Business Improvement District Board

335 South Broadway
De Pere, WI 54115
https://www.deperewi.gov/

Regular Meeting

Agenda

Thursday, December 10, 2020 10:00 AM

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Business Improvement District Board** of the City of De Pere will be held on **December 10, 2020** at **10:00 AM.**

Due to the current public health emergency, the meeting will be held electronically and the public may attend this meeting electronically or telephonically by accessing either:

Please join my meeting from your computer, tablet or smartphone.
https://www.gotomeet.me/DePere

You can also dial in using your phone.
United States (Toll Free): 1 866 899 4679
United States: +1 (312) 757-3117

Access Code: 154-883-285

THIS MEETING WILL NOT BE HELD IN PERSON.

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at http://deperecitywi.iqm2.com/.

Call to Order

1. Roll Call
2. Approval of the minutes of the September 20, 2019 Business Improvement District Board meeting.
3. Annual Election of Officers.
4. Definitely De Pere 2019 Annual Report and Financial Statement.
5. 2020 Coronavirus Pandemic Response Actions.
6. Consideration and possible action regarding the 2021 BID Operating Plan.*
7. 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 the day before the meeting so that arrangements can be made.

*Items with an asterisk require City Council approval.

Agenda Sent To:
BID Board Members
BID District Property Owners
Alderpersons City Administrator

Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Tina Quigley, Definitely De Pere

City of De Pere, Wisconsin

Request For Business Improvement District Board Action

MEETING DATE:	**December 10, 2020**
DEPARTMENT:	**Planning**
FROM:	**Kelly Barker**
SUBJECT:	**Approval of the minutes of the September 20, 2019 Business Improvement District Board meeting.**

ATTACHMENTS:

- BID_Sep2019_Minutes_Draft (PDF)

Business Improvement District Board

335 South Broadway
De Pere, WI 54115
https://www.deperewi.gov/

Regular Meeting

Draft Minutes

Friday, September 20, 2019 **9:00 AM**

Call to Order

The meeting was called to order at 9:00 AM by Chair Tom Gavic

Attendee Name	Title	Status	Arrived
Mary Boyd	Board Member	Absent	
Lawrence M. Delo	City Administrator	Present	
Brent Felchlin	Board Member	Absent	
Tom Gavic	Chair	Present	
Paul Olejniczak	Board Member	Present	
Angela Patel	Board Member	Present	
Rich Starry	Vice Chair/Treasurer	Present	

Also present: Development Services Director Kim Flom, Definitely De Pere Executive Director Tina Quigley, and members of the public.

2. Approval of the minutes of the August 5, 2019 Business Improvement District Board meeting.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Lawrence M. Delo, City Administrator
SECONDER:	Rich Starry, Vice Chair/Treasurer
AYES:	Delo, Gavic, Olejniczak, Patel, Starry
ABSENT:	Mary Boyd, Brent Felchlin

3. Review Definitely De Pere 2018 Annual Report and Financial Statement.

Definitely De Pere Executive Director Tina Quigley reviewed the final version of the 2018 annual report, which contains additional benchmark numbers from the Main Street program. This includes more detail on items such as event attendance, public and private investments, and changes in occupancy. Tina reviewed the 2018 vs 2017 income and expense comparisons provided in the agenda packet, and reported that event income continues to grow. She would like to diversify and see BID funds shrink as a source of funding. Tina noted that personnel expenses increased because the part time position is now full time, and that the average for Main Street programs is three full time employees. Larry Delo asked for a description on where promotions dollars are being spent. Tina explained that each individual event and program has its own marketing budget; there is also some general paid advertising for publications like the Green Bay area visitors guide. Tom Gavic inquired about the facade grant program and its financial stability with the change to a 1:1 match. Development Services Director Kim Flom explained that the program is maxed out for 2019; any requests received now would be slated for 2020. She reported that two applications are going to the Redevelopment Authority meeting next Monday, and will be contingent on 2020 funding. Tina reviewed the City's comparison to the benchmark data of other municipalities. She noted that board members had requested data from the City of Neenah, but it is not a Main Street program. De Pere is above average in two categories: number of events, and net new businesses. Kim reported that the focus looking ahead will be to develop a business recruitment and retention program, the geofencing initiative, and a physical audit of the condition of downtown buildings (with assistance from a specialist at the Wisconsin Main Street

program). Tina announced that three local businesses were honored with a 2018 Wisconsin Main Street award: best new business - Aunt Ethels; best interior renovation - The Exchange; and best facade - Luna. Tina also reported that Definitely De Pere will be soliciting nominations for an available position on the board of directors. Discussion followed regarding the pursuit of more corporate sponsorships for events.

4. Review 2019 BID Survey Results.

Development Services Director Kim Flom reported that Definitely De Pere received 29 responses out of more than 100 property owners in the BID. BID member Bridget O'Connor asked how information is being collected from business owners versus property owners. Definitely De Pere Executive Director Tina Quigley replied that a survey of business owners was done last December and they plan to do another. She confirmed that both types of feedback are shared with the BID Board. Tom Gavic stated that he feels it is important to follow through on one idea submitted in the survey - facilitating more property owner input and interaction. He volunteered himself and fellow board member Rich Starry to work on getting building owners together at least a couple of times a year. BID member Bridget O'Connor requested Definitely De Pere's help with issues such as street cleanliness and smoking in public rights of way. Tom noted that another area for improvement is in connecting with other BID districts and Main Street communities.

5. BID Board Membership Public Comments.

BID member Bridget O'Connor stated that she would like to publicly thank Definitely De Pere, and that she is very pleased in general with the enhancements being made. She strongly encouraged more engagement with business and property owners to influence the development of public policy and City ordinances. She suggested several ideas to improve cleanliness and safety in the downtown. Bridget would like to work collectively to ensure that public nuisances associated with the late night crowds of taverns and entertainment venues aren't happening. She feels that it has gotten a lot better but is still an issue. She also would like to see BID investment reduced over time as Definitely De Pere increases other forms of funding; she stated that putting more burden on property owners would be troubling.

6. Consideration and possible action regarding the 2020 BID Operating Plan. *

Development Services Director Kim Flom reported that there are no major changes to the 2020 BID Operating Plan. The overall objectives and performance metrics have not changed per BID Board directive. Staff recommends approval of the plan; if the Board votes today to recommend approval, it will be forwarded to Common Council. Kim noted that there is no change to the assessment method in this plan. BID Board members had asked the City and Definitely De Pere to explore a possible increase; the plan is to engage in public outreach in 2020 and to review the proposal in more detail then. Discussion followed regarding future assessment plans and the option for including services such as litter and/or snow removal. BID member Bridget O'Connor asked how survey responses are incorporated into the operating plan. Definitely De Pere Executive Director Tina Quigley explained that because the survey was sent four weeks ago, staff will continue to collect feedback, and utilize for next year's operating plan. Kim emphasized that the BID operating plan is a guideline, and even if feedback is not formally included in that plan, it will still be addressed.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Rich Starry, Vice Chair/Treasurer
SECONDER:	Paul Olejniczak, Board Member
AYES:	Delo, Gavic, Olejniczak, Patel, Starry
ABSENT:	Mary Boyd, Brent Felchlin

7. Informational - Parklet/Pedlet Draft Policy.

Development Services Director Kim Flom explained that this draft came out of conversations at Board of Public Works and Council related to the proposed Main Av bumpout project. Council members encouraged staff to explore the creation of a parklet and pedlet policy. The draft has been shared for public comment and review; the deadline to provide feedback is October 1st. Staff will filter these comments and then bring to Board of Public Works, and then ultimately to Council for consideration. Kim noted that there will also be an opportunity to provide input at these meetings. If approved, staff anticipates a program start date of January 2020. Discussion followed regarding review of the pilot program and adjustments, and Kim answered Board members' questions. Larry Delo stated that the City is aware that there are concerns about alcohol sales, and that will have to be vetted as part of this process as well. Toni Minor, representing BID stakeholder Walgreens (East), stated that parking is always a concern, and losing an additional stall or two would be even more of an issue. She asked if there are any plans in the works for alternative parking. Kim stated that there is a proposal for additional parking behind the Kress Library, and the potential to add a few additional stalls by Ahlstrom Munksjo. These proposals are in the conceptual phase and would not be implemented for 2020. Larry Delo stated that, while not in the budget yet, the City is considering the development of a strategic plan for parking in the entire downtown. He does not know if Council will agree to do this next year or not; however there is a need to do something more aggressive and comprehensive. He pointed out that it is also an education process, for example a lot of business owners park directly in front of their business. Angela Patel stated that this is an important concern, because lack of parking loses business. Larry said lack of parking is also a perception issue. BID member Bridget O'Connor countered that if the perception issue prevents property owners from getting tenants, then it is a problem. Larry pointed out that the City will never be able to make everyone happy with parking, noting that business owners have different interests, for example can't agree on two vs three hour parking. Tom Gavic asked if there is an opportunity to address nuisance issues with this draft policy - for example could smoking be prohibited in the parklets. Kim replied that staff can certainly including something like that in the draft. However, if the concern is more about smoking in general rights-of-way, that would be better addressed by City ordinance. Larry Delo stated that when buildings became smoke free several years ago, the Council at that time decided not to prohibit smoking in public; this could however be revisited. BID member Bridget O'Connor read a statement from a fellow business owner, Mary Alexis Manning, who could not be in attendance. Her statement indicated that the most successful downtowns she has visited around the country provide clear signage, a focus on cleanliness, connection to trails, plenty of defined parking, historic renovation, and infills that are not taller than historic buildings. She noted that they have not seen one parklet or pedlet during their travels. Mary Alexis would like to see more BID funds devoted to cleanliness, parking, and signage. Bridget said that she is a huge fan of public gathering areas, public art and enhancing the downtown. She feels that this policy would negatively impact parking and safety, given that Main Av is a state highway. She

encouraged the City to proceed cautiously and start out with a more restrictive policy, because it is difficult to pull back and take away something after it has been implemented. She asked how this great idea can be taken and applied in different locations and spaces such as alleyways, side streets, back entrances, empty lots, etc. rather than on a state highway.

Adjournment

Larry Delo moved, seconded by Rich Starry to adjourn the meeting at 10:25 AM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker

City of De Pere, Wisconsin

Request For Business Improvement District Board Action

MEETING DATE:	**December 10, 2020**
DEPARTMENT:	**Planning**
FROM:	**Daniel Lindstrom**
SUBJECT:	**Annual Election of Officers.**

The BID Board should nominate and elect the following officers:

Chair (currently held by Tom Gavic)
Vice Chair/Treasurer (currently held by Rich Starry)
Secretary (currently held by Larry Delo)

City of De Pere, Wisconsin

Request For Business Improvement District Board Action

MEETING DATE:	**December 10, 2020**
DEPARTMENT:	**Planning**
FROM:	**Daniel Lindstrom**
SUBJECT:	**Definitely De Pere 2019 Annual Report and Financial Statement.**

The BID Board typically meets twice a year; however, due to the pandemic the meetings have been delayed while we attempt to assist and save as many businesses as possible. The first meeting usually provides an opportunity to review the projected assessments for the upcoming year, the annual report from the BID Contractor, Definitely De Pere, and goals for the Business Improvement Operations Plan. The two meetings have been the typical practice, but not a requirement and as such we are proposing a single meeting.

Definitely De Pere will report the draft of the Annual Report, and financial statement, and present a copy to the BID at the meeting.

City of De Pere, Wisconsin

Request For Business Improvement District Board Action

MEETING DATE:	**December 10, 2020**
DEPARTMENT:	**Planning**
FROM:	**Daniel Lindstrom**
SUBJECT:	**2020 Coronavirus Pandemic Response Actions.**

Staff will present an update.

City of De Pere, Wisconsin

Request For Business Improvement District Board Action

MEETING DATE:	**December 10, 2020**
DEPARTMENT:	**Planning**
FROM:	**Daniel Lindstrom**
SUBJECT:	**Consideration and possible action regarding the 2021 BID Operating Plan.***

ATTACHMENTS:

- BID Operating Plan Memo 12102020 (PDF)
- BID_OperatingPlan_2021 -12102020 (PDF)
- Bylaws Redlined (PDF)

CITY OF DE PERE
MEMO

To: Business Improvement District (BID) Board
From: Daniel Lindstrom, Development Services Director
Date: December 10, 2020

RE: **Draft 2021 BID Operating Plan**

The 2021 De Pere Business Improvement Operating Plan is attached for your review.

2020 BID Assessment

The BID assessed property value remained relatively stable between 2018, 2019, and 2020 resulting in an estimated 2020 assessment collection (that will occur in 2021 and fund the 2021 BID activities) of $84,437.98. The assessment funds are proposed to be allocated to the City of De Pere ($1,000) and to Definitely De Pere ($83,437.98).

The 2021 De Pere BID includes 219 parcels with a total BID value of $84,920,700 ($68,595,400 value for assessable properties). Out of the 219 parcels, 78 are tax-exempt or are used for residential purposes. Out of the remaining 141, the BID value remains the same as the 2020 BID Plan and is assessed at $1.75 for every $1,000 in total value of the parcel, with no combined ownership to have an assessment of more than $ 1,950 or less than $275.

The proposed budget is a $3,330.40 reduction from the previous year. While several parcels increased in value there was a cumulative reduction due to the following reasons:

(1) Several properties being purchased by existing BID property owners; therefore limiting the total possible assessment.
(2) A $600,000 reduction in value for a single parcel. The sale of 330 and 314 N. Broadway. Specifically, 330 reduced the value from $905,800 to $289,000 (Bank Mutual, Fox Home Medical & Supply, and now CorLife).
(3) The August 2019 downtown fire that destroyed 100 and 106 S. Broadway – a loss of approximately $810,000 in value.

Proposed Operating Plan Amendments

Priority Projects

2020 projects have been amended or replaced with proposed 2021 projects.

2021 Priority Projects

1. Extend assistance to businesses as they continue to face hardships due to COVID-19 through additional marketing and funding opportunities.
2. Work with the City to pursue the redevelopment of 123 N Broadway into a mixed-use project.
3. Work with the City to pursue the redevelopment of 360 Main Avenue into a mixed-use project.
4. Support plans to occupy or redevelop the Shopko Property
5. Work with the City to complete the Zoning Code update, start the Comprehensive Plan update, and start the west downtown Vision Plan.
6. Public Realm Development
    a. Activate the reconstructed James Street corridor by programming special events and activities to encourage community gatherings.
    b. Reconsider establishing the Parklet/Pedlet policy and examine how to successfully launch the program.
    c. Identify future project timelines and strategies to move forward with other concepts identified in the downtown master plans.
7. Continue implementing new and innovative public art projects.
8. Establish a strategic business recruitment (and retention) program that considers market demand and complements the existing business.
9. Continue to focus on creating a more pedestrian inviting environment through enhanced streetscape projects.
10. Enhance current events and develop a plan to add new ones to bring more people downtown throughout the year.

Updated Appendix – State Statute Language

Appendix D has been revised with updated State Statute language. No substantial changes have occurred.

Updated Appendix E– Bylaws

Appendix E has been revised and cleaned up at the direction of the City Attorney.

<u>BID Special Assessment Method</u>

No changes are proposed as part of the 2021 BID Operating Plan.

In 2019, the BID Board express support for an increase to the assessment rate and encouraged Definitely De Pere and the City to further research potential scenarios and outcomes and utilize the first half of 2020 to finalize a proposal and begin a communication plan with the membership to garner feedback. However, the 2020 pandemic put the analysis on hold, and Definitely De Pere and City staff did not want to place additional strain on businesses. Staff proposes to re-engage in the analysis in late 2021 assuming the virus can come under control.

Requested Action

Approval of the 2021 De Pere Business Improvement District Operating Plan.

DRAFT

De Pere Business Improvement District
2021 Operating Plan (Year Seven)

December 2020

Approved by De Pere Common Council: **December __, 2020**

DE PERE
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The 2021 Business Improvement District (BID) Plan was prepared by the City of De Pere in collaboration with the BID Board and Definitely De Pere

BID Board Members
Tom Gavic - Chair
Larry Delo – Secretary
Mary Boyd
Brent Felchlin
Paul Olejniczak
Angela Patel
Rich Starry

Definitely De Pere
Tina Quigley – Executive Director
Brenda Busch – Board President
Kendall Tilkens, Marketing & Events Coordinator

City of De Pere
Daniel Lindstrom - Development Services Director
Bill Boyle – GIS Manager/Project Manager

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 Wis. Stats. §66.1109 (the "BID Law") to provide a way for business properties within an established district to authorize voluntary assessments. The assessment funds are to be used for programs aimed at promoting developing, redeveloping, managing, and maintaining that district. There are currently approximately 85 active BID's in the State of Wisconsin across 45 different communities.

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

A. Purpose and History of the BID

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

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

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

The De Pere BID was created to:

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

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

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

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

II. Development Plans

The objective of the BID is to preserve and improve the social, economic and physical environment in the District, bring together appropriate partnerships of people, organizations and funds, and to evaluate and implement District development projects identified by businesses and building owners in the De Pere Downtown Master Plan, Cultural District Master Plan, Comprehensive Plan, and Historic Preservation Plan. This section of the Plan shall be the De Pere BID Operating Plan for 2020.

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

A. Plan Objectives

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

1. **Make the downtown a destination** by efforts to attract more residents and visitors and increase vitality, while preserving the existing charm and character.
2. **Support business and private investment** by providing business support and mentorship, organized events, and a current business directory.
3. **Capitalize on key business niches** and promote growth trending clusters in appropriate locations to increase foot traffic and highlight different experiences and sub-districts within the Downtown.
4. **Add life to the District** through expanded creative placemaking efforts, public art, special events, and cultural offerings.
5. **Increase public realm investment and improvement** to create unique and high-quality spaces that provide linkages and outdoor rooms within the Downtown, providing space for enjoyment and organized events.
6. **Promote walkability and bikeability as integral transportation modes** through education efforts, outreach programs with partner organizations, infrastructure investment, and events/programming.

7. **Create New Neighborhoods in the Downtown** Help to brand distinct neighborhoods in the District based on existing assets and future vision. Support development and redevelopment of a range of different housing products.
8. **Support Growth and Redevelopment** in alignment with the Downtown Master Plan and Cultural District Master Plan without losing the authentic existing character. Balance growth with change, including parking and traffic needs.

B. <u>Proposed Activities</u>

General activities consistent with the above objectives include:

1. Continue to promote historic buildings in the District, by facilitating façade rehabilitation projects and educating property owners on available federal and state historic tax credits for building preservation.
2. Provide insight on and recommendations on design guidelines and zoning codes that will facilitate appropriate new development while maintaining the desired aesthetic and sense of place for Downtown De Pere.
3. Build and maintain a Downtown business database to be used as a resource to facilitate conversations between building owners and prospective tenants and buyers and sellers. Work with the City to market appropriate redevelopment properties.
4. Promote community engagement and networking opportunities by increasing volunteer participation from BID and community members.
5. Participate in the creation of a Downtown West Vision plan that will provide complimentary recommendations to pair with the Cultural District Master Plan.
6. Support the City in developing more pedestrian and bicycle-friendly roadways, crosswalks, and parking options to emphasize walking and biking as an integral transportation mode.
7. Promote business assistance programs, such as the locally administered Façade Grant Program, through continuous education efforts with both new and existing businesses via the development of a Downtown Resource Guide.
8. Support future infrastructure projects and continue to promote pedestrian and bicycle facilities and stormwater management, consistent with ideas presented in the Downtown Master Plan, Cultural District Master Plan, and Comprehensive Plan.
9. Explore different ways to effectively market and promote the Downtown. Support the growth of different districts, each with its unique assets and character to enhance vibrancy and vitality.
10. Work to promote beautification and art-related projects to add to the District. Extend the success of the Public Art program into other areas with other forms of art.
11. Work with the city to pursue redevelopment projects within the District to promote growth. Consider encouraging cluster areas of certain business types to enhance walkability.
12. Maximize communication opportunities (press, newsletter, social media, etc.) to drive traffic into Downtown businesses and raise the visibility of events. Support the creation/development of a community-wide calendar that would serve as the primary resource for De Pere news and activities.
13. Work with the City to develop maintenance practices for the District, in which both parties have an understanding of expectations and responsibilities relating to the maintenance of the District, such as sidewalk snow removal, landscape maintenance, and garbage/recycling removal.

14. 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.
15. Implement enhancements and programming as determined appropriate from the Downtown Master Plan, Cultural District Master Plan, and Comprehensive Plan.
16. Take all further action needed to carry out the general purposes of this DBI Operating Plan as are allowed by BID law.

C. <u>2021 Priority Projects</u>

1. Extend assistance to businesses as they continue to face hardships due to COVID-19 through additional marketing and funding opportunities.
2. Work with the City to pursue the redevelopment of 123 N Broadway into a mixed-use project.
3. Work with the City to pursue the redevelopment of 360 Main Avenue into a mixed-use project.
4. Support plans to occupy or redevelop the Shopko Property
5. Work with the City to complete the Zoning Code update, start the Comprehensive Plan update, and start the west downtown Vision Plan.
6. Public Realm Development
    a. Activate the reconstructed James Street corridor by programming special events and activities to encourage community gatherings.
    b. Reconsider establishing the Parklet/Pedlet policy and examine how to successfully launch the program.
    c. Identify future project timelines and strategies to move forward with other concepts identified in the downtown master plans.
7. Continue implementing new and innovative public art projects.
8. Establish a strategic business recruitment (and retention) program that considers market demand and complements the existing business.
9. Continue to focus on creating a more pedestrian inviting environment through enhanced streetscape projects.
10. Enhance current events and develop a plan to add new ones to bring more people downtown throughout the year.

D. <u>Benefits of the BID</u>

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, Cultural District Master Plan, and Comprehensive Plan that will improve tenant retention.

d. Assisting property owners in recruiting new businesses to the District and reducing new vacancies.

e. Assisting property owners in rehabilitating second-floor rental units to generate additional cash flow for properties.

f. Implementing in conjunction with the City, projects identified in the Downtown Master Plan, Cultural District Master Plan, and Comprehensive Plan that will improve tenant retention.

2. Help increase the value of property in the District by:

   a. Continuing to improve the perceived and actual image of the District.

   b. Investigating and facilitating enhancements to buildings in the District by business and property owners.

   c. Increasing the demand for space by new businesses that wish to locate in the District.

3. Help tenants and existing businesses in the District become stronger by:

   a. Conducting successful traffic building community events.

   b. Conducting successful retail and hospitality events.

   c. Enhancing the relationship between St. Norbert College and downtown.

III. Measures of Success

The success of the BID is determined by the level of satisfaction of those who create it and who controls 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 occurred in year 3 (2018). That review should be updated annually and provided to the BID Board for review at their annual strategic planning meeting.

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 and Cultural District Master Plan contain steps for both the 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 the following years.

A. Proposed Expenditures of the BID

Expenditure details are listed in Appendix A. 2020 BID Expenditures include the following:

1. Contract with Definitely De Pere - $83,437.98
2. City of De Pere Administrative Costs -$1,000.00

B. Budget

The 2021 De Pere BID includes 219 parcels with a total BID value of $84,920,700 ($68,595,400 value for assessable properties). The value has remained relatively flat over the past few years with some parcels increasing and some parcels decreasing. Out of the 219 parcels, 78 are tax-exempt or are used for residential purposes. Out of the remaining 141, the BID assessment proposed to remain the same as the 2020 BID Plan and is assessed at $1.75 for every $1,000 in total value of the parcel, with no combined ownership to have an assessment of more than $ 1,950 or less than $275.

A map of the district boundaries is attached as Appendix B, and information for each parcel classification is listed in Appendix C. Funds collected through BID assessments shall be used to pay for this DBI Operating Plan in order to implement a sustainable Business Improvement District for the City of De Pere.

Estimated 2020 Assessment Income (from 2020 taxes): $84,437.98

2021 Expenses

1. Contract with Definitely De Pere:	$83,437.98
2. City of De Pere Administrative Costs:	$1,000.00
Total:	$84,437.98

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

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

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

C. Annual Review

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

1. A joint strategy session of representatives from the BID Board and the City will meet annually and will be responsible for developing the objectives of the DBI Operating Plan for the next plan year.
2. The BID Board will review the proposed DBI Operating Plan and make recommendations to the Common Council.

3. The Common Council will act on the proposed DBI Operating Plan for the following plan year.
4. Appointment of new BID Board members will be made 30 days before the expiration of outgoing BID Board members' terms. This appointment is made by the Mayor and approved by the Common Council.

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

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

D. Relationship to Plans for Orderly Development of the City

According to Wisconsin Statutes §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 business activity in the District. Orderly development is consistent with De Pere's Downtown Master Plan, Cultural District Master Plan, Comprehensive Plan, and Historic Preservation Plan and will promote the orderly development of the City in general and the District in particular.

E. Powers

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

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

F. Public Review Process

Wis. Stats. §1109(3) provides ample opportunities for public oversight of the BID, including:

1. The BID Board is subject to the Open Meetings Law (Wis. Stats. §19.84), requiring all meetings of the Board to be preceded by a public meeting notice and to be open to the public;

2. The BID Board must annually submit proposed changes to the Operating Plan to the Common Council for approval;
3. Any change to the special assessment method procedure requires the approval of the Common Council; and
4. The BID Board must provide an annual report of expenses and revenues.

IV. District Boundaries

The District is defined by the current configuration of tax parcels listed in Appendix C-1, and shown in map form in Appendix B. The District is generally bounded by Franklin St. in East De Pere, to N. Ontario St., to Lewis St., across the Claude Allouez Bridge to West De Pere bordered by Main Ave., to Fort Howard Ave., to Grant Street, and lastly to Third St. (St. Norbert College Campus). The District includes 141 taxable parcels subject to BID assessment, according to the Assessor's Records as of January 1, 2019. Parcels that are not taxable or are used for residential purposes have been excluded from this number, even as they fall within the boundaries.

V. BID Organization and Operating Board

Under the adopted By-Laws of the BID, the owners of real estate within the District will recommend members to serve on the BID Board to the Mayor and the Mayor shall appoint Board members from the names provided, whose appointment shall be subject to the approval of the Common Council. The By-Laws also require that over one-half of the BID Board members must be a property owner or operating business in the District and that appointments to the Board be made before the start of the plan year for which the DBI Operating Plan was adopted.

The Board's responsibility is to implement the current year's DBI Operating Plan and to contract for the carrying out of the DBI Operating Plan. The Board also must prepare an annual report and either a reviewed financial statement or audit (per State Statute requirements) and submit it to the Common Council.. 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 compliance with the provisions of applicable statutes and regulations.

The BID Board will operate under the provisions of the BID By-Laws adopted by the BID Board on July 17, 2015 and by the Common Council on September 1, 2015 - amended by by the BID Board _____, 2020 and the Common Council _____. (See Appendix E for the adopted Bylaws).

VI. Financing Method

The proposed expenditures outlined in the budget will be financed with funds collected from the BID assessment. It is estimated that in 2020, the BID will receive $85,768.38 from the BID 2019 special assessment. Monies collected from the BID assessment will also be used to contract with Definitely De Pere following the DBI Operating Plan.

VII. Method of Assessment

A. <u>Assessed Parcels</u>

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 cannot be assessed under Wis. Stats. §66.1109(5). 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. Finally, property exempt from paying real estate taxes or owned by government agencies may not be assessed under Wis. Stats. §66.1109(5).

B. Levy of Assessment

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

The 2020 rates as shown in Appendix C were calculated at a rate of $1.75 per $1,000.00 of assessed value. Parcels are assessed by a legal entity (i.e., multiple parcels owned by one legal entity are used as a total). No legal entity is assessed more than $1,950.00, and no less than $275.00. Property values used to calculate the BID assessment represent the assessed value of real property, as certified by the City of De Pere Assessor, as of January 1, 2020. Assessments are based per parcel and legal ownership.

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

C. Schedule of Assessments

Appendix C provides a schedule of assessments for 2019 (to fund the 2020 Operating Plan) for all non-exempt parcels in the District based on the formula described above. For convenience, a schedule of all nontaxable parcels exempt from BID assessments are also identified as part of Appendix C.

D. Assessment Collection and Disbursal

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

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

The BID Board will prepare and make available to the public and Common 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 following the approved DBI Operating Plan and budget. At the end of the fiscal year, an independent certified audit or reviewed financial statement shall be obtained by the BID Board.

This section shall be sufficient instruction to the City to disburse the BID assessment, without the 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 the standard City disbursement policy.

E. Annual Report

An annual report prepared by the BID Board is required by section 66.1109 (3) (c) of the Wisconsin Statutes. Definitely De Pere will prepare the annual report for operations in the District as well as obtain the required audit or reviewed financial statement. Definitely De Pere will provide copies of these reports to the City of De Pere for inclusion in the BID Operating Plan. The BID shall be responsible for the payment of any funds specified for the BID audit and related to BID activities for said BID audit and/or reviewed

financial statement. State statute includes detail as related to the amount allocated for these items. The BID Board will continue to review, revise, and develop the DBI Operating Plan annually in response to changing development needs within the District.

VIII. City Role in District Operations

The City of De Pere is committed to helping owners and occupants in the District promote the objectives outlined in this DBI Operating Plan while maintaining autonomy in the preparation of its annual budget. The City makes significant annual investments in the District for maintenance, upkeep, and infrastructure. The City will continue providing services, capital improvements, and funds for maintenance, the Facade Grant Program, 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 following the DBI Operating Plan and budget.
5. Obtain and review annual audits/reviewed financial statements as required per Section 66.1109 (3) (c).
6. Provide a financial statement to the BID Board.
7. Review annual audits/reviewed financial statements 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, to calculate the BID assessment.
9. Adopt this DBI Operating Plan in the manner required by the BID Law.
10. Appoint and confirm new BID Board members as required by BID Law.
11. Provide Staff for the operation, facilitation, and support of the BID Board.

IX. Required Statements

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

1. *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.
2. *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.
3. *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.

4. *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.
5. *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.
6. *66.1109 (1) (f) (5): A legal opinion that subds. 1. to 4. have been complied with*. A legal opinion from the BID Attorney, indicating that the Operating Plan complies with all applicable provisions of Section 66.1109 (1) (f) (1-4) is attached as Appendix F.

X. Severability and Expansion

The Business Improvement District has been created under the authority of Section 66.1109 of the Statutes of the State of Wisconsin. Should any court find any portion of the BID Law or this DBI Operating Plan unconstitutional, it will not invalidate or terminate the BID. The DBI Operating Plan will be amended to conform to the law without the need of re-establishment. Should any legislature amend the statute to narrow or broaden the purposes of a BID 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 Wis. Stats. §66.1109(3)(b).

APPENDIX A: 2020 Definitely De Pere Budget & City Administrative Costs

City of De Pere Administrative Costs

In 2021, **$1,000** of BID Assessment funds will be used to fund the City of De Pere administrative costs as outlined below. The dollar amount proposed for BID funds represents only a portion of costs incurred by the City.

Annual Meeting Mailing (printing and postage): $150

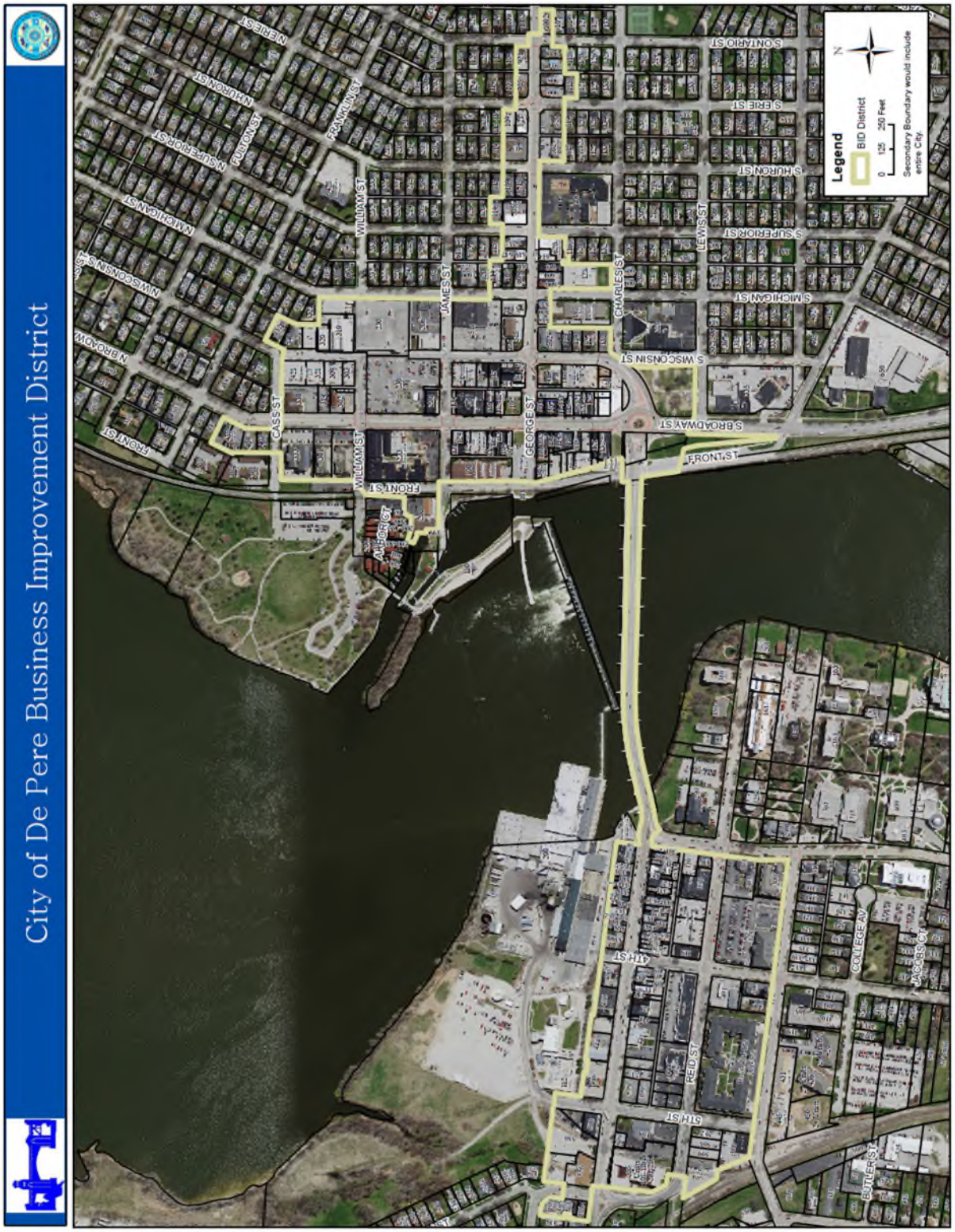
City Staff Time: $875 (this amount covers only a portion of the time needed to calculating the assessment data, administering the BID meetings and updating the annual operating plan. Actual City staff costs are estimated at $2,500)

Key Staff and Responsibilities
Administrative Staff (meeting agendas, meeting minutes, correspondence)
Development Services Director (BID operating plan, parcel & assessment data, correspondence, meeting memos)
GIS Coordinator/Project Manager (BID map, parcel & assessment data)
City Clerk (submittal of assessment data to the County)
City Attorney (statute review)

Definitely De Pere Budget

In 2021, the BID Board will contract with Definitely De Pere in the amount of $83,437.98 to implement the Operating Plan. The Definitely De Pere draft budget will be provided for review at the annual membership meeting.

APPENDIX B: BID District Boundary



APPENDIX C: Properties in the District including Assessed and Exempt Properties

#	PARCEL ID	ADDRESS	PROPERTY OWNER	PROPERTY VALUE	BID PROPERTY VALUE	ASSESSMENT
1	ED-1006	109 N HURON ST	LTF INVESTMENTS LLC	$97,500	$97,500	$170.63
2	ED-1007	715 GEORGE ST	LTF INVESTMENTS LLC	$54,200	$54,200	$94.85
3	ED-1008	705 GEORGE ST	LTF INVESTMENTS LLC	$279,700	$279,700	$489.48
4	ED-1010	114 N SUPERIOR ST	LTF INVESTMENTS LLC	$20,100	$20,100	$35.18
5	ED-1048	820 GEORGE ST	DE PERE CHIROPRACTIC HOLDINGS LLC	$306,200	$306,200	$535.85
6	ED-1058	802 GEORGE ST	FLOUR CHILD LLC	$328,000	$328,000	$574.00
7	ED-1065	109 N ERIE ST	HIMAL LLC	$47,400	$47,400	$82.95
8	ED-1066	821 GEORGE ST	HIMAL LLC	$393,700	$393,700	$688.98
9	ED-1067	805 GEORGE ST	ALI BRI PROPERTIES LLC	$247,800	$247,800	$433.65
10	ED-1088	921 GEORGE ST	SUMMERLEIGH ASSOCIATES INC	$274,000	$274,000	$479.50
11	ED-1089	905 GEORGE ST	BEACHWALKER EXPRESS LLC	$220,600	$220,600	$386.05
12	ED-1094	920 GEORGE ST	ROBERT VANDEURZEN	$110,500	$0	$0.00
13	ED-1095	914 GEORGE ST	CAPRICORN PROPERTIES INC	$366,900	$366,900	$642.08
14	ED-1103	115 S ERIE ST	LEDGE HEAVEN LLC	$240,400	$240,400	$420.70
15	ED-1104	908 GEORGE ST	CRAIG R NELSON	$181,200	$181,200	$317.10
16	ED-1105	900 GEORGE ST	CLYDE B FETZLAFF	$188,100	$188,100	$329.18
17	ED-18-65	201 JAMES ST	CHATEAU DEPERE LLC	$1,700,000	$1,700,000	$1,950.00
18	ED-287	230 S BROADWAY ST	DEPERE CITY OF WELLS PARK	$0	$0	$0.00
19	ED-376	0 N BROADWAY ST	JCA INVESTMENTS LLC	$564,000	$564,000	$987.00
20	ED-377	435 N BROADWAY ST	JCA INVESTMENTS LLC	$20,300	$20,300	$35.53
21	ED-432	432 N WISCONSIN ST	RYAN D PICHLER	$249,000	$249,000	$435.75
22	ED-432-1	340 N WISCONSIN ST	VOYAJONES LLC	$500,100	$500,100	$875.18
23	ED-660	1002 GEORGE ST	ROBERT L VANDEURZEN	$158,200	$158,200	$276.85
24	ED-719	0 FRONT ST	DEPERE CITY OF	$0	$0	$0.00
25	ED-737	0 FRONT ST	WISCONSIN DEPT OF NATURAL RESOURCES	$0	$0	$0.00
26	ED-751	409 N BROADWAY ST	DEPERE HISTORICAL SOCIETY	$0	$0	$0.00
27	ED-752	403 N BROADWAY ST	DEPERE HISTORICAL SOCIETY INC	$0	$0	$0.00
28	ED-756	333 N BROADWAY ST	BROWN COUNTY LIBRARY	$0	$0	$0.00
29	ED-758	301 N BROADWAY ST	301 NORTH BROADWAY LLC	$1,144,400	$1,144,400	$976.41
30	ED-758-1	300 N BROADWAY ST BLK	301 NORTH BROADWAY LLC	$1,141,100	$1,141,100	$973.59
31	ED-766	233 N BROADWAY ST	HEARTLAND AFFORDABLE HOUSING DE PERE LLC	$2,437,700	$0	$0.00
32	ED-767	129 N BROADWAY ST	BROOKS TL HOLDINGS LLC	$120,200	$120,200	$275.00
33	ED-767-1	131 N BROADWAY ST	MC KIM T BOYD	$102,000	$102,000	$275.00
34	ED-768	127 N BROADWAY ST	DIN BROADWAY LLC	$295,000	$295,000	$516.25
35	ED-769	123 N BROADWAY ST	DEPERE CITY OF	$0	$0	$0.00
36	ED-771	117 N BROADWAY ST	BELLE HOLDINGS LLC	$186,400	$186,400	$326.20
37	ED-772	115 N BROADWAY ST	SAKS HOLDINGS LLC	$166,700	$166,700	$138.38
38	ED-774	109 N BROADWAY ST	SAKS HOLDINGS LLC	$285,200	$285,200	$236.75
39	ED-775	107 N BROADWAY ST	MARC P BRUMMEL	$226,300	$226,300	$396.03
40	ED-776	0 N BROADWAY ST	DEPERE CITY OF	$0	$0	$0.00
41	ED-778	100 FRONT ST	LEFEBVRE INVESTMENT CO LLC	$1,506,600	$0	$0.00
42	ED-783	100 S BROADWAY ST	MP BROADWAY LLC	$68,100	$68,100	$48.01
43	ED-784	106 S BROADWAY ST	MP BROADWAY LLC	$22,900	$22,900	$16.14
44	ED-785	114 S BROADWAY ST	MP BROADWAY LLC	$974,500	$974,500	$687.01
45	ED-788	118 S BROADWAY ST	MP BROADWAY LLC	$266,100	$266,100	$187.60
46	ED-788-1	0 S BROADWAY ST	DEPERE CITY OF	$0	$0	$0.00
47	ED-789	126 S BROADWAY ST	126 SOUTH BROADWAY LLC	$199,000	$199,000	$348.25
48	ED-790	132 S BROADWAY ST	MP BROADWAY LLC	$892,300	$892,300	$629.06
49	ED-793	0 FRONT ST	DEPERE CITY OF	$0	$0	$0.00
50	ED-794	0 FRONT ST	DEPERE CITY OF	$0	$0	$0.00
51	ED-796	0 FRONT ST	DEPERE CITY OF	$0	$0	$0.00
52	ED-798	302 GEORGE ST	MP BROADWAY LLC	$542,100	$542,100	$382.17
53	ED-799	0 CHARLES ST	DEPERE CITY OF	$0	$0	$0.00
54	ED-801	0 S BROADWAY ST	DEPERE CITY OF WELLS PARK	$0	$0	$0.00
55	ED-80-3	0 S BROADWAY ST	WISCONSIN DEPT OF NATURAL RESOURCES	$0	$0	$0.00
56	ED-812	221 S BROADWAY ST	DE PERE REDEVELOPMENT AUTHORITY	$0	$0	$0.00
57	ED-816	416 GEORGE ST	BMG DEVELOPMENT LLC	$398,000	$398,000	$696.50
58	ED-818	114 S WISCONSIN ST	DEPERE CITY OF MISSION SQUARE PARKING LOT	$0	$0	$0.00
59	ED-823	150 S WISCONSIN ST	H&M LOMITA LLC	$2,491,300	$2,491,300	$1,950.00
60	ED-824	125 S BROADWAY ST	BEILKE LLC	$354,400	$354,400	$620.20
61	ED-826	123 S BROADWAY ST	SAKS HOLDINGS LLC	$196,900	$196,900	$163.45
62	ED-828	111 S BROADWAY ST	HZ PROPERTIES LLC	$169,900	$169,900	$297.33
63	ED-829	115 S BROADWAY ST	ZOELLER THOMAS G REVOCABLE TRUST	$292,700	$292,700	$512.23
64	ED-831	107 S BROADWAY ST	KEVIN J KRYSHAK	$280,000	$280,000	$490.00
65	ED-833	101 S BROADWAY ST	SAKS HOLDINGS LLC	$218,900	$218,900	$181.71
66	ED-833-1	0 GEORGE ST	DEPERE CITY OF	$0	$0	$0.00
67	ED-834	0 JAMES ST	DEPERE CITY OF	$0	$0	$0.00
68	ED-835	127 N WISCONSIN ST	DEPERE CITY OF	$0	$0	$0.00
69	ED-836	117 N WISCONSIN ST	FIT FAMILY LLC	$0	$0	$0.00
70	ED-837	115 N WISCONSIN ST	FIT FAMILY LLC	$420,000	$420,000	$735.00
71	ED-840	421 GEORGE ST	LEE BUILDING CORP THE	$471,200	$471,200	$451.76
72	ED-841	417 GEORGE ST	GET REEL ENTERTAINMENT LLC	$227,100	$227,100	$397.43
73	ED-842	415 GEORGE ST	WADE CONARD	$244,700	$244,700	$428.23
74	ED-844	102 N BROADWAY ST	BROADWAY INVESTMENT PARTNERS LLC	$4,555,800	$4,555,800	$1,950.00
75	ED-847	112 N BROADWAY ST	STARRY DEVELOPMENT LLC	$320,100	$320,100	$560.18

#	PARCEL ID	ADDRESS	PROPERTY OWNER	PROPERTY VALUE	BID PROPERTY VALUE	ASSESSMENT
76	ED-848	116 N BROADWAY ST	SERA K PROPERTIES LLC	$325,600	$325,600	$569.80
77	ED-850	124 N BROADWAY ST	LEE BUILDING CORP THE	$1,562,700	$1,562,700	$1,498.24
78	ED-851	134 N BROADWAY ST	DEPERE CITY OF	$0	$0	$0.00
79	ED-857	200 N BROADWAY ST	UNION HOTEL CORP	$379,400	$379,400	$663.95
80	ED-861	230 N BROADWAY ST	RSS WFCM 2015-NXS2-WI MRL LLC	$446,500	$446,500	$328.99
81	ED-862	421 CASS ST	DEPERE CITY OF	$0	$0	$0.00
82	ED-864	321 N WISCONSIN ST	DEPERE CITY OF	$0	$0	$0.00
83	ED-865-1	309 N WISCONSIN ST	DEPERE CITY OF	$0	$0	$0.00
84	ED-867	303 N WISCONSIN ST	DEPERE CITY OF	$0	$0	$0.00
85	ED-869	302 N BROADWAY ST	NORTHERN GAS LLC	$366,100	$366,100	$640.68
86	ED-869-1	0 WILLIAM ST	DEPERE CITY OF	$0	$0	$0.00
87	ED-870	314 N BROADWAY ST	WITZYTOO HOLDINGS LLC	$61,000	$61,000	$106.75
88	ED-871	330 N BROADWAY ST	WITZYTOO HOLDINGS LLC	$289,000	$289,000	$505.75
89	ED-875	230 N WISCONSIN ST	RSS WFCM 2015-NXS2-WI MRL LLC	$2,200,000	$2,200,000	$1,621.01
90	ED-878	310 N WISCONSIN ST	SRK REALTY GROUP LLC	$1,159,700	$1,159,700	$1,950.00
91	ED-880	320 N WISCONSIN ST	WISCO STREET PARTNERS LLC	$488,400	$488,400	$854.70
92	ED-881	0 N WISCONSIN ST	DEPERE CITY OF	$0	$0	$0.00
93	ED-886	206 N WISCONSIN ST	ASSOCIATED DEPERE BANK	$1,222,200	$1,222,200	$1,950.00
94	ED-893	144 N WISCONSIN ST	SEROOGY BROTHERS LLP	$1,065,300	$1,065,300	$1,577.32
95	ED-897	519 GEORGE ST	LFT INVESTMENTS LLC	$295,400	$295,400	$516.95
96	ED-900	515 GEORGE ST	DEPERE LAW BUILDING LLC	$542,000	$542,000	$948.50
97	ED-901	106 N WISCONSIN ST	LKW HOLDINGS LLC	$156,700	$156,700	$275.00
98	ED-907	518 GEORGE ST	BELLA NOVA LLC	$299,500	$299,500	$524.13
99	ED-914	135 S WISCONSIN ST	SAINT FRANCIS XAVIER CONGREGATION	$0	$0	$0.00
100	ED-915	127 S WISCONSIN ST	STECK LLC	$302,600	$0	$0.00
101	ED-916	119 S WISCONSIN ST	PALS RENTALS LLC	$126,700	$126,700	$275.00
102	ED-917	115 S WISCONSIN ST	SEROOGY BROTHERS LLP	$251,700	$251,700	$372.68
103	ED-918	502 GEORGE ST	JDA ENTERPRISES OF WISCONSIN LLC	$363,700	$363,700	$636.48
104	ED-949	620 GEORGE ST	ROYLE PROPERTIES LLC	$441,000	$441,000	$771.75
105	ED-949-1	614 GEORGE ST	KEVIN L CHARLES	$181,500	$181,500	$317.63
106	ED-952-1	0 S SUPERIOR ST	KEVIN L CHARLES	$8,600	$8,600	$15.05
107	ED-957	121 S MICHIGAN ST	WISCONSIN DEPT OF TELEPHONE CO	$0	$0	$0.00
108	ED-960	610 GEORGE ST	NIP IT LLC	$141,900	$141,900	$275.00
109	ED-961	600 GEORGE ST	GREGORY J CORNELL	$361,200	$361,200	$632.10
110	ED-966	623 GEORGE ST	DECLEENE ZELLNER INC	$378,000	$378,000	$661.50
111	ED-967	615 GEORGE ST	DANEN PROPERTIES LLC	$160,100	$160,100	$280.18
112	ED-968-1	611 GEORGE ST	DANEN PROPERTIES LLC	$105,800	$105,800	$185.15
113	ED-968-2	609 GEORGE ST RR	VANEGEREN MARSHA REVOCABLE LIVING TRUST	$400	$400	$275.00
114	ED-968-3	609 GEORGE ST	DANEN PROPERTIES LLC	$246,500	$246,500	$431.38
115	ED-969	108 N MICHIGAN ST	CLIFFORD U HANNON	$216,900	$216,900	$0.00
116	ED-970	114 N MICHIGAN ST	WILDROOT LLC	$184,600	$184,600	$323.05
117	WD-1646	555 MAIN AVE 101	STF REVOCABLE TRUST	$144,000	$0	$0.00
118	WD-1647	555 MAIN AVE 102	AARON P KEMPEN	$129,200	$0	$0.00
119	WD-1648	555 MAIN AVE 103	PAUL A SULLIVAN	$151,700	$0	$0.00
120	WD-1649	555 MAIN AVE 104	JAMES F ROBINSON, ETAL	$151,700	$0	$0.00
121	WD-1650	555 MAIN AVE 105	RACHEL MUHS	$174,300	$0	$0.00
122	WD-1651	555 MAIN AVE 106	KARIE A VERBOOMEN	$129,600	$0	$0.00
123	WD-1652	555 MAIN AVE 107	LINDA L STEENO	$131,800	$0	$0.00
124	WD-1653	555 MAIN AVE 108	RONALD J WATERMOLEN	$140,000	$0	$0.00
125	WD-1654	555 MAIN AVE 109	DANIEL J PAGEL	$151,700	$0	$0.00
126	WD-1655	555 MAIN AVE 110	ANTERPREET SINGH	$171,700	$0	$0.00
127	WD-1656	555 MAIN AVE 111	MARTIN L VANDEVEN	$136,000	$0	$0.00
128	WD-1657	555 MAIN AVE 112	SUSAN A MINTEN	$129,200	$0	$0.00
129	WD-1658	555 MAIN AVE 113	TIMOTHY LINDERS	$125,600	$0	$0.00
130	WD-1659	555 MAIN AVE 114	GLENDA R ENDERSON	$160,800	$0	$0.00
131	WD-1660	555 MAIN AVE 115	DONNA T PASTERNAK	$128,800	$0	$0.00
132	WD-1661	555 MAIN AVE 116	DIANE K DICK	$156,400	$0	$0.00
133	WD-1662	555 MAIN AVE 201	CHRISTOPHER D SAMP	$234,300	$0	$0.00
134	WD-1663	555 MAIN AVE 202	MELODY R GOTTOWSKI	$228,200	$0	$0.00
135	WD-1664	555 MAIN AVE 203	WARREN J HAGANES	$151,700	$0	$0.00
136	WD-1665	555 MAIN AVE 204	PATRICK J DUCHATEAU	$151,700	$0	$0.00
137	WD-1666	555 MAIN AVE 205	EDWARD Y LIN	$566,700	$0	$0.00
138	WD-1667	555 MAIN AVE 206	KHALED BOUBENIDER	$257,600	$0	$0.00
139	WD-1668	555 MAIN AVE 208	JONATHAN P ANDERSON	$196,300	$0	$0.00
140	WD-1669	555 MAIN AVE 209	THOMAS R KRAUSE	$251,100	$0	$0.00
141	WD-1670	555 MAIN AVE 210	MERVYN G LALLY	$257,600	$0	$0.00
142	WD-1671	555 MAIN AVE 211	JOHN VANDEVEN	$235,100	$0	$0.00
143	WD-1672	555 MAIN AVE 212	DONNA J WAGNER	$221,500	$0	$0.00
144	WD-1673	555 MAIN AVE 213	KYLE H VANDENHEUVEL	$205,000	$0	$0.00
145	WD-1674	555 MAIN AVE 214	LINDA L BOYWID, TRUSTEE	$275,000	$0	$0.00
146	WD-1675	555 MAIN AVE 215	MATTHEW R CRULL	$190,100	$0	$0.00
147	WD-1676	555 MAIN AVE 216	IVETE C MILLER	$200,400	$0	$0.00
148	WD-716	300 GRANT ST	SAINT NORBERT COLLEGE INC	$3,819,600	$3,819,600	$1,950.00
149	WD-279	509 MAIN AVE	CAPITAL CREDIT UNION	$127,500	$127,500	$223.13
150	WD-281	108 S FIFTH ST	CAPITAL CREDIT UNION	$804,200	$804,200	$1,407.35

#	PARCEL ID	ADDRESS	PROPERTY OWNER	PROPERTY VALUE	BID PROPERTY VALUE	ASSESSMENT
151	WD-283	499 MAIN AVE	GENCAP DE PERE 1 LLC	$60,400	$60,400	$40.10
152	WD-284	109 S FIFTH ST	GENCAP DE PERE 1 LLC	$47,700	$47,700	$31.67
153	WD-286	473 MAIN AVE	GENCAP DE PERE 1 LLC	$47,600	$47,600	$31.60
154	WD-287	400 MAIN AVE BLK	GENCAP DE PERE 1 LLC	$47,600	$47,600	$31.60
155	WD-288	441 MAIN AVE	PEOPLES MARINE BANK OF GREEN BAY	$1,020,500	$1,020,500	$1,785.88
156	WD-295	444 REID ST	PARK PLACE HOLDINGS REID STREET LLC	$1,900,000	$1,900,000	$1,950.00
157	WD-306	525 REID ST	N E W DEVELOPERS LLC	$432,000	$432,000	$756.00
158	WD-310	430 GRANT ST	NICOLET HIGHLANDS LLC	$5,899,400	$0	$0.00
159	WD-367	300 MAIN AVE	HAWK HOLDINGS LLC	$323,400	$323,400	$565.95
160	WD-369	320 MAIN AVE	THE CONNECTIVE LLC	$446,100	$446,100	$780.68
161	WD-371	330 MAIN AVE	STAGECOACH ENTERPRISES LLC	$181,400	$181,400	$317.45
162	WD-372	334 MAIN AVE	A&K LONGBRANCH LLC	$247,000	$247,000	$432.25
163	WD-373	338 MAIN AVE	RICK J HERYMAN	$142,300	$142,300	$275.00
164	WD-374	342 MAIN AVE	PAUL H WILLEMS	$97,800	$0	$275.00
165	WD-375	348 MAIN AVE	CHRIS C RENIER	$131,300	$131,300	$275.00
166	WD-376	360 MAIN AVE	DE PERE CITY OF	$35,900	$0	$0.00
167	WD-377	0 MAIN AVE	DEPERE CITY OF	$0	$0	$0.00
168	WD-378	366 MAIN AVE	DAVID J MATYAS	$196,300	$196,300	$343.53
169	WD-379	368 MAIN AVE	SAKS HOLDINGS LLC	$270,000	$270,000	$224.13
170	WD-380	380 MAIN AVE	OLD NELL PROPERTIES LLC	$404,800	$404,800	$708.40
171	WD-381	400 MAIN AVE	SECOR JEROME J REVOCABLE TRUST	$283,800	$283,800	$496.65
172	WD-386	436 MAIN AVE	ISC PROPERTY LLC	$337,100	$337,100	$589.93
173	WD-387	444 MAIN AVE	F & J PROPERTIES LLC	$325,700	$325,700	$569.98
174	WD-387-1	0 MAIN AVE	JAMES J KROPP	$70,600	$70,600	$123.55
175	WD-388	486 MAIN AVE	SMOOTH MONEY OF DE PERE LLC	$390,200	$390,200	$682.85
176	WD-389-2	500 MAIN AVE UNIT A-D	DUTCH BOYZ DE PERE LLC	$1,780,000	$1,780,000	$1,950.00
177	WD-389-3	550 MAIN AVE	CHRIST THE ROCK CHURCH INC	$59,600	$59,600	$114.00
178	WD-389-4	556 MAIN AVE	CHRIST THE ROCK CHURCH INC	$0	$0	$0.00
179	WD-389-5	0 FORT HOWARD AVE	CHRIST THE ROCK CHURCH INC	$42,200	$42,200	$161.00
180	WD-403	103 N SIXTH ST	RALPH E SANDERS	$346,700	$346,700	$606.73
181	WD-404	101 FORT HOWARD AVE	DECLEENE ZELLNER LLC	$299,700	$299,700	$524.48
182	WD-404-2	0 MAIN AVE	WISCONSIN DEPT OF TRANSPORTATION	$0	$0	$0.00
183	WD-623	500 GRANT ST	GRANT STREET HOLDINGS LLC	$600,300	$600,300	$1,050.53
184	WD-634	0 GRANT ST	SAINT NORBERT COLLEGE INC	$0	$0	$0.00
185	WD-634-2	400 GRANT ST	SAINT NORBERT COLLEGE INC	$0	$0	$0.00
186	WD-884	401 MAIN AVE	SCHLEIS PROPERTIES LLC	$472,000	$472,000	$826.00
187	WD-885	407 MAIN AVE	KIP A DETRY	$141,300	$141,300	$247.28
188	WD-886	409 MAIN AVE	KIP A DETRY	$138,500	$138,500	$242.38
189	WD-887	413 MAIN AVE	DEAN G RHODES	$217,800	$217,800	$381.15
190	WD-888	417 MAIN AVE	KENNETH J MARTIN	$138,500	$138,500	$275.00
191	WD-889	421 MAIN AVE	JAMES J KROPP	$387,600	$387,600	$678.30
192	WD-890-1	441 MAIN AVE	PEOPLES MARINE BANK OF GREEN BAY	$200	$200	$0.35
193	WD-893	400 REID ST	GENCAP DE PERE 1 LLC	$2,733,900	$2,733,900	$1,815.03
194	WD-906	301 MAIN AVE	PHE WI LLC	$415,100	$415,100	$726.43
195	WD-907	305 MAIN AVE	E SALES INC	$325,000	$325,000	$568.75
196	WD-908	313 MAIN AVE	313 MAIN IN DE PERE LLC	$284,500	$284,500	$497.88
197	WD-909	317 MAIN AVE	LIFE CHURCH GREEN BAY INC	$643,600	$643,600	$1,126.30
198	WD-910	321 MAIN AVE	KEY PROPERTY MANAGEMENT LLC	$158,500	$158,500	$277.38
199	WD-911	327 MAIN AVE	TILKENS HOLDINGS LLC	$394,300	$394,300	$690.03
200	WD-912	331 MAIN AVE	NICK BROTHERS PARTNERSHIP	$311,600	$311,600	$545.30
201	WD-913	337 MAIN AVE	MIRHASHEMI INC	$259,200	$259,200	$453.60
202	WD-915	345 MAIN AVE	MANNING RONALD G & MARY A PFUTZENREUTER JT REV	$169,800	$169,800	$297.15
203	WD-917	353 MAIN AVE	SAKS HOLDINGS LLC	$275,000	$275,000	$228.28
204	WD-917-1	0 MAIN AVE	DEPERE CITY OF	$0	$0	$0.00
205	WD-917-2	0 MAIN AVE	DEPERE CITY OF	$0	$0	$0.00
206	WD-918	355 MAIN AVE	CONNECTIVE PROPERTIES LLC	$171,700	$171,700	$300.48
207	WD-920	365 MAIN AVE	SAKS HOLDINGS LLC	$649,000	$649,000	$538.74
208	WD-921	371 MAIN AVE	ABTS INVESTMENTS LLC	$141,200	$141,200	$275.00
209	WD-922	375 MAIN AVE	DENNIS M LARSON	$216,600	$216,600	$379.05
210	WD-923	377 MAIN AVE	SAKS HOLDINGS LLC	$287,400	$287,400	$238.57
211	WD-925	115 FOURTH ST	BLACK PUCK REALTY LLC	$425,200	$425,200	$744.10
212	WD-926	340 REID ST BLK	DEPERE CITY OF NICOLET SQUARE PARKING LOT	$0	$0	$0.00
213	WD-928	340 REID ST	DEPERE CITY OF NICOLET SQUARE PARKING LOT	$0	$0	$0.00
214	WD-930	330 REID ST	LUTSEY ENTERPRISES LLP	$822,900	$822,900	$1,440.08
215	WD-931	116 THIRD ST	AJANGO PROPERTIES LLC	$219,000	$219,000	$383.25
216	WD-933	110 THIRD ST	DEPERE CITY OF	$0	$0	$0.00
217	WD-955	303 REID ST	REID STREET RETAIL LLC	$1,180,000	$1,180,000	$1,950.00
218	WD-961	325 REID ST	TWEET BROTHERS RENTAL PARTNERSHIP	$3,510,000	$3,510,000	$1,950.00
219	WD-965	401 REID ST	JAYAMBEY LLC	$581,600	$581,600	$1,017.80

APPENDIX D: Wisconsin Statutes Section 66.1109

Wisconsin BID Law: 66.1109 Business improvement districts.

(1) In this section:

(a) “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 percent 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 percent 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.

(2m) A municipality may annex territory to an existing business improvement district if all of the following are met:

(a) An owner of real property used for commercial purposes and located in the territory proposed to be annexed has petitioned

the municipality for annexation.

(b) The planning commission has approved the annexation.

(c) At least 30 days before annexation of the territory, the planning commission has held a public hearing on the proposed annexation. 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 a detail map showing the boundaries of the territory proposed to be annexed to the business improvement district shall be sent by certified mail to all owners of real property within the territory proposed to be annexed. The notice shall state the boundaries of the territory proposed to be annexed.

(d) Within 30 days after the hearing under par. (c), the owners of property in the territory to be annexed that would be assessed under the operating plan having a valuation equal to more than 40 percent of the valuation of all property in the territory to be annexed that would be assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property in the territory to be annexed that would be assessed under the operating plan having an assessed valuation equal to more than 40 percent of the assessed valuation of all property in the territory to be annexed that would be assessed under the operating plan, have not filed a petition with the planning commission protesting the annexation.

(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 one of the following:

1. If the cash balance in the segregated account described under sub. (4) equaled or exceeded $300,000 at any time during the period covered by the report, the municipality shall obtain an independent certified audit of the implementation of the operating plan.

2. If the cash balance in the segregated account described under sub. (4) was less than $300,000 at all times during the period covered by the report, the municipality shall obtain a reviewed financial statement for the most recently completed fiscal year. The statement shall be prepared in accordance with generally accepted accounting principles and include a review of the financial statement by an independent certified public accountant.

(cg) For calendar years beginning after December 31, 2018, the dollar amount at which a municipality is required to obtain an independent certified audit under par. (c) 1. and the dollar amount at which a municipality is required to obtain a reviewed financial statement under par. (c) 2. shall be increased each year by a percentage equal to the percentage change between the U.S. consumer price index for all urban consumers, U.S. city average, for the month of August of the previous year and the U.S. consumer price index for all urban consumers, U.S. city average, for the month of August 2017, as determined by the federal department of labor. Each amount that is revised under this paragraph shall be rounded to the nearest multiple of $10 if the revised amount is not a multiple of $10 or, if the revised amount is a multiple of $5, such an amount shall be increased to the next higher multiple of $10.

(cr) The municipality shall obtain an additional independent certified audit of the implementation of the operating plan 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 and reviewed financial statements 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.

(4g) A municipality may convert a business improvement district under this section into a neighborhood improvement district under s. 66.1110 if an owner of real property that is subject to general real estate taxes, that is used exclusively for residential purposes, and that is located in the business improvement district petitions the municipality for the conversion. If the municipality approves the petition, the board shall consider and may make changes to the operating plan under s. 66.1110 (4) (b).

(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 percent of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50 percent 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).

(c) Within 30 days after the filing of a petition under this subsection, the planning commission shall hold a public hearing on the proposed termination. 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 operating plan and a copy of a detail map showing the boundaries of the business improvement district shall be sent by certified mail to all owners of real property within the business improvement district. The notice shall state the boundaries of the business improvement district and shall indicate that copies of the operating plan are available from the planning commission on request.

(d) Within 30 days after the date of hearing under par. (c), every owner of property assessed under the operating plan may send written notice to the planning commission indicating, if the owner signed a petition under this subsection, that the owner retracts the owner's request to terminate the business improvement district, or, if the owner did not sign the petition, that the owner requests termination of the business improvement district.

(e) If after the expiration of 30 days after the date of hearing under par. (c), by petition under this subsection or subsequent notification under par. (d), and after subtracting any retractions under par. (d), the owners of property assessed under the operating plan having a valuation equal to more than 50 percent of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50 percent of the assessed valuation of all property assessed under the operating plan, have requested the termination of the business improvement district, the municipality shall terminate the business improvement district on the date that the obligation with the latest completion date entered into to implement the operating plan expires.

(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.

(d) If real property that is specially assessed as authorized under this section is of mixed use such that part of the real property is exempted from general property taxes under s. 70.11 or is residential, or both, and part of the real property is taxable, the municipality may specially assess as authorized under this section only the percentage of the real property that is not tax-exempt or residential. This paragraph applies only to a 1st class city.

History: 1983 a. 184; 1989 a. 56 s. 258; 1999 a. 150 s. 539; Stats. 1999 s. 66.1109; 2001 a. 85; 2017 a. 59, 70, 189.

Copied from: https://docs.legis.wisconsin.gov/statutes/statutes/66/XI/1109/1/b (accessed November 1, 2020)

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

APPENDIX E: Adopted Bylaws

BUSINESS IMPROVEMENT DISTRICT

ARTICLE I
MEMBERS

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

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 BID Board 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 Chair of the BID Board.

Section 3. Notice. Email (or mail) notice of every meeting of the membership (annual or special), stating the place, date, and hour of the meeting, shall be sent to each member not less than seven (7) or more than thirty (30) days before the date of the meeting. Other interested parties shall be given such notice of meetings as the Board of Directors deem appropriate. Public Notice of all meetings of the BID Board shall be given as required under Wis. Stats. §19.84 *et.seq.*

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 BID Members necessary to attend any meeting by a majority vote of the BID Members present.

ARTICLE III
BOARD OF DIRECTORS

Section 1. Federal Requirement. BID Members can recommend future BID Board members appointments to the BID Board. The BID Board will provide the recommended nominations to the Mayor. The Mayor shall appoint members to the BID Board, subject to confirmation of the Common Council, members from these nominations to the BID Board. Pursuant to Wis. Stats. §66.1109(3), the BID Board shall have at least 5 members. A majority of board members shall own or occupy real property in the business improvement district. The BID Board shall also include a representative of the Mayor or Council. Common Council

Section 2. Responsibilities. The BID Board's shall be responsible contracting for services to implement the current year's DBI Operating Plan, contracting for preparation of an annual report and audit of the District, annually considering and making changes to the 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, together with all other powers granted under Wis. Stats. §66.1109 and under the DBI Operating Plan and Bylaws. These duties include the

BID Board negotiating with providers of services (primarily to Definitely De Pere) and materials to carry out the DBI Operating Plan; entering into various contracts for services, including to monitor development activity; and to ensure the District's compliance with the provisions of applicable statutes and regulations.

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

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

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

Section 4. BID Board Term. Appointments to the BID Board shall be for a period of 3 years, except that initially 3 members are appointed for a period of 3 years, 2 members shall be appointed for 2 years, and 2 members shall be appointed for 1 year, each term ending on December 31 of the applicable year. The BID Board may remove, by majority vote, a BID Board member who is absent from more than 3 meetings, without valid excuse. Any BID Board vacancy (except the Mayor's or Common 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 (Wis. Stats. §19.84 *et.seq.)*. Meeting agendas will be provided as required under Wis. Stats. 19.84 and will be posted on the City of De Pere's website. Minutes will be recorded and submitted to the City Clerk and the BID Board. Roberts Rules of Order shall govern the parliamentary procedures at all meetings when not in conflict with these Bylaws.

Section 7. Record Keeping. Files and records of the BID Board's affairs shall be kept pursuant to the requirements of the Public Records Law (Wis. Stats. §19.35 *et.seq.*) and shall be kept and maintained by the City Development Services Department..

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

Section 9. Officers. The BID Board shall appoint a Chair, Vice-Chair, 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 such purposes as are authorized by the full BID Board.

Section 10. Quorum. At all meetings of the BID Board, a majority of the Board shall constitute a quorum for the transaction of business. If a quorum shall not be present at any meeting of the BID Board, the

meeting shall be rescheduled.

Section 11. BID Board Powers. The BID Board shall have all the powers authorized by law, including but not limited to, the following powers:

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

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

Section 12. 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 Section 66.1109 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 BID Board shall consist of a Chair, Vice-Chair, Secretary, Treasurer and such other Officers as may be deemed necessary.

Section 2. Election. Officers shall be BID Board members who 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 timeto time may be conferred by the membership of the BID Board .

A. Chair. The Chair shall preside at all business meetings. In the absence of the Chair, the Vice-Chair shall preside. The Chair may appoint other Officers to preside at meetings of the BID Board other

than business meetings. The Chair shall perform such duties as are usually incumbent upon that office, together with such other duties as may be directed by resolution of the BID Board .

B. Secretary. The Secretary shall record and maintain in good order all minutes of all meetings and all records and correspondence of the District , and shall email copies of the minutes of each membership meeting to all members within 60 days of the conclusion of each meeting. The Secretary shall also have such duties as may be assigned by the BID Board .

C. Treasurer. The Treasurer shall maintain in good order all financial records of the District . The Treasurer shall also have such other duties as may be assigned by the BID Board .

D. Temporary Officers. In case of absence or disability of any Officer and of any person authorized to perform duties in the Officer's place during such periods of absence or disability, the Chair may, from time to time, delegate the powers and duties of other such Officers or to any BID Member.

ARTICLE VI
FINANCES

Section 1. Authority. Except as the BID Board 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 two of the four 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 BID Board may select.

Section 3. Funding Services. The BID Board 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 BID Board , shall have the power to alter, amend, or repeal the Bylaws or adopt new Bylaws.

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

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

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

Adopted by BID Board on: November ___, 2020
Adopted by City of De Pere Common Council on: December __, 2020

APPENDIX E: Adopted Bylaws

BUSINESS IMPROVEMENT DISTRICT

ARTICLE I
MEMBERS

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

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 BID 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 Chair ~~chairman~~ of the BID Board ~~of Directors~~.

Section 3. Notice. Email (or mail) notice of every meeting of the membership (annual or special), stating the place, date, and hour of the meeting, shall be sent to each member not less than seven (7) or more than thirty (30) days before the date of the meeting. Other interested parties shall be given such notice of meetings as the Board of Directors deem appropriate. Public Notice of all meetings of the BID Board shall be given as required under Wis. Stats. §19.84 *et.seq.*

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~~BID Members necessary to attend any meeting by a majority vote of the ~~active~~ BID -M~~m~~embers present.

ARTICLE III
BOARD OF DIRECTORS

Section 1. Federal Requirement. BID ~~district m~~Members can recommend future BID ~~b~~Board members appointments to the BID Board. The BID Board will provide the recommended nominations to the Mayor. The Mayor shall appoint~~s~~ members to the BID Board, subject to confirmation of the Common Council, members from these nominations to the BID Board. Pursuant to Wis. Stats. §66.1109(3), the BID Board shall have at least 5 members. A majority of board members shall own or occupy real property in the business improvement district. The BID Board shall also include~~s~~ 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~~Common Council ~~.~~

Section 2. Responsibilities. The BID Board's shall be ~~primary~~ ~~responsibil~~responsible~~ity will be~~

contracting for services to implement~~ation of~~ the current year's DBI Operating Plan, contracting for preparation of an annual report and audit of the District, annually considering and making changes to the~~is~~ 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~~together with all other powers granted under Wis. Stats. §66.1109 and under the ~~in this~~ DBI Operating Plan and Bylaws. These duties include~~is will require~~ the BID Board ~~to~~ negotiating~~e~~ with providers of services (primarily to Definitely De Pere) and materials to carry out the DBI Operating Plan; ~~to~~ entering into various contracts for services, ~~; to~~including to monitor development activity; and to ensure the District's compliance with the provisions of applicable statutes and regulations.

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

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

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

Section 4. BID Board Term. Appointments to the BID Board shall be for a period of 3 years, except that initially 3 members are appointed for a period of 3 years, 2 members shall be appointed for 2 years, and 2 members shall be appointed for 1 year, each term ending on December 31 of the applicable year. The BID Board may remove, by majority vote, a BID Board member who is absent from more than 3 meetings, without valid excuse. Any BID Board vacancy (except the Mayor's or ~~City Council~~Common 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 (Wis. Stats. §19.84 *et.seq.)*. Meeting~~s~~ agendas will be provided as required under Wis. Stats. 19.84 and will be posted on the City of De Pere's website. Minutes will be recorded and submitted to the City Clerk and the BID Board. Roberts Rules of Order shall govern the parliamentary procedures at all meetings when not in conflict with these Bylaws.

Section 7. Record Keeping. Files and records of the BID Board's affairs shall be kept pursuant to ~~public records~~the requirements of the Public Records Law (Wis. Stats. §19.35 *et.seq.*) and shall be ~~. Records of the BID Board will be~~ kept and maintained by the City Development Services Department.~~at the De Pere City Hall~~.

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

Section 9. Officers. The BID Board shall appoint a Chair~~man~~, Vice-Chair, 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 such purposes as are authorized by the full BID Board.

Section 10. Quorum. At all meetings of the BID Board, a majority of the ~~voting~~ Board ~~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~~meeting shall be rescheduled. ~~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~~11. BID Board Powers. The BID Board shall have all the powers authorized by law, including but not limited to, the following powers:

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

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

Section ~~13~~12. 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 Section 66.1109 covering the Business Improvement Districts (BIDs).

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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 Board shall consist of a Chair~~man, a~~, Vice-Chair, Secretary, ~~and a~~ Treasurer and such other ~~o~~Officers ~~and assistant officers~~ as may be deemed

necessary.

Section 2. Election. Officers shall be BID Board members ~~and staff~~who shall be elected by the Board of Directors annually at the annual meeting. No BID Board member may hold more than one ~~o~~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 timeto time may be conferred by the membership of the BID Board ~~of Directors~~.

A. Chair~~man~~. The Chair~~man~~ shall preside at all business meetings. In the absence of the Chair, the Vice-Chair shall preside. The Chair may appoint other Officers to preside at meetings of the BID Board other than 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~~Chair shall perform such duties as are usually incumbent upon that office~~r~~, together with such other duties as may be directed by resolution of the BID Board ~~of Directors~~.

B. Secretary. The Secretary shall record and maintain in good order all minutes of all meetings and all records and correspondence of the District ~~BID~~, and shall email copies of the minutes of each membership meeting to all members within 60 days of the conclusion of each meeting. The Secretary shall also have such duties as may be assigned by the ~~membership or the~~BID 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~~BID Board ~~of Directors~~.

D. Temporary Officers. In case of absence or disability of any ~~o~~Officer and of any person authorized to perform duties in the Officer's ~~his or her~~ place during such periods of absence or disability, the Chair~~man~~ may, from time to time, delegate the powers and duties of other ~~such officer~~such Officers or to any ~~other officer or any other~~BID ~~m~~Member.

ARTICLE VI
FINANCES

Section 1. Authority. Except as the BID 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 two ~~any~~ of the four~~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 BID Board ~~of Directors~~ may select.

Section 3. Funding Services. The BID 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 BID Board ~~of Directors~~, shall have the power to alter, amend, or repeal the Bylaws or adopt new Bylaws.

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

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

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

Adopted by BID Board on: _____, 2020
Adopted by City of De Pere Common Council on: _____, 2020

City of De Pere, Wisconsin

Request For Business Improvement District Board Action

MEETING DATE:	**December 10, 2020**
DEPARTMENT:	**Planning**
FROM:	**Daniel Lindstrom**
SUBJECT:	**Next Meeting Date.**

The next meeting of the BID annual membership meeting will be held on December 22, 2020 at 10 am. It will be a virtual meeting.