



AGENDA OF THE DOWNTOWN BUSINESS IMPROVEMENT DISTRICT BOARD

**THURSDAY, MARCH 12, 2026, 8:30 AM
Virtual Meeting.**

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/81678124202?pwd=JrrV2FuSFHtwKefc2QxMkEWbdkFTwF.I>

Or call in by phone: +1 312 626 6799

Meeting ID: 816 7812 4202

Passcode: 729342

More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

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

C. Approval of the Agenda.

I. Approval of the agenda for the Thursday, March 12, 2026, meeting of the Downtown Business Improvement District Board.

D. Approval of Minutes.

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

E. Regular Business.

I. 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.

F. Informational.

I. Downtown District updates.

2. For the good of the order.
3. Next Meeting: September 29, 2026.

G. Adjournment.

1. Adjournment of the Thursday, March 12, 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

March 12, 2026

PREPARED BY

AGENDA ITEM # D.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.



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

MEETING DATE

March 12, 2026

PREPARED BY

AGENDA ITEM # E.1

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

March 12, 2026

PREPARED BY

AGENDA ITEM # E.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 2026 Budget	Approved 2025 Budget	2025 Actual
REVENUE				
	BID Assessment - DGBI	\$263,820.00	\$266,308.00	\$264,715.00
	Total Revenue	\$263,820.00	\$266,308.00	\$264,715.00
EXPENSES				
Administrative				
	Allocation toward DGBI Staffing	\$140,375.00	\$156,908.00	\$138,312.19
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
	Total Operating Expenses	\$ 50,950.00	\$ 47,900.00	\$ 47,055.11
BID Audit/Accounting Services	Annual Audit	\$14,750.00	\$14,000.00	\$14,475.00
Marketing/Printing				
	Includes graphic design software, printed and digital promotional materials, website, social media, and promotional giveaways			
	Total Marketing allocations	\$15,000.00	\$15,000.00	\$15,000.00
Economic Development				
	Business recruitment and retention, networking	\$7,000.00	\$7,000.00	\$4,187.15
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
	Total Physical Improvements	\$35,745.00	\$25,500.00	\$45,685.55
	Total Expenses	\$ 263,820.00	\$ 266,308.00	\$ 264,715.00



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AGENDA ITEM # F.1

Downtown District updates.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
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MEETING DATE

March 12, 2026

PREPARED BY

AGENDA ITEM # F.2

For the good of the order.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None