



Business Improvement District Board

335 S Broadway

Regular Meeting

<http://www.de-pere.org>

~ Agenda ~

Sarah Wallace
920-339-4084 x1349

Friday, July 17, 2015

8:00 AM

De Pere City Hall Riverview Room

Call to Order

8:00 AM Meeting called to order on July 17, 2015 at De Pere City Hall Riverview Room, 335 S. Broadway, De Pere, WI.

Attendee Name	Present	Absent	Late	Arrived
City Administrator Lawrence M. Delo	☐	☐	☐	
Board Member Rich Stary	☐	☐	☐	
Board Member Tom Gavic	☐	☐	☐	
Board Member Lance Abts	☐	☐	☐	
Board Member Kathy Rupiper	☐	☐	☐	
Board Member Brent Felchlin	☐	☐	☐	
Board Member Dan Van Straten	☐	☐	☐	

2. Action Item (ID # 3681)

Orientation of Business Improvement District Board Responsibilities.

3. Action Item (ID # 3683)

Review and Approval of By-Laws.

Please find the Draft By-laws for your review and approval. The original draft was an appendix to the BID Operating Plan. Staff, along with Definitely De Pere, reviewed the By-laws and has recommended the changes that are attached.

ATTACHMENTS:

- Draft Bylaws (DOCX)

4. Action Item (ID # 3684)

Election of Officers.

Per Adoption of By-Laws the Election of Chair, Treasurer, and Secretary

5. Action Item (ID # 3685)

Review of City Report on BID Assessments Collected.

ATTACHMENTS:

- 2014 Assessment Report_Memo (PDF)
- 2014 Statement of Taxes (PDF)

6. Action Item (ID # 3686)

Discussion and Action to Disburse BID Funds to Definitely De Pere.

The Current BID Operating Plan states that funds collected through BID assessments shall be used to pay for the BID Operating Plan in order to implement a sustainable Business Improvement District for the City of De Pere. The BID will have not paid staff of its own but will contract with Definitely De Pere for such services. Any unused funds remaining at the end of the year shall be deposited into contingency funds or designated for specific uses in the following BID Operating Plan year. Please see the attached Operating Plan for more details.

It is staff's recommendation that the BID Board, for this first year, disburse all funds received through the BID assessment to Definitely De Pere.

ATTACHMENTS:

- DBI_OperatingPlan_Final (PDF)

7. Action Item (ID # 3687)

Discussion of the 2016 BID Plan Development.

Please see the previously attached BID Plan for your review and reference.

8. Action Item (ID # 3688)

Future Agenda Items.

- Review and recommendation on the 2016 De Pere BID Operating Plan
- Annual Meeting of the Membership of the BID District

9. Action Item (ID # 3689)

Next Meeting Date.

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, Thursday July 16, 2015 so that arrangements can be made.

AGENDA SENT TO:

BID Board Members

Alderspersons

News Media

BID District Property Owners

City of De Pere, Wisconsin



Request For Business Improvement District Board Action

MEETING DATE: July 17, 2015

DEPARTMENT: Planning

FROM: Sarah Wallace

SUBJECT: Orientation of Business Improvement District Board Responsibilities.

City of De Pere, Wisconsin

**Request For Business Improvement District Board Action**

MEETING DATE: July 17, 2015

DEPARTMENT: Planning

FROM: Sarah Wallace

SUBJECT: Review and Approval of By-Laws.

Please find the Draft By-laws for your review and approval. The original draft was an appendix to the BID Operating Plan. Staff, along with Definitely De Pere, reviewed the By-laws and has recommended the changes that are attached.

ATTACHMENTS:

- Draft Bylaws (DOCX)

APPENDIX E: Draft Bylaws

BYLAWS FOR DE PERE 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) fifteen (15)~~ 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 on 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 (primary 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 of (at least 4) 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. ~~The BID Board shall adopt rules of order to govern the conduct of its meetings and meet regularly or at the very least annually.~~ 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 BID 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 Operational 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 from 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 President 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 follows.

- ~~A. A joint strategy session of the BID Board and the Definitely De Pere Board of Directors will to discuss possible amendments to the Bylaws for the following year.~~
- ~~B. The proposed Bylaws for the following year will be drafted by Definitely De Pere and submitted to the BID Board for the following year.~~
- ~~C. Definitely De Pere will re-draft the Bylaws and submit it to the BID Board for approval based on comments by the BID Board.~~
- D. The BID Board will review the proposed BID Bylaws and make a recommendation to the De Pere Plan Commission.
- E. The City of De Pere Plan Commission will review the proposed amended BID Bylaws and will make a recommendation to the Common Council.
- F. 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 needed and opportunities in the District, within the purpose and objectives defined herein and in the DBI Operating Plan.

Adopted by BID Board on _____

Adopted by City of De Pere Common Council on _____

City of De Pere, Wisconsin



Request For Business Improvement District Board Action

MEETING DATE: July 17, 2015
DEPARTMENT: Planning
FROM: Sarah Wallace
SUBJECT: Election of Officers.

Per Adoption of By-Laws the Election of Chair, Treasurer, and Secretary

City of De Pere, Wisconsin



Request For Business Improvement District Board Action

MEETING DATE: July 17, 2015

DEPARTMENT: Planning

FROM: Sarah Wallace

SUBJECT: Review of City Report on BID Assessments Collected.

ATTACHMENTS:

- 2014 Assessment Report_Memo (PDF)
- 2014 Statement of Taxes (PDF)

CITY OF DE PERE

335 South Broadway
De Pere, WI 54115
Fax No.: 920/339-4049
Web: <http://www.de-pere.org>



July 10, 2015

To: Business Improvement District (BID)

From: Sarah Wallace, Associate Planner

RE: BID Report on 2014 Assessment

The City of De Pere has recently received the 2014 Statement of Taxes for which the BID District Assessment total is \$86,157.60. Please see the attached sheet from the Statement of Taxes as this year's first BID report. In the following years a more detailed report on funds will be provided.

Attachment: 2014 Assessment Report_Memo (3685 : BID Report)

STATEMENT OF TAXES FOR 2014

☐ Check if Amended

You may provide the municipality by entering the 5-digit County-Municipality code or the 4-digit account code, or by selecting the municipality type and entering the county and municipality names. You must be connected to the internet while you enter this information or the form will not populate values.

CoMuni Code 05216	Muni Type CITY	Account Number 0127
	Municipality DE PERE	
	County BROWN	

Preparer Name SHANA DEFNET	Work Phone (920) 339-4050	Remarks
Official's Title CLERK-TREASURER	Home Phone (920) 544-1787	
E-mail Address SDEFNET@MAIL.DE-PERE.ORG	Fax Number (920) 330-9491	

Sec	Description of Tax by Taxing Jurisdiction	Amounts Apportioned by Taxing Jurisdictions
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A STATE TAXES

1. AGGREGATE AMOUNT OF STATE TAXES.....	311,296.31
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B COUNTY TAXES

1. Portion of State Special Charges Upon County.....	275.06
2. Portion of County Tax Levied Over Entire Municipality	7,211,339.83
3. Special Purpose - County Tax Levied over Part of Municipality (ex. Children With Disabilities Education Boards).....	646,100.97
4. TOTAL COUNTY TAXES	7,857,715.86

2014 05 216 0127
 YEAR CO MUN ACCT NO

	Special Charges	Add Charge	For the Municipality	Municipality Acting as Agent for		Total
				Enterprise / Utility	Other	
1.	Weeds, Tree Planting, Removal		7,282.25			7,282.25
2.	Snow Removal, Plowing		1,111.92			1,111.92
3.	Refuse and Garbage Collection		312.74			312.74
4.	Grading, Gravel, Culvert, Fencing					0.00
5.	Fencing					0.00
6.	Fire Calls					0.00
7.	Recycling					0.00
8.	Delinquent Utility Charges					0.00
☒ 9.	OTHER ASSESSMENTS		257,153.06			257,153.06
☒ 10.	DELINQUENT WATER		232,150.08			232,150.08
☒ 11.	DELINQUENT SEWER		166,226.34			166,226.34
☒ 12.	SANITARY SEWER MAINS LATS		3,901.22			3,901.22
☒ 13.	SIDEWALKS		14,801.46			14,801.46
☒ 14.	BID DISTRICT		86,157.60			86,157.60
☒ 15.	STORM WATER MANAGEMENT		1,334,175.46			1,334,175.46
☒ 16.	POWTS 71		256.00			256.00
☒ 17.	DELINQUENT ACRE AG FEES		94.97			94.97
☒ 18.	STORM SEWER MAINS LATS		16,582.63			16,582.63
TOTAL SPECIAL ASSESSMENTS AND CHARGES			2,134,258.01	0.00	0.00	2,134,258.01

Attachment: 2014 Statement of Taxes (3685 : BID Report)

J OMITTED PROPERTY TAXES

1. Net taxes levied on property omitted from taxation in previous years..... 0.00

City of De Pere, Wisconsin

**Request For Business Improvement District Board Action**

MEETING DATE: July 17, 2015

DEPARTMENT: Planning

FROM: Sarah Wallace

SUBJECT: Discussion and Action to Disburse BID Funds to Definitely De Pere.

The Current BID Operating Plan states that funds collected through BID assessments shall be used to pay for the BID Operating Plan in order to implement a sustainable Business Improvement District for the City of De Pere. The BID will have not paid staff of its own but will contract with Definitely De Pere for such services. Any unused funds remaining at the end of the year shall be deposited into contingency funds or designated for specific uses in the following BID Operating Plan year. Please see the attached Operating Plan for more details.

It is staff's recommendation that the BID Board, for this first year, disburse all funds received through the BID assessment to Definitely De Pere.

ATTACHMENTS:

- DBI_OperatingPlan_Final (PDF)

De Pere Business Improvement District 2015 Operating Plan



Submitted August 22, 2014

Approved by the City of De Pere Common Council: November 5, 2014

Attachment: DBI_OperatingPlan_Final (3686 : Disburse Funds)

The BID Plan was prepared by a volunteer committee of the following individuals:

Scott Hemauer
Kerry Counard
Casey Hawkinson
Curt Beilke
Dave Stellpflug
Jerry Turba
Joe Seroogy
Mary Alexis Pfutzenreuter
McKim Boyd
Rick Remington
Steve Danen
Steve Fisette
Tony Gillis
Tony Hoes
Tom Nick

**DE PERE
BUSINESS IMPROVEMENT DISTRICT
OPERATING PLAN**

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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 voluntarily assess themselves. It would pay for programs aimed at promoting developing, redeveloping, managing and maintaining that district. There are currently 70 BIDs in the State of Wisconsin and according to a 2005 statistic by Charles S. Law, Ph. D., the average BID assessment is \$3.64 per \$1000.00 of assessed valuation.

The proposed BID includes 221 parcels with a total BID value over \$68,209,900. The proposed boundaries include parcels in West and East De Pere's Downtown Business District. Out of the 221 parcels, 76 are tax exempt or are used for residential purposes. Out of the remaining 145, their BID value is assessed at \$1.75 for every \$1,000.00 in total value of the parcel. The map for the proposed district boundaries is in Appendix B, and information for each parcel classification is listed in Appendices C-2 through C-3.

A. Purpose of BID

The intent of the De Pere Business Improvement District Operating Plan is that the work described in this plan will be contracted through Downtown De Pere, Inc. (also known as Definitely De Pere and listed throughout this document as Definitely De Pere). 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 property owners who are interested in the creation of the BID, view it as a way to accomplish goals and ideas presented in the De Pere Downtown Master Plan, Comprehensive Plan and Historic Preservation Plan. This De Pere Business Improvement District Operating Plan has been developed by De Pere BID proponents 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.

Development of the District through creation of the BID is proposed because:

1. A BID allows for private property owners to work together in conjunction with the City to develop the District.
2. Existing public funding sources may not be sufficient to continue to maintain and promote the District. Future investments will have to be financed with new private resources in addition to existing public dollars.
3. This DBI Operating Plan provides for an equitable and fair mechanism for funding initiatives which will benefit all business and property owners in the District.
4. The use of a BID will help ensure the District will be preserved and will improve the social and economic environment of the District. This will be 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.

The commercial property owners that have petitioned for the establishment of a BID feel that this will be a method to continue to build on the work done previously in the community to improve the downtown. They have pledged to work cooperatively with the City of De Pere and other organizations interested in the welfare and betterment of the identified District.

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

1. The BID is 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 15th day of the month following such collection.

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.

A. Goals for the District Development

Goals for the District Development as identified by local businesses, building owners and residents in the Downtown Master Plan:

1. Unite the District.
2. Link District's destinations.
3. Use the potential of transportation to create a high-quality economic and physical environment.
4. Improve understanding of parking locations.
5. Increase business and private investment.
6. Capitalize on key business niches.
7. Add life to the District.
8. Advocate sustainability.
9. Create new neighborhoods in the District.
10. Better utilize the Fox River.

B. Plan of Action

The plan of action for the first full year of operation under the BID is to promote continued development of the District by:

1. Continue to promote the historic quality of the District, working with the Historic Preservation Commission to promote historic restoration projects.
2. Support the City in developing more pedestrian and bicycle friendly roadways, cross walks, and parking options.
3. Work with the City to make business owners aware of City programs, such as the Façade Grant Program and the Revolving Loan Fund Program.
4. Support the City in the future reconstruction of the Main Ave. Corridor. Continue 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.
5. Explore different ways to effectively market District businesses.

6. Work with business owners and the City to resolve parking issues, such as building new facilities, changing time limits, or additional directional signage. Use Downtown Master Plan parking findings to identify key areas to target.
7. Work to promote beautification and art related projects to add to the District. Explore feasibility and interest of options presented in the Downtown Master Plan for public art.
8. Work with the city to pursue major redevelopment projects within the District.
9. Help generate investment interest in the District area and future redevelopment projects as identified in the Downtown Master Plan.
10. Work with De Pere's Sustainability Committee to pursue projects both environmentally and economically sustainable for the District. Explore different grant opportunities for sustainable businesses.
11. Work with the City to develop maintenance practices for the District, in which both parties have and understanding of expectations and responsibilities relating to the maintenance of the District.
12. Develop and implement 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.
13. Implement enhancements as determined appropriate from the Downtown Master Plan and Comprehensive Plan.
14. To take all further action needed to carry out the general purposes of this DBI Operating Plan as are allowed by BID law.

C. Benefits

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. Implement 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. Investigate and facilitate 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.

D. Annual Review

The BID law requires the DBI Operating Plan to 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 DBI Operating Plan will be drafted by the BID Board based on comments by the City Council.
3. The BID Board will review the proposed DBI Operating Plan and make recommendations to the City Council.
4. The City Council will act on the proposed DBI Operating Plan for the following plan year.
5. 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.

E. 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.

F. 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.

G. Budget

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 Assessment Income: \$86,157

Expenses (Contract with Definitely De Pere): \$86,157

The BID will have no paid staff of its own but will contract with Definitely De Pere for such services. Estimated expenditures of the Budget for Definitely 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 to be set-aside. This account would be for long term capital needs and projects that may require extraordinary funding during a given budget year.

H. 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.

III. 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.

IV. 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.

A. BID Board Structure

1. BID Board size: 7
2. The BID Board shall be made up from the following groups/interests with a majority being owners or occupants of real property in the District:
 - a. 2 Owners of property in the District.
 - b. 1 representative from each of the following three District business sectors:
 - i. Service/Retail
 - ii. Hospitality
 - iii. 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.
3. BID Board members are appointed by the Mayor and confirmed by the Common Council. Any BID Board member who does not meet the requirements associated with the appointment will be replaced.
4. Term appointments will be for a period of 3 years on staggered terms each ending on Dec. 31 of the year of expiration. Initially 3 members are appointed for a period of 3 years, 2 members are appointed for 2 years and 2 members shall be appointed for a period of 1 year. The BID Board can remove by majority vote any BID Board member who is absent for more than three meetings without valid cause and may recommend a replacement appointee to the Mayor, who will present a nominee for Council confirmation within 30 days.
5. BID Board members will receive no compensation, it is a volunteer position.

B. Meetings

All meetings of the BID Board shall be conducted according to the Wisconsin Open Meeting Law, Wis Stats. §19.84 et. seq. Minutes will be recorded and submitted to the City and the BID Board. Files and records of the BID Board's affairs shall be kept pursuant to public record requirements.

Officers of the BID Board shall appoint a Chairman, Treasurer and Secretary; any two of the three will have the authority to execute documents on behalf of the full BID Board, only for purposes authorized by the full BID Board, including the authorization for the writing of checks. The BID Board may also give any of its staff limited ability to write checks to carry out the DBI Operating Plan.

V. Financing Method

The proposed expenditures outlined in the budget will be financed with funds collected from the BID assessment. It is estimated that the BID will received over \$86,432 from the BID 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.

VI. Method 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 Appendices C-2 through C3.

The 2015 rates as shown in Appendix C-2 through C-3 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 \$1950.00, 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, 2014. Assessments are based per parcel and legal ownership. If a single legal entity owns more than one parcel, the values are combined.

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 that have been established.

C. Schedule of Assessments:

Appendices C-2 through C-3 provides a schedule of assessments for 2014 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 identified in attached Appendix C-4.

D. Assessment Collection and Dispersal

The City of De Pere will bill all non-exempt parcel owners the assessed amount in the same manner as other special assessments. Unpaid assessments from this separate billing will be included as special assessments levied as a separate line item on the real estate tax bill for each parcel. The City shall then turn over all collected funds to the BID Board for distribution in accordance with the DBI Operating Plan by the 15th day of the month following such collection. All BID assessments shown on the real estate tax bill are due and owed in full with the first installment of taxes and shall carry the same penalties if not paid.

The City of De Pere shall hold funds collected for BID assessments in a separate account. Any BID assessments collected by the City before or after the plan year for which the assessments were made are to be used by the BID Board in a manner as if received during the applicable plan year. This provision is to govern BID assessments prepaid prior to the applicable DBI Operating Plan year and/or late payments made after the DBI Operating Plan year.

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 to 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. The report shall include the required audit. 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.

VII. 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, 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 a separate monthly 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 1st 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.

VIII. 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.

IX. 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.

X. 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, year 5, and year 7 of the BIDs 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.

APPENDIX A: Draft 2015-16 Definitely De Pere Budget

For 2015, the BID Board will contract with Definitely De Pere to implement the BDI Operating Plan. The budget below represents the approximate budget for Definitely De Pere for the fiscal year of 2015-1016.

<u>Revenue</u>	
BID Assessments	86,157
City Contribution	20,000
Committee Income	
Organization	0
Design	5,000
Beautification	16,100
Economic Enhancement	1,000
Promotions	14,050
Carry over from previous year	0
Total Revenue:	142,307

<u>Expenses</u>	
Operating Expenses	
Personnel (Director/Staff)	53,000
Rent	6,500
Office Operations	6,000
Main Street Professional Development	5,500
Total Operating Expenses	71,000
Promotions	
Seroogy's Run	500
Downtown Art Walk	4,500
Yoga in the Park	650
Fashion Night Out	250
SNC Days	1,200
Downtown Soup Walk	750
Holiday Open House	3,000
Movies in the Park	4,750
Total Promotions Expenses	15,600
Design	
Winter Decorations	2,000
Downtown Enhancements	8,000
Total Design Expenses	10,000
Economic Enhancement	
Realtor Vacancy Effort	750
Business Retention Effort	3,000
Total Economic Enhancement Expenses	3,750
Organization	
Meet & Greet	1,000
Financial Review	500
Main Street Marketing	12,000
Total Organization Expenses	13,500

Beautification

Annual Pledge Drive	500
Adopt a Pot	3,500
Garden Beds	8,000
Volunteer Events	650
Garden of Merit Sign	400
Holiday Decorations	550
Postage	3,150
Office Supplies	600

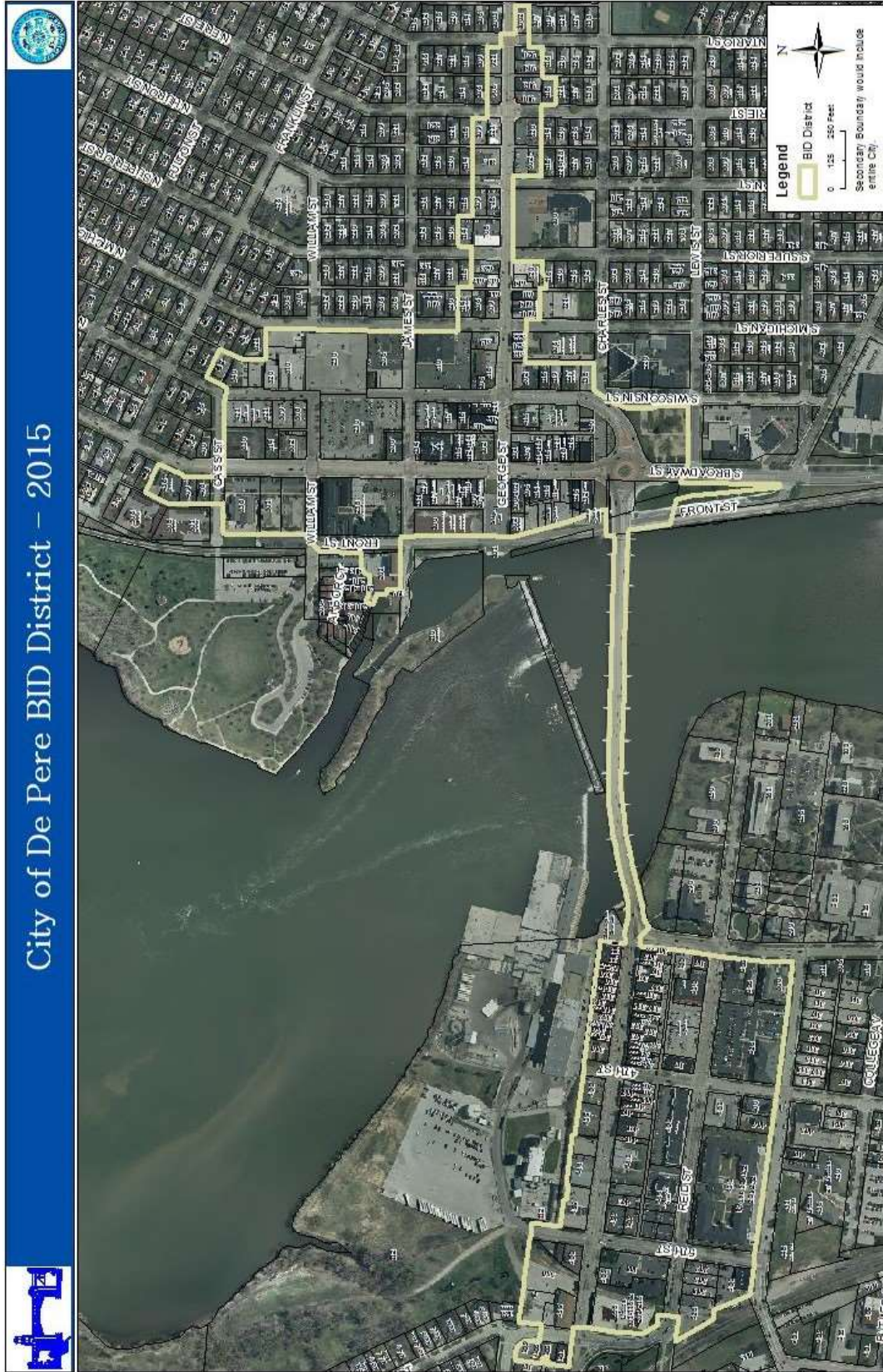
Total Beautification Expenses	17,350
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Total Expenses	131,200
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Net Balance	11,107
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*Initial Net Balance is for contingency and establishing operating reserves

APPENDIX B: BID District Boundary



City of De Pere BID District – 2015

APPENDIX C-1: Properties in the District (names current as of August 2014)

PARCELID	LOCATION	OWNER
ED-1006	109 N HURON ST	LTF INVESTMENTS LLC
ED-1007	715 GEORGE ST	LTF INVESTMENTS LLC
ED-1008	705 GEORGE ST	FISSETTE
ED-1010	114 N SUPERIOR ST	FISSETTE
ED-1048	820 GEORGE ST	WOODWARD INVESTMENTS LLC
ED-1058	802 GEORGE ST	BELLA REALTY LLC
ED-1058-1	S HURON ST	BELLA REALTY LLC
ED-1065	109 N ERIE ST	HIMAL LLC
ED-1066	821 GEORGE ST	HIMAL LLC
ED-1067	805 GEORGE ST	ALI BRI PROPERTIES LLC
ED-1088	921 GEORGE ST	SUMMERLEIGH ASSOCIATES INC
ED-1089	905 GEORGE ST	BEACHWALKER EXPRESS LLC
ED-1094	920 GEORGE STREET	ROBERT VAN DEURZEN
ED-1095	914 GEORGE ST	LIGHTHOUSE LUBE REAL ESTATE LLC
ED-1103	115 S ERIE ST	LEDGE HEAVEN LLC
ED-1104	908 GEORGE ST	NELSON
ED-1105	900 GEORGE ST	TETZLAFF
ED-18-65	201 JAMES ST	CHATEAU DEPERE LLC
ED-287	230 S BROADWAY	DE PERE CITY OF WELLS PARK
ED-376	435 N BROADWAY	JCA INVESTMENTS LLC
ED-377	N BROADWAY	JCA INVESTMENTS LLC
ED-432	432 N WISCONSIN ST	FOX VIEW PROPERTIES LLC
ED-432-1	340 N WISCONSIN ST	VOYAGEUR OFFICE & SUITES LLC
ED-660	1002 GEORGE ST	VANDEURZEN
ED-719	FRONT STREET	DE PERE CITY OF
ED-737	FRONT STREET	DE PERE CITY OF
ED-751	409 N BROADWAY ST	DE PERE HISTORICAL SOCIETY INC
ED-752	403 N BROADWAY	DE PERE HISTORICAL SOCIETY INC
ED-756	333 N BROADWAY	BROWN COUNTY LIBRARY
ED-758	301 N BROADWAY	NICOLET REAL ESTATE & INVESTMENT CORP
ED-758-1	300 BLOCK N BROADWAY	NICOLET REAL ESTATE & INVESTMENT CORP
ED-766	233 N BROADWAY	HEARTLAND AFFORDABLE HOUSING DE PERE LLC
ED-767	129 N BROADWAY	BROOKS TL HOLDINGS LLC
ED-767-1	131 N BROADWAY	BOYD
ED-768	127 N BROADWAY	CONSTINE REAL ESTATE VENTURE LLC
ED-769	123 N BROADWAY	DE PERE REDEVELOPMENT AUTHORITY
ED-771	117 N BROADWAY	BELLE HOLDINGS LLC
ED-772	115 N BROADWAY	GREAT DANE LLC
ED-773	113 N BROADWAY	BILOTTI
ED-774	109 N BROADWAY	BILOTTI
ED-775	107 N BROADWAY	BRUMMEL
ED-778	100 FRONT STREET	LEFEBVRE INVESTMENT CO LLC
ED-783	100-102 S BROADWAY	J & J ENTERPRISES OF DE PERE LLP
ED-784	106 S BROADWAY	J & J ENTERPRISES OF DE PERE LLP
ED-785	114-116 S BROADWAY	MACCO
ED-788	118 S BROADWAY	HILLCREST PARTNERSHIP #1 LLP THE
ED-788-1	S BROADWAY	DE PERE CITY OF
ED-789	126 S BROADWAY	126 SOUTH BROADWAY LLC
ED-790	132 S BROADWAY	KARL
ED-793	FRONT ST	DE PERE CITY OF
ED-794	FRONT ST	DE PERE CITY OF
ED-796	FRONT ST	DE PERE CITY OF
ED-798	302 GEORGE ST	OUR HERITAGE FAMILY LTD PARTNERSHIP
ED-799	CHARLES ST	DE PERE CITY OF
ED-801	S BROADWAY	DE PERE CITY OF WELLS PARK
ED-80-3	S BROADWAY	WISCONSIN DEPT OF NATURAL RESOURCES
ED-812	221 S BROADWAY	MEDICAL ARTS COMPLEX DENTAL CENTER SC ETAL
ED-816	416 GEORGE ST	GILLESPIE PROPERTIES LLC
ED-818	114 S WISCONSIN ST	DE PERE CITY OF MISSION SQUARE PARKING LOT
ED-823	135 S BROADWAY	MIDLAND WISCONSINBROADWAY ASSOCIATE

ED-824	125 S BROADWAY	BEILKE LLC
ED-826	121 S BROADWAY	PUMPKIN HEADS LLC
ED-827	123 S BROADWAY	SAKS HOLDINGS LLC
ED-828	111-113 S BROADWAY	HZ PROPERTIES LLC
ED-829	115 S BROADWAY	ZOELLER
ED-831	107 S BROADWAY	KRYSHAK
ED-833	101 S BROADWAY	KORDES
ED-833-1	GEORGE ST	DE PERE CITY OF
ED-834	JAMES ST	DE PERE CITY OF
ED-835	127 N WISCONSIN ST	DE PERE CITY OF
ED-836	117 N WISCONSIN ST	NEW LIFE CHRISTIAN FELLOWSHIP
ED-837	115 N WISCONSIN ST	NEW LIFE CHRISTIAN FELLOWSHIP
ED-840	421 GEORGE ST	LEE BUILDING CORPORATION THE
ED-841	417 GEORGE ST	GET REEL ENTERTAINMENT LLC
ED-842	415 GEORGE ST	CONARD
ED-844	102 N BROADWAY	DE PERE CITY OF
ED-847	112-114 N BROADWAY	STARRY
ED-848	116 N BROADWAY	KRYSHAK
ED-850	124 N BROADWAY	LEE BUILDING CORPORATION THE
ED-851	134 N BROADWAY	DE PERE REDEVELOPMENT AUTHORITY
ED-857	200 N BROADWAY	UNION HOTEL CORP
ED-861	230 N BROADWAY	SPIRIT SPE PORTFOLIO 2006-1 LLC
ED-862	421 CASS ST	DE PERE REDEVELOPMENT AUTHORITY
ED-864	321 N WISCONSIN ST	DE PERE REDEVELOPMENT AUTHORITY
ED-865-1	309 N WISCONSIN ST	DE PERE REDEVELOPMENT AUTHORITY
ED-867	303 N WISCONSIN ST	DE PERE REDEVELOPMENT AUTHORITY
ED-869	302 N BROADWAY	NEXTGEN ENTERPRISES LLC
ED-869-1	WILLIAM ST	DE PERE REDEVELOPMENT AUTHORITY
ED-870	314 N BROADWAY	DEPERE FEDERAL S & L
ED-871	330 N BROADWAY	DEPERE FEDERAL S & L
ED-875	230 N WISCONSIN ST	SPIRIT SPE PORTFOLIO 2006-1 LLC
ED-878	310 N WISCONSIN ST	APARTMENT DEVELOPERS INC
ED-880	320 N WISCONSIN ST	ALGREM
ED-881	N WISCONSIN ST	DE PERE REDEVELOPMENT AUTHORITY
ED-886	206 N WISCONSIN ST	ASSOCIATED DEPERE BANK
ED-893	510 JAMES ST	SEROOGY BROTHERS LLP
ED-897	519 GEORGE ST	LTF INVESTMENTS LLC
ED-900	515 GEORGE ST	DEPERE LAW BUILDING LLC
ED-901	106 N WISCONSIN ST	BALISON
ED-907	522 GEORGE ST	BELLA NOVA LLC
ED-914	135 S WISCONSIN ST	SAINT FRANCIS XAVIER
ED-915	127 S WISCONSIN ST	STECKART
ED-916	119 S WISCONSIN ST	PALS RENTALS LLC
ED-917	115 S WISCONSIN ST	SEROOGY BROTHERS LLP
ED-918	502 GEORGE ST	JDA ENTERPRISES OF WISCONSIN LLC
ED-949	620 GEORGE ST	ROYLE PROPERTIES LLC
ED-949-1	614 GEORGE ST	KMT ENTERPRISES LLC
ED-952-1	S SUPERIOR ST	KMT ENTERPRISES LLC
ED-960	610 GEORGE ST	NIP IT LLC
ED-961	600-604 GEORGE ST	CORNELL
ED-966	623 GEORGE ST	DECLLENE ZELLNER INC
ED-967	615-617 GEORGE ST	DANEN PROPERTIES LLC
ED-968-1	611 GEORGE ST	DANEN PROPERTIES LLC
ED-968-2	609 REAR GEORGE ST	MARSHA VANEGEREN
ED-968-3	609 GEORGE ST	DANEN PROPERTIES LLC
ED-969	108 N MICHIGAN ST	HANNON
ED-970	114 N MICHIGAN ST	WILDROOT LLC
WD-1646	555-101 MAIN AV	FINLAY
WD-1647	555-102 MAIN AV	GOTTOWSKI
WD-1648	555-103 MAIN AV	SULLIVAN
WD-1649	555-104 MAIN AV	HARE
WD-1650	555-105 MAIN AV	NEW DEVELOPERS LLC
WD-1651	555-106 MAIN AV	1ST RATE MORTGAGE CORP
WD-1652	555-107 MAIN AV	STEENO

WD-1653	555-108 MAIN AV	WATERMOLEN
WD-1654	555-109 MAIN AV	WARD
WD-1655	555-110 MAIN AV	MCKEEFRY
WD-1656	555-111 MAIN AV	1ST RATE MORTGAGE CORP
WD-1657	555-112 MAIN AV	MINTEN
WD-1658	555-113 MAIN AV	GUO
WD-1659	555-114 MAIN AV	FLYNN
WD-1660	555-115 MAIN AV	GANNON THOMAS E & JEAN M REVOCABLE TRUST
WD-1661	555-116 MAIN AV	PEARSON
WD-1662	555-201 MAIN AV	LADOWSKI
WD-1663	555-107 MAIN AV	STEELE
WD-1664	555-203 MAIN AV	HAGANES
WD-1665	555-204 MAIN AV	RYAN
WD-1666	555-205 MAIN AV	LIN
WD-1667	555-206 MAIN AV	BOUBENIDER
WD-1668	555-208 MAIN AV	PRATEL
WD-1669	555-209 MAIN AV	FILLE
WD-1670	555-210 MAIN AV	SMET
WD-1671	555-211 MAIN AV	MILLER
WD-1672	555-212 MAIN AV	ROYER
WD-1673	555-213 MAIN AV	LADOWSKI SR
WD-1674	555-214 MAIN AV	BERGH CHARLES R & DONNA S TRUST
WD-1675	555-215 MAIN AV	GHORI
WD-1676	555-216 MAIN AV	MILLER
WD-216	300 GRANT ST	SAINT NORBERT COLLEGE INC
WD-279	509 MAIN AV	PIONEER CREDIT UNION (FC)
WD-281	108 S FIFTH ST	PIONEER CREDIT UNION
WD-283	499 MAIN AV	DEPERE WEST DEVELOPMENT LLC
WD-284	109 S FIFTH ST	DEPERE WEST DEVELOPMENT LLC
WD-286	473 MAIN AV	DEPERE WEST DEVELOPMENT LLC
WD-287	400 BLOCK MAIN AV	DEPERE WEST DEVELOPMENT LLC
WD-288	441 MAIN AV	PEOPLES MARINE BANK OF GREEN BAY
WD-295	444 REID ST	MARQUETTE CENTRE LLC
WD-306	525 REID ST	N E W DEVELOPERS LLC
WD-310	430 GRANT ST	NICOLET HIGHLANDS LLC
WD-367	300 MAIN AV	HAWK HOLDINGS LLC
WD-369	320 MAIN AV	GAROT
WD-371	330 MAIN AV	STAGECOACH ENTERPRISES LLC
WD-372	334 MAIN AV	A&K LONGBRANCH LLC
WD-373	338 MAIN AV	HERYMAN
WD-374	342-344 MAIN AV	WILLEMS
WD-375	348 MAIN AV	RENIER
WD-376	352 MAIN AV	GAROT
WD-377	360-362 MAIN AV	MANDERS JAMES A & DORIS C REVOCABLE TRUST
WD-378	366 MAIN AV	MATYAS
WD-379	368 MAIN AV	KEWEENAW ENTERPRISES LLC
WD-380	380 MAIN AV	OLD NELL PROPERTIES LLC
WD-381	400 MAIN AV	SECOR JEROME J REVOCABLE TRUST
WD-386	436 MAIN AV	ISC PROPERTY LLC
WD-387	444 MAIN AV	F & J PROPERTIES LLC
WD-387-1	MAIN AV	KROPP
WD-388	486 MAIN AV	SMOOTH MONEY OF IOWA LLC
WD-389-2	500 MAIN AV	DUTCH BOYZ DE PERE LLC
WD-389-3	550 MAIN AV	CHRIST THE ROCK CHURCH INC
WD-389-4	556 MAIN AV	CHRIST THE ROCK CHURCH INC
WD-389-5	N SIXTH ST	BURKARD PHILLIP J & NANCY R REVOCABLE TRUST
WD-403	109 N SIXTH ST	SANDERS
WD-404	101 FORT HOWARD AV	DECLREENE ZELLNER LLC
WD-404-2	MAIN AV	WISCONSIN DEPT OF TRANSPORTATION
WD-623	500 GRANT ST	INVESTORS COMMUNITY BANK
WD-634	GRANT ST	SAINT NORBERT COLLEGE INC
WD-634-2	400 GRANT ST	SAINT NORBERT COLLEGE INC
WD-884	401 MAIN AV	SCHLEIS PROPERTIES LLC
WD-885	407 MAIN AV	DETRY

WD-886	409 MAIN AV	DETRY
WD-887	413 MAIN AV	RHODES ETAL
WD-888	417 MAIN AV	MARTIN
WD-889	421 MAIN AV	KROPP
WD-890-1	441 MAIN AV	PEOPLES MARINE BANK OF GREEN BAY
WD-893	400 REID ST	DEPERE WEST DEVELOPMENT LLC
WD-906	301 MAIN AV	PHE WI LLC
WD-907	305 MAIN AV	B S ENTERPRISES OF DE PERE LLC
WD-908	313 MAIN AV	313 MAIN IN DE PERE LLC
WD-909	317 MAIN AV	LOCH
WD-910	321 MAIN AV	KEY PROPERTY MANAGEMENT LLC
WD-911	327 MAIN AV	TILKENS FAMILY LTD PARTNERSHIP
WD-912	331 MAIN AV	NICK BROTHERS PARTNERSHIP
WD-913	337-339 MAIN AV	MIRHASHEMI INC
WD-915	345 MAIN AV	MANNING ETAL
WD-917	353 MAIN AV	BALISON REAL ESTATE LLC
WD-917-1	MAIN AV	DE PERE CITY OF
WD-917-2	MAIN AV	DE PERE CITY OF
WD-918	355 MAIN AV	D&J ENTERPRISE OF GREENLEAF LLC
WD-919	363 MAIN AV	CHANMINA LLC
WD-920	365 MAIN AV	SAKS HOLDINGS LLC
WD-921	371 MAIN AV	ABTS INVESTMENTS LLC
WD-922	375 MAIN AV	LARSON
WD-923	377 MAIN AV	RAW LEGACY LLC
WD-925	115 FOURTH ST	MISHLER LONNIE L & CAROL
WD-926	340 BLOCK REID ST	DE PERE CITY OF NICOLET SQUARE PARKING LOT
WD-928	340 REID ST	DE PERE CITY OF NICOLET SQUARE PARKING LOT
WD-930	330 REID ST	LUTSEY
WD-931	116 THIRD ST	AJANGO PROPERTIES LLC
WD-933	THIRD ST	DE PERE CITY OF
WD-955	303 REID ST	REID STREET RETAIL LLC
WD-961	325 REID ST	MASTERS PROPERTIES OF DE PERE LLC
WD-965	401 REID ST	CKROLL PROPERTIES LLC

APPENDIX C-2: East Assessed Properties (names current as of August 2014)

PARCELID	LOCATION	OWNERLST	TOTVAL	BID Value	Assessment	Final Adjusted Assessment	Parcel Assessment
ED-1006	109 N HURON ST	LTF INVESTMENTS LLC	\$76,500		\$0.00	\$0.00	\$133.8
ED-1007	715 GEORGE ST	LTF INVESTMENTS LLC	\$54,200		\$0.00	\$0.00	\$94.8
ED-897	519 GEORGE ST	LTF INVESTMENTS LLC	\$398,000	\$528,700	\$925.23	\$925.23	\$696.5
ED-1008	705 GEORGE ST	FISETTE	\$279,700		\$0.00	\$0.00	\$489.4
ED-1010	114 N SUPERIOR ST	FISETTE	\$20,200	\$299,900	\$524.83	\$524.83	\$35.3
ED-1048	820 GEORGE ST	WOODWARD INVESTMENTS LLC	\$306,200	\$306,200	\$535.85	\$535.85	\$535.8
ED-1058	802 GEORGE ST	BELLA REALTY LLC	\$397,700		\$0.00	\$0.00	\$695.9
ED-1058-1	S HURON ST	BELLA REALTY LLC	\$32,400	\$430,100	\$752.68	\$752.68	\$56.7
ED-1065	109 N ERIE ST	HIMAL LLC	\$47,400		\$0.00	\$0.00	\$82.9
ED-1066	821 GEORGE ST	HIMAL LLC	\$393,400	\$440,800	\$771.40	\$771.40	\$688.4
ED-1067	805 GEORGE ST	ALI BRI PROPERTIES LLC	\$247,800	\$247,800	\$433.65	\$433.65	\$433.6
ED-1088	921 GEORGE ST	SUMMERLEIGH ASSOCIATES INC	\$274,000	\$274,000	\$479.50	\$479.50	\$479.5
ED-1089	905 GEORGE ST	BEACHWALKER EXPRESS LLC	\$220,600	\$220,600	\$386.05	\$386.05	\$386.0
ED-1095	914 GEORGE ST	LIGHTHOUSE LUBE REAL ESTATE LLC	\$313,600	\$313,600	\$548.80	\$548.80	\$548.8
ED-1103	115 S ERIE ST	LEDGE HEAVEN LLC	\$240,400	\$240,400	\$420.70	\$420.70	\$420.7
ED-1104	908 GEORGE ST	NELSON	\$181,200	\$181,200	\$317.10	\$317.10	\$317.1
ED-1105	900 GEORGE ST	TETZLAFF	\$188,100	\$188,100	\$329.18	\$329.18	\$329.1
ED-18-65	201 JAMES ST	CHATEAU DEPERE LLC	\$1,700,000	\$1,700,000	\$2,975.00	\$1,950.00	\$1,950.0
ED-377	N BROADWAY	JCA INVESTMENTS LLC	\$20,300		\$0.00	\$0.00	\$35.5
ED-376	435 N BROADWAY	JCA INVESTMENTS LLC	\$300,900	\$321,200	\$562.10	\$562.10	\$526.5
ED-432	432 N WISCONSIN ST	FOX VIEW PROPERTIES LLC	\$257,000	\$257,000	\$449.75	\$449.75	\$449.7
ED-432-1	340 N WISCONSIN ST	VOYAGEUR OFFICE & SUITES LLC	\$500,100	\$500,100	\$875.18	\$875.18	\$875.1
ED-660	1002 GEORGE ST	VANDEURZEN	\$158,200	\$158,200	\$276.85	\$276.85	\$276.8
ED-758	301 N BROADWAY	NICOLET REAL ESTATE & INVESTMENT CORP	\$1,469,900		\$0.00	\$0.00	\$984.2
ED-758-1	300 BLOCK N BROADWAY	NICOLET REAL ESTATE & INVESTMENT CORP	\$1,442,200	\$2,912,100	\$5,096.18	\$1,950.00	\$965.7
ED-767	129 N BROADWAY	BROOKS TL HOLDINGS LLC	\$82,200	\$82,200	\$143.85	\$275.00	\$275.0
ED-767-1	131 N BROADWAY	BOYD	\$102,000	\$102,000	\$178.50	\$275.00	\$275.0
ED-768	127 N BROADWAY	CONSTINE REAL ESTATE VENTURE LLC	\$273,200	\$273,200	\$478.10	\$478.10	\$478.1
ED-771	117 N BROADWAY	BELLE HOLDINGS LLC	\$239,900	\$239,900	\$419.83	\$419.83	\$419.8
ED-772	115 N BROADWAY	GREAT DANE LLC	\$205,500	\$205,500	\$359.63	\$359.63	\$359.6
ED-773	113 N BROADWAY	BILOTTI	\$240,900		\$0.00	\$0.00	\$421.5
ED-774	109 N BROADWAY	BILOTTI	\$155,200	\$396,100	\$693.18	\$693.18	\$271.6
ED-775	107 N BROADWAY	BRUMMEL	\$226,300	\$226,300	\$396.03	\$396.03	\$396.0
ED-783	100-102 S BROADWAY	J & J ENTERPRISES OF DE PERE LLP	\$600,000		\$0.00	\$0.00	\$1,050.0
ED-784	106 S BROADWAY	J & J ENTERPRISES OF DE PERE LLP	\$210,100	\$810,100	\$1,417.68	\$1,417.68	\$367.6
ED-785	114-116 S BROADWAY	MACCO	\$648,200	648,200	\$1,134.35	\$1,134.35	\$1,134.3
ED-788	118 S BROADWAY	HILLCREST PARTNERSHIP #1 LLP THE	\$154,300	\$154,300	\$270.03	\$275.00	\$275.0
ED-789	126 S BROADWAY	126 SOUTH BROADWAY LLC	\$199,000	\$199,000	\$348.25	\$348.25	\$348.2
ED-790	132 S BROADWAY	KARL	\$527,400	\$527,400	\$922.95	\$922.95	\$922.9
ED-812	221 S BROADWAY	MEDICAL ARTS COMPLEX DENTAL CENTER SC	\$219,500	\$219,500	\$384.13	\$384.13	\$384.1
ED-816	416 GEORGE ST	GILLESPIE PROPERTIES LLC	\$400,600	\$400,600	\$701.05	\$701.05	\$701.0
ED-823	135 S BROADWAY	MIDLAND WISCONSINBROADWAY ASSOCIATE	\$181,000	\$181,000	\$316.75	\$316.75	\$316.7
ED-824	125 S BROADWAY	BEILKE LLC	\$354,400	\$354,400	\$620.20	\$620.20	\$620.2
ED-826	121 S BROADWAY	PUMPKIN HEADS LLC	\$192,100	\$192,100	\$336.18	\$336.18	\$336.1
ED-827	123 S BROADWAY	SAKS HOLDINGS LLC	\$183,300	\$183,300	\$320.78	\$320.78	\$320.7
ED-828	111-113 S BROADWAY	HZ PROPERTIES LLC	\$169,900	\$169,900	\$297.33	\$297.33	\$297.3
ED-829	115 S BROADWAY	ZOELLER	\$292,700	\$292,700	\$512.23	\$512.23	\$512.2
ED-848	116 N BROADWAY	KRYSHAK	\$354,200		\$0.00	\$0.00	\$619.8
ED-831	107 S BROADWAY	KRYSHAK	\$280,000	\$634,200	\$1,109.85	\$1,109.85	\$490.0
ED-833	101 S BROADWAY	KORDES	\$218,900	\$218,900	\$383.08	\$383.08	\$383.0
ED-840	421 GEORGE ST	LEE BUILDING CORPORATION THE	\$471,200		\$0.00	\$0.00	\$485.9

Attachment: DBI_OperatingPlan_Final (3686 : Disburse Funds)

ED-850	124 N BROADWAY	LEE BUILDING CORPORATION THE	\$1,419,800	\$1,891,000	\$3,309.25	\$1,950.00	\$1,464.1
ED-841	417 GEORGE ST	GET REEL ENTERTAINMENT LLC	\$227,100	\$227,100	\$397.43	\$397.43	\$397.4
ED-842	415 GEORGE ST	CONARD	\$244,700	\$244,700	\$428.23	\$428.23	\$428.2
ED-847	112-114 N BROADWAY	STARRY	\$286,400	\$286,400	\$501.20	\$501.20	\$501.2
ED-857	200 N BROADWAY	UNION HOTEL CORP	\$379,400	\$379,400	\$663.95	\$663.95	\$663.9
ED-861	230 N BROADWAY	SPIRIT SPE PORTFOLIO 2006-1 LLC	\$446,500		\$0.00	\$0.00	\$263.8
ED-875	230 N WISCONSIN ST	SPIRIT SPE PORTFOLIO 2006-1 LLC	\$2,853,500	\$3,300,000	\$5,775.00	\$1,950.00	\$1,686.1
ED-869	302 N BROADWAY	NEXTGEN ENTERPRISES LLC	\$476,400	\$476,400	\$833.70	\$833.70	\$833.7
ED-870	314 N BROADWAY	DEPERE FEDERAL S & L	\$61,000		\$0.00	\$0.00	\$106.7
ED-871	330 N BROADWAY	DEPERE FEDERAL S & L	\$905,800	\$966,800	\$1,691.90	\$1,691.90	\$1,585.1
ED-878	310 N WISCONSIN ST	APARTMENT DEVELOPERS INC	\$1,159,700	\$1,159,700	\$2,029.48	\$1,950.00	\$1,950.0
ED-880	320 N WISCONSIN ST	ALGREM	\$488,400	\$488,400	\$854.70	\$854.70	\$854.7
ED-886	206 N WISCONSIN ST	ASSOCIATED DEPERE BANK	\$1,222,200	\$1,222,200	\$2,138.85	\$1,950.00	\$1,950.0
ED-917	115 S WISCONSIN ST	SEROOGY BROTHERS LLP	\$251,700	\$0	\$0.00	\$0.00	\$372.6
ED-893	510 JAMES ST	SEROOGY BROTHERS LLP	\$1,065,300	\$1,317,000	\$2,304.75	\$1,950.00	\$1,577.3
ED-900	515 GEORGE ST	DEPERE LAW BUILDING LLC	\$542,000	\$542,000	\$948.50	\$948.50	\$948.5
ED-901	106 N WISCONSIN ST	BALISON	\$112,700	\$112,700	\$197.23	\$275.00	\$275.0
ED-907	522 GEORGE ST	BELLA NOVA LLC	\$299,500	\$299,500	\$524.13	\$524.13	\$524.1
ED-916	119 S WISCONSIN ST	PALS RENTALS LLC	\$126,700	\$126,700	\$221.73	\$275.00	\$275.0
ED-918	502 GEORGE ST	JDA ENTERPRISES OF WISCONSIN LLC	\$363,700	\$363,700	\$636.48	\$636.48	\$636.4
ED-949	620 GEORGE ST	ROYLE PROPERTIES LLC	\$392,100	\$392,100	\$686.18	\$686.18	\$686.1
ED-952-1	S SUPERIOR ST	KMT ENTERPRISES LLC	\$8,600		\$0.00	\$0.00	\$15.0
ED-949-1	614 GEORGE ST	KMT ENTERPRISES LLC	\$346,200	\$354,800	\$620.90	\$620.90	\$605.8
ED-960	610 GEORGE ST	NIP IT LLC	\$135,900	\$135,900	\$237.83	\$275.00	\$275.0
ED-961	600-604 GEORGE ST	CORNELL	\$361,200	\$361,200	\$632.10	\$632.10	\$632.1
ED-966	623 GEORGE ST	DECLLENE ZELLNER INC	\$378,000	\$378,000	\$661.50	\$661.50	\$661.5
ED-967	615-617 GEORGE ST	DANEN PROPERTIES LLC	\$160,100	\$0	\$0.00	\$0.00	\$280.1
ED-968-1	611 GEORGE ST	DANEN PROPERTIES LLC	\$105,800	\$0	\$0.00	\$0.00	\$185.1
ED-968-3	609 GEORGE ST	DANEN PROPERTIES LLC	\$246,500	\$512,400	\$896.70	\$896.70	\$431.3
ED-968-2	609 REAR GEORGE ST	MARSHA VANEGEREN	\$400	\$400	\$0.70	\$275.00	\$275.0
ED-970	114 N MICHIGAN ST	WILDROOT LLC	\$135,300	\$135,300	\$236.78	\$275.00	\$275.0

Total Value within BID (East)

Total Revenue Generate

\$46,567.93

\$46,567.9

Assessment Parameters

Rate	\$1.75
Minimum Assessment	\$275.00
Maximum Assessment	\$1,950.00

Attachment: DBL_OperatingPlan_Final (3686 : Disburse Funds)

APPENDIX C-3: West Assessed Properties (names current as of August 2014)

PARCELID	LOCATION	OWNERLST	TOTVAL	BID Value	Assessment	Final Adjusted Assessment	Parcel Assessment
WD-216	300 GRANT ST	SAINT NORBERT COLLEGE INC	\$3,819,600	\$3,819,600	\$6,684.30	\$1,950.00	\$1,950.00
WD-279	509 MAIN AV	PIONEER CREDIT UNION (FC)	\$127,500		\$0.00	\$0.00	\$223.13
WD-281	108 S FIFTH ST	PIONEER CREDIT UNION	\$804,200	\$931,700	\$1,630.48	\$1,630.48	\$1,407.35
WD-283	499 MAIN AV	DEPERE WEST DEVELOPMENT LLC	\$60,400		\$0.00	\$0.00	\$29.81
WD-284	109 S FIFTH ST	DEPERE WEST DEVELOPMENT LLC	\$47,700		\$0.00	\$0.00	\$23.54
WD-286	473 MAIN AV	DEPERE WEST DEVELOPMENT LLC	\$47,600		\$0.00	\$0.00	\$23.49
WD-287	400 BLOCK MAIN AV	DEPERE WEST DEVELOPMENT LLC	\$47,600		\$0.00	\$0.00	\$23.49
WD-893	400 REID ST	DEPERE WEST DEVELOPMENT LLC	\$3,747,400	\$3,950,700	\$6,913.73	\$1,950.00	\$1,849.65
WD-890-1	441 MAIN AV	PEOPLES MARINE BANK OF GREEN BAY	\$200		\$0.00	\$0.00	\$0.35
WD-288	441 MAIN AV	PEOPLES MARINE BANK OF GREEN BAY	\$1,020,500	\$1,020,700	\$1,786.23	\$1,786.23	\$1,785.88
WD-295	444 REID ST	MARQUETTE CENTRE LLC	\$2,280,700	\$2,280,700	\$3,991.23	\$1,950.00	\$1,950.00
WD-306	525 REID ST	N E W DEVELOPERS LLC	\$432,000	\$432,000	\$756.00	\$756.00	\$756.00
WD-623	500 GRANT ST	INVESTORS COMMUNITY BANK	\$600,300	\$600,300	\$1,050.53	\$1,050.53	\$1,050.53
WD-367	300 MAIN AV	HAWK HOLDINGS LLC	\$323,400	\$323,400	\$565.95	\$565.95	\$565.95
WD-369	320 MAIN AV	GAROT	\$657,700		\$0.00	\$0.00	\$1,150.98
WD-376	352 MAIN AV	GAROT	\$9,000	\$666,700	\$1,166.73	\$1,166.73	\$15.75
WD-371	330 MAIN AV	STAGECOACH ENTERPRISES LLC	\$181,400	\$181,400	\$317.45	\$317.45	\$317.45
WD-372	334 MAIN AV	A&K LONGBRANCH LLC	\$247,000	\$247,000	\$432.25	\$432.25	\$432.25
WD-373	338 MAIN AV	HERYMAN	\$142,300	\$142,300	\$249.03	\$275.00	\$275.00
WD-374	342-344 MAIN AV	WILLEMS	\$97,800	\$97,800	\$171.15	\$275.00	\$275.00
WD-375	348 MAIN AV	RENIER	\$131,300	\$131,300	\$229.78	\$275.00	\$275.00
WD-377	360-362 MAIN AV	MANDERS JAMES A & DORIS C	\$43,100	\$43,100	\$75.43	\$275.00	\$275.00
WD-378	366 MAIN AV	MATYAS	\$196,300	\$196,300	\$343.53	\$343.53	\$343.53
WD-379	368 MAIN AV	KEWEENAW ENTERPRISES LLC	\$232,200	\$232,200	\$406.35	\$406.35	\$406.35
WD-380	380 MAIN AV	OLD NELL PROPERTIES LLC	\$404,800	\$404,800	\$708.40	\$708.40	\$708.40
WD-381	400 MAIN AV	SECOR JEROME J REVOCABLE TRUST	\$283,800	\$283,800	\$496.65	\$496.65	\$496.65
WD-386	436 MAIN AV	ISC PROPERTY LLC	\$337,100	\$337,100	\$589.93	\$589.93	\$589.93
WD-387	444 MAIN AV	F & J PROPERTIES LLC	\$325,700	\$325,700	\$569.98	\$569.98	\$569.98
WD-387-1	MAIN AV	KROPP	\$70,600		\$0.00	\$0.00	\$123.55
WD-889	421 MAIN AV	KROPP	\$387,600	\$458,200	\$801.85	\$801.85	\$678.30
WD-388	486 MAIN AV	SMOOTH MONEY OF IOWA LLC	\$364,800	\$364,800	\$638.40	\$638.40	\$638.40
WD-389-2	500 MAIN AV	DUTCH BOYZ DE PERE LLC	\$1,562,800	\$1,562,800	\$2,734.90	\$1,950.00	\$1,950.00
WD-389-5	N SIXTH ST	BURKARD PHILLIP J & NANCY R	\$42,200	\$42,200	\$73.85	\$275.00	\$275.00
WD-403	109 N SIXTH ST	SANDERS	\$346,700	\$346,700	\$606.73	\$606.73	\$606.73
WD-404	101 FORT HOWARD AV	DECLLENE ZELLNER LLC	\$299,700	\$299,700	\$524.48	\$524.48	\$524.48
WD-884	401 MAIN AV	SCHLEIS PROPERTIES LLC	\$472,000	\$472,000	\$826.00	\$826.00	\$826.00
WD-885	407 MAIN AV	DETRY	\$141,300		\$0.00	\$0.00	\$247.28
WD-886	409 MAIN AV	DETRY	\$138,500	\$279,800	\$489.65	\$489.65	\$242.38
WD-887	413 MAIN AV	RHODES ETAL	\$249,800	\$249,800	\$437.15	\$437.15	\$437.15
WD-888	417 MAIN AV	MARTIN	\$138,500	\$138,500	\$242.38	\$275.00	\$275.00
WD-906	301 MAIN AV	PHE WI LLC	\$415,100	\$415,100	\$726.43	\$726.43	\$726.43
WD-907	305 MAIN AV	B S ENTERPRISES OF DE PERE LLC	\$175,000	\$175,000	\$306.25	\$306.25	\$306.25
WD-908	313 MAIN AV	313 MAIN IN DE PERE LLC	\$205,500	\$205,500	\$359.63	\$359.63	\$359.63
WD-909	317 MAIN AV	LOCH	\$305,000	\$305,000	\$533.75	\$533.75	\$533.75
WD-910	321 MAIN AV	KEY PROPERTY MANAGEMENT LLC	\$158,500	\$158,500	\$277.38	\$277.38	\$277.38

Attachment: DBL_OperatingPlan_Final (3686 : Disburse Funds)

WD-911	327 MAIN AV	TILKENS FAMILY LTD PARTNERSHIP	\$394,300	\$394,300	\$690.03	\$690.03	\$690.03
WD-912	331 MAIN AV	NICK BROTHERS PARTNERSHIP	\$311,600	\$311,600	\$545.30	\$545.30	\$545.30
WD-913	337-339 MAIN AV	MIRHASHEMI INC	\$259,200	\$259,200	\$453.60	\$453.60	\$453.60
WD-915	345 MAIN AV	MANNING ETAL	\$142,500	\$142,500	\$249.38	\$275.00	\$275.00
WD-917	353 MAIN AV	BALISON REAL ESTATE LLC	\$321,500	\$321,500	\$562.63	\$562.63	\$562.63
WD-918	355 MAIN AV	D&J ENTERPRISE OF GREENLEAF LLC	\$171,700	\$171,700	\$300.48	\$300.48	\$300.48
WD-919	363 MAIN AV	CHANMINA LLC	\$183,800	\$183,800	\$321.65	\$321.65	\$321.65
WD-920	365 MAIN AV	SAKS HOLDINGS LLC	\$407,300	\$407,300	\$712.78	\$712.78	\$712.78
WD-921	371 MAIN AV	ABTS INVESTMENTS LLC	\$141,200	\$141,200	\$247.10	\$275.00	\$275.00
WD-922	375 MAIN AV	LARSON	\$216,600	\$216,600	\$379.05	\$379.05	\$379.05
WD-923	377 MAIN AV	RAW LEGACY LLC	\$287,400	\$287,400	\$502.95	\$502.95	\$502.95
WD-925	115 FOURTH ST	MISHLER LONNIE L & CAROL	\$425,200	\$425,200	\$744.10	\$744.10	\$744.10
WD-930	330 REID ST	LUTSEY	\$822,900	\$822,900	\$1,440.08	\$1,440.08	\$1,440.08
WD-931	116 THIRD ST	AJANGO PROPERTIES LLC	\$219,000	\$219,000	\$383.25	\$383.25	\$383.25
WD-955	303 REID ST	REID STREET RETAIL LLC	\$1,279,800	\$1,279,800	\$2,239.65	\$1,950.00	\$1,950.00
WD-961	325 REID ST	MASTERS PROPERTIES OF DE PERE LLC	\$7,486,300	\$7,486,300	\$13,101.03	\$1,950.00	\$1,950.00
WD-965	401 REID ST	CKROLL PROPERTIES LLC	\$746,000	\$746,000	\$1,305.50	\$1,305.50	\$1,305.50

Total Value within BID (West)

\$35,938,500

Total Revenue Generate

\$39,589.48

\$39,589.48

Assessment Parameters	
Rate	\$1.75
Minimum	
Assessment	\$275.00
Maximum	
Assessment	\$1,950.00

APPENDIX C-4: Exempt Properties (names current as of August 2014)

PARCELID	LOCATION	OWNER
ED-1094	920 GEORGE STREET	ROBERT VAN DEURZEN
ED-287	230 S BROADWAY	DE PERE CITY OF WELLS PARK
ED-719	FRONT STREET	DE PERE CITY OF
ED-737	FRONT STREET	DE PERE CITY OF
ED-751	409 N BROADWAY ST	DE PERE HISTORICAL SOCIETY INC
ED-752	403 N BROADWAY	DE PERE HISTORICAL SOCIETY INC
ED-756	333 N BROADWAY	BROWN COUNTY LIBRARY
ED-766	233 N BROADWAY	HEARTLAND AFFORDABLE HOUSING DE PERE LLC
ED-769	123 N BROADWAY	DE PERE REDEVELOPMENT AUTHORITY
ED-778	100 FRONT STREET	LEFEBVRE INVESTMENT CO LLC
ED-788-1	S BROADWAY	DE PERE CITY OF
ED-793	FRONT ST	DE PERE CITY OF
ED-794	FRONT ST	DE PERE CITY OF
ED-796	FRONT ST	DE PERE CITY OF
ED-798	302 GEORGE ST	OUR HERITAGE FAMILY LTD PARTNERSHIP
ED-799	CHARLES ST	DE PERE CITY OF
ED-801	S BROADWAY	DE PERE CITY OF WELLS PARK
ED-80-3	S BROADWAY	WISCONSIN DEPT OF NATURAL RESOURCES
ED-818	114 S WISCONSIN ST	DE PERE CITY OF MISSION SQUARE PARKING LOT
ED-833-1	GEORGE ST	DE PERE CITY OF
ED-834	JAMES ST	DE PERE CITY OF
ED-835	127 N WISCONSIN ST	DE PERE CITY OF
ED-836	117 N WISCONSIN ST	NEW LIFE CHRISTIAN FELLOWSHIP
ED-837	115 N WISCONSIN ST	NEW LIFE CHRISTIAN FELLOWSHIP
ED-844	102 N BROADWAY	DE PERE CITY OF
ED-851	134 N BROADWAY	DE PERE REDEVELOPMENT AUTHORITY
ED-862	421 CASS ST	DE PERE REDEVELOPMENT AUTHORITY
ED-864	321 N WISCONSIN ST	DE PERE REDEVELOPMENT AUTHORITY
ED-865-1	309 N WISCONSIN ST	DE PERE REDEVELOPMENT AUTHORITY
ED-867	303 N WISCONSIN ST	DE PERE REDEVELOPMENT AUTHORITY
ED-869-1	WILLIAM ST	DE PERE REDEVELOPMENT AUTHORITY
ED-881	N WISCONSIN ST	DE PERE REDEVELOPMENT AUTHORITY
ED-914	135 S WISCONSIN ST	SAINT FRANCIS XAVIER
ED-915	127 S WISCONSIN ST	STECKART
ED-969	108 N Michigan	HANNON
WD-1646	555-101 MAIN AV	FINLAY
WD-1647	555-102 MAIN AV	GOTTOWSKI
WD-1648	555-103 MAIN AV	SULLIVAN
WD-1649	555-104 MAIN AV	HARE
WD-1650	555-105 MAIN AV	NEW DEVELOPERS LLC
WD-1651	555-106 MAIN AV	1ST RATE MORTGAGE CORP
WD-1652	555-107 MAIN AV	STEENO
WD-1653	555-108 MAIN AV	WATERMOLEN
WD-1654	555-109 MAIN AV	WARD
WD-1655	555-110 MAIN AV	MCKEEFRY
WD-1656	555-111 MAIN AV	1ST RATE MORTGAGE CORP
WD-1657	555-112 MAIN AV	MINTEN
WD-1658	555-113 MAIN AV	GUO
WD-1659	555-114 MAIN AV	FLYNN
WD-1660	555-115 MAIN AV	GANNON THOMAS E & JEAN M REVOCABLE TRUST
WD-1661	555-116 MAIN AV	PEARSON
WD-1662	555-201 MAIN AV	LADOWSKI
WD-1663	555-107 MAIN AV	STEELE
WD-1664	555-203 MAIN AV	HAGANES
WD-1665	555-204 MAIN AV	RYAN
WD-1666	555-205 MAIN AV	LIN
WD-1667	555-206 MAIN AV	BOUBENIDER
WD-1668	555-208 MAIN AV	PRATEL
WD-1669	555-209 MAIN AV	FILLE
WD-1670	555-210 MAIN AV	SMET

WD-1671	555-211 MAIN AV	MILLER
WD-1672	555-212 MAIN AV	ROYER
WD-1673	555-213 MAIN AV	LADOWSKI SR
WD-1674	555-214 MAIN AV	BERGH CHARLES R & DONNA S TRUST
WD-1675	555-215 MAIN AV	GHORI
WD-1676	555-216 MAIN AV	MILLER
WD-310	430 GRANT ST	NICOLET HIGHLANDS LLC
WD-389-3	550 MAIN AV	CHRIST THE ROCK CHURCH INC
WD-389-4	556 MAIN AV	CHRIST THE ROCK CHURCH INC
WD-404-2	MAIN AV	WISCONSIN DEPT OF TRANSPORTATION
WD-634	GRANT ST	SAINT NORBERT COLLEGE INC
WD-634-2	400 GRANT ST	SAINT NORBERT COLLEGE INC
WD-917-1	MAIN AV	DE PERE CITY OF
WD-917-2	MAIN AV	DE PERE CITY OF
WD-926	340 BLOCK REID ST	DE PERE CITY OF NICOLET SQUARE PARKING LOT
WD-928	340 REID ST	DE PERE CITY OF NICOLET SQUARE PARKING LOT
WD-933	THIRD ST	DE PERE CITY OF

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 detail 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 or 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: Draft Bylaws

BYLAWS FOR DE PERE 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 notice of every meeting of the membership, stating the place, date, and hour of the meeting, shall be sent to each member not less than fifteen (15) 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 on 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 (primary 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 of (at least 4) 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. Minutes will be recorded and submitted to the City and the BID Board. The BID Board shall adopt rules of order to govern the conduct of its meetings and meet regularly or at the very least annually.

Section 7. Record Keeping. Files and records of the BID Board's affairs shall be kept pursuant to public records requirements.

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 BID 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 Operational 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 from 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 President 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 follows.

- A. A joint strategy session of the BID Board and the Definitely De Pere Board of Directors will to discuss possible amendments to the Bylaws for the following year.
- B. The proposed Bylaws for the following year will be drafted by Definitely De Pere and submitted to the BID Board for the following year.
- C. Definitely De Pere will re-draft the Bylaws and submit it to the BID Board for approval based on comments by the BID Board.
- D. The BID Board will review the proposed BID Bylaws and make a recommendation to the De Pere Plan Commission.
- E. The City of De Pere Plan Commission will review the proposed amended BID Bylaws and will make a recommendation to the Common Council.
- F. 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 needed and opportunities in the District, within the purpose and objectives defined herein and in the DBI Operating Plan.

APPENDIX F: Legal Opinion

**ROELS
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August 18, 2014

Mayor Michael Walsh
De Pere City Hall
De Pere, Wisconsin 54115

Re: Business Improvement District Plan
Downtown De Pere

Dear Mayor Walsh:

I am an attorney licensed to practice law in the State of Wisconsin. I have been asked to render an opinion on the Business Improvement District for Downtown De Pere.

I have had a chance to review the Business Improvement District Operating Plan for the year 2015. I am mindful of the statutory requirements enumerated in section 66.1109(1)(f). I opine as follows:

- A. As required by subsection 1, the special assessment method applicable to the business improvement district is set forth in detail at section V of the Plan.
- B. As required by subsection 1m, the Plan contains a statement as to whether real property used exclusively for manufacturing purposes will be specially assessed, at Section VI.A.
- C. As required by subsection 2, the Plan addresses the kind, number and location of all proposed expenditures within the business improvement district at Section II.G and the budget contained on pages 13-14.
- D. As required by subsection 3, the Plan contains a description of the methods of financing all estimated expenditures and the time when related costs will be incurred at Section V.
- E. As required by subsection 4, the Plan contains 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, at Section I.A and Sections II. B, C. and E.

Sincerely,

Roels, Keidatz, Fronsee & Danen, LLP



Julie Fink Fronsee

JFF:smf

Thomas L. Keidatz • Julie Fink Fronsee • Philip J. Danen • Sara E. Jordan • Bernard U. Roels (RETIRED)

Attachment: DBI_OperatingPlan_Final (3686 : Disburse Funds)

City of De Pere, Wisconsin



Request For Business Improvement District Board Action

MEETING DATE: July 17, 2015

DEPARTMENT: Planning

FROM: Sarah Wallace

SUBJECT: Discussion of the 2016 BID Plan Development.

Please see the previously attached BID Plan for your review and reference.

City of De Pere, Wisconsin**Request For Business Improvement District Board Action**

MEETING DATE: July 17, 2015
DEPARTMENT: Planning
FROM: Sarah Wallace
SUBJECT: Future Agenda Items.

- Review and recommendation on the 2016 De Pere BID Operating Plan
- Annual Meeting of the Membership of the BID District

City of De Pere, Wisconsin



Request For Business Improvement District Board Action

MEETING DATE: July 17, 2015
DEPARTMENT: Planning
FROM: Sarah Wallace
SUBJECT: Next Meeting Date.
