



AGENDA OF THE ON BROADWAY BUSINESS IMPROVEMENT DISTRICT BOARD

THURSDAY, MARCH 25, 2021, 8:30 AM

A. Zoom Meeting Information.

- I. This item contains documents which provide call in information and instructions for the Zoom meeting.

B. Roll Call.

C. Approval of the Agenda.

- I. Approval of the agenda for the March 25, 2021 meeting of the On Broadway Business Improvement District Board.

D. Approval of Minutes.

- I. Approval of the minutes from the September 24, 2020 meeting of the On Broadway Business Improvement District Board.

E. Regular Business.

- I. Treasurer's Report
2. Discussion with possible action on the BID Funds Use and Allocation

F. Informational.

G. Adjournment.

- I) **ACCESSIBILITY:** Any person wishing to attend who, because of a disability, requires special accommodations should contact Peter Nugent at (920) 455-8881 at least 24 hours before the scheduled meeting time, so that arrangements can be made.

- 2) **QUORUM:** Please take notice that a majority or quorum of the Common Council will attend this On Broadway Business Improvement District Board meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 3) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions



On Broadway Business Improvement District Board 3-25-21

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/84227175773?pwd=QTA1VHlqQ2JlR0xoV0UwbfF1UEppQT09>

Meeting ID: 842 2717 5773

Passcode: 878726

One tap mobile

+13126266799,,84227175773# US (Chicago)

+16468769923,,84227175773# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

Meeting ID: 842 2717 5773

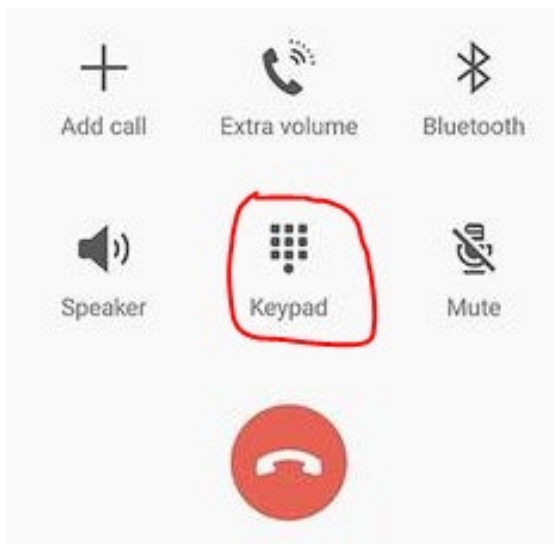
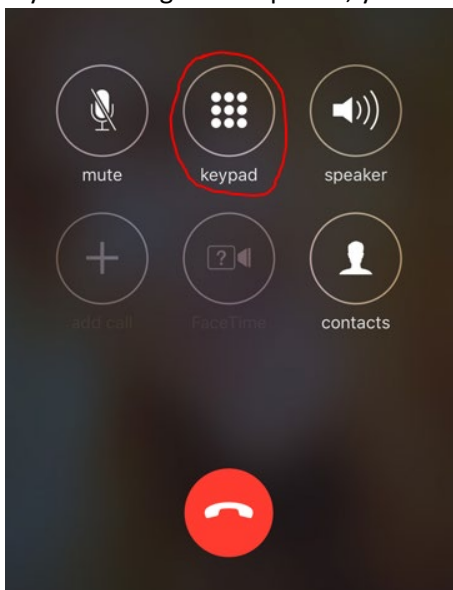
Find your local number: <https://us02web.zoom.us/j/84227175773?pwd=QTA1VHlqQ2JlR0xoV0UwbfF1UEppQT09>

Additional Information

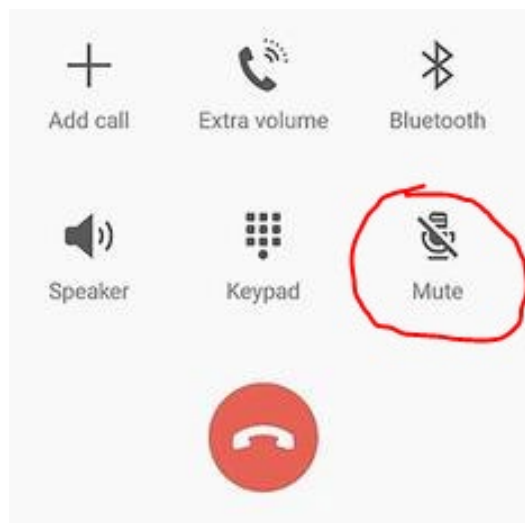
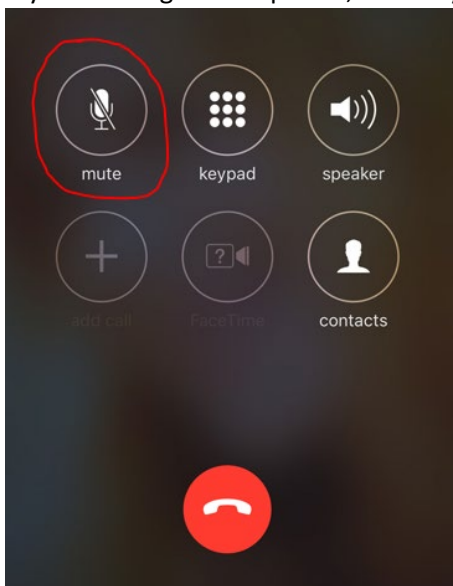
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users--if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number above.

Calling into the Zoom meeting using a smartphone

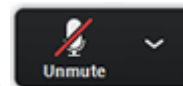
1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





Report to the
On Broadway Business Improvement District Board
of the City of Green Bay

MEETING DATE

March 25, 2021

PREPARED BY

AGENDA ITEM # C.1

Approval of the agenda for the March 25, 2021 meeting of the On Broadway Business Improvement District Board.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
On Broadway Business Improvement District Board
of the City of Green Bay

MEETING DATE

March 25, 2021

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the September 24, 2020 meeting of the On Broadway Business Improvement District Board.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. BroadwayMinutes9-24-20



DATE: Sept. 24 2020
RE: BID BOARD MEETING MINUTES

Members Present:

Called in: Rachel Sowinski, Kurt Schwiesow, Brendt Peeters, Sandra Ranck
Brent Wiker, Gregg Mattek

Unable to Attend: Stephanie Bruss, Adam Funk,
Others: Brian Johnson (Executive Director On Broadway)
Matt Buchanan (City Rep)
Wendy Townsend (City)

1. Administrative

- A. Rachel called the meeting to order at 8:34 a.m.
- B. Approval of Agenda:

Officer elections are added to the agenda

MOTION to approve the meeting agenda: Brent W moved, seconded
by Brent P. **MOTION PASSED**

- C. Approval of the previous meeting's minutes from
MOTION to approve the meeting minutes: Gregg moved, seconded by
Brent W. **MOTION PASSED**

2. Treasurer's Report

Chad delivered the treasurers report with a current balance \$2500.

MOTION to approve the meeting Financials: Brendt P and Seconded by Gregg

3. Officers Elections: Rachel Sowinski Nominated for chair by Chad and seconded by
Gregg

Chad Van Handel nominated for treasurer by Rachel and Seconded by Gregg

Adam Dunk Nominated as Vice Chair by Rachel and Seconded by Gregg

All voted and approved.

4. 2021 Operating Plan:

- Changes to tax basis of participating businesses
- Railyard and other properties that can be assessed
- 6 staff down - 3 dropped - others are furloughs / paycuts / part time conversions - etc

- Asking that BID continues to allocate any funds to OBI general fund to assist survival

5. Term renewal :

3 Year Terms Start For:

Kurt

Brendt

Brent Wiker

Stephanie

Motion to recommend Kurt/Brendt/Brent/Stephanie for additional 3yr Term motion by Chad, Gregg
Seconds

Motion to approve allocation of BID funds: Van Handel, seconded by Mattek

Respectfully submitted by Rachel Sowinski

6. Meeting was adjourned at 9:17 am by Gregg and seconded by Sandra

2020 Meetings are March 11 and September 9

Please call Rachel Sowinski at The Gift Itself (920.433-9171) with any comments, corrections, clarifications or changes to these minutes immediately.

Any person wishing to attend who, because of a disability, requires special accommodations should contact Rachel Sowinski at the above listed number at least 24 hours before the scheduled meeting time, so that arrangements can be made.



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MEETING DATE

March 25, 2021

PREPARED BY

AGENDA ITEM # E.1

Treasurer's Report

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
On Broadway Business Improvement District Board
of the City of Green Bay

MEETING DATE

March 25, 2021

PREPARED BY

AGENDA ITEM # E.2

Discussion with possible action on the BID Funds Use and Allocation

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None