautification and art related projects to add to the District. Exploring feasibility of and interest in options presented in the Downtown Master Plan for public art and placemaking.
8. Working with the city to pursue major redevelopment projects within the District such as the former George Street bridge approach and Nicolet Square.
9. Helping generate investment interest in the District area and future redevelopment projects as identified in the Downtown Master Plan by creating an enhanced marketing campaign for the downtown district.
10. Working with the City to develop maintenance practices for the District, in which both parties have an understanding of expectations and responsibilities relating to the maintenance of the District, such as sidewalk snow removal, weeding and tending of district plants, as well as garbage removal.
11. Developing and implementing a plan and budget for the coming year and beyond for the District based on the financial expectations from assessments and its priority of needs, and the City's planned improvements during the same period.
12. Implementing enhancements as determined appropriate from the Downtown Master Plan and Comprehensive Plan.
13. Taking all further action needed to carry out the general purposes of this DBI Operating Plan as are allowed by BID law.

### **C. Benefits of the BID**

Money collected by the BID under this DBI Operating Plan will be spent within the District or for the benefit of the District, and used to:

1. Help the District property owners secure and retain tenants by:
  - a. Promotion of coordinated and collaborative partnerships between the District stakeholders, which includes business and property owners.
  - b. Assisting property owners and tenants in the District in dealing and/or partnering with City Government through consultation and formal and informal interaction with City staff and officials.
  - c. Assisting property owners in retaining existing tenants by providing programs and services that help businesses to thrive. Implement in conjunction with the City, projects identified in the Downtown Master Plan and Comprehensive Plan that will improve tenant retention.
  - d. Assisting property owners in recruiting new businesses to the District and reducing new vacancies.

- e. Assisting property owners in rehabilitating second floor rental units to generate additional cash flow for properties.
- f. Implementing in conjunction with the City, projects identified in the Downtown Master Plan and Comprehensive Plan that will improve tenant retention.
- 2. Help increase the value of property in the District by:
  - a. Continuing to improve the perceived and actual image of the District.
  - b. Investigating and facilitating enhancements to buildings in the District by business and property owners.
  - c. Increasing the demand for space by new businesses that wish to locate in the District.
- 3. Help tenants and existing businesses in the District become stronger by:
  - a. Conducting successful traffic building community events.
  - b. Conducting successful retail and hospitality events.
  - c. Enhancing the relationship between St. Norbert College and the downtown.

### III. Measures of Success

The success of the BID is determined by the level of satisfaction of those who create it and who control the BID, as well as the level of customer satisfaction. This information can be attained through various surveys and questionnaires. A thorough review of qualitative and quantitative data concerning the BID shall occur in year 3 (2018), year 5 (2020), and year 7 (2022) of the BID's operation.

In addition to the evidence suggested above, the following measures will be established and evaluated as quantifiable measures of success:

1. The Downtown Master Plan contains steps for both public and private sectors. Many of these actions are identified in this DBI Operating Plan. The accomplishment of these objectives will indicate one measure of success for the BID.
2. Commercial facilitation is a measure that can easily be quantified as the number of businesses, both existing and new, that receive help, either financial or advocacy services by the BID.
3. Another way to measure BID success is by the growth in value of private property in the District. Quantifiable valuation measures are calculated annually to measure success over time.
4. A final way to track success is through occupancy rates and business inventory. The 2010 business inventory and occupancy rates can be used as a baseline to evaluate and make changes for following years.

#### A. Proposed Expenditures of the BID

Expenditure details are listed in Appendix A. Expenditures for the BID in 2017 include the following:

1. Contract with Definitely De Pere
2. City of De Pere Administrative Costs

#### B. Budget

The 2016 De Pere BID includes 219 parcels with a total BID value of over \$83,084,000 (\$68,339,300 without exempt parcels). Out of the 219 parcels, 77 are tax exempt or are used for residential purposes. Out of the remaining 142 the BID value is assessed at \$1.75 for every \$1,000 in total value of the parcel, with no combined ownership to have an assessment of more than \$ 1,950 or less than \$275.

A map of the district boundaries is attached as Appendix B, and information for each parcel classification is listed in Appendix C.

Funds collected through BID assessments shall be used to pay for this DBI Operating Plan in order to implement a sustainable Business Improvement District for the City of De Pere.

|                                                     |             |
|-----------------------------------------------------|-------------|
| Estimated 2017 Assessment Income (from 2016 taxes): | \$87,139.13 |
|-----------------------------------------------------|-------------|

**2017 Expenses**

|                                       |             |
|---------------------------------------|-------------|
| Contract with Definitely De Pere:     | \$86,139.13 |
| City of De Pere Administrative Costs: | \$1,000.00  |

**Total: \$87,139.13**

The BID does not have independently paid staff, and will use City of De Pere staff and contract with Definitely De Pere for such services. The City of De Pere provides staff support to update the assessment numbers and operating plan, conduct the audit, and administer the BID meetings.

Estimated expenditures for Definitely De Pere and the City of De Pere are shown in Appendix A. Any unused funds remaining at the end of the year shall be deposited into contingency funds or designated for specific uses in the following DBI Operating Plan year. All physical improvements made with these funds shall be made in the District. The location of other expenditures shall be as determined by the BID Board, but shall be for the benefit of the District.

A Capital Reserve Account may be created to set aside a specific amount of the District's assessment or reserve. This account would be for long term capital needs and projects that may require extraordinary funding during a given budget year.

**C. Annual Review**

The BID law requires that the DBI Operating Plan be presented annually to De Pere's City Council for approval. To comply with the Wis. Stats., Section 66.1109 (3) (b), the following process for the approval of the annual DBI Operating Plan will be as follows:

1. A joint strategy session of representatives from the BID Board and the City will meet annually and will be responsible for developing the objectives of the DBI Operating Plan for the next plan year.
2. The BID Board will review the proposed DBI Operating Plan and make recommendations to the City Council.
3. The City Council will act on the proposed DBI Operating Plan for the following plan year.
4. Appointment of new BID Board members will be made 30 days prior to the expiration of outgoing BID Board members' terms. This appointment is made by the Mayor and approved by the City Council.

It is anticipated that the BID Board will continue to revise and develop the DBI Operating Plan annually in response to changing development needs and opportunities in the District. As a part of this review, the BID Board will analyze the benefits of the BID to the property owners and the community and based on this analysis, determine if it is appropriate to continue the BID.

The method of assessment shall not be altered unless a meeting of all District property owners assessed under the BID has been held to discuss such changes, except with the approval of the City of De Pere Common Council. This special meeting will be published as a Class 2 Notice, a copy of which will be mailed to each property owner in the District.

#### **D. Relationship to Plans for Orderly Development of the City**

According to Wisconsin Statutes Section 66.1109 (1)(f)(4), the DBI Operating Plan is required to specify how the creation of a BID promotes the orderly development of the City. The BID will encourage commerce and increase the business activity in the District. Orderly development is consistent with De Pere's Downtown Master Plan, Comprehensive Plan and Historic Preservation Plan and will promote orderly development of the City in general and the District in particular.

#### **E. Powers**

It is intended that the BID Board shall have all powers authorized by law and this DBI Operating Plan, including, but not limited to, the following powers:

1. To manage the affairs of the District.
2. To promote new investment and appreciation in value of existing investments in the District.
3. To contract on behalf of the BID when necessary to implement the DBI Operating Plan.
4. To develop, advertise and promote the existing and potential benefits of the District.
5. To acquire, improve, lease and sell properties in the District and otherwise deal in real estate.
6. To annually consider and make changes to the DBI Operating Plan.
7. To undertake on its own account, public improvements and/or assist in development underwriting or guaranteeing public improvements in the District.
8. To apply for, accept and use grants and gifts for these purposes.
9. To elect officers and contract out work as necessary to achieve its goals.
10. To add to the security of the District.

#### **F. Public Review Process**

Section 66.1109 of Wis. Stats. establishes a specific process for reviewing and approving proposed Districts. All of the statutory requirements to create the BID shall be followed. Key components include: petition the City to establish the BID; publish class 2 notice of petition; develop the Operating Plan; mail Operating Plan to all affected property owners; and hold public hearing.

### **IV. District Boundaries**

The District is defined by the current configuration of tax parcels listed in Appendix C-1, and shown in map form in Appendix B. The District is generally bounded by Franklin St. in East De Pere, to N. Ontario St., to Lewis St., across the Claude Allouez Bridge to West De Pere bordered by Main Ave., to Fort Howard Ave., to Grant Street and lastly to Third St. (St. Norbert College Campus). The District includes 145 taxable parcels subject to BID assessment, according to the Assessor's Records as of January 1, 2014. Parcels that are not taxable or are used for residential purposes have been excluded from this number, even as they fall within the boundaries.

### **V. BID Organization and Operating Board**

The Mayor of the City of De Pere is responsible to appoint the BID Board with input from the community and approval of the Common Council. The owners of real estate within the District will, at the specified BID meeting, recommend members for the BID Board. Over half the BID Board members must be a property owner or operating business in the District. Appointments shall be made before the start of the plan year for which the DBI Operating Plan was adopted.

The Board's responsibility will be to implement the current year's DBI Operating Plan and to contract for the carrying out of the DBI Operating Plan. It also must prepare an annual report and audit and submit it

to the Common Council of the City of De Pere. This will require the BID Board to negotiate with providers of services and materials to carry out the DBI Operating Plan; to enter into various contracts; to monitor development activity; and to ensure the compliance with the provisions of applicable statutes and regulations.

The BID Board will operate under the provisions of the BID By-Laws adopted by the BID Board on July 17, 2015 and by the City Council on September 1, 2015. (See Appendix E for the adopted Bylaws).

## **VI. Financing Method**

The proposed expenditures outlined in the budget will be financed with funds collected from the BID assessment. It is estimated that in 2017, BID will receive \$87,139.13 from the BID 2016 special assessment. Monies collected from the BID assessment will also be used and contracted through Definitely De Pere in accordance with the DBI Operating Plan.

## **VII. Method of Assessment**

### **A. Assessed Parcels**

All taxable property used for commercial purposes, as well as those taxed by the state as manufacturing, in the District boundary will be assessed. Properties used exclusively for residential purposes will not be taxed according to BID law. Mixed-use properties containing both commercial and residential will be fully assessed. Those that are used for commercial as well as manufacturing will be assessed. Property exempt from paying real estate taxes or owned by government agencies will not be assessed, as required by BID law.

### **B. Levy of Assessment**

Special assessments under this DBI Operating Plan will be levied, through adoption of this DBI Operating Plan by the City of De Pere against each taxable property within the District, in the amount shown on the assessment schedule, which is attached in Appendix C.

The 2016 rates as shown in Appendix C were calculated at a rate of \$1.75 per \$1,000.00 of assessed value. Parcels are assessed by legal entity (i.e., multiple parcels owned by one legal entity are used as a total). No legal entity is assessed more than \$1,950.00, and no less than \$275.00. Property values used to calculate the BID assessment represent the assessed value of real property, as certified by the City of De Pere Assessor, as of January 1, 2016. Assessments are based per parcel and legal ownership.

The logic behind the assessment methodology is that each non-exempt parcel owner should pay for district developments in proportion to benefits derived. It is assumed that a minimum and maximum benefit can be achieved for each parcel, thus the minimum and maximum BID assessments have been established.

### **C. Schedule of Assessments**

Appendix C provides a schedule of assessments for 2016 for all non-exempt parcels in the District based on the formula described above. For convenience, a schedule of all nontaxable parcels exempt from BID assessments are also identified as part of Appendix C.

### **D. Assessment Collection and Disbursal**

The City of De Pere will bill all non-exempt parcel owners the assessed amount in the same manner as other special assessments. The City shall then turn over all collected funds to the BID Board for distribution in accordance with the DBI Operating Plan.

The City of De Pere shall hold funds collected for BID assessments in a separate account.

The BID Board will prepare and make available to the public and City Council annual reports describing the current status of the BID, including expenditures and revenues, when it submits its annual DBI Operating Plan to the City for the following year. Disbursement of BID funds will be made in accordance with the approved DBI Operating Plan and budget. At the end of the fiscal year, an independent certified audit shall be obtained by the BID Board.

This section shall be sufficient instruction to the City to disburse the BID assessment, without necessity of an additional disbursement agreement, disbursement method, or accounting method. Disbursements made under this DBI Operating Plan shall be shown in the City's budget as a line item. Other than as specified herein, the disbursement procedures shall follow standard City disbursement policy.

#### **E. Annual Report**

An annual report prepared by the BID Board is required by section 66.1109 (3) (c) of the Wisconsin Statutes. Definitely De Pere will prepare the annual report for operations in the District as well as obtain the required audit. Definitely De Pere will provide copies of the annual report and the audit to the City of De Pere for inclusion in the BID Operating Plan. The BID shall be responsible for the payment of any funds specified for the BID audit and related to BID activities for said BID audit. The BID Board will continue to review, revise and develop the DBI Operating Plan annually in response to changing development needs within the District.

### **VIII. City Role in District Operations**

The City of De Pere is committed to helping owners and occupants in the District promote the objectives outlined in this DBI Operating Plan, while maintaining autonomy in the preparation of its annual budget. The City has made significant annual investments in the District for maintenance, upkeep and infrastructure. The City will continue providing services, capital improvements, and funds for maintenance, the Facade Grant Program, Revolving Loan Fund Program and promoting economic development. The City of De Pere will also commit to the following:

1. Encourage County, State and Federal Governments to support activities of the District.
2. Monitor, and when appropriate apply for, outside funds which could be used in support of the District.
3. Collect assessments and maintain a segregated account.
4. Provide disbursement of BID funds to service providers in accordance with the DBI Operating Plan and budget.
5. Obtain and review annual audits as required per Section 66.1109 (3) (c).
6. Provide financial statement to the BID Board.
7. Review annual audits as required by Section 66.1109 (3) (e) of the BID Law.
8. Provide to the BID Board no later than September 1<sup>st</sup> each plan year, the official City records on assessed value for each tax parcel within the District as of that date in each DBI Operating Plan year, for the purpose of calculating the BID assessment.
9. Adopt this DBI Operating Plan in the manner required by the BID Law.
10. Appoint and confirm new BID Board members as required by BID Law.
11. Provide Staff for the operation, facilitation and support of the BID Board.

## IX. Required Statements

The BID Law requires that the DBI Operating Plan include specific statements:

*66.1109(1)(f)(1) The special assessment method applicable to the business improvement district. The special assessment method is set forth in Section VI.*

*66.1109(1)(f)(1m) Whether real property used exclusively for manufacturing purposes will be specially assessed. The District will contain property used exclusively for manufacturing purposes; it will contain properties used in part for manufacturing. These properties will be assessed according to the formula contained herein because it is assumed they will benefit from development in the District.*

*66.1109(1)(f)(2) The kind, number and location of all proposed expenditures within the business improvement district. The number and location of proposed expenditures is set forth in Section II.G.*

*66.1109(1)(f)(3) A description of the methods of financing all estimated expenditures and the time when related costs will be incurred. The method of financing the estimated expenditures is set forth in Section V.*

*66.1109 (1) (f) (4) A description of how the creation of the business improvement district promotes the orderly development of the municipality, including its relationship to any municipal master plan. Please refer to Section II. B, C and E.*

*66.1109 (1) (f) (5): A legal opinion that subds. 1. to 4. have been complied with. A legal opinion from Attorney Julie Fronsee, indicating that the Operating Plan complies with all applicable provisions of Section 66.1109 (1) (f) (1-4) is attached as Appendix F.*

## X. Severability and Expansion

The Business Improvement District has been created under the authority of Section 66.1109 of the Statutes of the State of Wisconsin. Should any court find any portion of the BID Law or this DBI Operating Plan unconstitutional, it will not invalidate or terminate the BID. The DBI Operating Plan will be amended to conform to the law without need of re-establishment. Should any legislature amend the statute to narrow or broaden the purposes of a BID so as to exclude or include as assessable properties a certain class or classes of properties, then this DBI Operating Plan may be amended by the Common Council of the City of De Pere when it conducts its annual budget approval, without any necessity to undertake any other act. If it is determined by a court or administrative body that a parcel of property is not subject to general real estate taxes and may not be included in the District, then such parcels shall be excluded from the definition of the District.

All of the above is specifically authorized under Section 66.1109 (3) (b) of the BID Law.

## APPENDIX A: Draft 2017 Definitely De Pere Budget & City Administrative Costs

### City of De Pere Administrative Costs

In 2017, **\$1,000** of BID Assessment funds will be used to fund City of De Pere administrative costs as outlined below. The dollar amount proposed for BID funds represents only a portion of costs incurred by the City.

Annual Meeting Mailing (printing and postage): \$125

City Staff Time: \$875 (this amount covers only a portion of the time needed to calculating the assessment data, administering the BID meetings and updating the annual operating plan. Actual City staff costs are estimated at \$2,500)

#### Key Staff and Responsibilities

Administrative Staff (meeting agendas, meeting minutes, correspondence)

Economic Development & Planning Director (BID operating plan, parcel & assessment data, correspondence, meeting memos)

GIS Coordinator (BID map, parcel & assessment data)

City Clerk (submittal of assessment data to the County)

City Attorney (statute review)

## Definitely De Pere 2017 Budget

In 2017, the BID Board will contract with Definitely De Pere in the amount of **\$86,139.13** to implement the BDI Operating Plan. This is the draft budget provided by Definitely De Pere.

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Accrual Basis

Definitely De Pere  
Profit & Loss Budget Overview  
January through December 2017

|                                                                 | Jan 17 | Feb 17 | Mar 17    | Apr 17    | May 17    | Jun 17    | Jul 17    | Aug 17    | Sep 17 | Oct 17   | Nov 17   | Dec 17    | TOTAL      |
|-----------------------------------------------------------------|--------|--------|-----------|-----------|-----------|-----------|-----------|-----------|--------|----------|----------|-----------|------------|
| Ordinary Income/Expense                                         |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Income                                                          |        |        |           |           |           |           |           | 86,157.60 |        |          |          |           | 86,157.60  |
| City of De Pere - BID                                           |        |        |           |           |           |           |           |           |        |          |          | 20,000.00 | 20,000.00  |
| CITY OF DE PERE (PLAN)                                          |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Expense                                                         |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Total Income                                                    | 0.00   | 0.00   | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 86,157.60 | 0.00   | 0.00     | 0.00     | 20,000.00 | 106,157.60 |
| COMMITTEE PROJECTS                                              |        |        |           |           |           |           |           |           |        |          |          |           |            |
| DESIGN COMMITTEE                                                |        |        |           |           |           |           |           |           |        |          |          |           |            |
| DESIGN - Beautification Committee                               |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Income                                                          |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Paid Expenses                                                   |        |        |           |           |           |           |           |           |        |          |          |           |            |
| DESIGN - WINTER DECORATION                                      |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Winter Decoration Paid Expenses                                 |        |        |           |           | -8,000.00 | 4,000.00  | 4,000.00  |           |        |          |          |           | -8,000.00  |
| DESIGN - WAYFINDING                                             |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Wayfinding Paid Expenses                                        |        |        |           |           | 1,000.00  |           |           |           |        | 1,000.00 | 1,000.00 | 500.00    | 2,500.00   |
| DESIGN - MURALS                                                 |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Murals Income                                                   |        |        | -500.00   |           |           |           |           |           |        |          |          |           | 1,000.00   |
| Murals Paid Expenses                                            |        |        |           | 1,600.00  |           |           |           |           |        |          |          |           | -500.00    |
| DESIGN - MISSION MONUMENT                                       |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Mission Monument Income                                         |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Mission Monument Paid Expenses                                  |        |        | -3,750.00 | -3,750.00 | -3,750.00 |           |           |           |        |          |          |           | -15,000.00 |
| ECONOMIC ENHANCEMENT COMMITTEE                                  |        |        |           |           |           |           |           |           |        |          |          |           |            |
| VACANCY EFFORT                                                  |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Vacancy Effort Expense                                          |        |        | 35.00     | 35.00     | 35.00     | 35.00     | 35.00     | 35.00     | 35.00  | 35.00    | 35.00    | 15.00     | 400.00     |
| ECONOMIC ENHANCEMENT COMMITTEE - Other                          |        |        | 175.00    | 175.00    | 175.00    | 175.00    | 175.00    | 175.00    | 175.00 | 175.00   | 75.00    | 175.00    | 2,000.00   |
| PROMOTIONS COMMITTEE                                            |        |        |           |           |           |           |           |           |        |          |          |           |            |
| PROMOTIONS - ART WALK                                           |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Art Walk Income                                                 |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Art Walk Paid Expenses                                          |        |        | 200.00    | -1,250.00 | -1,250.00 | -500.00   |           |           |        |          |          |           | -3,000.00  |
| PROMOTIONS - CHEESE & CHOCOLATE                                 |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Cheese & Chocolate Income                                       |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Cheese & Chocolate Paid Expense                                 |        |        | 250.00    | 250.00    | 1,100.00  | 550.00    |           |           |        |          |          |           | 1,850.00   |
| PROMOTIONS - FARMERS MARKET                                     |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Farmers Market Income                                           |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Farmers Market Paid Expenses                                    |        |        |           |           | 1,200.00  | -2,500.00 | -6,000.00 |           |        |          |          |           | -8,500.00  |
| PROMOTIONS - NEWSLETTER                                         |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Newsletter Income                                               |        |        |           |           |           |           |           |           |        |          |          |           |            |
| PROMOTIONS - SEROOOY'S RUN                                      |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Seroogy's Run Paid Expenses                                     |        |        | 225.00    |           |           | 2,500.00  |           |           |        |          |          |           | 4,100.00   |
| PROMOTIONS - SNC DAY/ORIENTATIO                                 |        |        |           |           |           |           |           |           |        |          |          |           |            |
| SNC Day/Orientation Expenses                                    |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Beautification is zero sum for budgeting purposes               |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Monument is a zero sum for budgeting purposes                   |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Window Displays for vacant properties                           |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Speakers, Materials, etc                                        |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Venue income \$1400, Sponsorships \$1650                        |        |        |           |           |           |           |           |           |        |          |          |           |            |
| \$1100 Media, \$550 printing (maps, banners)                    |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Printing, gifts certificates                                    |        |        |           |           |           |           |           |           |        |          |          |           |            |
| Vendors \$6000, Sponsors \$2500                                 |        |        |           |           |           |           |           |           |        |          |          |           |            |
| \$1200 Media, \$400 print ad, \$100 posters, \$2400 City charge |        |        |           |           |           |           |           |           |        |          |          |           |            |
| 5 @ \$300 per ad                                                |        |        |           |           |           |           |           |           |        |          |          |           |            |

Attachment: 2017 Approved Operating Plan for BID (6018 : Discussion of the 2018 BID Plan Development.)

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2/6/2016  
Accrual Basis

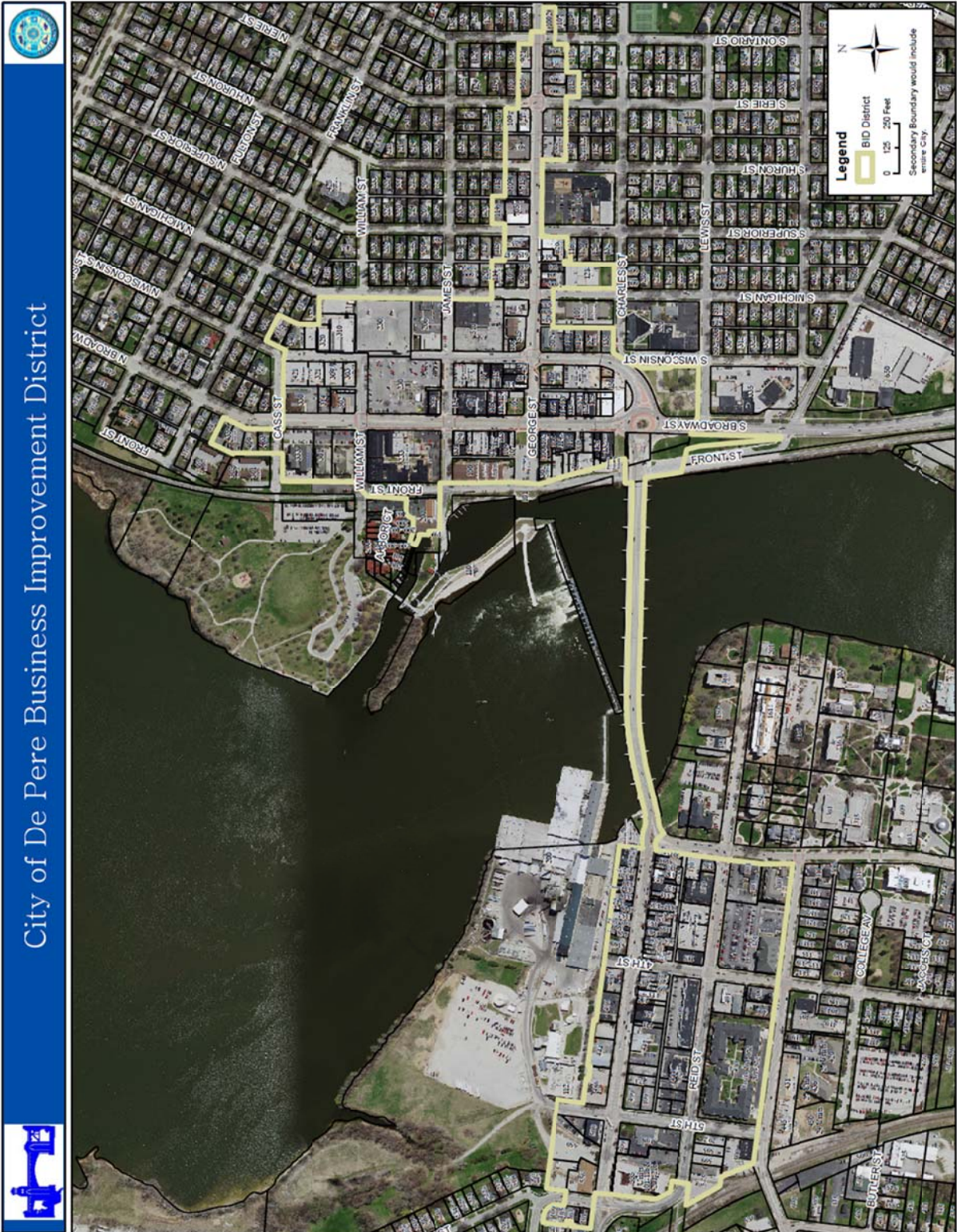
**Definitely De Pere**  
**Profit & Loss Budget Overview**  
January through December 2017

|                                       | Jan 17    | Feb 17    | Mar 17    | Apr 17    | May 17     | Jun 17    | Jul 17    | Aug 17   | Sep 17   | Oct 17    | Nov 17   | Dec 17   | Jan - Dec 17 | TOTAL                                                                                                                                                                   |
|---------------------------------------|-----------|-----------|-----------|-----------|------------|-----------|-----------|----------|----------|-----------|----------|----------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROMOTIONS - SOUP WALK</b>         |           |           |           |           |            |           |           |          |          |           |          |          |              |                                                                                                                                                                         |
| Soup Walk Income                      |           |           |           |           |            |           |           | -250.00  |          | -2,200.00 |          |          | -2,450.00    |                                                                                                                                                                         |
| Soup Walk Paid Expenses               |           |           |           |           |            |           |           | -400.00  | 350.00   | 0.00      |          |          | 750.00       |                                                                                                                                                                         |
|                                       |           |           |           |           |            |           |           |          |          |           |          |          |              | Sponsorship, Ticket Sales<br>\$400 printing and supplies, \$350 Donation                                                                                                |
| <b>PROMOTIONS - YOGA</b>              |           |           |           |           |            |           |           |          |          |           |          |          |              |                                                                                                                                                                         |
| Yoga Income                           |           |           |           |           | -1,000.00  |           |           |          |          |           |          |          | -3,000.00    |                                                                                                                                                                         |
| Yoga Paid Expenses                    |           |           |           |           | 1,200.00   | 200.00    | 200.00    | 200.00   |          |           |          |          | 1,800.00     |                                                                                                                                                                         |
|                                       |           |           |           |           |            |           |           |          |          |           |          |          |              | \$3000 sponsorships<br>\$1200 Media, \$600 Equipment Rental                                                                                                             |
| <b>PROMOTIONS - EAST WEST MUSIC</b>   |           |           |           |           |            |           |           |          |          |           |          |          |              |                                                                                                                                                                         |
| EastWest Income                       |           |           |           |           | -50,000.00 |           |           |          |          |           |          |          | -50,000.00   |                                                                                                                                                                         |
| EastWest Paid Expense                 |           |           |           |           |            | 50,000.00 |           |          |          |           |          |          | 50,000.00    |                                                                                                                                                                         |
|                                       |           |           |           |           |            |           |           |          |          |           |          |          |              |                                                                                                                                                                         |
| <b>Total COMMITTEE PROJECTS</b>       | -4,790.00 | -7,105.00 | -4,790.00 | -4,290.00 | -40,540.00 | 55,110.00 | -1,340.00 | 810.00   | 550.00   | -590.00   | 1,110.00 | 690.00   | -5,565.00    |                                                                                                                                                                         |
| <b>COMMITTEE EXPENSE ORGANIZATION</b> |           |           |           |           |            |           |           |          |          |           |          |          |              |                                                                                                                                                                         |
| Lunch and Learn                       | 25.00     | 25.00     | 25.00     | 25.00     | 25.00      | 25.00     | 25.00     | 25.00    | 25.00    | 25.00     | 25.00    | 25.00    | 300.00       |                                                                                                                                                                         |
| STAKEHOLDER MEETINGS                  | 100.00    | 100.00    | 100.00    | 100.00    | 100.00     | 100.00    | 100.00    | 100.00   | 100.00   | 100.00    | 100.00   | 100.00   | 1,200.00     |                                                                                                                                                                         |
|                                       |           |           |           |           |            |           |           |          |          |           |          |          |              | Income over cost<br>Annual or periodic update meetings                                                                                                                  |
| <b>Total COMMITTEE EXPENSE</b>        | 125.00    | 125.00    | 125.00    | 125.00    | 125.00     | 125.00    | 125.00    | 125.00   | 125.00   | 125.00    | 125.00   | 125.00   | 1,500.00     |                                                                                                                                                                         |
| <b>OFFICE</b>                         |           |           |           |           |            |           |           |          |          |           |          |          |              |                                                                                                                                                                         |
| DUES, SUBSCRIPTIONS & LICENSES        | 100.00    | 100.00    | 100.00    | 100.00    | 100.00     | 100.00    | 100.00    | 100.00   | 100.00   | 0.00      | 0.00     | 0.00     | 900.00       |                                                                                                                                                                         |
| EQUIPMENT REPAIRS & MAINTENANCE       | 50.00     | 50.00     | 50.00     | 50.00     | 50.00      | 50.00     | 50.00     | 50.00    | 50.00    | 50.00     | 0.00     | 0.00     | 500.00       |                                                                                                                                                                         |
| INSURANCE                             | 0.00      | 0.00      | 0.00      | 0.00      | 0.00       | 0.00      | 0.00      | 0.00     | 0.00     | 0.00      | 1,500.00 | 0.00     | 1,500.00     |                                                                                                                                                                         |
| INTERNET                              | 50.00     | 50.00     | 50.00     | 50.00     | 50.00      | 50.00     | 50.00     | 50.00    | 50.00    | 50.00     | 50.00    | 50.00    | 650.00       |                                                                                                                                                                         |
| MEETING                               | 25.00     | 25.00     | 25.00     | 25.00     | 25.00      | 25.00     | 25.00     | 25.00    | 25.00    | 25.00     | 25.00    | 25.00    | 300.00       |                                                                                                                                                                         |
| NETWORKING                            | 33.00     | 33.00     | 33.00     | 33.00     | 33.00      | 33.00     | 33.00     | 33.00    | 33.00    | 33.00     | 33.00    | 33.00    | 396.00       |                                                                                                                                                                         |
| OFFICE SUPPLIES                       | 200.00    | 200.00    | 200.00    | 200.00    | 200.00     | 200.00    | 200.00    | 200.00   | 200.00   | 200.00    | 200.00   | 200.00   | 2,400.00     |                                                                                                                                                                         |
| POSTAGE                               | 45.00     | 45.00     | 45.00     | 45.00     | 45.00      | 45.00     | 45.00     | 45.00    | 45.00    | 45.00     | 45.00    | 45.00    | 540.00       |                                                                                                                                                                         |
| PROFESSIONAL & FILING FEES            | 150.00    | 150.00    | 150.00    | 150.00    | 150.00     | 150.00    | 150.00    | 150.00   | 150.00   | 150.00    | 150.00   | 150.00   | 1,800.00     |                                                                                                                                                                         |
| PROMOTIONAL MATERIALS/SUPPLIES        | 75.00     | 75.00     | 75.00     | 75.00     | 75.00      | 75.00     | 75.00     | 75.00    | 75.00    | 75.00     | 75.00    | 75.00    | 900.00       |                                                                                                                                                                         |
| RENT                                  | 540.00    | 540.00    | 540.00    | 540.00    | 540.00     | 540.00    | 540.00    | 540.00   | 540.00   | 540.00    | 540.00   | 540.00   | 6,480.00     |                                                                                                                                                                         |
| TELEPHONE & CELLULAR                  | 65.00     | 65.00     | 65.00     | 65.00     | 65.00      | 65.00     | 65.00     | 65.00    | 65.00    | 65.00     | 65.00    | 65.00    | 780.00       |                                                                                                                                                                         |
| WEBSITE                               | 800.00    | 50.00     | 50.00     | 50.00     | 50.00      | 50.00     | 50.00     | 50.00    | 50.00    | 50.00     | 50.00    | 50.00    | 1,350.00     |                                                                                                                                                                         |
| <b>Total OFFICE</b>                   | 2,141.00  | 1,351.00  | 1,391.00  | 1,391.00  | 1,391.00   | 1,391.00  | 1,391.00  | 1,391.00 | 1,391.00 | 1,291.00  | 2,741.00 | 1,241.00 | 18,542.00    |                                                                                                                                                                         |
| <b>PERSONNEL</b>                      |           |           |           |           |            |           |           |          |          |           |          |          |              |                                                                                                                                                                         |
| CONTINUING EDUCATION EXPENSE          | 45.00     | 45.00     | 45.00     | 45.00     | 45.00      | 45.00     | 45.00     | 45.00    | 45.00    | 45.00     | 45.00    | 45.00    | 540.00       |                                                                                                                                                                         |
| DIRECTOR WAGES                        | 5,000.00  | 5,000.00  | 5,000.00  | 5,000.00  | 5,000.00   | 5,000.00  | 5,000.00  | 5,000.00 | 5,000.00 | 5,000.00  | 5,000.00 | 5,000.00 | 60,000.00    |                                                                                                                                                                         |
| HEALTH STIPEND                        | 200.00    | 200.00    | 200.00    | 200.00    | 200.00     | 200.00    | 200.00    | 200.00   | 200.00   | 200.00    | 200.00   | 200.00   | 2,400.00     |                                                                                                                                                                         |
| PAYROLL TAXES                         | 500.00    | 500.00    | 500.00    | 500.00    | 500.00     | 500.00    | 500.00    | 500.00   | 500.00   | 500.00    | 500.00   | 500.00   | 6,000.00     |                                                                                                                                                                         |
| SUPPORT STAFF                         | 1,040.00  | 1,040.00  | 1,040.00  | 1,040.00  | 1,040.00   | 1,040.00  | 1,040.00  | 1,040.00 | 1,040.00 | 1,040.00  | 1,040.00 | 1,040.00 | 12,480.00    |                                                                                                                                                                         |
| WORKERS COMPENSATION                  | 0.00      | 0.00      | 0.00      | 0.00      | 0.00       | 0.00      | 0.00      | 0.00     | 0.00     | 0.00      | 450.00   | 0.00     | 450.00       |                                                                                                                                                                         |
| <b>Total PERSONNEL</b>                | 6,785.00  | 6,785.00  | 6,785.00  | 6,785.00  | 6,785.00   | 6,785.00  | 6,785.00  | 6,785.00 | 6,785.00 | 6,785.00  | 7,235.00 | 6,785.00 | 81,870.00    |                                                                                                                                                                         |
| <b>PROGRAM EXPENSES</b>               |           |           |           |           |            |           |           |          |          |           |          |          |              |                                                                                                                                                                         |
| TRAVEL                                | 50.00     | 50.00     | 50.00     | 50.00     | 50.00      | 50.00     | 50.00     | 50.00    | 50.00    | 50.00     | 50.00    | 50.00    | 600.00       |                                                                                                                                                                         |
| PRINTING                              | 25.00     | 25.00     | 25.00     | 25.00     | 25.00      | 25.00     | 25.00     | 25.00    | 25.00    | 25.00     | 25.00    | 25.00    | 300.00       |                                                                                                                                                                         |
| TRAVEL                                | 200.00    | 200.00    | 200.00    | 200.00    | 200.00     | 200.00    | 200.00    | 200.00   | 200.00   | 200.00    | 200.00   | 200.00   | 2,000.00     |                                                                                                                                                                         |
|                                       |           |           |           |           |            |           |           |          |          |           |          |          |              | Mileage to Conferences and Round Tables<br>General Organizational Printing<br>\$600 Flight for National Conference; 6 hotel nights \$600-800; meals and transport \$400 |

Definitely De Pere  
Profit & Loss Budget Overview  
January through December 2017

|                        | Jan 17    | Feb 17    | Mar 17    | Apr 17    | May 17     | Jun 17     | Jul 17    | Aug 17    | Sep 17    | Oct 17    | Nov 17     | Dec 17    | TOTAL     |
|------------------------|-----------|-----------|-----------|-----------|------------|------------|-----------|-----------|-----------|-----------|------------|-----------|-----------|
| Total PROGRAM EXPENSES | 275.00    | 275.00    | 275.00    | 275.00    | 275.00     | 275.00     | 275.00    | 275.00    | 275.00    | 275.00    | 75.00      | 275.00    | 2,900.00  |
| Total Expense          | -4,500.00 | 1,471.00  | -0,700.00 | -4,200.00 | -31,964.00 | 60,000.00  | 7,200.00  | 9,300.00  | 9,100.00  | 7,200.00  | 11,200.00  | 9,110.00  | 99,247.00 |
| Net Income             | -4,536.00 | -1,471.00 | -3,786.00 | -4,286.00 | 31,964.00  | -63,686.00 | -7,236.00 | 76,771.60 | -9,136.00 | -7,286.00 | -11,286.00 | 10,884.00 | 6,910.60  |

## APPENDIX B: BID District Boundary



**APPENDIX C: Properties in the District including Assessed and Exempt Properties  
(names current as of September 2016)**

| PARCEL ID | ADDRESS           | PROPERTY OWNER                           | 2016 TOTAL  | Parcel Assessment |
|-----------|-------------------|------------------------------------------|-------------|-------------------|
| WD-1646   | 555-101 MAIN AV   | FINLAY                                   | EXEMPT      | \$0.00            |
| WD-1647   | 555-102 MAIN AV   | GOTTOWSKI                                | EXEMPT      | \$0.00            |
| WD-1648   | 555-103 MAIN AV   | SULLIVAN                                 | EXEMPT      | \$0.00            |
| WD-1649   | 555-104 MAIN AV   | HARE                                     | EXEMPT      | \$0.00            |
| WD-1650   | 555-105 MAIN AV   | NEW DEVELOPERS LLC                       | EXEMPT      | \$0.00            |
| WD-1651   | 555-106 MAIN AV   | 1ST RATE MORTGAGE CORP                   | EXEMPT      | \$0.00            |
| WD-1652   | 555-107 MAIN AV   | STEENO                                   | EXEMPT      | \$0.00            |
| WD-1653   | 555-108 MAIN AV   | WATERMOLEN                               | EXEMPT      | \$0.00            |
| WD-1654   | 555-109 MAIN AV   | WARD                                     | EXEMPT      | \$0.00            |
| WD-1655   | 555-110 MAIN AV   | MCKEEFRY                                 | EXEMPT      | \$0.00            |
| WD-1656   | 555-111 MAIN AV   | 1ST RATE MORTGAGE CORP                   | EXEMPT      | \$0.00            |
| WD-1657   | 555-112 MAIN AV   | MINTEN                                   | EXEMPT      | \$0.00            |
| WD-1658   | 555-113 MAIN AV   | GUO                                      | EXEMPT      | \$0.00            |
| WD-1659   | 555-114 MAIN AV   | FLYNN                                    | EXEMPT      | \$0.00            |
| WD-1660   | 555-115 MAIN AV   | GANNON THOMAS E & JEAN M REVOCABLE TRUST | EXEMPT      | \$0.00            |
| WD-1661   | 555-116 MAIN AV   | PEARSON                                  | EXEMPT      | \$0.00            |
| WD-1662   | 555-201 MAIN AV   | LADOWSKI                                 | EXEMPT      | \$0.00            |
| WD-1663   | 555-107 MAIN AV   | STEELE                                   | EXEMPT      | \$0.00            |
| WD-1664   | 555-203 MAIN AV   | HAGANES                                  | EXEMPT      | \$0.00            |
| WD-1665   | 555-204 MAIN AV   | RYAN                                     | EXEMPT      | \$0.00            |
| WD-1666   | 555-205 MAIN AV   | LIN                                      | EXEMPT      | \$0.00            |
| WD-1667   | 555-206 MAIN AV   | BOUBENIDER                               | EXEMPT      | \$0.00            |
| WD-1668   | 555-208 MAIN AV   | PRATEL                                   | EXEMPT      | \$0.00            |
| WD-1669   | 555-209 MAIN AV   | FILLE                                    | EXEMPT      | \$0.00            |
| WD-1670   | 555-210 MAIN AV   | SMET                                     | EXEMPT      | \$0.00            |
| WD-1671   | 555-211 MAIN AV   | MILLER                                   | EXEMPT      | \$0.00            |
| WD-1672   | 555-212 MAIN AV   | ROYER                                    | EXEMPT      | \$0.00            |
| WD-1673   | 555-213 MAIN AV   | LADOWSKI SR                              | EXEMPT      | \$0.00            |
| WD-1674   | 555-214 MAIN AV   | BERGH CHARLES R & DONNA S TRUST          | EXEMPT      | \$0.00            |
| WD-1675   | 555-215 MAIN AV   | GHORI                                    | EXEMPT      | \$0.00            |
| WD-1676   | 555-216 MAIN AV   | MILLER                                   | EXEMPT      | \$0.00            |
| WD-216    | 300 GRANT ST      | SAINT NORBERT COLLEGE INC                | \$3,819,600 | \$1,950.00        |
| WD-279    | 509 MAIN AV       | PIONEER CREDIT UNION (FC)                | \$127,500   | \$223.13          |
| WD-281    | 108 S FIFTH ST    | PIONEER CREDIT UNION                     | \$804,200   | \$1,407.35        |
| WD-283    | 499 MAIN AV       | DEPERE WEST DEVELOPMENT LLC              | \$60,400    | \$29.81           |
| WD-284    | 109 S FIFTH ST    | DEPERE WEST DEVELOPMENT LLC              | \$47,700    | \$23.56           |
| WD-286    | 473 MAIN AV       | DEPERE WEST DEVELOPMENT LLC              | \$47,600    | \$23.49           |
| WD-287    | 400 BLOCK MAIN AV | DEPERE WEST DEVELOPMENT LLC              | \$47,600    | \$23.49           |
| WD-893    | 400 REID ST       | DEPERE WEST DEVELOPMENT LLC              | \$2,733,900 | \$1,849.65        |
| WD-890-1  | 441 MAIN AV       | PEOPLES MARINE BANK OF GREEN BAY         | \$200       | \$0.35            |
| WD-288    | 441 MAIN AV       | PEOPLES MARINE BANK OF GREEN BAY         | \$1,020,500 | \$1,785.88        |
| WD-295    | 444 REID ST       | MARQUETTE CENTRE LLC                     | \$2,089,100 | \$1,950.00        |
| WD-306    | 525 REID ST       | N E W DEVELOPERS LLC                     | \$432,000   | \$756.00          |
| WD-310    | 430 GRANT ST      | NICOLET HIGHLANDS LLC                    | EXEMPT      | \$0.00            |
| WD-623    | 500 GRANT ST      | INVESTORS COMMUNITY BANK                 | \$600,300   | \$1,050.53        |

Attachment: 2017 Approved Operating Plan for BID (6018 : Discussion of the 2018 BID Plan Development.)

| PARCEL ID | ADDRESS            | PROPERTY OWNER                              | 2016 TOTAL  | Parcel Assessment |
|-----------|--------------------|---------------------------------------------|-------------|-------------------|
| WD-367    | 300 MAIN AV        | HAWK HOLDINGS LLC                           | \$323,400   | \$565.95          |
| WD-369    | 320 MAIN AV        | GAROT                                       | \$657,700   | \$1,150.98        |
| WD-376    | 352 MAIN AV        | GAROT                                       | \$9,000     | \$15.75           |
| WD-371    | 330 MAIN AV        | STAGECOACH ENTERPRISES LLC                  | \$181,400   | \$317.45          |
| WD-372    | 334 MAIN AV        | A&K LONGBRANCH LLC                          | \$247,000   | \$432.25          |
| WD-373    | 338 MAIN AV        | HERYMAN                                     | \$142,300   | \$275.00          |
| WD-374    | 342-344 MAIN AV    | WILLEMS                                     | \$97,800    | \$275.00          |
| WD-375    | 348 MAIN AV        | RENIER                                      | \$131,300   | \$275.00          |
| WD-377    | 360-362 MAIN AV    | PEDS LLC                                    | \$18,000    | \$275.00          |
| WD-378    | 366 MAIN AV        | MATYAS                                      | \$196,300   | \$343.53          |
| WD-379    | 368 MAIN AV        | KEWEENAW ENTERPRISES LLC                    | \$232,200   | \$406.35          |
| WD-380    | 380 MAIN AV        | OLD NELL PROPERTIES LLC                     | \$404,800   | \$708.40          |
| WD-381    | 400 MAIN AV        | SECOR JEROME J REVOCABLE TRUST              | \$283,800   | \$496.65          |
| WD-386    | 436 MAIN AV        | ISC PROPERTY LLC                            | \$337,100   | \$589.93          |
| WD-387    | 444 MAIN AV        | F & J PROPERTIES LLC                        | \$325,700   | \$569.98          |
| WD-387-1  | MAIN AV            | KROPP                                       | \$70,600    | \$123.55          |
| WD-889    | 421 MAIN AV        | KROPP                                       | \$387,600   | \$678.30          |
| WD-389-3  | 550 MAIN AV        | CHRIST THE ROCK CHURCH INC                  | \$59,600    | \$275.00          |
| WD-389-4  | 556 MAIN AV        | CHRIST THE ROCK CHURCH INC                  | EXEMPT      | \$0.00            |
| WD-388    | 486 MAIN AV        | SMOOTH MONEY OF IOWA LLC                    | \$390,200   | \$682.85          |
| WD-389-2  | 500 MAIN AV        | DUTCH BOYZ DE PERE LLC                      | \$1,835,900 | \$1,950.00        |
| WD-389-5  | N SIXTH ST         | BURKARD PHILLIP J & NANCY R REVOCABLE TRUST | \$42,200    | \$275.00          |
| WD-403    | 109 N SIXTH ST     | SANDERS                                     | \$346,700   | \$606.73          |
| WD-404    | 101 FORT HOWARD AV | DECLLENE ZELLNER LLC                        | \$299,700   | \$524.48          |
| ED-966    | 623 GEORGE ST      | DECLLENE ZELLNER INC                        | \$378,000   | \$661.50          |
| WD-404-2  | MAIN AV            | WISCONSIN DEPT OF TRANSPORTATION            | EXEMPT      | \$0.00            |
| WD-634    | GRANT ST           | SAINT NORBERT COLLEGE INC                   | EXEMPT      | \$0.00            |
| WD-634-2  | 400 GRANT ST       | SAINT NORBERT COLLEGE INC                   | EXEMPT      | \$0.00            |
| WD-884    | 401 MAIN AV        | SCHLEIS PROPERTIES LLC                      | \$472,000   | \$826.00          |
| WD-885    | 407 MAIN AV        | DETRY                                       | \$141,300   | \$247.28          |
| WD-886    | 409 MAIN AV        | DETRY                                       | \$138,500   | \$242.38          |
| WD-887    | 413 MAIN AV        | RHODES ETAL                                 | \$217,800   | \$381.15          |
| WD-888    | 417 MAIN AV        | MARTIN                                      | \$138,500   | \$275.00          |
| WD-906    | 301 MAIN AV        | PHE WI LLC                                  | \$415,100   | \$726.43          |
| WD-907    | 305 MAIN AV        | B S ENTERPRISES OF DE PERE LLC              | \$195,000   | \$341.25          |
| WD-908    | 313 MAIN AV        | 313 MAIN IN DE PERE LLC                     | \$284,500   | \$497.88          |
| WD-909    | 317 MAIN AV        | LOCH                                        | \$264,600   | \$463.05          |
| WD-910    | 321 MAIN AV        | KEY PROPERTY MANAGEMENT LLC                 | \$158,500   | \$277.38          |
| WD-911    | 327 MAIN AV        | TILKENS FAMILY LTD PARTNERSHIP              | \$394,300   | \$690.03          |
| WD-912    | 331 MAIN AV        | NICK BROTHERS PARTNERSHIP                   | \$311,600   | \$545.30          |
| WD-913    | 337-339 MAIN AV    | MIRHASHEMI INC                              | \$259,200   | \$453.60          |
| WD-915    | 345 MAIN AV        | MANNING ETAL                                | \$169,800   | \$297.15          |
| WD-917    | 353 MAIN AV        | BALISON REAL ESTATE LLC                     | \$275,000   | \$481.25          |
| WD-917-1  | MAIN AV            | DE PERE CITY OF                             | EXEMPT      | \$0.00            |
| WD-917-2  | MAIN AV            | DE PERE CITY OF                             | EXEMPT      | \$0.00            |

| PARCEL ID | ADDRESS            | PROPERTY OWNER                             | 2016 TOTAL  | Parcel Assessment |
|-----------|--------------------|--------------------------------------------|-------------|-------------------|
| WD-918    | 355 MAIN AV        | D&J ENTERPRISE OF GREENLEAF LLC            | \$171,700   | \$300.48          |
| WD-919    | 363 MAIN AV        | CHANMINA LLC                               | \$183,800   | \$321.65          |
| WD-920    | 365 MAIN AV        | SAKS HOLDINGS LLC                          | \$407,300   | \$712.78          |
| ED-826    | 121 S BROADWAY     | SAKS HOLDINGS LLC                          | \$121,600   | \$212.80          |
| WD-921    | 371 MAIN AV        | ABTS INVESTMENTS LLC                       | \$141,200   | \$275.00          |
| WD-922    | 375 MAIN AV        | LARSON                                     | \$216,600   | \$379.05          |
| WD-923    | 377 MAIN AV        | RAW LEGACY LLC                             | \$287,400   | \$502.95          |
| WD-925    | 115 FOJRTN ST      | MISHLER LONNIE L & CAROL                   | \$425,200   | \$744.10          |
| WD-926    | 340 BLOCK REID ST  | DE PERE CITY OF NICOLET SQUARE PARKING LOT | EXEMPT      | \$0.00            |
| WD-928    | 340 REID ST        | DE PERE CITY OF NICOLET SQUARE PARKING LOT | EXEMPT      | \$0.00            |
| WD-930    | 330 REID ST        | LUTSEY                                     | \$822,900   | \$1,440.08        |
| WD-931    | 116 THRD ST        | AJANGO PROPERTIES LLC                      | \$219,000   | \$383.25          |
| WD-933    | THIRD ST           | DE PERE CITY OF                            | EXEMPT      | \$0.00            |
| WD-955    | 303 REID ST        | REID STREET RETAIL LLC                     | \$1,284,400 | \$1,950.00        |
| WD-961    | 325 REID ST        | MASTERS PROPERTIES OF DE PERE LLC          | \$7,486,300 | \$1,950.00        |
| WD-965    | 401 REID ST        | CKROLL PROPERTIES LLC                      | \$746,000   | \$1,305.50        |
| ED-1006   | 109 N HURON ST     | LTF INVESTMENTS LLC                        | \$75,000    | \$131.25          |
| ED-1007   | 715 GEORGE ST      | LTF INVESTMENTS LLC                        | \$54,200    | \$94.85           |
| ED-897    | 519 GEORGE ST      | LTF INVESTMENTS LLC                        | \$398,000   | \$696.50          |
| ED-1008   | 705 GEORGE ST      | FISSETTE                                   | \$279,700   | \$489.48          |
| ED-1010   | 114 N SUPERIOR ST  | FISSETTE                                   | \$20,100    | \$35.18           |
| ED-1048   | 820 GEORGE ST      | WOODWARD INVESTMENTS LLC                   | \$306,200   | \$535.85          |
| ED-1058   | 802 GEORGE ST      | BELLA REALTY LLC                           | \$452,100   | \$791.18          |
| ED-1065   | 109 N ERIE ST      | HIMAL LLC                                  | \$47,400    | \$82.95           |
| ED-1066   | 821 GEORGE ST      | HIMAL LLC                                  | \$393,400   | \$688.45          |
| ED-1067   | 805 GEORGE ST      | ALI BRI PROPERTIES LLC                     | \$247,800   | \$433.65          |
| ED-1088   | 921 GEORGE ST      | SUMMERLEIGH ASSOCIATES INC                 | \$274,000   | \$479.50          |
| ED-1089   | 905 GEORGE ST      | BEACHWALKER EXPRESS LLC                    | \$220,600   | \$386.05          |
| ED-1094   | 920 GEORGE ST      | ROBERT VAN DEURZEN                         | EXEMPT      | \$0.00            |
| ED-1095   | 914 GEORGE ST      | LIGHTHOUSE LUBE REAL ESTATE LLC            | \$313,600   | \$548.80          |
| ED-1103   | 115 S ERIE ST      | LEDGE HEAVEN LLC                           | \$240,400   | \$420.70          |
| ED-1104   | 908 GEORGE ST      | NELSON                                     | \$181,200   | \$317.10          |
| ED-1105   | 900 GEORGE ST      | TETZLAFF                                   | \$188,100   | \$329.18          |
| ED-18-65  | 201 JAMES ST       | CHATEAU DEPERE LLC                         | \$1,700,000 | \$1,950.00        |
| ED-287    | 230 S BROADWAY     | DE PERE CITY OF WELLS PARK                 | EXEMPT      | \$0.00            |
| ED-377    | N BROADWAY         | JCA INVESTMENTS LLC                        | \$20,300    | \$35.53           |
| ED-376    | 435 N BROADWAY     | JCA INVESTMENTS LLC                        | \$300,900   | \$526.58          |
| ED-432    | 432 N WISCONSIN ST | FOX VIEW PROPERTIES LLC                    | \$257,000   | \$449.75          |
| ED-432-1  | 340 N WISCONSIN ST | VOYAGEUR OFFICE & SUITES LLC               | \$500,100   | \$875.18          |
| ED-660    | 1002 GEORGE ST     | VANDEURZEN                                 | \$158,200   | \$276.85          |
| ED-719    | FRONT ST           | DE PERE CITY OF                            | EXEMPT      | \$0.00            |
| ED-737    | FRONT ST           | DE PERE CITY OF                            | EXEMPT      | \$0.00            |
| ED-751    | 409 N BROADWAY     | DE PERE HISTORICAL SOCIETY INC             | EXEMPT      | \$0.00            |
| ED-752    | 403 N BROADWAY     | DE PERE HISTORICAL SOCIETY INC             | EXEMPT      | \$0.00            |
| ED-756    | 333 N BROADWAY     | BROWN COUNTY LIBRARY                       | EXEMPT      | \$0.00            |

Attachment: 2017 Approved Operating Plan for BID (6018 : Discussion of the 2018 BID Plan Development.)

| PARCEL ID | ADDRESS              | PROPERTY OWNER                             | 2016 TOTAL  | Parcel Assessment |
|-----------|----------------------|--------------------------------------------|-------------|-------------------|
| ED-758    | 301 N BROADWAY       | NICOLET REAL ESTATE & INVESTMENT CORP      | \$1,144,400 | \$984.27          |
| ED-758-1  | 300 BLOCK N BROADWAY | NICOLET REAL ESTATE & INVESTMENT CORP      | \$1,141,100 | \$965.73          |
| ED-756    | 233 N BROADWAY       | HEARTLAND AFFORDABLE HOUSING DE PERE LLC   | EXEMPT      | \$0.00            |
| ED-757    | 129 N BROADWAY       | BROOKS TL HOLDINGS LLC                     | \$120,200   | \$275.00          |
| ED-757-1  | 131 N BROADWAY       | BOYD                                       | \$102,000   | \$275.00          |
| ED-758    | 127 N BROADWAY       | CONSTINE REAL ESTATE VENTURE LLC           | \$255,400   | \$446.95          |
| ED-769    | 123 N BROADWAY       | DE PERE REDEVELOPMENT AUTHORITY            | EXEMPT      | \$0.00            |
| ED-771    | 117 N BROADWAY       | BELLE HOLDINGS LLC                         | \$186,400   | \$326.20          |
| ED-772    | 115 N BROADWAY       | GREAT DANE LLC                             | \$166,700   | \$291.73          |
| ED-773    | 113 N BROADWAY       | BILOTTI                                    | \$240,900   | \$421.58          |
| ED-774    | 109 N BROADWAY       | BILOTTI                                    | \$155,200   | \$271.60          |
| ED-775    | 107 N BROADWAY       | BRUMMEL                                    | \$226,300   | \$396.03          |
| ED-778    | 100 FRONT ST         | LEFEBVRE INVESTMENT CO LLC                 | EXEMPT      | \$0.00            |
| ED-783    | 100-102 S BROADWAY   | J & J ENTERPRISES OF DE PERE LLP           | \$600,000   | \$1,050.00        |
| ED-784    | 106 S BROADWAY       | J & J ENTERPRISES OF DE PERE LLP           | \$210,100   | \$367.68          |
| ED-785    | 114-116 S BROADWAY   | MACCO                                      | \$592,000   | \$1,036.00        |
| ED-788    | 118 S BROADWAY       | HILLCREST PARTNERSHIP #1 LLP THE           | \$154,300   | \$275.00          |
| ED-788-1  | S BROADWAY           | DE PERE CITY OF                            | EXEMPT      | \$0.00            |
| ED-789    | 126 S BROADWAY       | 126 SOUTH BROADWAY LLC                     | \$199,000   | \$348.25          |
| ED-790    | 132 S BROADWAY       | KARL                                       | \$527,400   | \$922.95          |
| ED-793    | FRONT ST             | DE PERE CITY OF                            | EXEMPT      | \$0.00            |
| ED-794    | FRONT ST             | DE PERE CITY OF                            | EXEMPT      | \$0.00            |
| ED-796    | FRONT ST             | DE PERE CITY OF                            | EXEMPT      | \$0.00            |
| ED-798    | 302 GEORGE ST        | OUR HERITAGE FAMILY LTD PARTNERSHIP        | EXEMPT      | \$0.00            |
| ED-799    | CHARLES ST           | DE PERE CITY OF                            | EXEMPT      | \$0.00            |
| ED-803    | S BROADWAY           | WISCONSIN DEPT OF NATURAL RESOURCES        | EXEMPT      | \$0.00            |
| ED-801    | S BROADWAY           | DE PERE CITY OF WELLS PARK                 | EXEMPT      | \$0.00            |
| ED-812    | 221 S BROADWAY       | CITY OF DE PERE                            | EXEMPT      | \$0.00            |
| ED-816    | 416 GEORGE ST        | GILLESPIE PROPERTIES LLC                   | \$752,100   | \$1,316.18        |
| ED-818    | 114 S WISCONSIN ST   | DE PERE CITY OF MISSION SQUARE PARKING LOT | EXEMPT      | \$0.00            |
| ED-823    | 135 S BROADWAY       | MIDLAND WISCONSIN BROADWAY ASSOCIATE       | \$2,491,300 | \$1,950.00        |
| ED-824    | 125 S BROADWAY       | BEILKE LLC                                 | \$354,400   | \$620.20          |
| ED-828    | 111-113 S BROADWAY   | HZ PROPERTIES LLC                          | \$169,900   | \$297.33          |
| ED-829    | 115 S BROADWAY       | ZOELLER                                    | \$292,700   | \$512.23          |
| ED-833-1  | GEORGE ST            | DE PERE CITY OF                            | EXEMPT      | \$0.00            |
| ED-834    | JAMES ST             | DE PERE CITY OF                            | EXEMPT      | \$0.00            |
| ED-835    | 127 N WISCONSIN ST   | DE PERE CITY OF                            | EXEMPT      | \$0.00            |
| ED-836    | 117 N WISCONSIN ST   | NEW LIFE CHRISTIAN FELLOWSHIP              | EXEMPT      | \$0.00            |
| ED-837    | 115 N WISCONSIN ST   | NEW LIFE CHRISTIAN FELLOWSHIP              | EXEMPT      | \$0.00            |
| ED-848    | 116 N BROADWAY       | KRYSHAK                                    | \$325,600   | \$569.80          |
| ED-831    | 107 S BROADWAY       | KRYSHAK                                    | \$280,000   | \$490.00          |
| ED-833    | 101 S BROADWAY       | KORDES                                     | \$218,900   | \$383.08          |
| ED-840    | 421 GEORGE ST        | LEE BUILDING CORPORATION THE               | \$471,200   | \$485.90          |
| ED-850    | 124 N BROADWAY       | LEE BUILDING CORPORATION THE               | \$1,562,700 | \$1,464.10        |
| ED-844    | 102 N BROADWAY       | DE PERE CITY OF                            | EXEMPT      | \$0.00            |

Attachment: 2017 Approved Operating Plan for BID (6018 : Discussion of the 2018 BID Plan Development.)

| PARCEL ID | ADDRESS            | PROPERTY OWNER                   | 2016 TOTAL  | Parcel Assessment |
|-----------|--------------------|----------------------------------|-------------|-------------------|
| ED-841    | 417 GEORGE ST      | GET REEL ENTERTAINMENT LLC       | \$227,100   | \$397.43          |
| ED-842    | 415 GEORGE ST      | CONARD                           | \$244,700   | \$428.23          |
| ED-847    | 112-114 N BROADWAY | STARRY                           | \$320,100   | \$560.18          |
| ED-851    | 134 N BROADWAY     | DE PERE REDEVELOPMENT AUTHORITY  | EXEMPT      | \$0.00            |
| ED-857    | 200 N BROADWAY     | UNION HOTEL CORP                 | \$379,400   | \$663.95          |
| ED-861    | 230 N BROADWAY     | SPIRIT SPE PORTFOLIO 2006-1 LLC  | \$446,500   | \$263.84          |
| ED-875    | 230 N WISCONSIN ST | SPIRIT SPE PORTFOLIO 2006-1 LLC  | \$2,853,500 | \$1,686.16        |
| ED-862    | 421 CASS ST        | DE PERE REDEVELOPMENT AUTHORITY  | EXEMPT      | \$0.00            |
| ED-864    | 321 N WISCONSIN ST | DE PERE REDEVELOPMENT AUTHORITY  | EXEMPT      | \$0.00            |
| ED-865-1  | 309 N WISCONSIN ST | DE PERE REDEVELOPMENT AUTHORITY  | EXEMPT      | \$0.00            |
| ED-867    | 303 N WISCONSIN ST | DE PERE REDEVELOPMENT AUTHORITY  | EXEMPT      | \$0.00            |
| ED-869-1  | WILLIAM ST         | DE PERE REDEVELOPMENT AUTHORITY  | EXEMPT      | \$0.00            |
| ED-869    | 302 N BROADWAY     | NEXTGEN ENTERPRISES LLC          | \$366,100   | \$640.68          |
| ED-870    | 314 N BROADWAY     | DEPERE FEDERAL S & L             | \$61,000    | \$106.75          |
| ED-871    | 330 N BROADWAY     | DEPERE FEDERAL S & L             | \$905,800   | \$1,585.15        |
| ED-878    | 310 N WISCONSIN ST | APARTMENT DEVELOPERS INC         | \$1,159,700 | \$1,950.00        |
| ED-880    | 320 N WISCONSIN ST | ALGREM                           | \$488,400   | \$854.70          |
| ED-881    | N WISCONSIN ST     | DE PERE REDEVELOPMENT AUTHORITY  | EXEMPT      | \$0.00            |
| ED-886    | 206 N WISCONSIN ST | ASSOCIATED DEPERE BANK           | \$1,222,200 | \$1,950.00        |
| ED-914    | 135 S WISCONSIN ST | SAINT FRANCIS XAVIER             | EXEMPT      | \$0.00            |
| ED-915    | 127 S WISCONSIN ST | STECKART                         | EXEMPT      | \$0.00            |
| ED-917    | 115 S WISCONSIN ST | SEROOGY BROTHERS LLP             | \$251,700   | \$372.68          |
| ED-893    | 510 JAMES ST       | SEROOGY BROTHERS LLP             | \$1,065,300 | \$1,577.32        |
| ED-900    | 515 GEORGE ST      | DEPERE LAW BUILDING LLC          | \$542,000   | \$948.50          |
| ED-901    | 106 N WISCONSIN ST | BALISON                          | \$145,600   | \$275.00          |
| ED-907    | 522 GEORGE ST      | BELLA NOVA LLC                   | \$299,500   | \$524.13          |
| ED-916    | 119 S WISCONSIN ST | PALS RENTALS LLC                 | \$126,700   | \$275.00          |
| ED-918    | 502 GEORGE ST      | JDA ENTERPRISES OF WISCONSIN LLC | \$363,700   | \$636.48          |
| ED-949    | 620 GEORGE ST      | ROYLE PROPERTIES LLC             | \$392,100   | \$686.18          |
| ED-952-1  | S SUPERIOR ST      | KMT ENTERPRISES LLC              | \$8,600     | \$15.05           |
| ED-949-1  | 614 GEORGE ST      | KMT ENTERPRISES LLC              | \$171,500   | \$300.13          |
| ED-960    | 610 GEORGE ST      | NIP IT LLC                       | \$136,900   | \$275.00          |
| ED-961    | 600-604 GEORGE ST  | CORNELL                          | \$361,200   | \$632.10          |
| ED-967    | 615-617 GEORGE ST  | DANEN PROPERTIES LLC             | \$160,100   | \$280.18          |
| ED-968-1  | 611 GEORGE ST      | DANEN PROPERTIES LLC             | \$105,800   | \$185.15          |
| ED-968-3  | 609 GEORGE ST      | DANEN PROPERTIES LLC             | \$246,500   | \$431.38          |
| ED-968-2  | 609 REAR GEORGE ST | MARSHA VANEGGEREN                | \$400       | \$275.00          |
| ED-969    | 108 N MICHIGAN     | HANNON                           | EXEMPT      |                   |
| ED-970    | 114 N MICHIGAN ST  | WILDROOT LLC                     | \$140,700   | \$275.00          |

TOTAL

\$87,139.13

Attachment: 2017 Approved Operating Plan for BID (6018 : Discussion of the 2018 BID Plan Development.)

## APPENDIX D: Wisconsin Statutes Section 66.1109

### Wisconsin BID Law: 66.1109 Business improvement districts.

(1) In this section:

(a) "BID Board" means a business improvement district board appointed under sub. (3) (a).

(b) "Business improvement district" means an area within a municipality consisting of contiguous parcels and may include railroad rights-of-way, rivers, or highways continuously bounded by the parcels on at least one side, and shall include parcels that are contiguous to the district but that were not included in the original or amended boundaries of the district because the parcels were tax-exempt when the boundaries were determined and such parcels became taxable after the original or amended boundaries of the district were determined.

(c) "Chief executive officer" means a mayor, city manager, village president or town chairperson.

(d) "Local legislative body" means a common council, village board of trustees or town board of supervisors.

(e) "Municipality" means a city, village or town.

(f) "Operating plan" means a plan adopted or amended under this section for the development, redevelopment, maintenance, operation and promotion of a business improvement district, including all of the following:

1. The special assessment method applicable to the business improvement district.
- 1m. Whether real property used exclusively for manufacturing purposes will be specially assessed.
2. The kind, number and location of all proposed expenditures within the business improvement district.
3. A description of the methods of financing all estimated expenditures and the time when related costs will be incurred.
4. A description of how the creation of the business improvement district promotes the orderly development of the municipality, including its relationship to any municipal master plan.
5. A legal opinion that subds. 1. to 4. have been complied with.

(g) "Planning commission" means a plan commission under s. 62.23, or if none a board of public land commissioners, or if none a planning committee of the local legislative body.

(2) A municipality may create a business improvement district and adopt its operating plan if all of the following are met:

(a) An owner of real property used for commercial purposes and located in the proposed business improvement district designated under par. (b) has petitioned the municipality for creation of a business improvement district.

(b) The planning commission has designated a proposed business improvement district and adopted its proposed initial operating plan.

(c) At least 30 days before creation of the business improvement district and adoption of its initial operating plan by the municipality, the planning commission has held a public hearing on its proposed business improvement district and initial operating plan. Notice of the hearing shall be published as a

class 2 notice under Ch. 985. Before publication, a copy of the notice together with a copy of the proposed initial operating plan and a copy of a detailed map showing the boundaries of the proposed business improvement district shall be sent by certified mail to all owners of real property within the proposed business improvement district. The notice shall state the boundaries of the proposed business improvement district and shall indicate that copies of the proposed initial operating plan are available from the planning commission on request.

(d) Within 30 days after the hearing under par. (c), the owners of property to be assessed under the proposed initial operating plan having a valuation equal to more than 40% of the valuation of all property to be assessed under the proposed initial operating plan, using the method of valuation specified in the proposed initial operating plan, or the owners of property to be assessed under the proposed initial operating plan having an assessed valuation equal to more than 40% of the assessed valuation of all property to be assessed under the proposed initial operating plan, have not filed a petition with the planning commission protesting the proposed business improvement district or its proposed initial operating plan.

(e) The local legislative body has voted to adopt the proposed initial operating plan for the municipality.

**(3)** (a) The chief executive officer shall appoint members to a business improvement district board to implement the operating plan. Board members shall be confirmed by the local legislative body and shall serve staggered terms designated by the local legislative body. The board shall have at least 5 members. A majority of board members shall own or occupy real property in the business improvement district.

(b) The board shall annually consider and may make changes to the operating plan, which may include termination of the plan, for its business improvement district. The board shall then submit the operating plan to the local legislative body for its approval. If the local legislative body disapproves the operating plan, the board shall consider and may make changes to the operating plan and may continue to resubmit the operating plan until local legislative body approval is obtained. Any change to the special assessment method applicable to the business improvement district shall be approved by the local legislative body.

(c) The board shall prepare and make available to the public annual reports describing the current status of the business improvement district, including expenditures and revenues. The report shall include an independent certified audit of the implementation of the operating plan obtained by the municipality. The municipality shall obtain an additional independent certified audit upon termination of the business improvement district.

(d) Either the board or the municipality, as specified in the operating plan as adopted, or amended and approved under this section, has all powers necessary or convenient to implement the operating plan, including the power to contract.

**(4)** All special assessments received from a business improvement district and all other appropriations by the municipality or other moneys received for the benefit of the business improvement district shall be placed in a segregated account in the municipal treasury. No disbursements from the account may be made except to reimburse the municipality for appropriations other than special assessments, to pay the costs of audits required under sub. (3) (c) or on order of the board for the purpose of implementing the operating plan. On termination of the business improvement district by the municipality, all moneys collected by special assessment remaining in the account shall be disbursed to the owners of specially assessed property in the business improvement district, in the same proportion as the last collected special assessment.

**(4m)** A municipality shall terminate a business improvement district if the owners of property assessed under the operating plan having a valuation equal to more than 50% of the valuation of all property

assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50% of the assessed valuation of all property assessed under the operating plan, file a petition with the planning commission requesting termination of the business improvement district, subject to all of the following conditions:

(a) A petition may not be filed under this subsection earlier than one year after the date the municipality first adopts the operating plan for the business improvement district.

(b) On and after the date a petition is filed under this subsection, neither the board nor the municipality may enter into any new obligations by contract or otherwise to implement the operating plan until the expiration of 30 days after the date of hearing under par. (c) and unless the business improvement district is not terminated under par. (e).

(5) (a) Real property used exclusively for residential purposes and real property that is exempted from general property taxes under s. [70.11](#) may not be specially assessed for purposes of this section.

(b) A municipality may terminate a business improvement district at any time.

(c) This section does not limit the power of a municipality under other law to regulate the use of or specially assess real property.

***Unofficial text from Wis Stats. database. See printed Statutes and Wis. Acts for official text under s. 35.18(2) stats. Report errors to the Revisor of Statutes at (608) 266-2011, FAX 264-6978.***

## **APPENDIX E: Adopted Bylaws**

### **BUSINESS IMPROVEMENT DISTRICT**

#### **ARTICLE I** **MEMBERS**

All owners of property located within the District shall automatically be members of the De Pere Business Improvement District. All members shall have the right to vote on any issue that is placed before the members by the Board of Directors.

#### **ARTICLE II** **MEMBERSHIP MEETINGS**

Section 1. Annual Meeting. An annual meeting of the membership shall be held in each calendar year at such time and place as may be determined by the Board of Directors for the purpose of transacting such business as may be properly brought before the meeting.

Section 2. Special Meeting. Special meetings of the membership shall be held at any time and place as may be designated in the notice of said meeting, upon call of the chairman of the Board of Directors.

Section 3. Notice. Email (or mail) notice of every meeting of the membership (annual or special), stating the place, date, and hour of the meeting, shall be sent to each member not less than seven (7) or more than thirty (30) days before the date of the meeting. Other interested parties shall be given such notice of meetings as the Board of Directors deem appropriate.

Section 4. Proceedings. Roberts Rules of Order shall govern the parliamentary procedures at all meetings when not in conflict with these Bylaws except that there shall be no minimum number of members necessary to attend any meeting by a majority vote of the active members present.

#### **ARTICLE III** **BOARD OF DIRECTORS**

Section 1. Federal Requirement. BID district members can recommend future board members to the BID Board. The BID Board will provide the recommended nominations to the Mayor. The Mayor appoints members from these nominations to the BID Board. The BID Board includes a representative of the Mayor or Council. State law requires that the BID Board be composed of at least 4 members and the majority of the BID Board members be owners or occupants of property within the District. Appointments must be made by the Mayor and confirmed by the City Council.

Section 2. Responsibilities. The BID Board's primary responsibility will be contracting for implementation of the current year's DBI Operating Plan, contracting for preparation of an annual report and audit of the District, annually considering and making changes to this DBI Operating Plan and submitting the DBI Operating Plan for the following year to the Common Council of the City of De Pere for approval, and all other powers granted in this DBI Operating Plan and Bylaws. This will require the BID Board to negotiate with providers of services (primarily to Definitely De Pere) and materials to carry out the DBI Operating Plan; to enter into various contracts; to monitor development activity; and to ensure the District's compliance with the provisions of applicable statutes and regulations.

Section 3. BID Board Composition. The BID Board shall consist of seven (7) members. A majority (at least 4) of the members shall be owners or occupants of real property within the District. The Board shall have the following composition:

- a. 2 Owners of property in the District.
- b. 1 representative from Service/Retail, Hospitality and Office.
- c. 1 Community representative with no property ownership or business interests within the District. The appointee shall be a resident of the City of De Pere.
- d. 1 representative of the City of De Pere, appointed by the Common Council.

Any BID Board member who because of transfer of ownership of property is no longer eligible to act as a representative shall be replaced.

Section 4. BID Board Term. Appointments to the BID Board shall be for a period of 3 years, except that initially 3 members are appointed for a period of 3 years, 2 members shall be appointed for 2 years, and 2 members shall be appointed for 1 year, each term ending on December 31 of the applicable year. The BID Board may remove, by majority vote, a BID Board member who is absent from more than 3 meetings, without valid excuse. Any BID Board vacancy (except the Mayor's or City Council's Member) shall be filled by nomination of the Mayor.

Section 5. Compensation. The BID Board members shall receive no compensation for serving on the BID Board.

Section 6. Meetings. All meetings of the BID Board shall be governed by the Wisconsin Open Meetings Law. Meetings will be posted on the City of De Pere's website. Minutes will be recorded and submitted to the City and the BID Board. Roberts Rules of Order shall govern the parliamentary procedures at all meetings when not in conflict with these Bylaws.

Section 7. Record Keeping. Files and records of the BID Board's affairs shall be kept pursuant to public records requirements. Records of the BID Board will be kept at the De Pere City Hall.

Section 8. Staffing. The BID Board shall contract for staffing services pursuant to this DBI Operating Plan and subsequent modifications thereof. It is contemplated that such staff and services shall be contracted with Definitely De Pere, unless requested otherwise by the BID Board; the Board of Directors of Definitely De Pere may attend all meetings of the BID Board, but will not have voting authority.

Section 9. Officers. The BID Board shall appoint a Chairman, Treasurer and Secretary, any two of the three of which shall have the power to execute documents on behalf of the full BID Board, for purposes authorized by the full BID Board.

Section 10. Quorum. At all meetings of the BID Board, a majority of the voting members thereof shall constitute a quorum for the transaction of business. If a quorum shall not be present at any meeting of the BID Board, the Directors present may adjourn and reschedule the meeting until a quorum shall be present.

Section 11. Consent. Any action required or permitted to be taken at any meeting of the BID Board of Directors may be taken without a meeting, if all members of the BID Board consent hereto in writing, setting forth the action taken, and the writing or writings are filed with the minutes of the proceedings. Such consent shall have the same force and effect as unanimous vote of the BID Board.

Section 12. BID Board Powers. The BID Board shall have all the powers authorized by law, including but not limited to, the following powers:

1. To manage the affairs of the District.
2. To undertake on its own accord or to assist in development, underwriting or guaranteeing public improvements within the District.
3. To apply for, accept, and use grants and gifts for these purposes.
4. To contract on behalf of the BID with Definitely De Pere, to carry out the DBI Operating Plan under the direction of the BID Board.
5. To develop, advertise and promote the existing and potential benefits of the District.
6. To promote new investment and appreciation in value of existing investments.
7. To elect officers, and contract out work as necessary to carry out these goals.
8. To add to the beautification and/or maintenance of the District.
9. To annually consider and make changes to the DBI Operating Plan which may include termination of the BID.

It is anticipated that the BID Board will utilize the above powers in the capacity of directing and delegating to Definitely De Pere, many of its duties and responsibilities while retaining the overall authority and responsibility for such drafting and implementation of the DBI Operating Plan.

Section 13. BID Board Authority. The BID Board of Directors shall be required to conform to the DBI Operating Plan presented to and approved by the De Pere Common Council each year and shall be subject to the Wisconsin Statutes covering the Business Improvement Districts (BIDs).

#### ARTICLE IV COMMITTEES

Section 1. There shall be such standing committees as the BID Board may determine. The terms of the committees shall be for 1 year commencing at the time of the annual membership meeting.

#### ARTICLE V OFFICERS

Section 1. General. The Officers of the District BID shall consist of a Chairman, a Secretary, and a Treasurer and such other officers and assistant officers as may be deemed necessary.

Section 2. Election. Officers shall be BID Board members and staff shall be elected by the Board of Directors annually at the annual meeting. No BID Board member may hold more than one office. Officers may serve more than one term if reelected.

Section 3. Powers and Duties. Except as hereinafter provided, the officers of the BID Board shall each have such powers and duties as generally pertain to their respective office, as well as those that from time to time may be conferred by the membership of the BID Board of Directors.

- A. Chairman. The Chairman shall preside at all business meetings, but may at his or her discretion or at the suggestion of the Directors arrange for another officer to preside at other meetings. The Chairman shall perform such duties as are usually incumbent upon that officer, such duties as may be directed by resolution of the Board of Directors.
- B. Secretary. The Secretary shall record and maintain in good order all minutes of all meetings and all records and correspondence of the District BID, and shall email copies of the minutes of each membership meeting to all members within 60 days of the conclusion of each meeting. The Secretary shall also have such duties as may be assigned by the membership or the Board of Directors.

- C. Treasurer. The Treasurer shall maintain in good order all financial records of the District BID. The Treasurer shall also have such other duties as may be assigned by the membership Board of Directors.
- D. Temporary Officers. In case of absence or disability of any officer and of any person authorized to perform duties in his or her place during such periods of absence or disability, the Chairman may from time to time delegate the powers and duties of such officer to any other officer or any other member.

## ARTICLE VI FINANCES

Section 1. Authority. Except as the Board of Directors may generally or in particular cases authorize the execution thereof in some other manner, all checks, drafts, and other instruments for the payment of money and all instruments of transfer of securities, shall be signed in the name and on behalf of the BID by any of the three officers.

Section 2. Financial Institution. All funds of the BID shall be deposited from time to time to the credit of the BID in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 3. Funding Services. The Board of Directors may accept on behalf of the BID any contribution, gift, bequest or device for general purposes or for any special purpose of the BID.

## ARTICLE VII AMENDMENTS

Section 1. Authority. The Common Council of the City of De Pere, upon the consent of the Board of Directors, shall have the power to alter, amend, or repeal the Bylaws or adopt new Bylaws.

Section 2. Process. The BID may also annually present amendments to the Bylaws. The following process for approval of the amended Bylaws will be as follows:

- A. The BID Board will review the proposed BID Bylaws and make a recommendation to the De Pere Common Council.
- B. The Common Council will act on the proposed amended BID Bylaws.

Section 3. Generally. It is anticipated that the BID Board will continue to revise and develop the Bylaws annually, in response to changing development needs and opportunities in the District, within the purpose and objectives defined herein and in the DBI Operating Plan.

**Adopted by BID Board on:                      October 21, 2016**

**Adopted by City of De Pere Common Council on:      Anticipated November 1, 2016**

City of De Pere, Wisconsin



**Request For Business Improvement District Board Action**

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**MEETING DATE:** August 10, 2017

**DEPARTMENT:** Planning

**FROM:** Kelly Barker

**SUBJECT:** Future Agenda Items.

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