



Business Improvement District Board

Regular Meeting

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

Agenda

Thursday, October 12, 2017

8:00 AM

De Pere City Hall Council Chambers

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 **October 12, 2017** at **8:00 AM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

Call to Order

1. Roll Call
2. Approval of the minutes of the August 10, 2017 BID Board meeting.
3. Annual Meeting of the De Pere BID Board - Discussion and Comments from the Membership.
4. Definitely De Pere Update: Activity in the District, 2016 Annual Report, 2017 Highlights, 2018 Budget.
5. Review of Definitely De Pere Audit.
6. Review and Action on the 2018 De Pere Business Improvement District Operating Plan.
7. Update on the City of De Pere Strategic Visioning and Branding Initiative.
8. Future Agenda Items.

Adjournment

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

Agenda Sent To:

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

City of De Pere, Wisconsin



Request For Business Improvement District Board Action

MEETING DATE: October 12, 2017

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Approval of the minutes of the August 10, 2017 BID Board meeting.

ATTACHMENTS:

- BID_Aug2017_Minutes_Draft (PDF)



Business Improvement District Board

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

Regular Meeting

Draft Minutes

Thursday, August 10, 2017

8:00 AM

De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 8:05 AM by Chairperson Tom Gavic

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

Also present: Economic Development & Planning Director Kim Flom, Definitely De Pere Executive Director Tina Quigley, Definitely De Pere Board Member Ryan Jennings, and members of the public.

2. Approval of the minutes of the October 21, 2016 BID Board meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Brent Felchlin, Board Member
SECONDER:	Rich Starry, Board Member
AYES:	Lawrence M. Delo, Brent Felchlin, Tom Gavic, Rich Starry
EXCUSED:	Lance Abts, Kathy Rupiper, Dan Van Straten

3. Review of BID Assessments Collected from 2016 Taxes and Payments to Definitely De Pere.

Economic Development & Planning Director Kim Flom began by stating that this meeting is a chance to get feedback and direction to prepare for the annual BID Board meeting. Kim reported that BID assessments were collected from the 2016 taxes, and payment in the amount of \$106,139.34 was made to Definitely De Pere at the beginning of August. Tom Gavic asked if the normal schedule for the BID Board meeting is to meet in August/September every year. Kim stated that this timing is the usual schedule, but it would be possible to meet earlier in the year if the BID decides that is what they want to do. She added that the meeting schedule is also dependent on when the reports from Definitely De Pere are completed. Larry Delo moved, seconded by Brent Felchlin, to receive and place the item on file. Upon vote, motion carried unanimously.

RESULT:	DISCUSSED
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4. Review of Draft BID Assessments Estimated for Tax Year 2017 (2018 BID Funding).

Economic Development & Planning Director Kim Flom explained that the overall assessed value in the BID decreased by approximately \$5,000,000 in 2017, primarily due to the decrease in value of the Humana Dental site which is now the corporate headquarters for Tweet-Garot. She added that the amount will probably go up a little because we still do not have the manufacturing assessment for Badgerland Printing, which hasn't been confirmed yet. Larry Delo suggested forecasting projections for taxes in the future, possibly ten years out. Discussion followed on how such a report would be

used and if it would be necessary. Kim noted that property value in the district is one of the performance measures and that the BID could look back at previous years and possibly project out one year ahead to look at the progress. She thought this might be a more feasible way to make future projections. She added that there are a lot of factors that go into the bid calculations, and it's not as easy as just plugging a formula into a spreadsheet. Larry Delo moved, seconded by Rich Starry, to receive and place the item on file. Upon vote, motion carried unanimously.

RESULT:	DISCUSSED
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5. Definitely De Pere Update: Draft Annual Report from 2016 and 2017 Highlights.

Definitely De Pere Executive Director Tina Quigley provided a review of the Definitely De Pere annual report for 2016. She stated that the report is in draft form, and more detailed information will be provided at the next meeting on September 21st. She reported that 2016 was a great year for bringing in new businesses and maintaining high occupancy rates. There were a total of 20 new businesses, of which, only four closed or moved out. Tina added that during the first half of 2017, Definitely De Pere devoted resources to retention but she feels that they could be doing a better job of tracking occupancy. She added that they offer different promotions and events and plan to continue doing so. Brent Felchlin asked if the BID has access to Main Street information across the state where we can compare trends with other areas and Tina replied that this information is available. Economic Development & Planning Director Kim Flom added that there wasn't a lot of major public infrastructure work in the downtown between July 2016 and July 2017, but we will see more in 2018. Larry Delo asked Tina how she came up with the attendance numbers for the different events, particularly City Band at 200. Tina replied that that number was derived before she started running the reports. She said she will take a closer look at this to see how that number was calculated. Tom Gavic mentioned that it would be helpful to add a definition page to the report explaining how the key metrics are calculated. Brent Felchlin moved, seconded by Rich Starry to receipt and place the item on file. Upon vote, motion carried unanimously.

RESULT:	DISCUSSED
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6. Update of 2015 and 2016 Definitely De Pere Audit.

Definitely De Pere Executive Director Tina Quigley reported on the status of the audit. She explained that an external accounting firm was hired to do the audits for both 2015 and 2016 and there was a delay in scheduling and timing. Initially the contract was for an end of July completion, however the auditors were not able to meet this deadline. She noted that the audit should be wrapped up and the audits should be ready for the next meeting. Economic Development & Planning Director Kim Flom suggested rescheduling the September 21st meeting to a later date to ensure that the audits will be ready for review for the next meeting. Discussion followed and it was decided that Kim will send an email to all BID members with alternative dates for the next meeting. No action needed to be taken at this time.

RESULT:	DISCUSSED
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7. Discussion of the 2018 BID Plan Development.

Economic Development & Planning Director Kim Flom reviewed the 2017 BID Operating Plan. She outlined the four performance metrics, along with highlights for 2016 and 2017.

#1. The Downtown Master Plan

2016: -Downtown Parking Analysis which resulted in the addition of more long term parking.

-State Historical Society Grant to update City Intensive Survey.

-Review of City's current design guidelines as a precursor to the Zoning Code re-write.

-Review and approvals needed for the 102 on Broadway project.

-Stakeholder meetings and analysis of the Nicolet Square Master Plan.

2017: -Broadway pedestrian study.

-City of De Pere Strategic Visioning and Branding Initiative.

-Nicolet Square common dumpster construction.

-Shared garbage collection for other downtown parking lots.

-Mural Program.

-Expanding and improved downtown events, including the Downtown Trick or Treat, Foodie Walk, Farmer's Market.

Kim reported that some City projects were delayed due to the vision & branding initiative, such as the Zoning Code re-write, the replacement of bike racks and trash receptacles and the James Street streetscape design. However, these are anticipated to happen concurrently with the visioning and branding initiative or are in the budget to be completed in 2018.

#2 Commercial Facilitation, which measures the number of businesses, both new and existing, that receive help, either financial or advocacy services by the BID.

2016: -WEDC CDI Grant applied for and awarded to New Leaf Market for a grocery store.

-102 on Broadway Project began construction.

-Economic Enhancement Committee meetings that includes direct outreach and support to downtown businesses.

2017: -Tweet-Garot purchased and renovated the former Humana Dental office building for their corporate headquarters.

-Revolving Loan Fund and property sale approvals New Leaf Market.

-Facade Grant approval for the Kerkhoff Building renovation.

-Growing cluster of boutique retail businesses on the east side of downtown.

-Events like Fashion Week and the Sidewalk Sale to promote and attract visitors to local businesses.

#3 Growth in value of private property in the District calculated annually to measure success over time. Kim reported that the 102 on Broadway project is expected to add at least \$2,500,000 of new value for 2018. Overall, the assessed value of commercial properties in the BID has decreased from \$68,339,300 to \$63,925,900 in 2017.

#4 Occupancy rates and business inventory are used as a baseline to evaluate and make changes for following years: Kim reported that the 2010 analysis as part of the Downtown Master Plan indicated a 92.6% occupancy rate, which is higher than the national average of 90%.

Tom Gavic inquired about a business operating permit when a business starts, to create a baseline of the number of new businesses. Kim replied that, currently, building permit data is tracked, but that doesn't give an accurate number, since a building permit is only required if major structural work is done to a building. Therefore, many new businesses

move in and never have to obtain a permit before opening. She explained that some municipalities issue a no work permit, which is a no cost permit that is issued when a new business opens. Usually all that is required is for the business owner to fill out a form notifying the city of the new business. Kim noted that for the City of De Pere, the fire department requires an annual fire alarm inspection of every business in the City. The fire department is planning on updating their software, and Kim hopes to be able to utilize their data to help track new businesses. Tina then asked for clarification on prioritizing projects. Larry Delo clarified that the BID Board is responsible for controlling the financial end but that it would be the job of the Definitely De Pere Board to prioritize the projects, not the BID. The main concern of the BID is that Definitely De Pere is utilizing the money the way it was intended, not how they use the money. Larry commended Tina on the great job she is doing for Definitely De Pere. Tom Gavic added that the BID's job is to focus on identifying the right metrics for performance. Larry added that the BID is there to make sure that the money is being utilized for what it's supposed to be utilized for and that Definitely De Pere is doing events & activities that align with these objectives. Kim then asked the board if the four performance metrics are sufficient, or if they want to change or add any metrics. Discussion followed and it was agreed upon that the four metrics in place are sufficient and do not need to change. No action needed to be taken at this time.

RESULT:	DISCUSSED
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8. Future Agenda Items.

Since it was decided that the September 21st meeting should be rescheduled to allow time for the audits to be completed, Economic Development & Planning Director Kim Flom will email all BID members with alternative dates for the annual BID Board meeting. There were no other future agenda items.

RESULT:	DISCUSSED
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Adjournment

Tom Gavic moved, seconded by Brent Felchlin, to adjourn the meeting at 9:09 AM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker

Attachment: BID_Aug2017_Minutes_Draft (6020 : Approval of the minutes of the August 10, 2017 BID Board meeting.)

City of De Pere, Wisconsin



Request For Business Improvement District Board Action

MEETING DATE: October 12, 2017

DEPARTMENT: Planning

FROM: Kelly Barker

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

City of De Pere, Wisconsin

**Request For Business Improvement District Board Action**

MEETING DATE: October 12, 2017

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Definitely De Pere Update: Activity in the District, 2016 Annual Report, 2017 Highlights, 2018 Budget.

Definitely De Pere will present information as related to the 2016 Annual Report, 2017 District Highlights and the 2018 Budget.

Requested Action: Receive and place on file.

ATTACHMENTS:

- DDP Annual Report 2016 (PDF)
- DDP Budget Narrative (PDF)
- DDP 2018 Budget (PDF)

2016 Annual Report



Our Work

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

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

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

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

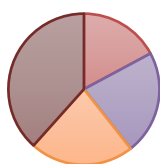
Economic Enhancement strengthens our community's existing economic assets while diversifying its economic base. We can accomplish this by evaluating how to retain and expand successful businesses to provide a balanced commercial mix, sharpen the competitiveness and merchandising skills of business owners,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

This Report

The data in this report illustrates the economic development progress tracked on a state issued reporting platform. The Wisconsin Economic Development Corporation uses a version of Salesforce for this purpose. As an accredited Main Street Program, Definitely De Pere is required to submit monthly reports. Information is obtained from different sources. We track event attendance, public improvements, building improvements, property changes, newly opened and closed housing units, properties sold, business changes, and volunteer hours.

Activity | 2016

BUSINESS MIX



■ Retail
■ Service
■ Restaurant
■ Professional

WELCOMED

20 NEW BUSINESS

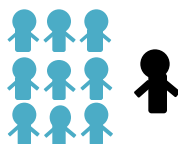
**4 BUSINESS CLOSED OR
RELOCATED ELSEWHERE**

VISITORS

50,000 VISITORS

ATTENDED EVENTS

IN DOWNTOWN DE PERE



VOLUNTEERS

1500 VOLUNTEER HOURS
DEDICATED

**TO DOWNTOWN
VALUED AT**

\$33,360

New Businesses

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



Investment | 2016

Building Improvements

Private Investment \$1,747,219

Chase Bank, Signage

Chatterhouse 2016, Interior and exterior improvements

Colonial Apartments, Interior improvements

Dame Salon, Interior and exterior improvement

Integrative Lifestyle Medicine, Interior and exterior improvements

J Allen State Farm Insurance, Interior improvements

Luna Coffee & Roastery, Interior improvements

Mobil 1 Lube Specials, Interior improvements

O'Connor Connective, Signage

Reid Street Crossing, Interior improvements

St Norbert College, Interior commercial improvements

Shopko, Signage

Properties Sold

Properties Sales \$3,994,400

115 N Broadway, Virgola

614 George St, Chatterhouse 2016

106 N Wisconsin, Integrative Lifestyle Medicine

325 Reid St, Tweet Garot

Major Public Improvements

Public Investment \$87,000

PRIVATE/PUBLIC INVESTMENT

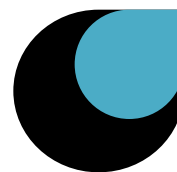
IN 2016

MORE THAN

\$5.8 MILLION

HAS BEEN INVESTED

IN DOWNTOWN DE PERE



Leadership | 2016

Board of Directors

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

Executive Director

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

Economic Enhancement Committee

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

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

Design Committee

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

Promotions Committee

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



Definitely De Pere 2018 Budget Narrative

The Definitely De Pere Board is committed to promoting and supporting the businesses and property owners in the Business Improvement District of downtown De Pere. We continue to evaluate every program we administer and the resources allocated to assure benefits to our primary stakeholders as well as the community as a whole. In 2018 we will engage in activities and manage programs that improve the social and economic environment of the District and fulfill improvement projects identified in the Downtown Master Plan, Comprehensive Plan, and the Historic Preservation Plan.

REVENUE SUMMARY

Definitely De Pere's 2018 budget totals \$309,935. The revenue contained in this budget shows a 187% increase over 2017 projected income. It is derived from a combination of BID assessments, City of De Pere support, fundraising efforts, event income, reserve funds, and \$100,000 from the excess stadium tax funds for public art. We are developing private income sources to enhance existing public funding by projecting a 45% increase in event income and generating new income from corporate and individual support.

EXPENSE HIGHLIGHTS

Salaries - We are adding a full time position to support our growing events, build stronger programs, and develop new initiatives. Our plan is to support the position by allocating funds from our reserves over a 3 year period. After 3 years we will sustain the position.

Design - We will manage design projects that improve the visual environment of downtown including a public art program. Our 2018 budget includes the development of a streetscape master plan with support from the WEDC. This plan will provide a vision for \$150,000 in streetscape improvements funded through excess stadium tax funds and managed jointly by Definitely De Pere and the City of Green Bay. We will continue to work with the beautification committee to enhance downtown's seasonal planters and decorations. Our goal is to extend the displays so that they provide year-round impact.

Promotions - We are allocating additional funds and staff time to implementing more effective marketing activities to promote the downtown to the surrounding region. We will do this through a comprehensive marketing campaign and new traffic building events designed to help develop increased business, customers, and investment interest in downtown.

Economic Enhancement - We are increasing both funding and staff time to expand our economic enhancement activities and initiatives that support business recruitment, business retention, and housing. We will provide education to small businesses in such areas as window displays, merchandising, marketing, and special events. We will work with property owners to help facilitate facade improvements, historic rehabilitation projects, and inform them about available tax credits, loans and grants.

RESERVE FUNDS

Our reserves from prior year surpluses are being allocated as follows: We will invest \$20,000 in 2018, \$15,000 in 2019, and \$10,000 in 2020 in staff resources to support new and growing programs and events; \$15,000 will be in reserve for future capital expenditures; and, the remaining \$50,000 is necessary for operating cash flow.

Definitely De Pere
Profit and Loss by Class
January through December 2018

11:54 AM

10/02/17

	Administrative	Art Walk	Farmers Market	Fashion Events	Foodie Walk	Holiday Event	Promotional Events	Soup Walk	Yoga in the Park	TOTAL
Income										
Event Income										
Sponsorships	0.00	5,000.00	10,000.00	6,000.00	2,000.00	4,000.00	2,500.00	2,000.00	5,000.00	36,500.00
Food & Beverage Sales	0.00	1,500.00	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	13,500.00
Ticket Sales	0.00	0.00	0.00	1,500.00	5,000.00	0.00	0.00	3,750.00	0.00	10,250.00
Participation Fees	0.00	1,500.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00
Total Event Income	0.00	8,000.00	28,000.00	7,500.00	7,000.00	4,000.00	2,500.00	5,750.00	5,000.00	67,750.00
Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contributed Support										
Corporate Contributions	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,000.00
Individual Donations	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Total Contributed Support	16,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,000.00
City of De Pere										
Plan	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
BID	86,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	86,000.00
Public Art Funding	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00
Total City of De Pere	206,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	206,000.00
Reserve Funds	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
Total Income	242,000.00	8,000.00	28,000.00	7,500.00	7,000.00	4,000.00	2,500.00	5,750.00	5,000.00	309,750.00
Expense										
Personnel Expenses										
Workers Compensation	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Payroll Taxes	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
Retirement	3,180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,180.00
Health Stipend	2,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00
Salaries	111,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111,000.00
Total Personnel Expenses	125,180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,180.00
Event Expenses										
Labor/Contracted Services	0.00	0.00	500.00	1,400.00	0.00	1,800.00	0.00	0.00	0.00	3,700.00
Supplies & Equipment	0.00	300.00	500.00	300.00	300.00	250.00	0.00	300.00	400.00	2,350.00
Special Events/Activities	0.00	750.00	300.00	300.00	0.00	500.00	600.00	300.00	200.00	2,950.00
Marketing	0.00	750.00	1,000.00	200.00	500.00	200.00	1,400.00	200.00	600.00	4,850.00
Electrical	0.00	300.00	1,800.00	275.00	0.00	120.00	200.00	0.00	0.00	2,695.00
Sanitation/Cleanup	0.00	0.00	1,825.00	0.00	0.00	0.00	0.00	0.00	0.00	1,825.00
Entertainment	0.00	1,500.00	6,400.00	0.00	0.00	300.00	1,000.00	0.00	0.00	9,200.00
Food & Beverage	0.00	750.00	6,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	8,750.00
Total Event Expenses	0.00	4,350.00	18,325.00	4,475.00	800.00	3,170.00	3,200.00	800.00	1,200.00	36,320.00
Meetings/Conferences										
Travel	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
Meals	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Registration Fees	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Total Meetings/Conferences	2,700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,700.00
Office Expenses										
Printing	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
Postage	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
Office Supplies	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
Total Office Expenses	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
Equipment Repairs/Maintenance	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Occupancy Expenses										
Internet	840.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	840.00
Telephone & Cellular	720.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	720.00
Rent	4,680.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,680.00
Total Occupancy Expenses	6,240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,240.00
Insurance	1,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00
Dues, Subscriptions, Licenses	1,410.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,410.00
Professional & Filing Fees	4,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,400.00
Promotions										
Marketing/Advertising	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
Website	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
Community Events	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Total Promotions	6,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,200.00

Attachment: DDP 2018 Budget (6021 : Definitely De Pere Update: Activity in the District, 2016 Annual

Organization											
Networking Meetings & Events	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Annual Meeting	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Total Organization	1,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Design											
Signage/Window Displays	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Streetscape	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
Public Art Projects	115,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115,000.00
Seasonal Decorations	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
Total Design	118,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118,000.00
Economic Enhancement											
Education	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Marketing	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Recruitment/Retention	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Total Economic Enhancement	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
Total Expense	273,430.00	4,350.00	18,325.00	4,475.00	800.00	3,170.00	3,200.00	800.00	1,200.00	309,750.00	
Net Income	-31,430.00	3,650.00	9,675.00	3,025.00	6,200.00	830.00	-700.00	4,950.00	3,800.00	0.00	

City of De Pere, Wisconsin

**Request For Business Improvement District Board Action**

MEETING DATE: October 12, 2017
DEPARTMENT: Planning
FROM: Kelly Barker
SUBJECT: Review of Definitely De Pere Audit.

The Definitely De Pere audit, as required by state law, is attached for your review.

Requested Action: Receive and place on file.

ATTACHMENTS:

- 2015 Audit Report Draft (PDF)
- 2016 Audit Report Draft (PDF)

DOWNTOWN DE PERE, INC.
***FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION***

December 31, 2015

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Brunette Tax & Accounting, LLC

Certified Public Accountants and Consultants

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Downtown De Pere Inc.

We have audited the accompanying financial statements of Downtown De Pere, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2015, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Downtown De Pere, Inc. as of December 31, 2015, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses on page YY is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Brunette Tax & Accounting, LLC
Green Bay, WI
October 4, 2017

808 Bayland Court Green Bay, WI 54304
Office: (920) 592-0400 Fax: (920) 592-9314
Website: brunettetax.com

DOWNTOWN DE PERE, INC.
STATEMENT OF FINANCIAL POSITION
December 31, 2015

5.a

ASSETS	<u>2015</u>
Current Assets	
Cash, including interest-bearing deposits	\$ 84,924
Accounts Receivable	(2)
Security Deposit	<u>500</u>
Total Current Assets	\$ 85,422
Property and Equipment	
Office Equipment and Fixtures	3,595
Miscellaneous	<u>12,155</u>
Total Property and Equipment	\$ 15,750
Accumulated Depreciation	<u>(8,720)</u>
Net Property and Equipment	\$ 7,030
 TOTAL ASSETS	 <u><u>\$ 92,452</u></u>
 LIABILITIES AND NET ASSETS	
 Credit Cards	 \$ 1,716
De Pere Beautification	<u>6,910</u>
Total Current Liabilities	\$ 8,626
 TOTAL LIABILITIES	 \$ 8,626
Net Assets	
Unrestricted	\$ 83,826
Temporarily Restricted	<u>-</u>
Total Net Assets	\$ 83,826
 TOTAL LIABILITIES AND NET ASSETS	 <u><u>\$ 92,452</u></u>

See accompanying notes to financial statements

DOWNTOWN DE PERE, INC.
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
Year Ended December 31, 2015

	2015		
	Unrestricted	Restricted	Total
REVENUES, GAINS AND OTHER SUPPORT			
City of De Pere - BID	\$ 86,158		\$ 86,158
City of De Pere (Plan)	20,000		20,000
Corporate Contributions	1,250		1,250
Gifts/Grants In Kind	621		621
Program Services	<u>27,530</u>		<u>27,530</u>
Total Revenues, Gains and Other Support	\$ 135,559	\$ -	\$ 135,559
EXPENSES			
Program Services	\$ 55,625		\$ 55,625
Supporting Services			
Management and General	73,682		73,682
Fundraising	<u>-</u>		<u>-</u>
Total Expenses	129,307	-	129,307
Excess (deficit) of revenue over expenses	\$ 6,252	\$ -	\$ 6,252
NET ASSETS BEGINNING OF YEAR	\$ 77,574		\$ 77,574
ENDING NET ASSETS	<u>\$ 83,826</u>	<u>\$ -</u>	<u>\$ 83,826</u>

See accompanying notes to financial statements

DOWNTOWN DE PERE, INC.
STATEMENT OF CASH FLOWS
December 31, 2015

	<u>2015</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Assets	6,252
Adjustments to reconcile excess (deficiency) of revenues over expenses to net cash provided (used) by operating activities:	
Depreciation	3,813
(Increase) decrease in:	
Assessments receivable	52
Increase (decrease) in:	
Accounts payable	852
Accrued liabilities	<u>1,629</u>
Total Cash Provided from Operations	\$ 12,598
CASH FLOWS USED IN INVESTING ACTIVITIES	
Purchase of Laptop	<u>(1,499)</u>
Total Cash Used in Investing Activities	(1,499)
NET INCREASE (DECREASE) IN CASH	11,099
CASH AT BEGINNING OF YEAR	73,825
CASH AT END OF YEAR	<u><u>\$ 84,924</u></u>

See accompanying notes to financial statements

DOWNTOWN DE PERE, INC.
NOTES TO FINANCIAL STATEMENTS

NOTE A - NATURE OF ORGANIZATION

Downtown De Pere, Inc. is located in De Pere, Wisconsin and is nonprofit organized in the State of Wisconsin. The organization is responsible for the economic development and programming in the downtown. The organization is governed by a board of directors elected by its members.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared on an accrual basis of accounting. The AICPA Guide states that the financial statements should be prepared on an accrual basis of accounting to be in conformity with GAAP.

Basis of Presentation

The organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, permanently restricted net assets.

Income Taxes

Downtown De Pere, Inc. is a 501[c]3 Tax Exempt Organization.

Property and Equipment

All acquisitions of property and equipment in excess of \$500 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. The items are discussed with their accountants and then a determination is made if it should be depreciated or not. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation.

Depreciation

Capitalized common property is depreciated over its estimated useful life using the straight line method of depreciation, ranging from 5 – 39 years. Depreciation expense for 2015 was \$8,722

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash

As of December 31, 2015, Downtown De Pere, Inc. had \$84,874 held in one account at Associated Bank, which is used as a business checking account. Items that are treated as cash and cash equivalents can be readily converted to cash as needed by the organization.

Litigation

Downtown De Pere, Inc. has no pending litigation.

DOWNTOWN DE PERE, INC.
NOTES TO FINANCIAL STATEMENTS

Unrestricted Net Assets

The organization reports assets whose use is not restricted by donors as unrestricted net assets. Contributions are available for unrestricted use unless specifically restricted by the donor. Board designated funds are established by the organization and represent unrestricted funds which have been set aside by the organization.

Temporarily Restricted Net Assets

Downtown De Pere, Inc. has no temporarily restricted assets.

Permanently Restricted Net Assets

Downtown De Pere, Inc. has no net assets that are permanently restricted.

Subsequent Events

The organization has evaluated subsequent events through July 31, 2017, the date which the financial statements were available to be issued.

DOWNTOWN DE PERE, INC.
OTHER REVENUE DETAIL
Year Ended December 31, 2015

	<u>2015</u>
OTHER REVENUE	
Art Walk Income	\$ 3,650
Bike Rack Income	10,550
Cheese & Chocolate Income	4,826
East West Music Income	5,754
Soup Walk Income	2,450
Yoga Income	300
TOTAL OTHER REVENUE	<u>\$ 27,530</u>

See accompanying notes to financial statements

DOWNTOWN DE PERE, INC.
OPERATING EXPENSE DETAIL
Year Ended December 31, 2015

	2015		
	Program Services	Management/ General	Total
LABOR			
Wages		\$ 53,071	\$ 53,071
Payroll Taxes		5,348	5,348
Total LABOR	\$ -	\$ 58,419	\$ 58,419
OPERATING EXPENSE			
Accounting			-
Art Walk	6,434		6,434
Beautification	45		45
Bike Rack	11,182		11,182
Cheese & Chocolate Walk	1,602		1,602
Depreciation	3,813		3,813
Dues & Subscriptions		939	939
East West Music Fest	11,908		11,908
Employee Benefits		3,331	3,331
Economic	33		33
Insurance		3,613	3,613
Internet Fees		696	696
Main Street Awards	1,278		1,278
Meeting	14		14
Networking		374	374
Office Supplies		2,152	2,152
Organization	1,093		1,093
Organization Committee	1,390		1,390
Postage		520	520
Professional Fees		1,721	1,721
Rent	5,940		5,940
Repairs and Maintenance	105		105
Seroogy's Run	235		235
SNC Day	787		787
Soup Walk	1,097		1,097
Telephone	765		765
Travel		1,917	1,917
Vacancy Effort Expense	298		298
Website	2,418		2,418
Winter Decoration	3,693		3,693
Yoga Expense	1,495		1,495
Total OPERATING EXPENSE	\$ 55,625	\$ 15,263	\$ 70,888
TOTAL OPERATING EXPENSES	<u>\$ 55,625</u>	<u>\$ 73,682</u>	<u>\$ 129,307</u>

Attachment: 2015 Audit Report Draft (6022 : Review of Definitely De Pere Audit.)

See accompanying notes to financial statements

DOWNTOWN DE PERE, INC.

***FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION***

December 31, 2016

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Operating Expense Detail	8

Brunette Tax & Accounting, LLC

Certified Public Accountants and Consultants

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Downtown De Pere Inc.

We have audited the accompanying financial statements of Downtown De Pere, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2016, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Downtown De Pere, Inc. as of December 31, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses on page YY is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Brunette Tax & Accounting, LLC
Green Bay, WI
October 4, 2017

808 Bayland Court Green Bay, WI 54304
Office: (920) 592-0400 Fax: (920) 592-9314
Website: brunettetax.com

Attachment: 2016 Audit Report Draft (6022 : Review of Definitely De Pere Audit.)

DOWNTOWN DE PERE, INC.
STATEMENT OF FINANCIAL POSITION
December 31, 2016

5.b

ASSETS	<u>2016</u>
Current Assets	
Cash, including interest-bearing deposits	\$ 117,194
Accounts Receivable	(2)
Security Deposit	<u>500</u>
Total Current Assets	\$ 117,692
Property and Equipment	
Office Equipment and Fixtures	4,645
Miscellaneous	<u>12,155</u>
Total Property and Equipment	\$ 16,800
Accumulated Depreciation	<u>(11,316)</u>
Net Property and Equipment	\$ 5,484
 TOTAL ASSETS	 <u><u>\$ 123,176</u></u>
 LIABILITIES AND NET ASSETS	
 Credit Cards	\$ 205
De Pere Beautification	<u>-</u>
Total Current Liabilities	\$ 205
 TOTAL LIABILITIES	 \$ 205
Net Assets	
Unrestricted	\$ 122,971
Temporarily Restricted	<u>-</u>
Total Net Assets	\$ 122,971
 TOTAL LIABILITIES AND NET ASSETS	 <u><u>\$ 123,176</u></u>

See accompanying notes to financial statements

DOWNTOWN DE PERE, INC.
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
Year Ended December 31, 2016

	2016		
	Unrestricted	Restricted	Total
REVENUES, GAINS AND OTHER SUPPORT			
City of De Pere - BID	\$ 88,085		\$ 88,085
City of De Pere (Plan)	20,000		20,000
Corporate Contributions	1,000		1,000
Program Services	89,940		89,940
Total Revenues, Gains and Other Support	\$ 199,025	\$ -	\$ 199,025
EXPENSES			
Program Services	\$ 77,558		\$ 77,558
Supporting Services			
Management and General	82,322		82,322
Fundraising	-		-
Total Expenses	159,880	-	159,880
Excess (deficit) of revenue over expenses	\$ 39,145	\$ -	\$ 39,145
NET ASSETS BEGINNING OF YEAR	\$ 83,826		\$ 83,826
ENDING NET ASSETS	\$ 122,971	\$ -	\$ 122,971

See accompanying notes to financial statements

DOWNTOWN DE PERE, INC.
STATEMENT OF CASH FLOWS
December 31, 2016

	<u>2016</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Assets	39,144
Adjustments to reconcile excess (deficiency) of revenues over expenses to net cash provided (used) by operating activities:	
Depreciation	2,596
(Increase) decrease in:	
Assessments receivable	
Increase (decrease) in:	
Accounts payable	(1,510)
Accrued liabilities	(6,910)
Total Cash Provided from Operations	\$ 33,320
CASH FLOWS USED IN INVESTING ACTIVITIES	
Purchase of Laptop	(1,050)
Total Cash Used in Investing Activities	(1,050)
CASH FLOWS USED IN FINANCING ACTIVITIES	-
NET INCREASE (DECREASE) IN CASH	32,270
CASH AT BEGINNING OF YEAR	84,924
CASH AT END OF YEAR	<u><u>\$ 117,194</u></u>

See accompanying notes to financial statements

DOWNTOWN DE PERE, INC.
NOTES TO FINANCIAL STATEMENTS

NOTE A - NATURE OF ORGANIZATION

Downtown De Pere, Inc. is located in De Pere, Wisconsin and is nonprofit organized in the State of Wisconsin. The organization is responsible for the economic development and programming in the downtown. The organization is governed by a board of directors elected by its members.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared on an accrual basis of accounting. The AICPA Guide states that the financial statements should be prepared on an accrual basis of accounting to be in conformity with GAAP.

Basis of Presentation

The organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, permanently restricted net assets.

Income Taxes

Downtown De Pere, Inc. is a 501(c)3 Tax Exempt Organization.

Property and Equipment

All acquisitions of property and equipment in excess of \$500 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. The items are discussed with their accountants and then a determination is made if it should be depreciated or not. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation.

Depreciation

Capitalized common property is depreciated over its estimated useful life using the straight line method of depreciation, ranging from 5 – 39 years. Depreciation expense for 2016 was \$2,596

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash

As of December 31, 2016, Downtown De Pere, Inc. had \$117,054 held in two accounts at Associated Bank. One account is used as the checking account; the other account is used for PayPal. Items that are treated as cash and cash equivalents can be readily converted to cash as needed by the organization.

Litigation

Downtown De Pere, Inc. has no pending litigation.

DOWNTOWN DE PERE, INC.
NOTES TO FINANCIAL STATEMENTS

Unrestricted Net Assets

The organization reports assets whose use is not restricted by donors as unrestricted net assets. Contributions are available for unrestricted use unless specifically restricted by the donor. Board designated funds are established by the organization and represent unrestricted funds which have been set aside by the organization

Temporarily Restricted Net Assets

Downtown De Pere, Inc. has no temporarily restricted assets.

Permanently Restricted Net Assets

Downtown De Pere, Inc. has no net assets that are permanently restricted.

Subsequent Events

The organization has evaluated subsequent events through July 31, 2017, the date which the financial statements were available to be issued.

DOWNTOWN DE PERE, INC.
OTHER REVENUE DETAIL
Year Ended December 31, 2016

	<u>2016</u>
PROGRAM SERVICE REVENUE	
Art Walk Income	\$ 3,750
Beautification Income	\$ 17,635
Cheese & Chocolate Income	3,620
East West Music Income	50,000
Farmers Market Income	4,075
Holiday Event Income	2,375
Newsletter	900
Soup Walk Income	4,585
Yoga Income	3,000
TOTAL OTHER REVENUE	<u>\$ 89,940</u>

See accompanying notes to financial statements

DOWNTOWN DE PERE, INC.
OPERATING EXPENSE DETAIL
Year Ended December 31, 2016

	2016		
	Program Services	Management/ General	Total
LABOR			
Wages		\$ 65,566	\$ 65,566
Payroll Taxes		5,723	5,723
Total LABOR	\$ -	\$ 71,289	\$ 71,289
OPERATING EXPENSE			
Accounting		\$ 380	380
Art Walk	1,996		1,996
Beautification	8,844		8,844
Cheese & Chocolate Walk	235		235
Committee Projects	33		33
Depreciation	2,596		2,596
Dues & Subscriptions		1,049	1,049
East West Music Fest	45,000		45,000
Employee Benefits		4,089	4,089
Economic	35		35
Farmers Market	3,350		3,350
Holiday Event	2,379		2,379
Insurance		1,069	1,069
Internet Fees		693	693
Mission Monument	(18)		(18)
Networking		97	97
Office Supplies		1,952	1,952
Organization	1,460		1,460
Organization Committee	75		75
Professional Fees		948	948
Promotion	421		421
Rent	7,020		7,020
Seroogy's Run			-
Soup Walk	930		930
Telephone	690		690
Travel		756	756
Vacancy Effort Expense			-
Website	1,206		1,206
Winter Decoration			-
Yoga Expense	1,306		1,306
Total OPERATING EXPENSE	\$ 77,558	\$ 11,033	\$ 88,591
 TOTAL OPERATING EXPENSES	 \$ 77,558	 \$ 82,322	 \$ 159,880

See accompanying notes to financial statements

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

MEETING DATE: October 12, 2017

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Review and Action on the 2018 De Pere Business Improvement District Operating Plan.

ATTACHMENTS:

- BID Operating Plan Memo 10-2017 (DOCX)
- DBI_OperatingPlan_2018 (PDF)
- BID Property Assessments 2018 (PDF)



City of De Pere
MEMORANDUM

To: Business Improvement District Board
 From: Kimberly Flom, Economic Development & Planning Director
 Date: October 12, 2017
 RE: 2018 Business Improvement District Operating Plan

2018 De Pere Business Improvement District Operating Plan

The 2018 De Pere Business Improvement Operating Plan is attached for your review.

The plan has been updated to include the Property Assessments that will fund the 2018 plan and the Definitely De Pere 2018 budget.

The assessment calculation for Parcel ED-960 (NIP IT LLC) is highlighted in yellow. Badgerland Printing is assessed by the State of Wisconsin as a manufacturing business. The 2017 numbers have not yet been released. Staff will update this cell when the numbers are available. Because the property pays the minimum assessment amount, it is unlikely that the assessment will change.

Similar to last year, the plan also authorizes \$1,000 of BID assessment funds to the City of the De Pere and the remainder of the assessment funds to Definitely De Pere.

Based on discussion with the BID Board at their August 2017 meeting, the 'Measures of Success' section has not been changed. The 'Measures of Success' section also requires a 'thorough review of qualitative and quantitative data concerning the BID' in 2018. That review will occur next year and will be presented to the BID Board.

Requested Action

Approval of the 2018 De Pere Business Improvement District Operating Plan.

Attachment: BID Operating Plan Memo 10-2017 (6025 : Review and Action on the 2018 De Pere Business Improvement District Operating Plan.)

De Pere Business Improvement District 2018 Operating Plan (Year Four)



October 2017

Anticipated Approval by Common Council: November, 2017

**The 2018 BID Plan was prepared by the City of De Pere in collaboration with the
BID Board and Definitely De Pere**

BID Board Members:

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

Definitely De Pere:

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**DE PERE
BUSINESS IMPROVEMENT DISTRICT
OPERATING PLAN**

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I. Introduction

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

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

A. Purpose and History of the BID

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

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

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

The De Pere BID was created in order to:

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

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

1. The BID was created by the Common Council of the City of De Pere.
2. An operating Board (BID Board), comprised mostly of property owners within the District, has all powers necessary to implement the DBI Operating Plan.
3. The City collects BID assessments from District property owners following the approved assessment formula.
4. Assessment collections are turned over to the BID Board for distribution in accordance with the DBI Operating Plan by the 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 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, Comprehensive Plan and Historic Preservation Plan. This section of the Plan shall be the De Pere BID Operating Plan for 2018.

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

A. Plan Objectives

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

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

B. Proposed Activities

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

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

C. Benefits of the BID

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

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

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

III. Measures of Success

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

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

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

A. Proposed Expenditures of the BID

Expenditure details are listed in Appendix A. Expenditures for the BID in 2018 include the following:

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

B. Budget

The 2018 De Pere BID includes 222 parcels with a total BID value of over \$78,813,000 (\$64,068,300 without exempt parcels). Out of the 222 parcels, 78 are tax exempt or are used for residential purposes. Out of the remaining 144 the BID value is assessed at \$1.75 for every \$1,000 in total value of the parcel, with no combined ownership to have an assessment of more than \$ 1,950 or less than \$275.

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

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

Estimated 2018 Assessment Income (from 2017 taxes):	\$86,366.85
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2017 Expenses

Contract with Definitely De Pere:	\$85,366.85
City of De Pere Administrative Costs:	\$1,000.00

Total: \$86,366.85

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

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

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

C. Annual Review

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

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

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

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

D. Relationship to Plans for Orderly Development of the City

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

E. Powers

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

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

F. Public Review Process

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

IV. District Boundaries

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

V. BID Organization and Operating Board

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

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

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

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

VI. Financing Method

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

VII. Method of Assessment

A. Assessed Parcels

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

B. Levy of Assessment

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

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

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

C. Schedule of Assessments

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

D. Assessment Collection and Disbursal

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

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

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

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

E. Annual Report

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

VIII. City Role in District Operations

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

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

IX. Required Statements

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

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

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

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

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

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

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

X. Severability and Expansion

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

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

APPENDIX A: Draft 2018 Definitely De Pere Budget & City Administrative Costs

City of De Pere Administrative Costs

In 2018, **\$1,000** of BID Assessment funds will be used to fund City of De Pere administrative costs as outlined below. The dollar amount proposed for BID funds represents only a portion of costs incurred by the City.

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

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

Key Staff and Responsibilities

Administrative Staff (meeting agendas, meeting minutes, correspondence)

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

GIS Coordinator (BID map, parcel & assessment data)

City Clerk (submittal of assessment data to the County)

City Attorney (statute review)

Definitely De Pere Budget

In 2018, the BID Board will contract with Definitely De Pere in the amount of **\$85,366.85** to implement the BDI Operating Plan. This is the draft budget provided by Definitely De Pere.

Definitely De Pere 2018 Budget Narrative

The Definitely De Pere Board is committed to promoting and supporting the businesses and property owners in the Business Improvement District of downtown De Pere. We continue to evaluate every program we administer and the resources allocated to assure benefits to our primary stakeholders as well as the community as a whole. In 2018 we will engage in activities and manage programs that improve the social and economic environment of the District and fulfill improvement projects identified in the Downtown Master Plan, Comprehensive Plan, and the Historic Preservation Plan.

REVENUE SUMMARY

Definitely De Pere's 2018 budget totals \$309,935. The revenue contained in this budget shows a 187% increase over 2017 projected income. It is derived from a combination of BID assessments, City of De Pere support, fundraising efforts, event income, reserve funds, and \$100,000 from the excess stadium tax funds for public art. We are developing private income sources to enhance existing public funding by projecting a 45% increase in event income and generating new income from corporate and individual support.

EXPENSE HIGHLIGHTS

Salaries - We are adding a full time position to support our growing events, build stronger programs, and develop new initiatives. Our plan is to support the position by allocating funds from our reserves over a 3 year period. After 3 years we will sustain the position.

Design - We will manage design projects that improve the visual environment of downtown including a public art program. Our 2018 budget includes the development of a streetscape master plan with support from the WEDC. This plan will provide a vision for \$150,000 in streetscape improvements funded through excess stadium tax funds and managed jointly by Definitely De Pere and the City of Green Bay. We will continue to work with the beautification committee to enhance downtown's seasonal planters and decorations. Our goal is to extend the displays so that they provide year-round impact.

Promotions - We are allocating additional funds and staff time to implementing more effective marketing activities to promote the downtown to the surrounding region. We will do this through a comprehensive marketing campaign and new traffic building events designed to help develop increased business, customers, and investment interest in downtown.

Economic Enhancement - We are increasing both funding and staff time to expand our economic enhancement activities and initiatives that support business recruitment, business retention, and housing. We will provide education to small businesses in such areas as window displays, merchandising, marketing, and special events. We will work with property owners to help facilitate facade improvements, historic rehabilitation projects, and inform them about available tax credits, loans and grants.

RESERVE FUNDS

Our reserves from prior year surpluses are being allocated as follows: We will invest \$20,000 in 2018, \$15,000 in 2019, and \$10,000 in 2020 in staff resources to support new and growing programs and events; \$15,000 will be in reserve for future capital expenditures; and, the remaining \$50,000 is necessary for operating cash flow.

Definitely De Pere
Profit and Loss by Class
 January through December 2018

11:54 AM

10/02/17

	Administrative	Art Walk	Farmers Market	Fashion Events	Foodie Walk	Holiday Event	Promotional Events	Soup Walk	Yoga in the Park	TOTAL
Income										
Event Income										
Sponsorships	0.00	5,000.00	10,000.00	6,000.00	2,000.00	4,000.00	2,500.00	2,000.00	5,000.00	36,500.00
Food & Beverage Sales	0.00	1,500.00	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	13,500.00
Ticket Sales	0.00	0.00	0.00	1,500.00	5,000.00	0.00	0.00	3,750.00	0.00	10,250.00
Participation Fees	0.00	1,500.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00
Total Event Income	0.00	8,000.00	28,000.00	7,500.00	7,000.00	4,000.00	2,500.00	5,750.00	5,000.00	67,750.00
Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contributed Support										
Corporate Contributions	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,000.00
Individual Donations	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Total Contributed Support	16,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,000.00
City of De Pere										
Plan	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
DDP	60,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00
Public Art Funding	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00
Total City of De Pere	206,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	206,000.00
Reserve Funds	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00
Total Income	242,000.00	8,000.00	28,000.00	7,500.00	7,000.00	4,000.00	2,500.00	5,750.00	5,000.00	309,750.00
Expense										
Personnel Expenses										
Workers Compensation	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Payroll Taxes	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
Retirement	3,180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,180.00
Health Stipend	2,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00
Salaries	111,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111,000.00
Total Personnel Expenses	125,180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,180.00
Event Expenses										
Labor/Contracted Services	0.00	0.00	500.00	1,400.00	0.00	1,800.00	0.00	0.00	0.00	3,700.00
Supplies & Equipment	0.00	300.00	500.00	300.00	300.00	250.00	0.00	300.00	400.00	2,350.00
Special Events/Activities	0.00	750.00	300.00	300.00	0.00	500.00	600.00	300.00	200.00	2,950.00
Marketing	0.00	750.00	1,000.00	200.00	500.00	200.00	1,400.00	200.00	600.00	4,850.00
Electrical	0.00	300.00	1,800.00	275.00	0.00	120.00	200.00	0.00	0.00	2,695.00
Sanitation/Cleanup	0.00	0.00	1,825.00	0.00	0.00	0.00	0.00	0.00	0.00	1,825.00
Entertainment	0.00	1,500.00	6,400.00	0.00	0.00	300.00	1,000.00	0.00	0.00	9,200.00
Food & Beverage	0.00	750.00	6,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	8,750.00
Total Event Expenses	0.00	4,350.00	18,325.00	4,475.00	800.00	3,170.00	3,200.00	800.00	1,200.00	36,320.00
Meetings/Conferences										
Travel	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
Meals	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Registration Fees	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Total Meetings/Conferences	2,700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,700.00
Office Expenses										
Printing	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
Postage	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
Office Supplies	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
Total Office Expenses	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
Equipment Repairs/Maintenance	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Occupancy Expenses										
Internet	840.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	840.00
Telephone & Cellular	720.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	720.00
Rent	4,680.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,680.00
Total Occupancy Expenses	6,240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,240.00
Insurance	1,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00
Dues, Subscriptions, Licenses	1,410.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,410.00
Professional & Filing Fees	4,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,400.00
Promotions										
Marketing/Advertising	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
Website	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
Community Events	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Total Promotions	6,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,200.00

Organization											
Networking Meetings & Events	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Annual Meeting	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Total Organization	1,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Design											
Signage/Window Displays	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Streetscape	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
Public Art Projects	115,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115,000.00
Seasonal Decorations	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
Total Design	118,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118,000.00
Economic Enhancement											
Education	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Marketing	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Recruitment/Retention	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Total Economic Enhancement	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
Total Expense	273,430.00	4,350.00	18,325.00	4,475.00	820.00	3,170.00	3,200.00	800.00	1,200.00		309,750.00
Net Income	-31,430.00	3,650.00	9,675.00	3,025.00	6,200.00	830.00	-700.00	4,950.00	3,800.00		0.00

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

#	PARCEL ID	ADDRESS	PROPERTY OWNER	2017 PROPERTY VALUE	BID PROPERTY VALUE	2017 ASSESSMENT
1	ED-789	126 S BROADWAY ST	126 SOUTH BROADWAY LLC	\$199,000	\$199,000	\$348.25
2	ED-758-1	300 BLOCK N BROADWAY ST	301 NORTH BROADWAY LLC	\$1,141,100	\$1,141,100	\$973.39
3	ED-758	301 N BROADWAY ST	301 NORTH BROADWAY LLC	\$1,144,400	\$1,144,400	\$976.41
4	WD-908	313 MAIN AV	313 MAIN IN DE PERE LLC	\$284,500	\$284,500	\$497.88
5	WD-372	334 MAIN AV	A&K LONGBRANCH LLC	\$247,000	\$247,000	\$432.25
6	WD-921	371 MAIN AV	ABTS INVISTMENTS LLC	\$141,200	\$141,200	\$275.00
7	WD-931	116 THIRD ST	AIANGO PROPERTIES LLC	\$219,000	\$219,000	\$383.25
8	ED-880	320 N WISCONSIN ST	ALGREM	\$488,400	\$488,400	\$854.70
9	ED-1067	805 GEORGE ST	ALI BRI PROPERTIES LLC	\$247,800	\$247,800	\$433.55
10	WD-1668	555-208 MAIN AV	ANDERSON	\$131,900	\$0	\$0.00
11	ED-886	206 N WISCONSIN ST	ASSOCIATED DEPERE BANK	\$1,222,200	\$1,222,200	\$1,950.00
12	ED-1089	905 GEORGE ST	BEACHWALKER EXPRESS LLC	\$220,600	\$220,600	\$386.05
13	ED-824	125 S BROADWAY ST	BEILKE LLC	\$354,400	\$354,400	\$620.20
14	ED-907	518-522 GEORGE ST	BELLA NOVA LLC	\$299,500	\$299,500	\$524.13
15	ED-771	117 N BROADWAY ST	BELLE HO.DINGS LLC	\$186,400	\$186,400	\$326.20
16	ED-768	127 N BROADWAY ST	BELMONT DOWNTOWN ENTERPRISES LLC	\$255,400	\$255,400	\$446.95
17	ED-774	109 N BROADWAY ST	BILOTTI	\$155,200	\$155,200	\$271.60
18	ED-773	113 N BROADWAY ST	BILOTTI	\$240,900	\$240,900	\$421.38
19	WD-1667	555-206 MAIN AV	BOUBENIDER	\$174,500	\$0	\$0.00
20	ED-767-1	131 N BROADWAY ST	BOYD	\$102,000	\$102,000	\$275.00
21	WD-1674	555-214 MAIN AV	BOYWD TRUSTEE	\$184,800	\$0	\$0.00
22	ED-844	102 N BROADWAY ST	BROADWAY INVESTMENT PARTNERS LLC	\$130,000	\$130,000	\$275.00
23	ED-767	129 N BROADWAY ST	BROOKS TL HOLDINGS LLC	\$120,200	\$120,200	\$275.00
24	ED-756	333 N BROADWAY ST	BROWN COUNTY LIBRARY	\$0	\$0	\$0.00
25	ED-775	107 N BROADWAY ST	BRUMME.	\$226,300	\$226,300	\$396.03
26	WD-281	108 S FIFTH ST	CAPITAL CREDIT UNION	\$804,200	\$804,200	\$1,407.35
27	WD-279	509 MAIN AV	CAPITAL CREDIT UNION	\$127,500	\$127,500	\$223.13
28	WD-919	363 MAIN AV	CHANMINA LLC	\$183,800	\$183,800	\$321.55
29	ED-949-1	614 GEORGE ST	CHARLES	\$181,500	\$181,500	\$317.53
30	ED-952-1	S SUPERIOR ST	CHARLES	\$8,600	\$8,600	\$15.65
31	ED-18-45	201 JAMES ST	CHATEAU DEPERE LLC	\$1,700,000	\$1,700,000	\$1,950.00
32	WD-389-4	556 MAIN AV	CHRIST THE ROCK CHURCH INC	\$0	\$0	\$0.00
33	WD-389-3	550 MAIN AV	CHRIST THE ROCK CHURCH INC	\$59,600	\$59,600	\$161.00
34	WD-389-5	FORT HOWARD AV	CHRIST THE ROCK CHURCH INC	\$42,200	\$42,200	\$114.00
35	WD-965	401 REID ST	CKROLL PROPERTIES LLC	\$746,000	\$746,000	\$1,305.50
36	ED-842	415 GEORGE ST	CONARD	\$244,700	\$244,700	\$428.23
37	WD-918	355 MAIN AV	CONNECTIVE PROPERTIES LLC	\$171,700	\$171,700	\$300.48
38	ED-961	600-604 GEORGE ST	CORNELL	\$361,200	\$361,200	\$632.10
39	WD-1675	555-215 MAIN AV	CRULL	\$127,700	\$0	\$0.00
40	ED-968-1	611 GEORGE ST	DANEN PROPERTIES LLC	\$105,800	\$105,800	\$185.15
41	ED-968-3	609 GEORGE ST	DANEN PROPERTIES LLC	\$246,500	\$246,500	\$431.38
42	ED-967	615-617 GEORGE ST	DANEN PROPERTIES LLC	\$160,100	\$160,100	\$280.18
43	WD-1673	555-213 MAIN AV	DE PERE NICOLET CONDO LLC	\$125,500	\$0	\$0.00
44	ED-812	221 S BROADWAY ST	DE PERE REDEVELOPMENT AUTHORITY	\$0	\$0	\$0.00
45	ED-966	623 GEORGE ST	DECLLENI ZELLNER INC	\$378,000	\$378,000	\$661.30
46	WD-404	101 FORT HOWARD AV	DECLLENI ZELLNER LLC	\$299,700	\$299,700	\$524.48
47	WD-917-1	MAIN AV	DEPERE CTY OF	\$0	\$0	\$0.00
48	WD-917-2	MAIN AV	DEPERE CTY OF	\$0	\$0	\$0.00
49	WD-933	110 THIRD ST	DEPERE CTY OF	\$0	\$0	\$0.00
50	ED-862	421 CASS ST	DEPERE CTY OF	\$0	\$0	\$0.00
51	ED-864	321 N WISCONSIN ST	DEPERE CTY OF	\$0	\$0	\$0.00
52	ED-865-1	309 N WISCONSIN ST	DEPERE CTY OF	\$0	\$0	\$0.00
53	ED-867	303 N WISCONSIN ST	DEPERE CTY OF	\$0	\$0	\$0.00
54	ED-869-1	WILLIAM ST	DEPERE CTY OF	\$0	\$0	\$0.00
55	ED-851	134 N BROADWAY ST	DEPERE CTY OF	\$0	\$0	\$0.00
56	ED-835	127 N WISCONSIN ST	DEPERE CTY OF	\$0	\$0	\$0.00
57	ED-834	JAMES ST	DEPERE CTY OF	\$0	\$0	\$0.00
58	ED-769	123 N BROADWAY ST	DEPERE CTY OF	\$0	\$0	\$0.00
59	ED-796	FRONT ST	DEPERE CTY OF	\$0	\$0	\$0.00
60	ED-833-1	GEORGE ST	DEPERE CTY OF	\$0	\$0	\$0.00
61	ED-719	FRONT ST	DEPERE CTY OF	\$0	\$0	\$0.00
62	ED-776	N BROADWAY ST	DEPERE CTY OF	\$0	\$0	\$0.00
63	ED-788-1	S BROADWAY ST	DEPERE CTY OF	\$0	\$0	\$0.00
64	ED-793	FRONT ST	DEPERE CTY OF	\$0	\$0	\$0.00
65	ED-796	FRONT ST	DEPERE CTY OF	\$0	\$0	\$0.00
66	ED-794	FRONT ST	DEPERE CTY OF	\$0	\$0	\$0.00
67	ED-799	CHARLES ST	DEPERE CTY OF	\$0	\$0	\$0.00
68	ED-881	N WISCONSIN ST	DEPERE CTY OF	\$0	\$0	\$0.00
69	ED-818	114 S WISCONSIN ST	DEPERE CTY OF MISSION SQUARE PARKING LOT	\$0	\$0	\$0.00
70	WD-928	340 REID ST	DEPERE CTY OF NICOLET SQUARE PARKING LOT	\$0	\$0	\$0.00
71	WD-926	340 BLOCK REID ST	DEPERE CTY OF NICOLET SQUARE PARKING LOT	\$0	\$0	\$0.00
72	ED-801	S BROADWAY ST	DEPERE CTY OF WELLS PARK	\$0	\$0	\$0.00
73	ED-287	230 S BROADWAY ST	DEPERE CTY OF WELLS PARK	\$0	\$0	\$0.00
74	ED-870	314 N BROADWAY ST	DEPERE FEDERAL S & L	\$61,000	\$61,000	\$106.75
75	ED-871	330 N BROADWAY ST	DEPERE FEDERAL S & L	\$905,800	\$905,800	\$1,585.15
76	ED-751	409 N BROADWAY ST	DEPERE HISTORICAL SOCIETY	\$0	\$0	\$0.00

#	PARCEL ID	ADDRESS	PROPERTY OWNER	2017 PROPERTY VALUE	BID PROPERTY VALUE	2017 ASSESSMENT
77	ED-752	403 N BROADWAY ST	DEPERE HISTORICAL SOCIETY INC	\$0	\$0	\$0.00
78	ED-900	515 GEORGE ST	DEPERE LAW BUILDING LLC	\$542,000	\$542,000	\$948.50
79	WD-885	407 MAIN AV	DETRY	\$141,300	\$141,300	\$247.28
80	WD-886	409 MAIN AV	DETRY	\$138,500	\$138,500	\$242.38
81	WD-1661	555-116 MAIN AV	DICK	\$105,100	\$0	\$0.00
82	WD-1665	555-204 MAIN AV	DUCHATEAU	\$105,500	\$0	\$0.00
83	WD-389-2	500 MAIN AV	DUTCH BOYZ DE PERE LLC	\$1,835,900	\$1,835,900	\$1,950.00
84	WD-387	444 MAIN AV	F & J PROPERTIES LLC	\$325,700	\$325,700	\$569.98
85	WD-1646	555-101 MAIN AV	FINLAY	\$110,200	\$0	\$0.00
86	ED-1058	802 GEORGE ST	FLOUR CHILD LLC	\$328,000	\$328,000	\$574.00
87	WD-376	352 MAIN AV	GAROT	\$35,900	\$35,900	\$62.83
88	WD-369	320 MAIN AV	GAROT	\$657,700	\$657,700	\$1,150.98
89	WD-893	400 REID ST	GENCAP DE PERE 1 LLC	\$2,733,900	\$2,733,900	\$1,815.03
90	WD-287	400 BLOCK MAIN AV	GENCAP DE PERE 1 LLC	\$47,600	\$47,600	\$31.60
91	WD-286	473 MAIN AV	GENCAP DE PERE 1 LLC	\$47,600	\$47,600	\$31.60
92	WD-283	499 MAIN AV	GENCAP DE PERE 1 LLC	\$60,400	\$60,400	\$40.10
93	WD-284	109 S FIFTH ST	GENCAP DE PERE 1 LLC	\$47,700	\$47,700	\$31.67
94	ED-841	417 GEORGE ST	GET REEL ENTERTAINMENT LLC	\$227,100	\$227,100	\$397.43
95	ED-816	416 GEORGE ST	GILLESPIE PROPERTIES LLC	\$398,000	\$398,000	\$696.50
96	WD-1663	555-202 MAIN AV	GOTTOWSKI	\$153,300	\$0	\$0.00
97	WD-623	500 GRANT ST	GRANT STREET HOLDINGS LLC	\$600,300	\$600,300	\$1,050.53
98	ED-823	150 S WISCONSIN ST	H&M LOMITA LLC	\$2,491,300	\$2,491,300	\$1,950.00
99	WD-1664	555-203 MAIN AV	HAGANES	\$103,200	\$0	\$0.00
100	ED-969	108 N MICHIGAN ST	HANNON	\$162,600	\$0	\$0.00
101	WD-367	300-308 MAIN AV	HAWK HOLDINGS LLC	\$323,400	\$323,400	\$565.95
102	ED-766	233 N BROADWAY ST	HEARTLAND AFFORDABLE HOUSING DE PERE LLC	\$2,437,700	\$0	\$0.00
103	WD-373	338 MAIN AV	HERYMAN	\$142,300	\$142,300	\$275.00
104	ED-788	118 S BROADWAY ST	HILLCREST PARTNERSHIP #1 LLP THE	\$154,300	\$154,300	\$275.00
105	ED-1066	821 GEORGE ST	HIMAL LLC	\$393,400	\$393,400	\$688.45
106	ED-1065	109 N ERIE ST	HIMAL LLC	\$47,400	\$47,400	\$82.95
107	ED-828	111-113 S BROADWAY ST	HZ PROPERTIES LLC	\$169,900	\$169,900	\$297.33
108	WD-386	436 MAIN AV	ISC PROPERTY LLC	\$337,100	\$337,100	\$589.93
109	ED-783	100-102 S BROADWAY ST	J & J ENTERPRISES OF DE PERE LLP	\$600,000	\$600,000	\$1,050.00
110	ED-784	106 S BROADWAY ST	J & J ENTERPRISES OF DE PERE LLP	\$210,100	\$210,100	\$367.68
111	ED-377	435 N BROADWAY ST	JCA INVESTMENTS LLC	\$20,300	\$20,300	\$35.53
112	ED-376	N BROADWAY ST	JCA INVESTMENTS LLC	\$300,900	\$300,900	\$526.58
113	ED-918	502 GEORGE ST	JDA ENTERPRISES OF WISCONSIN LLC	\$363,700	\$363,700	\$636.48
114	ED-837	115 N WISCONSIN ST	JOURNEY COMMUNITY CHURCH INC	\$0	\$0	\$0.00
115	ED-836	117 N WISCONSIN ST	JOURNEY COMMUNITY CHURCH INC	\$0	\$0	\$0.00
116	ED-790	132 S BROADWAY ST	KARL	\$527,400	\$527,400	\$922.95
117	WD-1647	555-102 MAIN AV	KEMPEN	\$86,800	\$0	\$0.00
118	WD-379	368 MAIN AV	KEWEENAW ENTERPRISES LLC	\$232,200	\$232,200	\$406.35
119	WD-910	321 MAIN AV	KEY PROPERTY MANAGEMENT LLC	\$158,500	\$158,500	\$277.38
120	ED-833	101 S BROADWAY ST	KORDES LLC	\$218,900	\$218,900	\$383.08
121	WD-1669	555-209 MAIN AV	KRAUSE FAMILY REAL ESTATE HOLDINGS INC	\$168,700	\$0	\$0.00
122	WD-889	421 MAIN AV	KROPP	\$387,600	\$387,600	\$678.30
123	WD-387-1	MAIN AV	KROPP	\$70,600	\$70,600	\$123.55
124	ED-831	107 S BROADWAY ST	KRYSHAN	\$280,000	\$280,000	\$490.00
125	WD-1670	555-210 MAIN AV	LALLY	\$179,300	\$0	\$0.00
126	WD-922	375 MAIN AV	LARSON	\$216,600	\$216,600	\$379.05
127	ED-1103	115 S ERIE ST	LEDGE HEAVEN LLC	\$240,400	\$240,400	\$420.70
128	ED-850	124 N BROADWAY ST	LEE BUILDING CORP THE	\$1,562,700	\$1,562,700	\$1,498.24
129	ED-840	421 GEORGE ST	LEE BUILDING CORPORATION THE	\$471,200	\$471,200	\$451.76
130	ED-778	100 FRONT ST	LEFEBVRE INVESTMENT CO LLC	\$1,506,600	\$0	\$0.00
131	ED-897	519 GEORGE ST	LFT INVESTMENTS LLC	\$398,000	\$398,000	\$696.50
132	WD-909	317 MAIN AV	LIFE CHURCH GREEN BAY INC	\$264,600	\$264,600	\$463.05
133	ED-1095	914 GEORGE ST	LIGHTHOUSE LUBE REAL ESTATE LLC	\$313,600	\$313,600	\$548.80
134	WD-1666	555-205 MAIN AV	LIN	\$450,000	\$0	\$0.00
135	WD-1658	555-113 MAIN AV	LINDERS	\$84,400	\$0	\$0.00
136	ED-901	106 N WISCONSIN ST	LKW HOLDINGS LLC	\$156,700	\$156,700	\$275.00
137	ED-1006	109 N HURON ST	LTF INVESTMENTS LLC	\$75,000	\$75,000	\$131.25
138	ED-1007	715 GEORGE ST	LTF INVESTMENTS LLC	\$54,200	\$54,200	\$94.85
139	ED-1008	705 GEORGE ST	LTF INVESTMENTS LLC	\$279,700	\$279,700	\$489.48
140	ED-1010	114 N SUPERIOR ST	LTF INVESTMENTS LLC	\$20,100	\$20,100	\$35.18
141	WD-930	330 REID ST	LUTSEY ENTERPRISES LLP	\$822,900	\$822,900	\$1,440.08
142	WD-915	345 MAIN AV	MANNING RONALD G & MARY A PFUTZENREUTER JT REV	\$169,800	\$169,800	\$297.15
143	WD-295	444 REID ST	MARQUETTE CENTRE LLC	\$2,089,100	\$2,089,100	\$1,950.00
144	WD-888	417 MAIN AV	MARTIN	\$138,500	\$138,500	\$275.00
145	WD-378	366 MAIN AV	MATYAS	\$196,300	\$196,300	\$343.53
146	ED-861	230 N BROADWAY ST	MEDICI FOSSMORE LLC	\$446,500	\$446,500	\$263.84
147	ED-875	230 N WISCONSIN ST	MEDICI FOSSMORE LLC	\$2,853,500	\$2,853,500	\$1,686.16
148	WD-1676	555-216 MAIN AV	MILLER	\$134,700	\$0	\$0.00
149	WD-1657	555-112 MAIN AV	MINTEN	\$86,800	\$0	\$0.00
150	WD-913	337-339 MAIN AV	MIRHASHEMI INC	\$259,200	\$259,200	\$453.60
151	WD-925	115 FOURTH ST	MISHLER LONNIE L & CAROL J REVOCABLE TRUST	\$425,200	\$425,200	\$744.10
152	ED-785	114-116 S BROADWAY ST	MONTY TITLING TRUST 1	\$592,000	\$592,000	\$1,036.00

#	PARCEL ID	ADDRESS	PROPERTY OWNER	2017 PROPERTY VALUE	BID PROPERTY VALUE	2017 ASSESSMENT
153	WD-306	525 REID ST	N E W DEVELOPERS LLC	\$432,000	\$432,000	\$756.00
154	ED-1104	908 GEORGE ST	NELSON	\$181,200	\$181,200	\$317.10
155	WD-1650	555-105 MAIN AV	NEW DEVELOPERS LLC	\$108,600	\$0	\$0.00
156	WD-912	331 MAIN AV	NICH BROTHERS PARTNERSHIP	\$311,600	\$311,600	\$545.30
157	WD-310	430 GRANT ST	NICOLET HIGHLANDS LLC	\$5,899,400	\$0	\$0.00
158	ED-960	610 GEORGE ST	NIP T LLC	\$142,400	\$142,400	\$275.00
159	ED-869	302 N BROADWAY ST	NORTHERN GAS LLC	\$366,100	\$366,100	\$640.68
160	WD-380	380 MAIN AV	OLDNELL PROPERTIES LLC	\$404,800	\$404,800	\$708.40
161	ED-798	302 GEORGE ST	OUR HERITAGE FAMILY LTD PARTNERSHIP	\$314,300	\$0	\$0.00
162	WD-1654	555-109 MAIN AV	PAGEL ETAL	\$103,600	\$0	\$0.00
163	ED-916	119 S WISCONSIN ST	PALS RENTALS LLC	\$126,700	\$126,700	\$275.00
164	WD-1660	555-115 MAIN AV	PASTERNAK	\$86,500	\$0	\$0.00
165	WD-377	360-362 MAIN AV	PEDS LLC	\$18,000	\$18,000	\$275.00
166	WD-890-1	441 MAIN AV	PEOPLES MARINE BANK OF GREEN BAY	\$200	\$200	\$0.35
167	WD-288	441 MAIN AV	PEOPLES MARINE BANK OF GREEN BAY	\$1,020,500	\$1,020,500	\$1,785.88
168	WD-906	301 MAIN AV	PHEWI LLC	\$415,100	\$415,100	\$726.43
169	ED-432	432 N WISCONSIN ST	PICHLER	\$257,000	\$257,000	\$449.75
170	WD-1659	555-114 MAIN AV	PRATEL JR	\$108,100	\$0	\$0.00
171	WD-923	377 MAIN AV	RAW LEGACY LLC	\$287,400	\$287,400	\$502.95
172	WD-955	303 REID ST	REID STREET RETAIL LLC	\$1,284,400	\$1,284,400	\$1,950.00
173	WD-375	348 MAIN AV	RENER	\$131,300	\$131,300	\$275.00
174	WD-887	413 MAIN AV	RHODES	\$217,800	\$217,800	\$381.15
175	WD-1649	555-104 MAIN AV	ROBINSON ETAL	\$103,100	\$0	\$0.00
176	WD-1672	555-212 MAIN AV	ROYER	\$130,500	\$0	\$0.00
177	ED-949	620-622 GEORGE ST	ROY.E PROPERTIES LLC	\$392,100	\$392,100	\$686.18
178	ED-914	135 S WISCONSIN ST	SAINT FRANCIS XAVIER CONGREGATION	\$0	\$0	\$0.00
179	WD-216	300 GRANT ST	SAINT NORBERT COLLEGE INC	\$3,819,600	\$3,819,600	\$1,950.00
180	WD-634-2	400 GRANT ST	SAINT NORBERT COLLEGE INC	\$0	\$0	\$0.00
181	WD-634	GRANT ST	SAINT NORBERT COLLEGE INC	\$0	\$0	\$0.00
182	WD-917	353 MAIN AV	SAKS HOLDINGS LLC	\$275,000	\$275,000	\$481.25
183	WD-920	365 MAIN AV	SAKS HOLDINGS LLC	\$407,300	\$407,300	\$712.78
184	ED-772	115 N BROADWAY ST	SAKS HOLDINGS LLC	\$166,700	\$166,700	\$291.73
185	ED-826	123 S BROADWAY ST	SAKS HOLDINGS LLC	\$121,600	\$121,600	\$212.80
186	WD-1662	555-201 MAIN AV	SAMP	\$157,400	\$0	\$0.00
187	WD-403	103-109 N SIXTH ST	SANDERS	\$346,700	\$346,700	\$606.73
188	WD-884	401 MAIN AV	SCH.EIS PROPERTIES LLC	\$472,000	\$472,000	\$826.00
189	WD-381	400 MAIN AV	SECOR JEROME J REVOCABLE TRUST	\$283,800	\$283,800	\$496.65
190	ED-848	116 N BROADWAY ST	SERA K PROPERTIES LLC	\$325,600	\$325,600	\$569.80
191	ED-917	115 S WISCONSIN ST	SEROOGY BROTHERS LLP	\$251,700	\$251,700	\$372.68
192	ED-893	144 N WISCONSIN ST	SEROOGY BROTHERS LLP	\$1,065,300	\$1,065,300	\$1,577.32
193	WD-388	486 MAIN AV	SMCOTH MONEY OF DE PERE LLC	\$390,200	\$390,200	\$682.85
194	ED-878	310 N WISCONSIN ST	SRK REALTY GROUP LLC	\$1,159,700	\$1,159,700	\$1,950.00
195	WD-371	330 MAIN AV	STAGECOACH ENTERPRISES LLC	\$181,400	\$181,400	\$317.45
196	ED-847	112-114 N BROADWAY ST	STARRY DEVELOPMENT LLC	\$320,100	\$320,100	\$560.18
197	ED-915	127 S WISCONSIN ST	STECKART ETAL	\$302,600	\$0	\$0.00
198	WD-1652	555-107 MAIN AV	STEINO	\$88,500	\$0	\$0.00
199	WD-1648	555-103 MAIN AV	SULLIVAN	\$103,000	\$0	\$0.00
200	ED-1088	921 GEORGE ST	SUMMERLEIGH ASSOCIATES INC	\$274,000	\$274,000	\$479.50
201	ED-1105	900 GEORGE ST	TETZLAFF	\$188,100	\$188,100	\$329.18
202	WD-911	327 MAIN AV	TILKENS HOLDINGS LLC	\$394,300	\$394,300	\$690.03
203	WD-961	325 REID ST	TWIET BROTHERS RENTAL PARTNERSHIP	\$3,510,000	\$3,510,000	\$1,950.00
204	ED-857	200 N BROADWAY ST	UNION HOTEL CORP	\$379,400	\$379,400	\$663.95
205	ED-660	1002 GEORGE ST	VANDEURZEN	\$158,200	\$158,200	\$276.85
206	ED-1094	920 GEORGE ST	VANDEURZEN	\$84,400	\$0	\$0.00
207	WD-1656	555-111 MAIN AV	VANDEVEN	\$91,400	\$0	\$0.00
208	WD-1671	555-211 MAIN AV	VANDEVEN	\$158,000	\$0	\$0.00
209	ED-968-2	609 REAR GEORGE ST	VANGEREN MARSHA REVOCABLE LIVING TRUST	\$400	\$400	\$275.00
210	WD-1651	555-106 MAIN AV	VERBOOMEN	\$87,100	\$0	\$0.00
211	ED-432-1	340 N WISCONSIN ST	VOYAGEUR OFFICE & SUITES LLC	\$500,100	\$500,100	\$875.18
212	WD-1655	555-110 MAIN AV	WARD REAL ESTATE LLC	\$104,800	\$0	\$0.00
213	WD-1653	555-108 MAIN AV	WATERMOLEN	\$94,100	\$0	\$0.00
214	ED-970	114 N MICHIGAN ST	WILDROOT LLC	\$140,700	\$140,700	\$275.00
215	WD-374	342-344 MAIN AV	WILLEMS	\$97,800	\$97,800	\$275.00
216	WD-907	305 MAIN AV	WILLIAM LEMKE LLC	\$195,000	\$195,000	\$341.25
217	ED-80-3	S BROADWAY ST	WISCONSIN DEPT OF NATURAL RESOURCES	\$0	\$0	\$0.00
218	ED-737	FRONT ST	WISCONSIN DEPT OF NATURAL RESOURCES	\$0	\$0	\$0.00
219	ED-957	121 S MICHIGAN ST	WISCONSIN DEPT OF TELEPHONE CO	\$0	\$0	\$0.00
220	WD-404-2	MAIN AV	WISCONSIN DEPT OF TRANSPORTATION	\$0	\$0	\$0.00
221	ED-1048	820 GEORGE ST	WOODWARD INVESTMENTS LLC	\$306,200	\$306,200	\$535.85
222	ED-829	115 S BROADWAY ST	ZOELLER THOMAS G REVOCABLE TRUST	\$292,700	\$292,700	\$512.23

ASSESSMENT TOTAL**\$78,813,000.00****\$64,068,300.00****\$86,366.85**

2016 Data: Manufacturing Assessment Number: are not yet available.

Attachment: DBI_OperatingPlan_2018 (6025 : Review and Action on the 2018 De Pere Business Improvement District Operating Plan.)

APPENDIX D: Wisconsin Statutes Section 66.1109

Wisconsin BID Law: 66.1109 Business improvement districts.

(1) In this section:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX E: Adopted Bylaws

BUSINESS IMPROVEMENT DISTRICT

ARTICLE I **MEMBERS**

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

ARTICLE II **MEMBERSHIP MEETINGS**

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

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

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

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

ARTICLE III **BOARD OF DIRECTORS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE IV COMMITTEES

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

ARTICLE V OFFICERS

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

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

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

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

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

ARTICLE VI FINANCES

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

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

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

ARTICLE VII AMENDMENTS

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

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

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

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

Adopted by BID Board on: October 12, 2017

Adopted by City of De Pere Common Council on: Anticipated November 7, 2017

#	PARCEL ID	ADDRESS	PROPERTY OWNER	2017 PROPERTY VALUE	BID PROPERTY VALUE	2017 ASSESSMENT
1	ED-789	126 S BROADWAY ST	126 SOUTH BROADWAY LLC	\$199,000	\$199,000	\$348.25
2	ED-758-1	300 BLOCK N BROADWAY ST	301 NORTH BROADWAY LLC	\$1,141,100	\$1,141,100	\$973.59
3	ED-758	301 N BROADWAY ST	301 NORTH BROADWAY LLC	\$1,144,400	\$1,144,400	\$976.41
4	WD-908	313 MAIN AV	313 MAIN IN DE PERE LLC	\$284,500	\$284,500	\$497.88
5	WD-372	334 MAIN AV	A&K LONGBRANCH LLC	\$247,000	\$247,000	\$432.25
6	WD-921	371 MAIN AV	ABTS INVESTMENTS LLC	\$141,200	\$141,200	\$275.00
7	WD-931	116 THIRD ST	AJANGO PROPERTIES LLC	\$219,000	\$219,000	\$383.25
8	ED-880	320 N WISCONSIN ST	ALGREM	\$488,400	\$488,400	\$854.70
9	ED-1067	805 GEORGE ST	ALI BRI PROPERTIES LLC	\$247,800	\$247,800	\$433.65
10	WD-1668	555-208 MAIN AV	ANDERSON	\$131,900	\$0	\$0.00
11	ED-886	206 N WISCONSIN ST	ASSOCIATED DEPERE BANK	\$1,222,200	\$1,222,200	\$1,950.00
12	ED-1089	905 GEORGE ST	BEACHWALKER EXPRESS LLC	\$220,600	\$220,600	\$386.05
13	ED-824	125 S BROADWAY ST	BEILKE LLC	\$354,400	\$354,400	\$620.20
14	ED-907	518-522 GEORGE ST	BELLA NOVA LLC	\$299,500	\$299,500	\$524.13
15	ED-771	117 N BROADWAY ST	BELLE HOLDINGS LLC	\$186,400	\$186,400	\$326.20
16	ED-768	127 N BROADWAY ST	BELMONT DOWNTOWN ENTERPRISES LLC	\$255,400	\$255,400	\$446.95
17	ED-774	109 N BROADWAY ST	BILOTTI	\$155,200	\$155,200	\$271.60
18	ED-773	113 N BROADWAY ST	BILOTTI	\$240,900	\$240,900	\$421.58
19	WD-1667	555-206 MAIN AV	BOUBENIDER	\$174,500	\$0	\$0.00
20	ED-767-1	131 N BROADWAY ST	BOYD	\$102,000	\$102,000	\$275.00
21	WD-1674	555-214 MAIN AV	BOYD TRUSTEE	\$184,800	\$0	\$0.00
22	ED-844	102 N BROADWAY ST	BROADWAY INVESTMENT PARTNERS LLC	\$130,000	\$130,000	\$275.00
23	ED-767	129 N BROADWAY ST	BROOKS TL HOLDINGS LLC	\$120,200	\$120,200	\$275.00
24	ED-756	333 N BROADWAY ST	BROWN COUNTY LIBRARY	\$0	\$0	\$0.00
25	ED-775	107 N BROADWAY ST	BRUMMEL	\$226,300	\$226,300	\$396.03
26	WD-281	108 S FIFTH ST	CAPITAL CREDIT UNION	\$804,200	\$804,200	\$1,407.35
27	WD-279	509 MAIN AV	CAPITAL CREDIT UNION	\$127,500	\$127,500	\$223.13
28	WD-919	363 MAIN AV	CHANMINA LLC	\$183,800	\$183,800	\$321.65
29	ED-949-1	614 GEORGE ST	CHARLES	\$181,500	\$181,500	\$317.63
30	ED-952-1	S SUPERIOR ST	CHARLES	\$8,600	\$8,600	\$15.05
31	ED-18-65	201 JAMES ST	CHATEAU DEPERE LLC	\$1,700,000	\$1,700,000	\$1,950.00
32	WD-389-4	556 MAIN AV	CHRIST THE ROCK CHURCH INC	\$0	\$0	\$0.00
33	WD-389-3	550 MAIN AV	CHRIST THE ROCK CHURCH INC	\$59,600	\$59,600	\$161.00
34	WD-389-5	FORT HOWARD AV	CHRIST THE ROCK CHURCH INC	\$42,200	\$42,200	\$114.00
35	WD-965	401 REID ST	CKROLL PROPERTIES LLC	\$746,000	\$746,000	\$1,305.50
36	ED-842	415 GEORGE ST	CONARD	\$244,700	\$244,700	\$428.23
37	WD-918	355 MAIN AV	CONNECTIVE PROPERTIES LLC	\$171,700	\$171,700	\$300.48
38	ED-961	600-604 GEORGE ST	CORNELL	\$361,200	\$361,200	\$632.10
39	WD-1675	555-215 MAIN AV	CRULL	\$127,700	\$0	\$0.00
40	ED-968-1	611 GEORGE ST	DANEN PROPERTIES LLC	\$105,800	\$105,800	\$185.15
41	ED-968-3	609 GEORGE ST	DANEN PROPERTIES LLC	\$246,500	\$246,500	\$431.38
42	ED-967	615-617 GEORGE ST	DANEN PROPERTIES LLC	\$160,100	\$160,100	\$280.18
43	WD-1673	555-213 MAIN AV	DE PERE NICOLET CONDO LLC	\$125,500	\$0	\$0.00
44	ED-812	221 S BROADWAY ST	DE PERE REDEVELOPMENT AUTHORITY	\$0	\$0	\$0.00
45	ED-966	623 GEORGE ST	DECLLENE ZELLNER INC	\$378,000	\$378,000	\$661.50
46	WD-404	101 FORT HOWARD AV	DECLLENE ZELLNER LLC	\$299,700	\$299,700	\$524.48
47	WD-917-1	MAIN AV	DEPERE CITY OF	\$0	\$0	\$0.00
48	WD-917-2	MAIN AV	DEPERE CITY OF	\$0	\$0	\$0.00
49	WD-933	110 THIRD ST	DEPERE CITY OF	\$0	\$0	\$0.00
50	ED-862	421 CASS ST	DEPERE CITY OF	\$0	\$0	\$0.00
51	ED-864	321 N WISCONSIN ST	DEPERE CITY OF	\$0	\$0	\$0.00
52	ED-865-1	309 N WISCONSIN ST	DEPERE CITY OF	\$0	\$0	\$0.00
53	ED-867	303 N WISCONSIN ST	DEPERE CITY OF	\$0	\$0	\$0.00
54	ED-869-1	WILLIAM ST	DEPERE CITY OF	\$0	\$0	\$0.00
55	ED-851	134 N BROADWAY ST	DEPERE CITY OF	\$0	\$0	\$0.00
56	ED-835	127 N WISCONSIN ST	DEPERE CITY OF	\$0	\$0	\$0.00
57	ED-834	JAMES ST	DEPERE CITY OF	\$0	\$0	\$0.00
58	ED-769	123 N BROADWAY ST	DEPERE CITY OF	\$0	\$0	\$0.00
59	ED-796	FRONT ST	DEPERE CITY OF	\$0	\$0	\$0.00
60	ED-833-1	GEORGE ST	DEPERE CITY OF	\$0	\$0	\$0.00
61	ED-719	FRONT ST	DEPERE CITY OF	\$0	\$0	\$0.00
62	ED-776	N BROADWAY ST	DEPERE CITY OF	\$0	\$0	\$0.00
63	ED-788-1	S BROADWAY ST	DEPERE CITY OF	\$0	\$0	\$0.00
64	ED-793	FRONT ST	DEPERE CITY OF	\$0	\$0	\$0.00
65	ED-796	FRONT ST	DEPERE CITY OF	\$0	\$0	\$0.00
66	ED-794	FRONT ST	DEPERE CITY OF	\$0	\$0	\$0.00
67	ED-799	CHARLES ST	DEPERE CITY OF	\$0	\$0	\$0.00
68	ED-881	N WISCONSIN ST	DEPERE CITY OF	\$0	\$0	\$0.00
69	ED-818	114 S WISCONSIN ST	DEPERE CITY OF MISSION SQUARE PARKING LOT	\$0	\$0	\$0.00
70	WD-928	340 REID ST	DEPERE CITY OF NICOLET SQUARE PARKING LOT	\$0	\$0	\$0.00
71	WD-926	340 BLOCK REID ST	DEPERE CITY OF NICOLET SQUARE PARKING LOT	\$0	\$0	\$0.00
72	ED-801	S BROADWAY ST	DEPERE CITY OF WELLS PARK	\$0	\$0	\$0.00
73	ED-287	230 S BROADWAY ST	DEPERE CITY OF WELLS PARK	\$0	\$0	\$0.00
74	ED-870	314 N BROADWAY ST	DEPERE FEDERAL S & L	\$61,000	\$61,000	\$106.75
75	ED-871	330 N BROADWAY ST	DEPERE FEDERAL S & L	\$905,800	\$905,800	\$1,585.15
76	ED-751	409 N BROADWAY ST	DEPERE HISTORICAL SOCIETY	\$0	\$0	\$0.00

#	PARCEL ID	ADDRESS	PROPERTY OWNER	2017 PROPERTY VALUE	BID PROPERTY VALUE	2017 ASSESSMENT
77	ED-752	403 N BROADWAY ST	DEPERE HISTORICAL SOCIETY INC	\$0	\$0	\$0.00
78	ED-900	515 GEORGE ST	DEPERE LAW BUILDING LLC	\$542,000	\$542,000	\$948.50
79	WD-885	407 MAIN AV	DETRY	\$141,300	\$141,300	\$247.28
80	WD-886	409 MAIN AV	DETRY	\$138,500	\$138,500	\$242.38
81	WD-1661	555-116 MAIN AV	DICK	\$105,100	\$0	\$0.00
82	WD-1665	555-204 MAIN AV	DUCHATEAU	\$105,500	\$0	\$0.00
83	WD-389-2	500 MAIN AV	DUTCH BOYZ DE PERE LLC	\$1,835,900	\$1,835,900	\$1,950.00
84	WD-387	444 MAIN AV	F & J PROPERTIES LLC	\$325,700	\$325,700	\$569.98
85	WD-1646	555-101 MAIN AV	FINLAY	\$110,200	\$0	\$0.00
86	ED-1058	802 GEORGE ST	FLOUR CHILD LLC	\$328,000	\$328,000	\$574.00
87	WD-376	352 MAIN AV	GAROT	\$35,900	\$35,900	\$62.83
88	WD-369	320 MAIN AV	GAROT	\$657,700	\$657,700	\$1,150.98
89	WD-893	400 REID ST	GENCAP DE PERE 1 LLC	\$2,733,900	\$2,733,900	\$1,815.03
90	WD-287	400 BLOCK MAIN AV	GENCAP DE PERE 1 LLC	\$47,600	\$47,600	\$31.60
91	WD-286	473 MAIN AV	GENCAP DE PERE 1 LLC	\$47,600	\$47,600	\$31.60
92	WD-283	499 MAIN AV	GENCAP DE PERE 1 LLC	\$60,400	\$60,400	\$40.10
93	WD-284	109 S FIFTH ST	GENCAP DE PERE 1 LLC	\$47,700	\$47,700	\$31.67
94	ED-841	417 GEORGE ST	GET REEL ENTERTAINMENT LLC	\$227,100	\$227,100	\$397.43
95	ED-816	416 GEORGE ST	GILLESPIE PROPERTIES LLC	\$398,000	\$398,000	\$696.50
96	WD-1663	555-202 MAIN AV	GOTTOWSKI	\$153,300	\$0	\$0.00
97	WD-623	500 GRANT ST	GRANT STREET HOLDINGS LLC	\$600,300	\$600,300	\$1,050.53
98	ED-823	150 S WISCONSIN ST	H&M LOMITA LLC	\$2,491,300	\$2,491,300	\$1,950.00
99	WD-1664	555-203 MAIN AV	HAGANES	\$103,200	\$0	\$0.00
100	ED-969	108 N MICHIGAN ST	HANNON	\$162,600	\$0	\$0.00
101	WD-367	300-308 MAIN AV	HAWK HOLDINGS LLC	\$323,400	\$323,400	\$565.95
102	ED-766	233 N BROADWAY ST	HEARTLAND AFFORDABLE HOUSING DE PERE LLC	\$2,437,700	\$0	\$0.00
103	WD-373	338 MAIN AV	HERYMAN	\$142,300	\$142,300	\$275.00
104	ED-788	118 S BROADWAY ST	HILLCREST PARTNERSHIP #1 LLP THE	\$154,300	\$154,300	\$275.00
105	ED-1066	821 GEORGE ST	HIMAL LLC	\$393,400	\$393,400	\$688.45
106	ED-1065	109 N ERIE ST	HIMAL LLC	\$47,400	\$47,400	\$82.95
107	ED-828	111-113 S BROADWAY ST	HZ PROPERTIES LLC	\$169,900	\$169,900	\$297.33
108	WD-386	436 MAIN AV	ISC PROPERTY LLC	\$337,100	\$337,100	\$589.93
109	ED-783	100-102 S BROADWAY ST	J & J ENTERPRISES OF DE PERE LLP	\$600,000	\$600,000	\$1,050.00
110	ED-784	106 S BROADWAY ST	J & J ENTERPRISES OF DE PERE LLP	\$210,100	\$210,100	\$367.68
111	ED-377	435 N BROADWAY ST	JCA INVESTMENTS LLC	\$20,300	\$20,300	\$35.53
112	ED-376	N BROADWAY ST	JCA INVESTMENTS LLC	\$300,900	\$300,900	\$526.58
113	ED-918	502 GEORGE ST	JDA ENTERPRISES OF WISCONSIN LLC	\$363,700	\$363,700	\$636.48
114	ED-837	115 N WISCONSIN ST	JOURNEY COMMUNITY CHURCH INC	\$0	\$0	\$0.00
115	ED-836	117 N WISCONSIN ST	JOURNEY COMMUNITY CHURCH INC	\$0	\$0	\$0.00
116	ED-790	132 S BROADWAY ST	KARL	\$527,400	\$527,400	\$922.95
117	WD-1647	555-102 MAIN AV	KEMPEN	\$86,800	\$0	\$0.00
118	WD-379	368 MAIN AV	KEWEENAW ENTERPRISES LLC	\$232,200	\$232,200	\$406.35
119	WD-910	321 MAIN AV	KEY PROPERTY MANAGEMENT LLC	\$158,500	\$158,500	\$277.38
120	ED-833	101 S BROADWAY ST	KORDES LLC	\$218,900	\$218,900	\$383.08
121	WD-1669	555-209 MAIN AV	KRAUSE FAMILY REAL ESTATE HOLDINGS INC	\$168,700	\$0	\$0.00
122	WD-889	421 MAIN AV	KROPP	\$387,600	\$387,600	\$678.30
123	WD-387-1	MAIN AV	KROPP	\$70,600	\$70,600	\$123.55
124	ED-831	107 S BROADWAY ST	KRYSHAK	\$280,000	\$280,000	\$490.00
125	WD-1670	555-210 MAIN AV	LALLY	\$179,300	\$0	\$0.00
126	WD-922	375 MAIN AV	LARSON	\$216,600	\$216,600	\$379.05
127	ED-1103	115 S ERIE ST	LEDGE HEAVEN LLC	\$240,400	\$240,400	\$420.70
128	ED-850	124 N BROADWAY ST	LEE BUILDING CORP THE	\$1,562,700	\$1,562,700	\$1,498.24
129	ED-840	421 GEORGE ST	LEE BUILDING CORPORATION THE	\$471,200	\$471,200	\$451.76
130	ED-778	100 FRONT ST	LEFEBVRE INVESTMENT CO LLC	\$1,506,600	\$0	\$0.00
131	ED-897	519 GEORGE ST	LFT INVESTMENTS LLC	\$398,000	\$398,000	\$696.50
132	WD-909	317 MAIN AV	LIFE CHURCH GREEN BAY INC	\$264,600	\$264,600	\$463.05
133	ED-1095	914 GEORGE ST	LIGHTHOUSE LUBE REAL ESTATE LLC	\$313,600	\$313,600	\$548.80
134	WD-1666	555-205 MAIN AV	LIN	\$450,000	\$0	\$0.00
135	WD-1658	555-113 MAIN AV	LINDERS	\$84,400	\$0	\$0.00
136	ED-901	106 N WISCONSIN ST	LKW HOLDINGS LLC	\$156,700	\$156,700	\$275.00
137	ED-1006	109 N HURON ST	LTF INVESTMENTS LLC	\$75,000	\$75,000	\$131.25
138	ED-1007	715 GEORGE ST	LTF INVESTMENTS LLC	\$54,200	\$54,200	\$94.85
139	ED-1008	705 GEORGE ST	LTF INVESTMENTS LLC	\$279,700	\$279,700	\$489.48
140	ED-1010	114 N SUPERIOR ST	LTF INVESTMENTS LLC	\$20,100	\$20,100	\$35.18
141	WD-930	330 REID ST	LUTSEY ENTERPRISES LLP	\$822,900	\$822,900	\$1,440.08
142	WD-915	345 MAIN AV	MANNING RONALD G & MARY A PFUTZENREUTER JT RE	\$169,800	\$169,800	\$297.15
143	WD-295	444 REID ST	MARQUETTE CENTRE LLC	\$2,089,100	\$2,089,100	\$1,950.00
144	WD-888	417 MAIN AV	MARTIN	\$138,500	\$138,500	\$275.00
145	WD-378	366 MAIN AV	MATYAS	\$196,300	\$196,300	\$343.53
146	ED-861	230 N BROADWAY ST	MEDICI ROSSMORE LLC	\$446,500	\$446,500	\$263.84
147	ED-875	230 N WISCONSIN ST	MEDICI ROSSMORE LLC	\$2,853,500	\$2,853,500	\$1,686.16
148	WD-1676	555-216 MAIN AV	MILLER	\$134,700	\$0	\$0.00
149	WD-1657	555-112 MAIN AV	MINTEN	\$86,800	\$0	\$0.00
150	WD-913	337-339 MAIN AV	MIRHASHEMI INC	\$259,200	\$259,200	\$453.60
151	WD-925	115 FOURTH ST	MISHLER LONNIE L & CAROL J REVOCABLE TRUST	\$425,200	\$425,200	\$744.10
152	ED-785	114-116 S BROADWAY ST	MONTY TITLING TRUST 1	\$592,000	\$592,000	\$1,036.00

#	PARCEL ID	ADDRESS	PROPERTY OWNER	2017 PROPERTY VALUE	BID PROPERTY VALUE	2017 ASSESSMENT
153	WD-306	525 REID ST	N E W DEVELOPERS LLC	\$432,000	\$432,000	\$756.00
154	ED-1104	908 GEORGE ST	NELSON	\$181,200	\$181,200	\$317.10
155	WD-1650	555-105 MAIN AV	NEW DEVELOPERS LLC	\$108,600	\$0	\$0.00
156	WD-912	331 MAIN AV	NICK BROTHERS PARTNERSHIP	\$311,600	\$311,600	\$545.30
157	WD-310	430 GRANT ST	NICOLET HIGHLANDS LLC	\$5,899,400	\$0	\$0.00
158	ED-960	610 GEORGE ST	NIP IT LLC	\$142,400	\$142,400	\$275.00
159	ED-869	302 N BROADWAY ST	NORTHERN GAS LLC	\$366,100	\$366,100	\$640.68
160	WD-380	380 MAIN AV	OLD NELL PROPERTIES LLC	\$404,800	\$404,800	\$708.40
161	ED-798	302 GEORGE ST	OUR HERITAGE FAMILY LTD PARTNERSHIP	\$314,300	\$0	\$0.00
162	WD-1654	555-109 MAIN AV	PAGEL ETAL	\$103,600	\$0	\$0.00
163	ED-916	119 S WISCONSIN ST	PALS RENTALS LLC	\$126,700	\$126,700	\$275.00
164	WD-1660	555-115 MAIN AV	PASTERNAK	\$86,500	\$0	\$0.00
165	WD-377	360-362 MAIN AV	PEDS LLC	\$18,000	\$18,000	\$275.00
166	WD-890-1	441 MAIN AV	PEOPLES MARINE BANK OF GREEN BAY	\$200	\$200	\$0.35
167	WD-288	441 MAIN AV	PEOPLES MARINE BANK OF GREEN BAY	\$1,020,500	\$1,020,500	\$1,785.88
168	WD-906	301 MAIN AV	PHE WI LLC	\$415,100	\$415,100	\$726.43
169	ED-432	432 N WISCONSIN ST	PICHLER	\$257,000	\$257,000	\$449.75
170	WD-1659	555-114 MAIN AV	PRATEL JR	\$108,100	\$0	\$0.00
171	WD-923	377 MAIN AV	RAW LEGACY LLC	\$287,400	\$287,400	\$502.95
172	WD-955	303 REID ST	REID STREET RETAIL LLC	\$1,284,400	\$1,284,400	\$1,950.00
173	WD-375	348 MAIN AV	RENIER	\$131,300	\$131,300	\$275.00
174	WD-887	413 MAIN AV	RHODES	\$217,800	\$217,800	\$381.15
175	WD-1649	555-104 MAIN AV	ROBINSON ETAL	\$103,100	\$0	\$0.00
176	WD-1672	555-212 MAIN AV	ROYER	\$130,500	\$0	\$0.00
177	ED-949	620-622 GEORGE ST	ROYLE PROPERTIES LLC	\$392,100	\$392,100	\$686.18
178	ED-914	135 S WISCONSIN ST	SAINT FRANCIS XAVIER CONGREGATION	\$0	\$0	\$0.00
179	WD-216	300 GRANT ST	SAINT NORBERT COLLEGE INC	\$3,819,600	\$3,819,600	\$1,950.00
180	WD-634-2	400 GRANT ST	SAINT NORBERT COLLEGE INC	\$0	\$0	\$0.00
181	WD-634	GRANT ST	SAINT NORBERT COLLEGE INC	\$0	\$0	\$0.00
182	WD-917	353 MAIN AV	SAKS HOLDINGS LLC	\$275,000	\$275,000	\$481.25
183	WD-920	365 MAIN AV	SAKS HOLDINGS LLC	\$407,300	\$407,300	\$712.78
184	ED-772	115 N BROADWAY ST	SAKS HOLDINGS LLC	\$166,700	\$166,700	\$291.73
185	ED-826	123 S BROADWAY ST	SAKS HOLDINGS LLC	\$121,600	\$121,600	\$212.80
186	WD-1662	555-201 MAIN AV	SAMP	\$157,400	\$0	\$0.00
187	WD-403	103-109 N SIXTH ST	SANDERS	\$346,700	\$346,700	\$606.73
188	WD-884	401 MAIN AV	SCHLEIS PROPERTIES LLC	\$472,000	\$472,000	\$826.00
189	WD-381	400 MAIN AV	SECOR JEROME J REVOCABLE TRUST	\$283,800	\$283,800	\$496.65
190	ED-848	116 N BROADWAY ST	SERA K PROPERTIES LLC	\$325,600	\$325,600	\$569.80
191	ED-917	115 S WISCONSIN ST	SEROOGY BROTHERS LLP	\$251,700	\$251,700	\$372.68
192	ED-893	144 N WISCONSIN ST	SEROOGY BROTHERS LLP	\$1,065,300	\$1,065,300	\$1,577.32
193	WD-388	486 MAIN AV	SMOOTH MONEY OF DE PERE LLC	\$390,200	\$390,200	\$682.85
194	ED-878	310 N WISCONSIN ST	SRK REALTY GROUP LLC	\$1,159,700	\$1,159,700	\$1,950.00
195	WD-371	330 MAIN AV	STAGECOACH ENTERPRISES LLC	\$181,400	\$181,400	\$317.45
196	ED-847	112-114 N BROADWAY ST	STARRY DEVELOPMENT LLC	\$320,100	\$320,100	\$560.18
197	ED-915	127 S WISCONSIN ST	STECKART ETAL	\$302,600	\$0	\$0.00
198	WD-1652	555-107 MAIN AV	STEENO	\$88,500	\$0	\$0.00
199	WD-1648	555-103 MAIN AV	SULLIVAN	\$103,000	\$0	\$0.00
200	ED-1088	921 GEORGE ST	SUMMERLEIGH ASSOCIATES INC	\$274,000	\$274,000	\$479.50
201	ED-1105	900 GEORGE ST	TETZLAFF	\$188,100	\$188,100	\$329.18
202	WD-911	327 MAIN AV	TILKENS HOLDINGS LLC	\$394,300	\$394,300	\$690.03
203	WD-961	325 REID ST	TWEET BROTHERS RENTAL PARTNERSHIP	\$3,510,000	\$3,510,000	\$1,950.00
204	ED-857	200 N BROADWAY ST	UNION HOTEL CORP	\$379,400	\$379,400	\$663.95
205	ED-660	1002 GEORGE ST	VANDEURZEN	\$158,200	\$158,200	\$276.85
206	ED-1094	920 GEORGE ST	VANDEURZEN	\$84,400	\$0	\$0.00
207	WD-1656	555-111 MAIN AV	VANDEVEN	\$91,400	\$0	\$0.00
208	WD-1671	555-211 MAIN AV	VANDEVEN	\$158,000	\$0	\$0.00
209	ED-968-2	609 REAR GEORGE ST	VANEGGEREN MARSHA REVOCABLE LIVING TRUST	\$400	\$400	\$275.00
210	WD-1651	555-106 MAIN AV	VERBOOMEN	\$87,100	\$0	\$0.00
211	ED-432-1	340 N WISCONSIN ST	VOYAGEUR OFFICE & SUITES LLC	\$500,100	\$500,100	\$875.18
212	WD-1655	555-110 MAIN AV	WARD REAL ESTATE LLC	\$104,800	\$0	\$0.00
213	WD-1653	555-108 MAIN AV	WATERMOLLEN	\$94,100	\$0	\$0.00
214	ED-970	114 N MICHIGAN ST	WILDROOT LLC	\$140,700	\$140,700	\$275.00
215	WD-374	342-344 MAIN AV	WILLEMS	\$97,800	\$97,800	\$275.00
216	WD-907	305 MAIN AV	WILLIAM LEMKE LLC	\$195,000	\$195,000	\$341.25
217	ED-80-3	S BROADWAY ST	WISCONSIN DEPT OF NATURAL RESOURCES	\$0	\$0	\$0.00
218	ED-737	FRONT ST	WISCONSIN DEPT OF NATURAL RESOURCES	\$0	\$0	\$0.00
219	ED-957	121 S MICHIGAN ST	WISCONSIN DEPT OF TELEPHONE CO	\$0	\$0	\$0.00
220	WD-404-2	MAIN AV	WISCONSIN DEPT OF TRANSPORTATION	\$0	\$0	\$0.00
221	ED-1048	820 GEORGE ST	WOODWARD INVESTMENTS LLC	\$306,200	\$306,200	\$535.85
222	ED-829	115 S BROADWAY ST	ZOELLER THOMAS G REVOCABLE TRUST	\$292,700	\$292,700	\$512.23

ASSESSMENT TOTAL**\$78,813,000.00****\$64,068,300.00****\$86,366.85**

2016 Data: Manufacturing Assessment Numbers are not yet available.

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

MEETING DATE: October 12, 2017

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Update on the City of De Pere Strategic Visioning and Branding Initiative.

City staff will present an update on the Strategic Visioning & Branding Initiative.

No action necessary - discussion item only.

City of De Pere, Wisconsin



Request For Business Improvement District Board Action

MEETING DATE: October 12, 2017

DEPARTMENT: Planning

FROM: Kelly Barker

SUBJECT: Future Agenda Items.
