



AGENDA OF THE ON BROADWAY BUSINESS IMPROVEMENT DISTRICT BOARD

**TUESDAY, JUNE 17, 2025, 8:00 AM
Virtual Meeting.**

A. Zoom Meeting Information.

1. Join Zoom Meeting Online:
<https://us02web.zoom.us/j/82453299287>

Or call in by phone: +1 312 626 6799
Meeting ID: 824 5329 9287

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

1. Members: Adam Funk, Brendt Peeters, Brent Weycker, Chad Van Handel, Gregg Mattek, Linda Bove, Sandra Ranck, Grant Keebler, Jim DuBois

C. Approval of the Agenda.

1. Approval of the agenda for the Tuesday, June 17, 2025, meeting of the On Broadway Business Improvement District Board.

D. Approval of Minutes.

1. Approval of the minutes from the February 11, 2025 meeting.

E. Regular Business.

1. Consideration with possible action on the Broadway BID Treasurer's Report.
2. Consideration with possible action on a reallocation request.
3. Consideration with possible action on the 2026 BID Assessment.

4. Consideration with possible action on the Report on the Progress of 2025 proposed activities.

F. Informational.

1. Next Meeting: September 16, 2025, 8:00 a.m.

G. Adjournment.

1. Adjournment of the Tuesday, June 17, 2025, meeting of the On Broadway Business Improvement District Board.

- 1) **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.



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

MEETING DATE

June 17, 2025

PREPARED BY

AGENDA ITEM # D.1

Approval of the minutes from the February 11, 2025 meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

June 17, 2025

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action on the Broadway BID Treasurer's Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. BID Report 2024

2024 Broadway BID

	Budget	Actual
Design		
Lighting	\$ 5,000.00	\$ 5,000.00
Annual Maintenance	\$ 20,000.00	\$ 20,000.00
Public Art	\$ 20,000.00	\$ 16,000.00
Public Seating	\$ 2,500.00	\$ -
Bike Racks	\$ 5,000.00	\$ -
Cigarette Receptacles	\$ 1,500.00	\$ -
Total Design	\$ 54,000.00	\$ 41,000.00
Organization		
Admin Allocation	\$ 21,527.86	\$ 21,527.86
BBID Annual Audit	\$ 3,200.00	\$ 3,200.00
Total Organization	\$ 24,727.86	\$ 24,727.86
Promotion		
Marketing Allowance	\$ 11,911.42	\$ 11,911.42
Total Promotion	\$ 11,911.42	\$ 11,911.42
Economic Vitality		
Mini-Grants	\$ 5,000.00	\$ 5,000.00
Retail Incubator	\$ 12,000.00	\$ -
Total Economic Vitality	\$ 17,000.00	\$ 5,000.00
	\$ 107,639.28	\$ 82,639.28

Notes:**2023 Rollover Funds**

Public Seating	\$ 2,500.00	deferred
Hubbard Street Corridor	\$ 5,000.00	complete
Mini-Grants	\$ 5,000.00	complete
	\$ 12,500.00	

2024 Rollover Funds

2023 Public Seating	\$ 2,500.00
2024 Public Seating	\$ 2,500.00
2024 Public Art	\$ 4,000.00
2024 Bike Racks	\$ 5,000.00
2024 Cigarette Receptacles	\$ 1,500.00
2024 Retail Incubator	\$ 12,000.00
	\$ 27,500.00

Actual BID Proceeds:

2024 Settlement Statement	\$ 107,566.00
2024 Estimated Budget	\$ 107,639.28
	\$ (73.28)

2024 BID Proceeds

Received 02/19/24	\$ 101,634.00
	\$ 101,634.00



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

MEETING DATE

June 17, 2025

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on a reallocation request.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

June 17, 2025

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on the 2026 BID Assessment.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

June 17, 2025

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action on the Report on the Progress of 2025 proposed activities.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Yearly BID Activity Schedule

Yearly BID Activity Schedule

(Dates Subject to Change)

Monthly

- Clerk's Office will send the Finance Dept spreadsheet of delinquent BID assessment collections and outstanding values.
- The finance department will review and disperse delinquent funds collected on a quarterly basis

January

- Tax collections continue for tax bills sent out December 15 of the prior year

February

- BID's update plan commission on revenue and expenditures based on the previous year's BID Operating Plans. BID's share achievements and highlights from previous year to plan commission.
- City Clerk's Office prepares delinquent BID assessment spreadsheet based on tax collections.
- Finance Department disperses funds to BID's and issues an assessment collection report to the BID districts and Green Bay Economic Development Department (GBED) (third week).

April

- Assessor sends Brown County values as of January 1 of the new year
- Brown County runs statement of assessments on parcels that have changed in value and mails them out.

May

- Board of review takes up any disagreements in value (third week of May).
- Updates from the BOR decisions are made to the assessment roll

June

- Finance will run the estimated BID assessment for the new tax year based on the previous year's BID rates for the purpose of BID's establishing a budget. This report will be sent to the BID and GBED for their review. (Finance to ask BC to use the new year's assessed values to run this preliminary report. Once preliminary report is complete, BC to change the year back to current year's tax collection year.)

July

- BIDs review BID assessment report for parcel id and bid rate verification. Any updates need to be sent to Finance who in turn will ask the Assessor's office to make necessary changes on the parcel records.
- BIDs submit annual certified audits and status reports to GBED.

August

September

- BIDs finalize Operating Plan for BID Board approval; attain City Attorney approval letter

October

- BIDs submit the final Operating Plan with special assessment to City for inclusion in Plan Commission hearing. Submittal to be made no later than October 1st.
- At Plan Commission hearing, BIDS are required to share any adverse audit report findings from previous year

November

- Council adopts Operating Plan via Plan Commission Minutes
- Finance makes any updates to BID rates if necessary
- Finance sets the tax roll during the last week based upon the final BID assessments and sends a "preliminary final" report to the BIDs and GBED.
- Report is reviewed by the BID to identify any ceilings or floors for parcels.
- Any changes to the BID assessment values are conveyed to Finance who in turn will have Brown County IT department to make the changes in the tax file.

- Finance will rerun the final BID report and send it to each of the BIDs and GBED (last week of November or first week of December)

December

- Brown County sends adjusted Property Tax Bills to property owners