



## **AGENDA OF THE DOWNTOWN BUSINESS IMPROVEMENT DISTRICT BOARD**

**TUESDAY, FEBRUARY 24, 2026, 3:15 PM  
Hyatt Regency, 333 Main Street Room 6AB**

**A. Roll Call.**

1. Members: Jim DuBois, Tracey Hillesheim, Sue Lagerman, Greg Babcock, Ian Griffiths

**B. Approval of the Agenda.**

1. Approval of the agenda for the Tuesday, February 24, 2026, meeting of the Downtown Business Improvement District Board.

**C. Approval of Minutes.**

1. Approval of the minutes from the September 23, 2025 meeting.

**D. Regular Business.**

1. Consideration with possible action on the 2026 Downtown BID Board Officers.
2. Consideration with possible action on the Downtown Business Improvement District 2025 Year End Financial Report.

**E. Informational.**

1. Downtown District updates.
2. For the good of the order.
3. Next Meeting: September 29, 2026.

**F. Adjournment.**

1. Adjournment of the Tuesday, February 24, 2026, meeting of the Downtown Business Improvement District Board.

- 1) **ACCESSIBILITY:** Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 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 Downtown 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  
Downtown Business Improvement District Board  
of the City of Green Bay

**MEETING DATE**

February 24, 2026

**PREPARED BY**

**AGENDA ITEM # C.I**

Approval of the minutes from the September 23, 2025 meeting.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. 9.23.25 DGBI BID Board Minutes



**Downtown Green Bay, Inc.  
Business Improvement District Board Meeting  
Hyatt Regency (333 Main Street) Meeting Room 6AB**

**Tuesday, September 23, 2025, 3:15 p.m.**

**Meeting Minutes**

In attendance: Tracy Hillesheim, Sue Lagerman, Jim DuBois, Rebecca Finco, Jeff Mirkes, Jen Metcalf, Alissa Cotter

1. Call to Order- Jim called the meeting to order at 3:26.
2. Accept and Place on File Minutes from April 15, 2025, BID Board meeting Sue motioned to approve the minutes from 4/15/25, Tracy seconded the motion, the motion passed.
3. Review and discuss the 2025 BID Operating Plan year end projections – Short clarifying discussion of the 2025-year end projections.
4. Review and approve the 2026 BID Operating Plan-There was discussion on 2026 initiatives. Sue made a motion to approve the 2026 BID Operating Plan, Tracy seconded the motion, the motion passed.
5. BID Board Terms – 2026 Jim DuBois term expires on 1/1/26, he would like to renew his BID Board appointment. Alissa will contact the Mayors office to inform them of his renewal.
6. For the Good of the Order-Nothing was reported.
7. Adjourn- Tracy made a motion to adjourn the meeting, Sue seconded the motion, the motion carried.

*If you have any questions or are unable to attend, please contact Alissa Cotter at 920.609.8126 or e-mail [alissa@downtowngreenbay.com](mailto:alissa@downtowngreenbay.com).*



Report to the  
Downtown Business Improvement District Board  
of the City of Green Bay

## MEETING DATE

February 24, 2026

## PREPARED BY

## AGENDA ITEM # D.I

Consideration with possible action on the 2026 Downtown BID Board Officers.

## BACKGROUND

### **DGBI BID Board Officers and Members-**

Jim DuBois, President (Board term expires 12/01/28)

Tracy Hillesheim, Vice President (Board term expires 8/01/27)

Sue Lagerman, Treasurer (Board term expires 12/01/27)

Greg Babcock, Member at Large (Board term expires 12/01/26)

Ian Griffiths, Member at Large (Board term expires 12/01/27)

## RECOMMENDATION

## FISCAL IMPACT

## ATTACHMENTS

None



Report to the  
Downtown Business Improvement District Board  
of the City of Green Bay

**MEETING DATE**

February 24, 2026

**PREPARED BY**

**AGENDA ITEM # D.2**

Consideration with possible action on the Downtown Business Improvement District 2025 Year End Financial Report.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. DGBI BID Year End

Approved 2026 and 2025 Year End Business Improvement District Operating Plan Budget for Downtown Green Bay

|                               |                                                                                                                               | Approved<br>2026 Budget | Approved<br>2025 Budget | 2025 Actual          |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|----------------------|
| <b>REVENUE</b>                |                                                                                                                               |                         |                         |                      |
|                               | BID Assessment - DGBI                                                                                                         | \$263,820.00            | \$266,308.00            | \$264,715.00         |
|                               | <b>Total Revenue</b>                                                                                                          | <b>\$263,820.00</b>     | <b>\$266,308.00</b>     | <b>\$264,715.00</b>  |
| <b>EXPENSES</b>               |                                                                                                                               |                         |                         |                      |
| Administrative                |                                                                                                                               |                         |                         |                      |
|                               | <b>Allocation toward DGBI Staffing</b>                                                                                        | <b>\$140,375.00</b>     | <b>\$156,908.00</b>     | <b>\$138,312.19</b>  |
| Operating Expenses            |                                                                                                                               |                         |                         |                      |
|                               | Office Supplies & Equipment                                                                                                   | \$2,000.00              | \$2,000.00              | \$2,000.00           |
|                               | Phone/Internet                                                                                                                | \$2,000.00              | \$2,550.00              | \$2,500.00           |
|                               | Dues, Fees and Subscriptions                                                                                                  | \$3,350.00              | \$3,350.00              | \$3,350.00           |
|                               | Conferences/Professional Devel.                                                                                               | \$3,000.00              | \$4,000.00              | \$3,205.11           |
|                               | Insurance                                                                                                                     | \$11,000.00             | \$11,000.00             | \$11,000.00          |
|                               | Lease/Rental Fees                                                                                                             | \$29,600.00             | \$25,000.00             | \$25,000.00          |
|                               | <b>Total Operating Expenses</b>                                                                                               | <b>\$ 50,950.00</b>     | <b>\$ 47,900.00</b>     | <b>\$ 47,055.11</b>  |
| BID Audit/Accounting Services | <b>Annual Audit</b>                                                                                                           | <b>\$14,750.00</b>      | <b>\$14,000.00</b>      | <b>\$14,475.00</b>   |
| Marketing/Printing            |                                                                                                                               |                         |                         |                      |
|                               | Includes graphic design software, printed and digital promotional materials, website, social media, and promotional giveaways |                         |                         |                      |
|                               | <b>Total Marketing allocations</b>                                                                                            | <b>\$15,000.00</b>      | <b>\$15,000.00</b>      | <b>\$15,000.00</b>   |
| Economic Development          |                                                                                                                               |                         |                         |                      |
|                               | <b>Business recruitment and retention, networking</b>                                                                         | <b>\$7,000.00</b>       | <b>\$7,000.00</b>       | <b>\$4,187.15</b>    |
| Physical Improvements         |                                                                                                                               |                         |                         |                      |
|                               | Holiday Wreath Lighting & Décor                                                                                               | \$2,000.00              | \$10,000.00             | \$10,000.00          |
|                               | Cleanliness - Litter, Weeds *Note Labor is in staffing for '26                                                                | \$3,200.00              | \$9,000.00              | \$9,000.00           |
|                               | Banner and Bracket Replacements                                                                                               | \$1,000.00              | \$3,500.00              | \$763.90             |
|                               | Public Art                                                                                                                    | \$3,000.00              | \$3,000.00              | \$3,000.00           |
|                               | Planters                                                                                                                      | \$14,200.00             |                         | \$13,762.00          |
|                               | Washington & Adams St. Tree Lights-Grow and Glow through June '25                                                             | \$12,345.00             |                         | \$9,159.65           |
|                               | <b>Total Physical Improvements</b>                                                                                            | <b>\$35,745.00</b>      | <b>\$25,500.00</b>      | <b>\$45,685.55</b>   |
|                               | <b>Total Expenses</b>                                                                                                         | <b>\$ 263,820.00</b>    | <b>\$ 266,308.00</b>    | <b>\$ 264,715.00</b> |



Report to the  
Downtown Business Improvement District Board  
of the City of Green Bay

**MEETING DATE**

February 24, 2026

**PREPARED BY**

**AGENDA ITEM # E.1**

Downtown District updates.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



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**MEETING DATE**

February 24, 2026

**PREPARED BY**

**AGENDA ITEM # E.2**

For the good of the order.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None