

AGENDA



Neenah Central City Business Improvement District Board
Tuesday, November 19, 2019 ** 8:00 – 9:00 A.M.
City Hall Hauser Room



1. (ACTION) Approve minutes of October 15, 2019 meeting
2. Public Appearances. (Ten minutes divided among those wishing to speak on topics pertinent to the BID Board).
3. Financials (5 min)
 - (ACTION) Bills for Approval
 - Budget Status Report
4. Executive Committee (10 min)
 - (ACTION) 2020 BID Operating Plan
5. Maintenance Committee Report
 - No Meeting / No Report
 - Next meeting is Dec. 11
6. Recruitment and Retention Committee
 - No Meeting / No Report
7. Public Relations and Marketing Committee (10 min)
 - Report from Nov. 14 meeting
8. City of Neenah Updates (5 min)
 - Joe Wenninger – Status of WIFI
9. Round Table (5 min)
 - If time allows.
10. Future Neenah Updates (5 min)
 - A Very Neenah Christmas: December 6
 - Countdown To Christmas: December 10-21
 - Celebrate the Season: December 7 (*Neenah Arts Council*)
11. Announcements and future agenda items
 - No Meeting Dec. 17 unless special or urgent business requires it

BID Dates To Remember:

Small Business Saturday

November 30, 2019
(social media promo
Nov. 24 – 30)

**Luminary Pop Up
w/ Cookie Crawl**

December 19, 2019

Committee members that cannot attend meeting please call 886-6125.

“Neenah City Hall is accessible to the physically disadvantaged. If special accommodations are needed please contact the Department of Community Development Office at 886-6125 at least 24 hours in advance of the meeting.”

Minutes of Neenah Central City Business Improvement District Board
October 15, 2019 – 8:00 am
City Hall – Hauser Room

PRESENT: Board Members: Alex Noskowiak, George Brownell, Michelle Bauer, Sandy White, Jane Lang, Brian Gajewski, Joe Ziemba, and Grant Birtch. Also present: Sara Hanneman (Future Neenah, Inc.), Nikki Hessel (Future Neenah, Inc.), Mayor Dean Kaufert, Samantha Jefferson (City of Neenah Community Development) and Brad Schmidt (City of Neenah Community Development).

Approval of Minutes: MSC Birtch/Ziemba, the BID board to approve the minutes of the September 17, 2019 meeting. Motion carried.

Assistant Executive Director Hanneman asked that it be noted in the minutes that replanting and adding mulch in the first year of the contract represents a \$4,500 additional cost (but included in the \$19,140 approved for the first year of the contract).

Public Appearances: None.

Financials:

- **Bills for Approval:** MSC Bauer/Ziemba, the BID Board to approve bills in the amount of \$3,121.26. Motion carried.
- **Budget Status Report:** Member Birtch asked what is stored in the Hafemeister storage area. Assistant Executive Director Hanneman explained that the snowblower (when not stored downtown in the winter), banners, dolly, salt spreader, etc. is kept in the storage facility. He also asked what the \$1,000 spent on banners included. Assistant Executive Director Hanneman purchased “event today” sidewalk banner signs for special events. They now have 24 that can be used. They remain usable for approximately 8-10 years.

Member Brownell made mention of the auditing expenses. These are completed for the year.

Assistant Director Hanneman brought up several upcoming expenses: PR & Marketing’s budget will be used for the downtown brochure (outside services), Christmas event and luminary event (promotional), and the gift card event (gift cards). Retention and Recruitment’s budget will still include outstanding costs from Element with the work to the brochure and landing page. The “event today” sidewalk banner signs will come out of Maintenance’s budget and a carryover for budget item 2318 is for the Sparkle Wash expenses.

Executive Committee Report:

- **Report from October 7 meeting:** Board members and terms were discussed. Member White will consider presidency, Member Ziemba will consider vice presidency. Member Gajewski and Member Birtch’s terms will be up for reelection – Member Gajewski may step down. Assistant Executive Director Hanneman expressed that Member Gajewski represents the hospitality position which has historically been the most difficult spot to fill. Member Wassinger represents the property owner position and would step down due to personal/professional reasons if someone else would be available. Member Bauer will remain the community representative and Member White will remain the liaison between the BID Board and the Future Neenah Board.

A future market analysis of the district in conjunction with the City was discussed. Deputy Director Schmidt said this could be added to the budget for 2021.

Maintenance Committee Report:

- **No Meeting/No Report**
Member Birtch asked if the snow discussion meeting happened between the City, Future Neenah and the snow removal contractors. The meeting occurred and the snow removal map was discussed. Sara is waiting for one revision and then the map will be sent out.

- **Fall Bulb Recycling Week: 370 bulbs recycled**
- **Next meeting is Dec. 11**

Recruitment and Retention:

- **No Meeting / No Report:** Element is continuing to work on the landing page and brochure and should be done by the end of the year.

Public Relations and Marketing:

- **Report from October 10 meeting:** Member White gave a recap of what was discussed at the meeting. Artworks Uncovered was a great success and members received positive feedback. Employee Appreciation Day was also a success but some of the activities will be changed for next year. Small Business Saturday is November 30, 2019. Volunteers are being sought to act as ambassadors in the district that day. Many businesses will be holding holiday open houses and working with Assistant Executive Director Hanneman to potentially coordinate dates.

The Downtown Luminary night will be December 19th and a cookie crawl will be coordinated with this. A Very Neenah Christmas is December 6th. This will include live reindeers, live mannequins and many other activities.

The PR & Marketing members decided against the Insight Magazine spread and Channel 11 coverage this year. Members said that Assistant Executive Director Hanneman and team did an excellent job with the mall kiosk at the Fox River Mall.

Celebrate the Season will be on December 7th from 10-1. Activities will be held at several different locations around Neenah. The next gift certificate rewards event will be November 1-2 and if a patron spends \$50 in the downtown, they can take receipts to Future Neenah and receive a gift card for \$10.

- **MSC Ziemba/Noskowiak, the BID Board to approve the \$1,000 cost for a partnership with Cavanaugh Carriages for the Very Neenah Christmas Event. Motion carried.**

Round Table:

Assistant Executive Director Hanneman asked members for any wish lists or ideas to potentially include in the BID 2020 operating plan. Member Birtch suggested more security cameras due to vandalism and other situations that occur in the downtown. At this time, the WIFI that would be needed for these kinds of cameras is not available in the downtown.

Member Brownell asked if the BID would be asked for funds to help support the development on Arrowhead Park. Assistant Executive Director Hanneman explained that they probably would not be asked for monetary support.

Assistant Executive Director Hanneman is planning to request that Sparkle Wash also spray the trash cans during their work next year.

Future Neenah Updates:

- **Farmer's Market BooFest – October 19 (final Farmer's Market of the Season)**
- **A Very Neenah Christmas – December 6th**
- **Luminary Pop Up with Cookie Crawl – December 19th**

City of Neenah Updates: Mayor Kaufert gave an update on City business. A new business may be coming to the Downtown and they should make their announcement in the next couple of days. He is working on the 2020 budget which has proved to be more challenging than previous years due to tax levy limits. Regarding the downtown, parking is a hot topic and will be made a priority in budget plans.

Announcements and Future Agenda Items:

- **Next Meeting – November 19: Attendance is required to approve the 2020 operating plan.**

October 15, 2019
BID Meeting Minutes

Adjournment: The Board adjourned at 8:40 a.m.

MSC Birtch/Noskowiak, the BID Board to adjourn. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Samantha Jefferson", with a long horizontal flourish extending to the right.

Samantha Jefferson
Office Manager, Community Development

CENTRAL CITY MANAGEMENT BUSINESS IMPROVEMENT DISTRICT
2019 Budget Status Report
As of October 31, 2019

	Balance as of 1/1/2019	ACTUAL October 2019	ACTUAL YTD Total 2019	2019 BUDGET	Budget - Actual
Beginning Balance	\$ 14,018.81		\$ 14,018.81	\$ 7,956.00	14,018.81
INCOME					
BID assessment		\$ -	\$ 136,694.09	\$ 136,529.00	(165.09)
Total Income		\$ -	\$ 150,712.90	\$ 144,485.00	
CENTRALIZED MANAGEMENT		128.93	63,479.97	64,520.00	1,040.03
PUBLIC RELATIONS		1,239.58	12,510.61	23,790.00	11,279.39
RETENTION and RECRUITMENT		-	5,922.20	20,125.00	14,202.80
MAINTENANCE		1,752.75	31,884.17	34,965.00	3,080.83
TRANSFER TO SAVINGS			-		
Total Expenses		\$ 3,121.26	\$ 113,796.95	\$ 143,400.00	\$ 29,603.05
Remaining Funds Available			\$ 36,915.95		
CENTRALIZED MANAGEMENT					
Auto Allowance		-	199.11	50.00	(149.11)
Postage		-	-	40.00	40.00
Conferences and Meetings		128.93	970.37	550.00	(420.37)
Auditing		-	2,302.00	3,400.00	1,098.00
Banking Fees		-	-	240.00	240.00
Professional		-	60,000.00	60,000.00	-
Office Supplies		-	8.49	240.00	231.51
Total - Centralized Management		\$ 128.93	\$ 63,479.97	64,520.00	\$ 1,040.03
PUBLIC RELATIONS					
Outside Printing		-	-	1,100.00	1,100.00
Advertising & Publications		-	1,940.00	3,375.00	1,435.00
Promotional Activites and Events		1,064.40	4,398.40	6,000.00	1,601.60
Outside Services		-	10.49	2,475.00	2,464.51
Secret Shopper		-	35.00	115.00	80.00
Gift Certificates		140.88	6,079.92	10,475.00	4,395.08
Brand Implementation		34.30	46.80	250.00	203.20
Total Public Relations		\$ 1,239.58	12,510.61	\$ 23,790.00	\$ 11,279.39
RETENTION and RECRUITMENT					
Misc. Expenditures		-	10.50	\$ 3,200.00	3,189.50
Awning / Sign Grant		-	\$ 1,168.70	\$ 3,500.00	\$ 2,331.30
Recruitment Tools		\$ -	2,243.00	\$ 5,000.00	\$ 2,757.00
Retention Grant Program		-	2,500.00	\$ 8,425.00	\$ 5,925.00
Total Retention and Recruitment		\$ -	\$ 5,922.20	\$ 20,125.00	\$ 14,202.80

CENTRAL CITY MANAGEMENT BUSINESS IMPROVEMENT DISTRICT
2019 Budget Status Report
As of October 31, 2019

	Balance as of 1/1/2019	ACTUAL October 2019	ACTUAL YTD Total 2019	2019 BUDGET	Budget - Actual
MAINTENANCE					
Banners		1,009.25	1,009.25	2,750.00	1,740.75
Maint.of Equip / Snow Removal		-	1,755.00	3,250.00	1,495.00
Misc. Insurance		-	-	-	-
Waste Removal/Recycle		555.00	5,715.00	6,800.00	1,085.00
Tree Lights & Holiday Décor		-	-	800.00	800.00
All Other Supplies		8.50	476.75	755.00	278.25
Storage Rental		180.00	720.00	720.00	-
Flower Beds		-	16,490.00	16,490.00	-
Fixtures & Facilities		-	5,718.17	3,400.00	(2,318.17)
Total Maintenance Task Force		\$ 1,752.75	\$ 31,884.17	\$ 34,965.00	\$ 3,080.83
Transfer to Savings for Sign			-	\$ 1,250.00	
Total Expenses		\$ 3,121.26	\$ 113,796.95	\$ 144,650.00	\$ 29,603.05
Capital Reserve Fund	20037.38	\$ -	20,037.38	\$ 20,037.15	
Interest Earnings		-	31.90	50.00	
Savings - Signage	23500	-	6,981.25	24,750.00	
Maintenance Savings *	3200	-	3,200.00	3,200.00	
Reserve Fund Balance	46737.38	\$ 30,250.53	\$ 30,250.53	\$ 48,037.15	

APPENDIX A

**CENTRAL CITY MANAGEMENT BUSINESS IMPROVEMENT DISTRICT
PROPOSED 2020 BUDGET**

CENTRAL CITY MANAGEMENT BUSINESS IMPROVEMENT DISTRICT			
2020 Budget			
		Estimated	
	2019	YTD	2020
	BUDGET	2019	BUDGET
Beginning Balance	\$ 7,956.00	\$ 14,018.81	\$ 14,542.45
INCOME			
BID assessment	\$ 136,529.00	\$136,694.09	\$ 143,268.00
Total Income	\$ 144,485.00	\$150,712.90	\$ 157,810.45
CENTRALIZED MANAGEMENT	64,520.00	63,914.10	63,970.00
PUBLIC RELATIONS	23,790.00	23,384.59	23,515.00
RETENTION and RECRUITMENT	20,125.00	11,924.58	18,300.00
MAINTENANCE	34,965.00	35,697.18	44,915.00
TRANSFER TO SAVINGS	1,250.00	1,250.00	7,110.00
Total Expenses	\$ 144,650.00	\$ 136,170.45	\$ 157,810.00
Remaining Funds Available		\$ 14,542.45	
CENTRALIZED MANAGEMENT			
Auto Allowance	50.00	313.73	315.00
Postage	40.00	40.00	40.00
Conferences and Meetings	550.00	898.37	650.00
Auditing	3,400.00	2,302.00	2,600.00
Banking Fees	240.00	240.00	240.00
Professional	60,000.00	60,000.00	60,000.00
Office Supplies	240.00	120.00	125.00
Total - Centralized Management	64,520.00	\$ 63,914.10	63,970.00

APPENDIX A

CENTRAL CITY MANAGEMENT BUSINESS IMPROVEMENT DISTRICT PROPOSED 2020 BUDGET

PUBLIC RELATIONS				
Outside Printing	1,100.00	1,100.00		1,100.00
Advertising & Publications	3,375.00	2,260.00		2,800.00
Promotional Activities and Events	6,000.00	6,293.89		6,275.00
Outside Services	2,475.00	745.98		1,000.00
Secret Shopper	115.00	50.00		90.00
Gift Certificates	10,475.00	12,514.92		12,000.00
Brand Implementation	250.00	419.80		250.00
Total Public Relations	\$ 23,790.00	23,384.59		\$ 23,515.00
RETENTION and RECRUITMENT				
Misc. Expenditures	\$ 3,200.00	2,812.50		\$ 2,300.00
Awning / Sign Grant	\$ 3,500.00	1,833.70		\$ 3,500.00
Recruitment Tools	\$ 5,000.00	4,778.38		\$ 2,500.00
Retention Grant Program	\$ 8,425.00	2,500.00		\$ 10,000.00
Total Retention and Recruitment	\$ 20,125.00	\$ 11,924.58		\$ 18,300.00
MAINTENANCE				
Banners	2,750.00	1,009.25		2,780.00
Maint. of Equip / Snow Removal	3,250.00	2,420.00		3,250.00
Waste Removal/Recycle	6,800.00	7,380.00		7,250.00
Tree Lights & Holiday Décor	800.00	1,336.00		550.00
All Other Supplies	755.00	623.76		725.00
Storage Rental	720.00	720.00		720.00
Flower Beds	16,490.00	16,490.00		23,940.00
Fixtures & Facilities	3,400.00	5,718.17		5,700.00
Total Maintenance Task Force	\$ 34,965.00	\$ 35,697.18		\$ 44,915.00
Transfer to Savings for Sign	\$ 1,250.00	1,250.00		\$ 7,110.00
Total Expenses	\$ 144,650.00	\$134,920.45		\$ 157,810.00
	Dec. 31, 2019	Dec. 31, 2019		Dec. 31, 2020
	Balance	Balance		Balance
	Budgeted	Estimated		BUDGET
Capital Reserve Fund	\$ 20,037.15	18,787.38	\$ 6,400.00	\$ 25,224.28
Interest Earnings	50.00	36.90	27.00	27.00
Savings - Signage	24,750.00	9,481.25	710.00	10,191.25
Maintenance Savings *	3,200.00	3,200.00	-	3,200.00
Reserve Fund Balance	\$ 48,037.15	\$ 31,505.53	\$ 7,137.00	\$ 38,642.53

APPENDIX F

2019 ANNUAL REPORT

The Neenah Central City Business Improvement District (BID) has successfully completed 18 full years of operation. We are pleased to report that as we review the accomplishments of this past year, many challenges and opportunities were addressed, and new partnerships were formed. Significant progress was made toward attaining the four goals and objectives of the BID, while also ensuring the long-term sustainability of the Neenah City Central Business Improvement District.

Served the Downtown as the central administrative hub:

- Continued implementation of a multi-party Cooperative Agreement between the BID, FNI and the City of Neenah to address volunteer and staffing solutions for maintenance and programming in the District. (All 3 parties met May 21, 2019, next meeting 2021.)
- Hosted BID annual meeting at Lion's Tail on March 26. Event is a casual, social gathering of district business where information about the year in review is presented.
- Continued investment in the Downtown community of over \$136,694.
- Director Hessel participated in the March 2019 Downtown Day at the Capital in Madison.
- Future Neenah awarded Bill Paul the 2018 Downtown Business of the Year.
- In accordance with state statute 66.1108, conducted a review of the BID's 2018 financials. With an annual budget of under \$300,000 and a change in the statute, we were able to save money with a review rather than an audit.
- Directors Hessel and Hanneman attended the October 2019 Wisconsin Downtown Action Council conference in Green Bay.
- Staff and BID board members represented Downtown Neenah at the Convention & Visitors Bureau annual meeting.
- Continued distribution of email blasts and newsletters to district businesses.

Sustained the competitiveness of Downtown through an ongoing program of marketing:

Enhanced the availability of BID information on the web:

- Media Management: Instagram account for Downtown Neenah. #downtownneenah (1,343 followers on November 1 * a 31% increase over 2018)
- From 1/1/19 to 11/1/19, the FNI website had 29,115 visitors and 54,814 page views. The top requested BID pages were in order from most popular: the Downtown business list, Warm Your Heart, Summer Madness Sale, gift certificates, the map and BID. *This site includes a password protected page exclusively for use by BID businesses.
- Utilized Future Neenah's 'MailChimp' email blast program (1,758 subscribers) to promote Downtown events and activities such as the Ladies Day, Warm Your Heart, Summer Madness Sale and Gift Certificate Sales.
- Utilized Facebook to implement a Small Business Saturday promotion the week prior to November 30 and a Countdown to Christmas Facebook promotion leading up to Christmas. We also paid to 'boost' exposure on the posts.

Events:

- Hosted the fifth Warm Your Heart event on February 9 to drive traffic in the district during the shoulder season. It was sold out with 255 in attendance. Sourced local mugs from Sunset Hill.
 - Hosted 14th Annual Ultimate Ladies Day which sold out with over 275 in attendance.
 - As a Future Neenah Farm Market sponsor, Central City businesses were also invited to utilize the BID booth for promotion at the Market. To effectively translate market traffic (15,000 attendees) to district shoppers, we used a gift certificate sale at the market (see stats below).
 - Sponsored Horse Drawn Carriage Rides at Future Neenah's A Very Neenah Christmas Event. 30 businesses participated with a living window mannequin display. (over 10,000 attendees).
 - The BID provided support for the Neenah Historical Society's September 21, 2019 Pow Wow which drew large crowds at Shattuck Park.
 - Hosted the sixth annual Summer Madness Sale, *Great Places, Great Prices, Great Fun*, on August 1. The popular sidewalk chalk art returned for its second year.
 - BID businesses participated in the BooFest Trick or Treat on October 19. Attendance was high with some businesses reporting 1,000 trick or treaters.
 - Hosted a successful third annual Downtown Neenah Employee Appreciation Day on September 12. Had to adapt the day's activities due to cold/rain.
 - 17 businesses took part in an October 3 gallery day displaying manhole covers from Future Neenah's Artworks Uncovered art project.
 - Second annual luminary pop-up event with a new cookie crawl on December 19, 2019.
 - Participated in Future Neenah's inaugural Kid's Week with games and giveaways downtown on August 19.
- Customer Service: Secret Shopper Program. (2 shops in 2019)

APPENDIX F
2019 ANNUAL REPORT
Continued...

Market analysis and branding study. Year 6 of implementation:

- Purchased additional personalized branded open/closed signs, window clings and note cards.

Community Partnerships:

- Worked with the NJSD and Historical Society to fund traffic box wraps at the corner of Church and Wisconsin.
- Facilitated students from Shattuck School to interview Downtown businesses owners in April. Students from NHS interviewed businesses and customers in November.
- Coordinated discounts from Downtown businesses for Alta Resources to post on their employee intranet.
- Future Neenah helped to bring Bass Fishing Tourney to Neenah in June resulting in overnight stays at the DoubleTree and spending at Downtown restaurants and retailers.

Destination Advertising/Marketing:

- Partnered with the Convention & Visitors Bureau:
 - Travel writers' tours.
 - Two full page co-op ad in the upcoming 2020 Convention & Visitors Bureau Guide with participating businesses and Downtown Neenah editorial copy featuring our brand/logo. Guide being reformatted in 2020.
 - Kiosk display at Fox River Mall during the month of October.
- Quarter page ad in the quarterly Future Neenah Magazine (circulation 6,000 & online).
- Supported the Navigate Neenah-Menasha project whenever possible. The Navigate Loop the Little Lake Trestle project brings trail users directly into our Downtown. Future Neenah hosted a Log Your Loops challenge for the one-year anniversary of the trestle loop to encourage traffic and awareness of the recreational trail.
- Updated printed Downtown directory brochure with Element Marketing.
- Ongoing work toward the design of directional/informational kiosks and signs for Gateway Plaza (to drive traffic into the district) and bump outs (to provide district info such as directions and shopping/dining options).

2019 Gift Certificate Program:

Sales Promotion Results:

- January 26 sale to boost post-holiday shoulder season sale at Downtown Businesses. 81 Sold. 9 customers were new to the program. District impact of \$4,050+
- June 15: 104 customers with a district impact of \$5,200+

Rewards Promotion Results:

- April 13: 269 rewards distributed with sales receipts totaling \$24,591+.
- November 1 & 2: 552 rewards distributed with sales receipts totaling \$41,642+. Distributed popular holiday happenings flier with BID business open houses/events to rewards customers.

Overall Program:

- Through October 31, 2019: Certificates valued at \$30,305 were issued.

Examined & pursued opportunities for business assistance, retention & recruitment:

- Toured and connected business prospects looking to relocate to the BID.
- Partnered with Relocate Fox Cities to recruit and retain talent.
- Because the aesthetics of the district are so important to our image, in 2019 the district continued the \$500 sign / awning grant to repair, replace or remove business signs or awnings that were in disrepair. Reinstated the \$100 sandwich board sign grant. As of November 1, 2019, 3 grants were issued (1 sign & 2 sandwich board). Paid out 2018 grant for \$498.75.
- 10 new businesses were recruited to the district. 1 business closed. 1 relocated within the district. 2 relocated out of the district. 1 business with new ownership.
- Promoted Retention & Recruitment Grant Program. App. G.: No grants awarded in 2019. Paid out 2017 grant for \$2,500.
- Promoted the façade improvement grant program and assisted businesses with the application process. Since program inception, 35 grant applications have been received. \$203,519 has been granted toward projects valued at \$455,672. Currently 1 project is under review. See Appendix K.
- Worked with Element Marketing toward a BID landing page on the website and a branded information folder.
- Updated Downtown Neenah Snapshot in conjunction with City of Neenah Community Development office.

APPENDIX F
2019 ANNUAL REPORT
Continued...

Analyzed, improved and responded to maintenance issues:

- Spring district wide cleanup day with Shattuck School student volunteers.
- Banners. Ordered “Event Today” flutter banners with bases to augment existing inventory.
- Maintained alley lighting for safety.
- Saved 236 bulbs from the landfill with our florescent bulb recycling program – spring and fall.
- Executed a single year contract to professionally plant and maintain flowers and tree beds including a perennial mix. Investigated alternative future flower options including hanging lamp post planters.

Downtown Refuse & Recycling:

- Contracted for recycling services with Vans for three years to 12/31/21.
- Worked with the city to obtain trash cans compatible with the new automated trucks. Purchased 8 new cans on a cost share.
- Removed 4,368 yards of recycling from 3 common use refuse stations.
- Power washed curbside cans in summer.
- Monitored corrals for cleanliness and misuse.

- Researched most effective snow removal practices. Updated the snow removal map and routes.
- Annual walking inspection tour of the district.
- City contracted for lower ‘bells’ of lampposts to be repainted.
- Worked with the City of Neenah to maintain seasonal décor such as tree lighting and lamp post garland.
- Fall – added cornstalks and bows to lamp posts at bump outs.
- Contracted with Sparkle Wash for sidewalk cleaning. (½ in 2019 and ½ in 2020) 2019 = 100 and 200 blocks of West Wisconsin Avenue and one corral.
- Work with city to replace tree lighting every other year. 2019 was a full replacement year.

Neenah Central City Business Improvement District Year Nineteen Operating Plan- 2020

Approval Pending
Future Neenah Board: 11.18.19
BID Board: 11.19.19
Council: 12.4.19

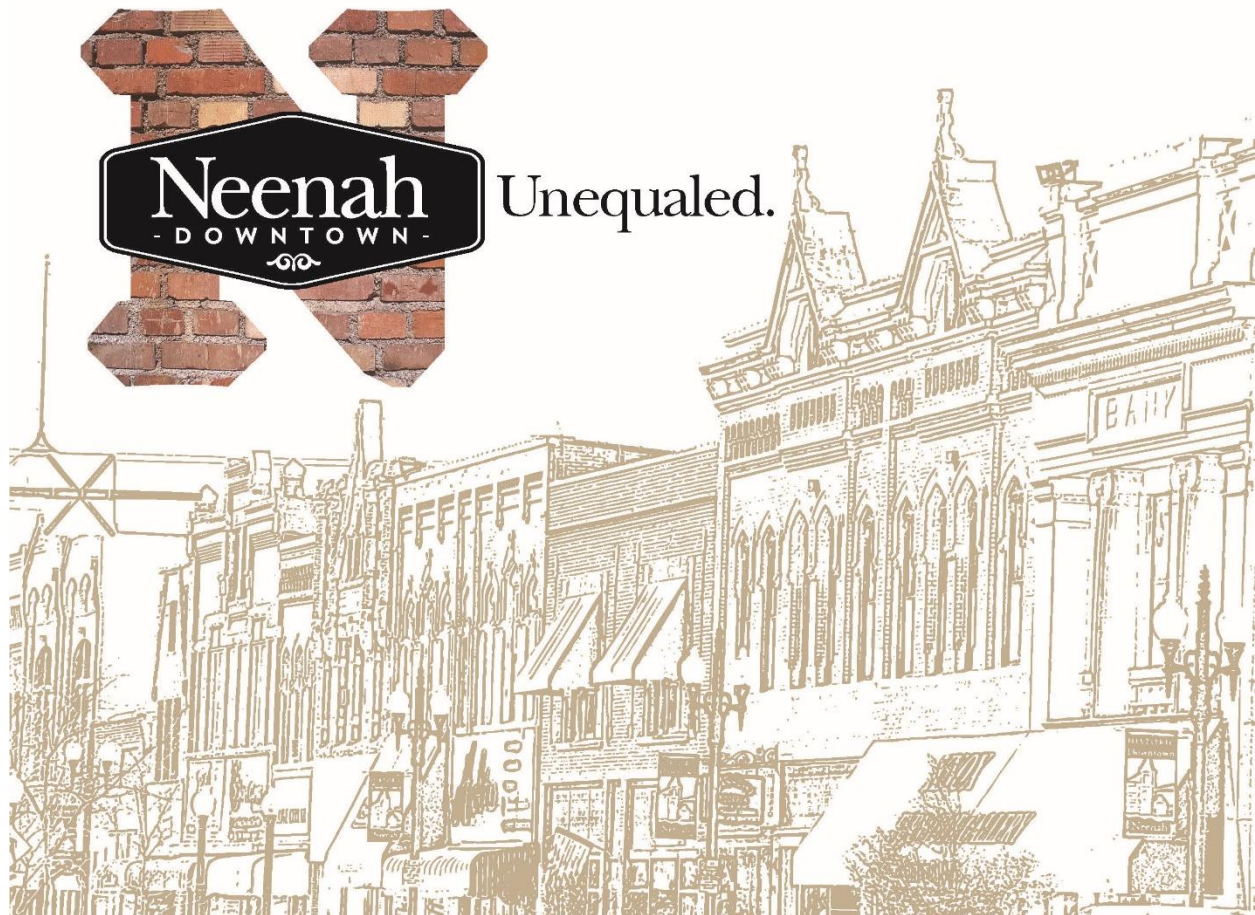


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Downtown Neenah Brand Statement

We are Neenah, Wisconsin.

Born on the banks where the Winnebago flows into the mighty Fox, we were named for running water. And that water has long since been our heart and our soul. It has fueled paper mills and steel industry, and it has fueled an unequalled culture that is truly built on water.

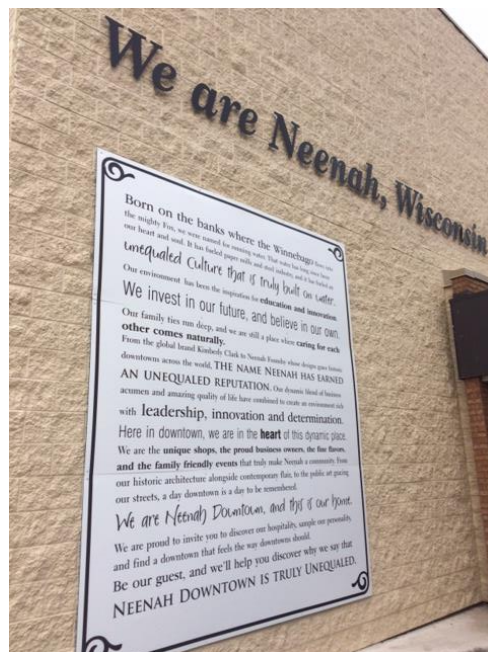
Our environment has been the inspiration for education and innovation. We invest in our future and believe in our own. Our family ties run deep, and we are still a place where caring for each other comes naturally.

From the global brand Kimberly-Clark to Neenah Foundry whose designs grace historic downtowns across the world the name Neenah has earned an unequalled reputation. Our dynamic blend of business acumen and amazing quality of life have combined to create an environment rich with leadership, innovation and determination.

And here in downtown, we are the heart of this dynamic place. We are the unique shops, the proud business owners, the fine flavors, and the family friendly events that truly make Neenah a community. From our historic architecture alongside contemporary flair to the public art gracing our streets, a day downtown is a day to be remembered.

We are Neenah Downtown, and this is our home. We are proud to invite you to discover our hospitality, sample our personality, and find a downtown that feels the way downtowns should. Be our guest, and we'll help you discover why we say that Neenah Downtown is truly Unequaled.

Brand Statement Sign on west wall of 100 West Wisconsin Avenue (below).



**2020
OPERATING PLAN
NEENAH CENTRAL CITY BUSINESS IMPROVEMENT DISTRICT**

I. INTRODUCTION

Under Wisconsin Act 184, signed into law in 1984, Wisconsin municipalities are authorized to create Business Improvement Districts (BIDs) upon petition of at least one property owner within the proposed district. The State Legislature created Section 66.1109 of the Wisconsin Statutes (the “BID Law”) to provide a mechanism “...to allow businesses within those districts to develop, to manage and promote the districts and to establish an assessment method to fund these activities.” See Appendix E, 1983 Wis. Act 184, Section 1, legislative declaration. In many instances, BIDs are designed to promote, develop, redevelop, manage, and maintain the district. BIDs use various methods to determine assessments. A majority of Wisconsin BID’s levy is based on each parcel’s assessed value. Under the BID law, properties used exclusively for residential purposes may not be assessed.

Business improvement district assessments are quite similar to traditional special assessments wherein property owners are assessed for improvements or services that benefit them. Unlike traditional special assessments, however, business improvement district assessments can be used to finance a wide range of activities, services, and improvements. Business improvement districts in Wisconsin have been used to fund a broad scope of activity including business retention and recruitment programs, marketing and promotional activities, environmental enhancement, maintenance programs, parking utilization, services such as snow removal, façade renovations, as well as crime prevention and security activities.

In 2001, business and property owners located within the Neenah Central City Business Improvement District (the “District”) signed a petition requesting the creation of a Business Improvement District. The purpose of the District is to sustain the competitiveness of Downtown and ensure a safe, clean environment conducive to business and recreational activity. The petition was included as part of the Initial Operating Plan that was developed in accordance with the BID statutes. The Neenah Common Council approved the Plan and created the District on November 20, 2001. The BID District functions as a cooperative partnership with the City of Neenah (City) and Future Neenah, Inc. (FNI).

This 2019 Operating Plan will govern the operation and management of the BID for the next year. It is anticipated that the BID will be renewed for subsequent years with essentially the same terms and conditions (with options to modify work plans, budgets, etc.), and in the manner prescribed under section 66.1109 (3) (b) of the BID law.

The provisions set forth herein shall constitute the “Operating Plan” of the Neenah Central City BID. As used herein, “BID” shall refer to the business improvement district’s operating and governance mechanism and “District” shall refer to the real estate located within the physical boundaries of the business improvement district, as provided herein.

A. Purpose of the BID

Since its inception, the objectives of the BID have been and continue to be to attract merchants and entrepreneurs that will increase customer traffic downtown, better enabling the Downtown District to compete for customers with suburban, residential, and commercial areas, and to position it as a destination point. Key focus areas are management, retention, recruitment, marketing, public relations and physical maintenance of the District. These are proposed because

1. Use of the BID mechanism to create a broad based entity focused on achieving specified goals and objectives, and led by a volunteer Board of Directors will help ensure that a sustainable management, retention, recruitment, marketing and maintenance program will continue on a long-term basis.
2. The District includes a variety of properties in differing types and sizes. Existing public funding sources used to maintain and promote the District in the past have not been sufficient. Unified development efforts will have to be financed with new private resources as well as existing public and private dollars. A system of shared costs,

responsibilities, and programs will provide for long-term results that would otherwise not be obtainable. An example of the benefit of this effort will be the District supplementing the maintenance provided by the City in order to increase the appearance and cleanliness of Downtown. The City will continue to provide its current level of maintenance and service. The City, FNI, and the District have developed a Cooperation Agreement to address the common goal of maintaining a clean, safe, and vibrant central business district. This agreement defines roles and responsibilities among the parties, improves communication, makes efficient use of time and resources, and encourages success. The Cooperation Agreement will be extended for a one-year renewal, through December 31, 2020, with the adoption of the 2020 Operating Plan. Future renewal is subject to the mutual agreement of all parties. A retreat of all parties involved (City/FNI/BID) was held May 21, 2019 to update this Cooperative Agreement. At that time, action was taken to replace this working document with an Agreement that more accurately reflects the partnership and shared duties/responsibilities. All parties agreed to meet every other year in similar fashion to renew this Cooperative Agreement. (Appendix L)

3. The BID law provides a mechanism whereby private property owners can work together in conjunction with the City of Neenah and Future Neenah, Inc. to develop and maintain the District. The goals and objectives of the newly completed 2040 Comprehensive Plan, the 2013 Market Analysis & Branding Study, the Waterfront Design and Development Master Plan, the 2008 Glatfelter Mill Redevelopment Master Plan, the 2014 parking study, and other programs that promote the economic vitality of the Downtown will be consulted in the management of the BID.
4. The continued use of the BID mechanism helps to ensure that the entire District will be promoted, managed and developed as expeditiously and cost effectively as possible, further ensuring that efforts to showcase and benefit the District continue into the future.
5. There have been more than 1000 BID's formed in North America, including 84 BIDs in Wisconsin. BIDs are a critical ingredient in commercial area revitalization and have proven to be successful by funding improvements and services that enhance the overall vitality of a business district. Success is measured by higher occupancies, sales, and property values.

II. DEVELOPMENT PLAN

This shall be the Business Improvement District Operating Plan for the Neenah Central City Business Improvement District, for the year 2020.

A. Plan Objectives

The BID seeks to protect public and private investments in Downtown Neenah, and to attract new investment to the District. The BID exists to promote the orderly development and physical maintenance of the District, including implementation of the Downtown Element of Neenah's 2040 Comprehensive Plan, and to develop, redevelop, maintain, operate and promote the District efficiently and effectively. The BID shall work to preserve and improve economic, cultural, and social conditions within the District by facilitating partnerships of people and organizations to achieve mutual goals. The BID provides the necessary funding to plan, evaluate, facilitate and implement District development projects, planning activities, services and promotional activities that will help to acquire and grow sustainable consumer markets that Downtown Neenah can attract and serve, thus strengthening its competitiveness in the regional marketplace.

B. Plan of Action For 2020

The BID shall carry out its objectives by renewing the contract with FNI to carry out the administrative and management of the Plan of Action. It will be the task and responsibility of the BID Board and its standing committees to define and direct the implementation of the Plan of Action. The 2020 Plan of Action of the BID Board, as established by its four standing committees, is identified in the attached Appendix G.

C. Benefits

Funds collected by the BID under this plan will be spent for the benefit of the District.

Activities will:

1. Help District property owners secure and retain quality tenants.
2. Assist property owners and prospective tenants with governmental processes.
3. Assist property owners in retaining existing tenants by providing programs and services to troubleshoot, problem solve, and educate.
4. Assist property owners in recruiting new businesses to the District by using various proactive methods such as:
 - Track market trends, strengths, and weaknesses in order to target those new business sectors that should be recruited in the District.
 - Implement a marketing strategy and material to assist in attracting new businesses.
 - Continue to refine a database that tracks all property available within the BID. Use the database for informing potential new business of these locations.
5. Offer information and referral for financial assistance in developing and improving property.
6. Assist property owners in promoting not only their property, but also the District as a whole.
7. Address parking issues and concerns by working with City officials and recommending improvements to the Downtown Parking System.
8. Address safety issues through cooperative work with business owners and City officials in order to develop new programs aimed at keeping the BID safe for customers, owners, pedestrians, and residents.

Help increase the value of property in the District by:

1. Improving the image of the District.
 - Continue to implement and update the marketing and branding study to attract new customers, businesses, and pedestrian traffic to the area.
 - Continue to educate business and property owners, Downtown employees, and customers on parking availability, rules, and regulations.
2. Encouraging property owners and tenants to make improvements and enhancements to buildings in the District.
 - Continue to support the City's efforts at securing funding for continuation of the façade grant program.
 - Encourage and promote any new building improvements through the use of marketing campaigns, newsletters and media.
3. Expanding promotional and retail events that increase pedestrian traffic in the District.
 - Promote events such as Farmers Market, the Christmas Event, Ultimate Ladies Day, Shattuck Park Summer Concert Series, etc.
 - Work cooperatively with event organizers to develop new events and grow existing events that create public awareness of what businesses are located within the BID and encourage people to come to the District.

Help tenants and existing businesses in the District become stronger by:

1. Developing vacant property and land.
2. Working with business owners in finding and obtaining tenants/owners to purchase/lease available space.
3. Assisting in marketing the BID to the general public and to private developers.
4. Working with area businesses and City officials to develop solutions for undesirable property.
5. Monitoring the enforcement of codes on properties that are neglected due to absentee owners.

D. BID Organization and Operating Board

The Mayor of the City of Neenah, as outlined below, shall appoint the BID Board ("Board"), with input from the current BID Board membership, Future Neenah, Inc., City Officials and the property/business owners in the District. Appointments to the Board shall be made before the commencement of the Plan Year for which the Operating Plan was adopted.

This Board's primary responsibility shall be to implement the current year's Operating Plan, to contract for the carrying out of the Operating Plan, contracting for preparation of an annual report and audit on the District, annually considering and making changes to the Operating Plan and submitting the Operating Plan for the following Plan Year to the Common Council of the City of Neenah for approval. These responsibilities may require the Board to negotiate with providers of service and materials to carry out the Plan; to enter into various contracts; to monitor development activity; and, to ensure District compliance with provisions of applicable statutes and regulations.

The BID Board shall be structured as follows:

1. Board size—11
2. Composition – The Board shall be made up of representatives from the following groups/interests:
 - Six (6) owners of property within the District.
 - One (1) representative from each of the following three (3) downtown business sectors:
 - Service/retail
 - Hospitality
 - Office
 - One (1) community representative with no direct property ownership or business interests within the District. This appointee shall be a City of Neenah resident.
 - One (1) representative of the City of Neenah administration, appointed by the Common Council.

Board appointments are made by the Mayor and confirmed by the Common Council. Any Board member who no longer meets the eligibility requirements associated with his/her particular appointment category (i.e. sale of property, employment change, etc.) shall be replaced. The Board shall recommend a replacement appointee to the Mayor, who will present a nominee for Council confirmation within 30 days.

3. Term — Appointments to the Board shall be for a period of three (3) years, on staggered terms, each ending on December 31 of the year of expiration except that the City of Neenah administration representative shall be appointed for a one year term at the annual April organizational meeting of the Common Council. The Board may remove by majority vote, any BID Board member who is absent from more than 3 meetings, without valid cause, and may recommend a replacement appointee to the Mayor, who will present a nominee for Council confirmation within 30 days.
4. Compensation —None.
5. Meetings — All meetings of the Board shall be conducted in strict adherence to the Wisconsin Open Meeting Law, Chapter 426, Laws of 1975. Minutes will be recorded and submitted to the City and the Board. The Board shall adopt Roberts Rules of Order to govern the conduct of its meetings, and shall meet regularly, at least annually.
6. Recordkeeping — Files and records of the Board’s affairs shall be kept pursuant to public record requirements.
7. Staffing — The Board will contract for services pursuant to this Plan and subsequent modifications thereof. Unless requested otherwise by the Board, any staff members or employees of contractors may attend all meetings of the Board, but will not have voting authority.
8. Officers — The Board shall appoint a Chairman, Vice-Chairman, Treasurer and Secretary, any two of the four of which shall have the authority to execute documents on behalf of the full Board, for the purposes authorized by the full Board, including the authorization for the writing of checks.
9. For purposes of this section “person” means an individual owner of a parcel, or a representative of an entity owner of such parcel. No one individual, and no more than one representative of any entity, may hold more than one Board position. If, during the course of a term, a Board member’s situation changes, so that they no longer fit the definition for that seat, such as by selling their parcel, they shall resign within 10 days of selling their parcel.
10. Future Neenah, Inc. shall have a representative on the BID Board. Depending on that representative’s status, they may or may not be a voting member per the provisions of Section D. 2. above.

E. Annual Review

This Operating Plan, when adopted, shall be the governing plan for the Plan Year. Approval by the City's Common Council of such Plan shall be conclusive evidence of compliance of such Plan with the BID Law, Section 66.1109 (3) (b).

The BID Law allows the BID to annually present amendments to its Plan. The following process for approval of the amended Plan will be followed.

1. The proposed Operating Plan for the following Plan Year will be drafted by FNI as the administrative arm of the BID with input from the BID and FNI Boards as well as the City, then submitted to the BID Board and the FNI Board for review and input.
2. The Plan may be re-drafted and submitted to the BID Board for approval based on comments by the BID and FNI Boards.
3. The BID Board will review the proposed BID Plan and make a recommendation to the Common Council.
4. The Common Council will act on the proposed BID Operating Plan for the following Plan Year.
5. Mayoral appointment and Council confirmation of new members to the BID Board will be made 30 days prior to the expiration of outgoing Board members terms. It is anticipated that the BID Board will continue to revise and develop the master Operating Plan for later Plan Years, in response to changing development needs and opportunities in the District, within the purpose and objectives defined herein. Included in these changes for later Plan Years will be changes in the BID budget and assessments.

F. Relationship to Plans for the Orderly Development of the City

Under Wisconsin Statutes Section 66.1109 (1)(f)(4), this Operating Plan is required to specify how the creation of a Business Improvement District promotes the orderly development of the City. The District will enhance the cleanliness, safety, development, and marketability of the Downtown, consequently, encouraging commerce in the City. Further, increased business activity in the City will increase sales tax revenues and property tax base. Orderly development of the City is consistent with the City of Neenah's 2040 Comprehensive Plan, the Waterfront Design and Development Master Plan, the 2008 Glatfelter Mill Redevelopment Master Plan, and will promote the orderly development of the City in general and the Downtown in particular.

G. Powers

The BID, and the Board managing the BID, shall have all the powers authorized by law, and by this Plan, and shall have all powers necessary or convenient to implement the 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 with Future Neenah Incorporated to implement the Operational Plan.
4. To develop, advertise and promote the existing and potential benefits of the District.
5. To acquire, improve, lease and sell properties within the District, and otherwise deal in real estate.
6. To undertake on its own account, public improvements and/or to assist in development, underwriting or guaranteeing public improvements within the District.
7. To apply for, accept, and use grants and gifts for the benefit of the District. This will be accomplished by utilizing FNI's 501 (c) 3 not-for-profit status.
8. To elect officers, hire employees and contract out work as necessary to achieve its goals.
9. To insure the security of the District.
10. To elect Officers to assist in carrying out the day-to-day work authorized by the BID Board, including authorizing the payment of invoices, bills, claims and contracts on behalf of the Board, and to adopt By-Laws governing the conduct of the BID Board, its Officers and the day-to-day operation of the BID Board and Board meetings.

H. Budget

All of the estimated expenditures of the BID are shown on Appendix A, the Budget. All of the expected expenditures will be financed by the collection of BID assessments and with other revenues generated by City participation, gifts, donations, in-kind services, grant applications, etc.

The BID will continue to contract with FNI for staff/administrative/management/implementation services. Funds collected through BID assessments shall be used to pay for this contract in order to implement a full-fledged, successful and sustainable downtown management program. The BID Board and FNI will cooperatively and jointly raise additional funds through public and private sources to cover the remaining funds needed for any other projects not identified herein.

Except as identified herein, all expenditures will be incurred during the Plan Year. Any funds remaining on any line item above may be moved to another budget line item, as determined by the BID Board. Any unused funds remaining at the end of the year shall be deposited into contingency funds or designated for specific uses in the following Plan Year. If any additional funds are received by the BID, whether from gifts, grants, government programs, or other sources, they shall be expended for the purposes identified herein, and in the manner required by the source of such funds, or, if the funds have no restrictions, in the manner determined by the BID Board and in keeping with the objectives of the BID Operating Plan. 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 for the benefit of the District.

In 2007, the BID Board created a Capital Reserve Account. Each year, the Board may approve a specific amount of the District's assessment or reserve to be set-aside and deposited in the Account. The Account is for long term capital needs or projects that may require extraordinary funding during a budget year. Also included are segregated funds for snow emergency and sign/public art savings.

III. DISTRICT BOUNDARIES

The District is defined by the current configuration of those tax key parcels, listed in Appendix B, attached hereto and incorporated herein by this reference, reflecting the parcels as they preexisted and/or existed in the City of Neenah's Assessor's records as of November 1, 2019.

The District is generally bounded on the North by the Southern Water Canal, on the East by Oak and Walnut Streets, on the West by Millview Drive and Main Street, and extending South along Commercial Street to Jackson Street. Properties zoned for commercial use by the City of Neenah on both sides of boundary streets are included in the District. The District includes 79 taxable parcels subject to BID assessment. Notwithstanding the above, parcels of property that are not subject to general real estate taxes, and real properties used exclusively for residential purposes shall be excluded from the District by definition, even though they lie within the boundaries shown on Appendix B. Land parcels exempt from general real estate taxes, but which have taxable real estate improvements upon them, may have those improvements assessed.

IV. FINANCING METHOD

The proposed expenditures outlined in the Appendix A, Budget, will be financed with funds collected from the BID assessment. Monies collected from the BID assessment will also be used to contract for services from FNI in accordance with the Contract for Services between the BID and FNI.

V. METHOD OF ASSESSMENT

A. Parcels Assessed

All taxable property used for commercial purposes will be assessed. Properties used exclusively for residential purposes will not be assessed as required by the BID Law. Mixed-use properties containing some residential use will be fully assessed by the District. All real property used exclusively or in part for manufacturing will be assessed at this time. 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 Operating Plan are hereby levied, through the adoption of this Operating Plan by the City of Neenah against each taxable property within the District, in the amount shown on the assessment schedule, which is attached as Appendix C.

The assessments shown in Appendix C were calculated at the rate of \$2.95 per \$1000 of assessed value, with no parcel assessed more than \$7000.00 and no parcel assessed less than \$750.00. Property values used to calculate the BID assessment represent the assessed value of real property, as certified by the City of Neenah Assessor, as of January 1, 2019.

The principal behind the assessment methodology is that each non-exempt parcel's owner should pay for District development in proportion to the benefits derived. Obviously, not every parcel in the District will benefit equally, nor should each parcel, regardless of size or value, contribute in exact ratio of property value. It is assumed that a minimum and maximum benefit can be achieved for each parcel, thus minimum and maximum BID assessments have been established. The Operating Plan projects that in the future, the annual maximum assessment per tax parcel, if increased, will not be adjusted by more than the prevailing Consumer Price Index for that given period.

C. Schedule of Assessments

Appendix C provides a Schedule of Assessments of all non-exempt and non-taxable parcels within the BID, based on the formula described above.

D. Assessment Collection and Dispersal

The City of Neenah will make available a list of all of the non-exempt parcels assessed amounts which can be paid early, prior to being placed on the tax bill. Any assessments that remain unpaid from this separate billing shall be included as special assessments levied herein as a separate line item on the real estate tax bill for each parcel. The City shall collect such assessment with the taxes as a special assessment and in the same manner as such taxes, and shall turn over all funds so collected to the BID Board for distribution in accordance with the BID Plan.

All BID assessments shall be shown on the real estate tax bill as due and owing in full with the first installment of taxes (January 31), and shall carry the same penalties and interest if not so paid.

The City shall hold funds collected for BID assessments in a segregated account. Any BID assessments collected by the City before or after the Plan Year for which the assessments were made are to be used by the BID Board in the manner as if received during the applicable Plan Year. This provision is intended to govern BID assessments prepaid by December prior to the applicable Plan Year, and/or delinquent and late payments made after the Plan Year.

The BID Board shall prepare and make available to the public and City Council annual reports (app F) describing the current status of the BID, including expenditures and revenues (app A), at the time it submits its amended Plan to the City for the following year. Following the end of the fiscal year, an independent certified audit or review as specified by WI State Statute 66.1102 Sub. (3) (c) shall be obtained by the Board, and will be paid out of the BID Budget.

Disbursement of BID funds shall be made in accordance with the approved BID Operating Plan and Budget. Disbursements for contracted services, such as those provided by Future Neenah, Incorporated, shall be made on a reimbursement basis. Invoices and documentation of services performed shall be submitted to the BID Board for approval of payment or reimbursement.

The presentation of the proposed Plan to the City shall be deemed a standing order of the Board under 66.1109 (4) Wis. Stats. to disburse the BID assessments in the manner provided herein. 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. Other than as specified herein, the disbursement procedures shall follow standard City disbursement policy.

E. Annual Report

The Board will prepare an annual report as required by sec 66.1109(3)(c) of the WI Statutes. The report will include the required audit. The BID will be solely responsible for payment of any funds specified for the BID Audit or Review and related to BID activities for Audit or Review.

VI. CITY ROLE IN DISTRICT OPERATIONS

The City of Neenah is committed to helping owners and occupants in the District promote the objectives outlined in this Operating Plan, while maintaining autonomy in the preparation and adoption of its annual budget. Historically, the City has made significant annual investments in the Central Business District for maintenance, upkeep, and infrastructure. The City will continue providing quality services, capital improvements, funds for maintenance, facade renovation, enhancement of the waterfront, and staff support for economic development. Details are provided in appendix L. In furtherance of its continued commitment, the City shall:

1. Assist with implementation and refinement of the Cooperation Agreement.
2. Encourage the County, State, and Federal Governments to support activities of the District.
3. Actively monitor and when appropriate, apply for outside funds, which could be used in support of the District.
4. Collect assessments and maintain a segregated account.
5. Provide disbursement of BID Funds to service providers in accordance with the BID Operating Plan and Budget.
6. Contract with a firm to conduct the Audit or Review.
7. Provide a cost estimate for said audit no later than October 1 for the following year.
8. Provide a separate monthly financial statement to the BID Board.
9. Review annual audits or reviews as required per 66.1109 (3)of the BID Law.
10. Provide to the BID Board, through the Assessor's Office, no later than November 15th each Plan Year, the official City records on assessed value for each tax key number within the District, as of that date in each Plan Year, for the purposes of calculating the BID assessment.
11. Adopt this Plan in the manner required by the BID Law.
12. Appoint and confirm new BID Board members as required herein.

VII. REQUIRED STATEMENTS

The Business Improvement District Law requires the Plan to include several specific statements.

66.1109 (1) (f) (1m): The District will contain property used exclusively for manufacturing purpose, as well as properties used in part for manufacturing. These properties will be assessed according to the formula contained herein because it is assumed that they will benefit from development in the District.

66.1109 (5) (a): Property known to be used exclusively for residential purposes will not be assessed under the initial and future years Operating Plan.

66.1109 (1) (f) 5: A legal opinion from Neenah City Attorney, indicating that the Operating Plan complies with all applicable provisions of Section 66.1109(1)(f)(1-4), is attached as Appendix D.

VIII. RELATIONSHIP

A. Future Neenah, Incorporated

The BID shall be a separate entity from Future Neenah Incorporated (FNI), notwithstanding the fact that officers and directors may be

in part shared. FNI shall remain a private not-for-profit organization. Any contracting with FNI to provide services to BID shall be exempt from the requirements of 62.15, Stats, because such contracts shall not be for the construction of improvements or provision of materials. If the BID does contract for the construction of improvements or provisions of material, it shall follow the requirements of such statutes to the extent applicable to assure open, competitive procurement of contracts and purchases. Further, the annual accounting required under section 66.1109 (3)(c), Stats, shall be deemed to fulfill the requirements under 62.15 (14) Stats. Ownership of assets of Future Neenah, Incorporated shall remain solely with Future Neenah, Incorporated.

B. Binding Clause

The adoption of this Operating Plan is subject to the BID Board renewal of the contract for services with Future Neenah, Incorporated to carry out this Operating Plan; and if said contract is not renewed, then this Plan shall be null and void.

IX. SEVERABILITY AND EXPANSION

The Business Improvement District has been created under 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 Plan invalid or unconstitutional, said decision will not invalidate or terminate the Business Improvement District, and this 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 Business Improvement District so as to, among other things, exclude or include as assessable properties a certain class or classes of properties, then this BID Plan may be amended by the Common Council of the City of Neenah as part of, and when it conducts its annual budget approval, and without necessity to undertake any other act.

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

If it is determined by a court or administrative body that a parcel(s) of property not subject to general real estate taxes may not be included within the District, then such parcel(s) shall be excluded from the definition of the District.

All appendices are hereby incorporated by reference.

A. Measures of Success

The success of the BID is ultimately determined by the level of satisfaction of those who create it and who control the life of the BID. This measure of success is anecdotal and is indicated by efforts or lack thereof to dissolve the BID.

Other anecdotal information useful in understanding the success of the BID would measure the level of customer satisfaction with the goods and services provided in Downtown Neenah. This information can be attained through various surveys and questionnaires.

Efforts to track sales are burdensome because independent retail and hospitality providers are often unwilling to provide such information.

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

1. Vision 2040

The downtown element of the City of Neenah's 2040 Comprehensive Plan contains action steps for both public and private sectors. Many of these actions are identified in this Operating Plan. The accomplishment of these objectives shall indicate one measure of success for the BID.

In addition to the City of Neenah’s Comprehensive Plan, other planning tools offer benchmarks of success. The achievement of goals from the 2013 Downtown Market and Branding Analysis, the Waterfront Master Plan, the 2008 Glatfelter Mill Redevelopment Master Plan, and the 2014 Parking Study could serve a function in the evaluation of the BID implementation plan.

2. Commercial Facilitation

One measure that can easily be quantified is the number of businesses, both existing and new, that receive help, either financial or advocacy services, by the BID. (See Appendix F, 2019 Annual Report for commercial facilitation success in the past year.)

3. Commercial Valuations

One measure of success is related to the growth in value of private property in Downtown Neenah. Quantifiable valuation measures are calculated annually to measure success over time. (See Appendix C)

4. Occupancy Rates and Business Inventory

In addition to City of Neenah statistics, private sources offer insight as to the success of the BID. For these measures, 2002 data will serve as baseline.

APPENDIX A

CENTRAL CITY MANAGEMENT BUSINESS IMPROVEMENT DISTRICT PROPOSED 2020 BUDGET

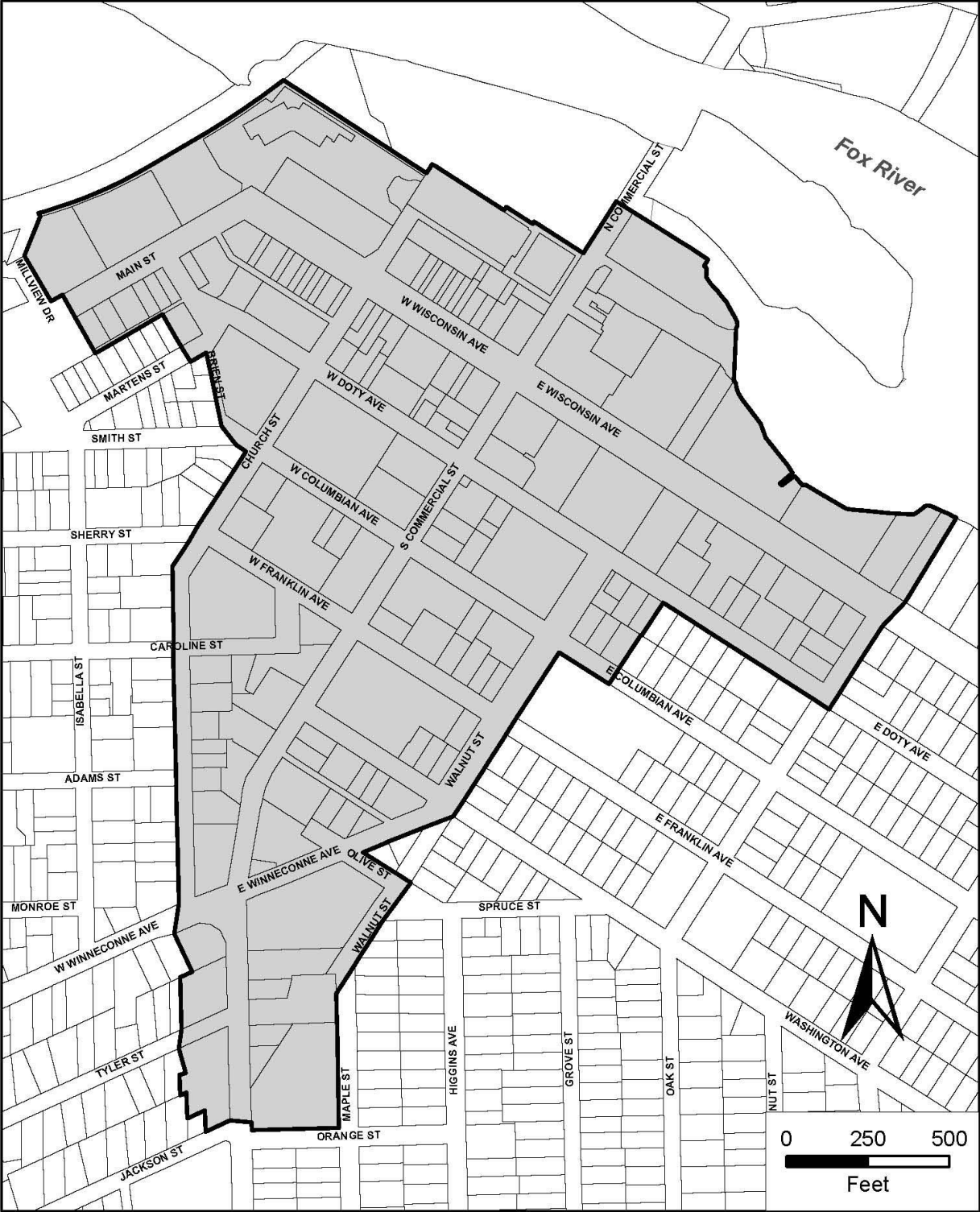
CENTRAL CITY MANAGEMENT BUSINESS IMPROVEMENT DISTRICT			
2020 Budget			
		Estimated	
	2019	YTD	2020
	BUDGET	2019	BUDGET
Beginning Balance	\$ 7,956.00	\$ 14,018.81	\$ 14,542.45
INCOME			
BID assessment	\$ 136,529.00	\$136,694.09	\$ 143,268.00
Total Income	\$ 144,485.00	\$150,712.90	\$ 157,810.45
CENTRALIZED MANAGEMENT	64,520.00	63,914.10	63,970.00
PUBLIC RELATIONS	23,790.00	23,384.59	23,515.00
RETENTION and RECRUITMENT	20,125.00	11,924.58	18,300.00
MAINTENANCE	34,965.00	35,697.18	44,915.00
TRANSFER TO SAVINGS	1,250.00	1,250.00	7,110.00
Total Expenses	\$ 144,650.00	\$136,170.45	\$ 157,810.00
Remaining Funds Available		\$ 14,542.45	
CENTRALIZED MANAGEMENT			
Auto Allowance	50.00	313.73	315.00
Postage	40.00	40.00	40.00
Conferences and Meetings	550.00	898.37	650.00
Auditing	3,400.00	2,302.00	2,600.00
Banking Fees	240.00	240.00	240.00
Professional	60,000.00	60,000.00	60,000.00
Office Supplies	240.00	120.00	125.00
Total - Centralized Management	64,520.00	\$ 63,914.10	63,970.00

APPENDIX A

CENTRAL CITY MANAGEMENT BUSINESS IMPROVEMENT DISTRICT PROPOSED 2020 BUDGET

PUBLIC RELATIONS				
Outside Printing	1,100.00	1,100.00	1,100.00	
Advertising & Publications	3,375.00	2,260.00	2,800.00	
Promotional Activites and Events	6,000.00	6,293.89	6,275.00	
Outside Services	2,475.00	745.98	1,000.00	
Secret Shopper	115.00	50.00	90.00	
Gift Certificates	10,475.00	12,514.92	12,000.00	
Brand Implementation	250.00	419.80	250.00	
Total Public Relations	\$ 23,790.00	23,384.59	\$ 23,515.00	
RETENTION and RECRUITMENT				
Misc. Expenditures	\$ 3,200.00	2,812.50	\$ 2,300.00	
Awning / Sign Grant	\$ 3,500.00	1,833.70	\$ 3,500.00	
Recruitment Tools	\$ 5,000.00	4,778.38	\$ 2,500.00	
Retention Grant Program	\$ 8,425.00	2,500.00	\$ 10,000.00	
Total Retention and Recruitment	\$ 20,125.00	\$ 11,924.58	\$ 18,300.00	
MAINTENANCE				
Banners	2,750.00	1,009.25	2,780.00	
Maint.of Equip / Snow Removal	3,250.00	2,420.00	3,250.00	
Waste Removal/Recycle	6,800.00	7,380.00	7,250.00	
Tree Lights & Holiday Décor	800.00	1,336.00	550.00	
All Other Supplies	755.00	623.76	725.00	
Storage Rental	720.00	720.00	720.00	
Flower Beds	16,490.00	16,490.00	23,940.00	
Fixtures & Facilities	3,400.00	5,718.17	5,700.00	
Total Maintenance Task Force	\$ 34,965.00	\$ 35,697.18	\$ 44,915.00	
Transfer to Savings for Sign	\$ 1,250.00	1,250.00	\$ 7,110.00	
Total Expenses	\$ 144,650.00	\$134,920.45	\$ 157,810.00	
	Dec. 31, 2019	Dec. 31, 2019		Dec. 31, 2020
	Balance	Balance	2020	Balance
	Budgeted	Estimated	BUDGET	BUDGET
Capital Reserve Fund	\$ 20,037.15	18,787.38	\$ 6,400.00	\$ 25,224.28
Interest Earnings	50.00	36.90	27.00	27.00
Savings - Signage	24,750.00	9,481.25	710.00	10,191.25
Maintenance Savings *	3,200.00	3,200.00	-	3,200.00
Reserve Fund Balance	\$ 48,037.15	\$ 31,505.53	\$ 7,137.00	\$ 38,642.53

APPENDIX B
MAP OF DISTRICT BOUNDARIES
CENTRAL CITY BUSINESS IMPROVEMENT DISTRICT



**APPENDIX C
SCHEDULE OF ASSESSMENTS**

Tax Key No.	Owner Name(s)	Assessment Value (2019)	Property Address	BID Tax Amount	Property Type
80200660000	GALLOWAY COMPANY	\$ 305,000	533 S COMMERCIAL ST	\$ 899.75	Commercial
80200870000	GB MINIMART LLC, A WISCONSIN LIMITED LIABILITY COMPANY	\$ 334,500	521 S COMMERCIAL ST	\$ 986.78	Commercial
80200900000	KT REAL ESTATE HOLDINGS LLC	\$ 352,500	501 S COMMERCIAL ST	\$ 1,039.88	Commercial
80800160100	WALTRUST PROPERTIES INC	\$ 1,500,000	500 S COMMERCIAL ST	\$ 4,425.00	Commercial
80800190000	BRIGHT STAR PROPERTIES LLC	\$ 129,000	512 S COMMERCIAL ST	\$ 750.00	Commercial
80800220000	COMMUNITY CR. UNION WINNEBAGO	\$ 600,000	526 S COMMERCIAL ST	\$ 1,770.00	Commercial
80800240000	COMMERCIAL STREET PROPERTY LLC	\$ -	534 S COMMERCIAL ST	\$ -	Exempt
80800270000	COMMERCIAL STREET PROPERTY LLC	\$ 1,200,000	600 S COMMERCIAL ST	\$ 3,540.00	Commercial
81000330000	GORDON E. STILLINGS & CLAUDETTE R. STILLINGS	\$ 276,000	251 E WISCONSIN AVE	\$ 814.20	Commercial
81000340000	R & R VALLEY PROPERTIES LLC	\$ 252,500	247 E WISCONSIN AVE	\$ 750.00	Commercial
81000350000	KANE LODGE #61	\$ -	241 E WISCONSIN AVE	\$ -	Exempt
81000360000	CITY OF NEENAH	\$ -	231 E WISCONSIN AVE	\$ -	Exempt
81000370000	UNLIMITED WORDS	\$ 660,000	219 E WISCONSIN AVE	\$ 1,947.00	Commercial
81000390000	MIX RESTAURANT LLC	\$ 220,000	211 E WISCONSIN AVE	\$ 750.00	Commercial
81000400000	RIVERWALK HOSPITALITY LLC	\$ 183,500	205 E WISCONSIN AVE	\$ 750.00	Commercial
81000540000	BIRTCHE FAMILY, LLC	\$ 198,500	244 E DOTY AVE	\$ 750.00	Commercial
81000580000	RIVERWALK HOSPITALITY, LLC	\$ 3,561,500	123 E WISCONSIN AVE	\$ 7,000.00	Commercial
81000650000	INVESTMENT CREATIONS, LLC, A WISCONSIN LLC	\$ 550,000	111 E WISCONSIN AVE	\$ 1,622.50	Commercial
81000670000	INVESTMENT CREATIONS, LLC, A WISCONSIN LLC	\$ 200,000	101 E WISCONSIN AVE	\$ 750.00	Commercial
81000690000	INVESTMENT CREATIONS LLC	\$ 732,500	116 S COMMERCIAL ST	\$ 2,160.88	Commercial
81000760000	ASSOCIATED BANK NATIONAL ASSOC	\$ 2,898,000	100 W WISCONSIN AVE	\$ 7,000.00	Commercial
81000790000	MIX RESTAURANT LLC	\$ 236,500	108 W WISCONSIN AVE	\$ 750.00	Commercial
81000810000	OLD NEENAH, LLC	\$ 354,500	112 W WISCONSIN AVE	\$ 1,045.78	Commercial
81000840000	NEENAH MARKETPLACE LLC	\$ 650,000	116 W WISCONSIN AVE	\$ 1,917.50	Commercial
81000840400	HISTORIC NEENAH PROPERTIES, LLC	\$ 346,500	116 1/2 W WISCONSIN AVE	\$ 1,022.18	Commercial
81000870000	HISTORIC NEENAH PROPERTIES, LLC	\$ 449,000	126 W WISCONSIN AVE	\$ 1,324.55	Commercial
81000890000	INVESTMENT CREATIONS LLC	\$ 230,000	130 W WISCONSIN AVE	\$ 750.00	Commercial
81000900000	BLACK & TAN HOLDINGS LLC	\$ 325,500	132 W WISCONSIN AVE	\$ 960.23	Commercial
81000900100	GREENERICHTER, LLC	\$ 472,500	134 W WISCONSIN AVE	\$ 1,393.88	Commercial
81000920000	CITY OF NEENAH	\$ -		\$ -	Exempt
81000940000	CITY OF NEENAH	\$ -		\$ -	Exempt
81000950000	CITY OF NEENAH	\$ -		\$ -	Exempt
81000960000	CITY OF NEENAH	\$ -		\$ -	Exempt
81000980000	WISCONSIN TELEPHONE	\$ -		\$ -	Exempt
81001000000	WISCONSIN TELEPHONE	\$ -	117 S COMMERCIAL ST	\$ -	Exempt
81001010000	FIRST UNITED METHODIST CHURCH	\$ -	108 W DOTY AVE	\$ -	Exempt
81001020000	FIRST PRESBYTERIAN CHURCH	\$ -	200 S CHURCH ST	\$ -	Exempt
81001050000	BOYS BRIGADE ASSOC	\$ -	109 W COLUMBIAN AVE	\$ -	Exempt
81001070000	CITY OF NEENAH	\$ -	211 WALNUT ST	\$ -	Exempt
81001120000	CITY OF NEENAH	\$ -		\$ -	Exempt
81001130000	FIRST NAT'L BANK NEENAH	\$ 261,000	109 E DOTY AVE	\$ 769.95	Commercial
81001130100	JAMES R. HACKSTOCK	\$ 65,000	115 E DOTY AVE	\$ 750.00	Commercial
81001130200	JAZ OF THE FOX VALLEY LLC	\$ 163,500	220 S COMMERCIAL ST	\$ 750.00	Commercial
81001130300	JAZ OF THE FOX VALLEY LLC	\$ 114,000	210 S COMMERCIAL ST	\$ 750.00	Commercial
81001140000	CITY OF NEENAH	\$ -	200 S COMMERCIAL ST	\$ -	Exempt
81001170000	CITY OF NEENAH	\$ -	112 E COLUMBIAN AVE	\$ -	Exempt
81001310000	CITY OF NEENAH	\$ -		\$ -	Exempt
81001320000	CITY OF NEENAH	\$ -		\$ -	Exempt
81001330000	CITY OF NEENAH	\$ -		\$ -	Exempt
81001340000	CITY OF NEENAH	\$ -		\$ -	Exempt
81001350000	CITY OF NEENAH	\$ -		\$ -	Exempt
81001360000	CITY OF NEENAH	\$ -		\$ -	Exempt
81001370000	CITY OF NEENAH	\$ -		\$ -	Exempt
81003400000	TWO NEENAH CENTER LLC	\$ 289,000	125 N COMMERCIAL ST	\$ 852.55	Commercial
81003420000	NEENAH DWNTWN RDV CORP-2	\$ -		\$ -	Exempt
81003430000	COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF NEENAH	\$ -		\$ -	Exempt
81003460100	TWO NEENAH CENTER LLC	\$ 4,141,000	2 NEENAH CENTER	\$ 7,000.00	Commercial
81003500000	NEENAH DWNTWN RDV CORP-3 CNTR	\$ 3,700,000	3 NEENAH CENTER	\$ 7,000.00	Commercial
81003600100	NEENAH DWNTWN RDV CORP-1 CNTR	\$ 3,900,000	1 NEENAH CENTER	\$ 7,000.00	Commercial
81003600200	CITY OF NEENAH	\$ -		\$ -	Exempt

Tax Key No.	Owner Name(s)	Assessment Value (2019)	Property Address	BID Tax Amount	Property Type
81003630000	CITY OF NEENAH	\$ -	210 E WISCONSIN AVE	\$ -	Exempt
81003640000	NEENAH-LIBRARY	\$ -	240 E WISCONSIN AVE	\$ -	Exempt
81003650000	CITY OF NEENAH	\$ -		\$ -	Exempt
81003660000	CITY OF NEENAH	\$ -		\$ -	Exempt
81003780000	COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF NEENAH	\$ -		\$ -	Exempt
81003780100	ALTA RESOURCES	\$ 15,644,500	120 N COMMERCIAL ST	\$ 7,000.00	Commercial
81003790000	COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF NEENAH	\$ -		\$ -	Exempt
81003840000	ALTA REALTY, LLC	\$ 50,500	112 N COMMERCIAL ST	\$ 750.00	Commercial
81003900000	ALTA REALTY, LLC	\$ 574,500	101 W WISCONSIN AVE	\$ 1,694.78	Commercial
81003920000	KNOX HOLDINGS, LLC	\$ 589,500	109 W WISCONSIN AVE	\$ 1,739.03	Commercial
81003930100	CITY OF NEENAH	\$ -		\$ -	Exempt
81003940000	DCF INVESTMENTS, LLC	\$ 264,000	113 W WISCONSIN AVE	\$ 778.80	Commercial
81003940100	CITY OF NEENAH	\$ -		\$ -	Exempt
81003950000	RAMOS ENTERPRISES LLC	\$ 337,500	119 W WISCONSIN AVE	\$ 995.63	Commercial
81003960000	CITY OF NEENAH	\$ -		\$ -	Exempt
81003970000	WISC. AVE. PROPERTIES, LLC	\$ 267,000	121 W WISCONSIN AVE	\$ 787.65	Commercial
81003980000	WISC. AVE. PROPERTIES, LLC	\$ 257,500	123 W WISCONSIN AVE	\$ 759.63	Commercial
81003990000	PM PROPERTIES LLP	\$ 225,000	125 W WISCONSIN AVE	\$ 750.00	Commercial
81004000000	OLD NEENAH, LLC	\$ 161,000	127 W WISCONSIN AVE	\$ 750.00	Commercial
81004010000	INVESTMENT CREATIONS LLC	\$ 300,500	129 W WISCONSIN AVE	\$ 886.48	Commercial
81004020000	AJP PROPERTIES LLC	\$ 157,500	133 W WISCONSIN AVE	\$ 750.00	Commercial
81004030000	FUTURE NEENAH DEV CORP	\$ -		\$ -	Exempt
81004040000	HISTORIC NEENAH PROPERTIES, LLC	\$ 813,500	145 W WISCONSIN AVE	\$ 2,399.83	Commercial
81004160000	CITY OF NEENAH	\$ -		\$ -	Exempt
81004380000	NEENAH DOWNTOWN REDEVELOPMENT ASSOCIATES	\$ 13,436,500	120 MAIN ST	\$ 7,000.00	Commercial
81004420000	WOLFGANG INVESTMENTS LLC	\$ 140,000	200 MAIN ST	\$ 750.00	Commercial
81004430000	STEVEN ERATO V	\$ 129,500	206 MAIN ST	\$ 750.00	Commercial
81004440000	COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF NEENAH	\$ -	208 MAIN ST	\$ -	Exempt
81004450000	PAULA J. PITSCH	\$ 176,500	210 MAIN ST	\$ 750.00	Commercial
81004470100	COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF NEENAH	\$ -	220 MAIN ST	\$ -	Exempt
81004640000	JAMES W. MARTIN & JESSICA A. MARTIN	\$ 121,000	300 W DOTY AVE	\$ 750.00	Commercial
81004660000	INVESTMENT CREATIONS LLC	\$ 234,500	200 W WISCONSIN AVE	\$ 750.00	Commercial
81004670000	WILLIAM J. CASPER	\$ 276,500	202 W WISCONSIN AVE	\$ 815.68	Commercial
81004680000	SHERRY J. HASKETT	\$ 126,500	206 W WISCONSIN AVE	\$ 750.00	Commercial
81004690000	CYS ASIAN BISTRO LLC	\$ 229,500	208 W WISCONSIN AVE	\$ 750.00	Commercial
81004700000	FOX MEADOWS LLP	\$ 160,000	210 W WISCONSIN AVE	\$ 750.00	Commercial
81004710000	FOX MEADOWS LLP	\$ 205,500	212 W WISCONSIN AVE	\$ 750.00	Commercial
81004720000	WARREN TRAN LLC	\$ 244,500	214 W WISCONSIN AVE	\$ 750.00	Commercial
81004730000	RELOAD OF WISCONSIN LLC	\$ 217,000	218 W WISCONSIN AVE	\$ 750.00	Commercial
81004740000	BMG PROPERTIES LLC	\$ 561,000	224 W WISCONSIN AVE	\$ 1,654.95	Commercial
81004800000	KARRMANN PROPERTIES, LLC	\$ 749,500	205 W DOTY AVE	\$ 2,211.03	Commercial
81004840000	FIRST PRESBYTERIAN CHURCH	\$ -	213 S CHURCH ST	\$ -	Exempt
81005210000	IGWTF, LLC/ROUTE 41 PIZZA, LLC	\$ 297,000	436 S COMMERCIAL ST	\$ 876.15	Commercial
81005300000	NEENAH REALTY DQ, LLC	\$ 625,000	450 S COMMERCIAL ST	\$ 1,843.75	Commercial
81005310000	CITY OF NEENAH	\$ -	464 S COMMERCIAL ST	\$ -	Exempt
81005330000	NEENAH-FIRE STATION 1	\$ -	125 E COLUMBIAN AVE	\$ -	Exempt
81005450000	VDF ENTERPRISES, LLC	\$ 581,500	304 S COMMERCIAL ST	\$ 1,715.43	Commercial
81005460000	GEORGE W. KESSLER REVOCABLE TRUST	\$ 110,500	314 S COMMERCIAL ST	\$ 750.00	Commercial
81005480000	GFP LLC	\$ 500,000	307 S COMMERCIAL ST	\$ 1,475.00	Commercial
81005490000	BOYS BRIGADE ASSOC	\$ -		\$ -	Exempt
81005500000	CARRIE L. ABEL & CHRISTOPHER ABEL	\$ 170,000	116 W COLUMBIAN AVE	\$ 750.00	Commercial
81005510000	FIRST NAT'L BANK NEENAH	\$ 202,000	118 W COLUMBIAN AVE	\$ 750.00	Commercial
81005640000	FOX VALLEY PROPERTIES LLC	\$ 250,000	411 S COMMERCIAL ST	\$ 750.00	Commercial
81005730000	NEENAH JOINT SCHOOL DISTRICT	\$ -	410 S COMMERCIAL ST	\$ -	Exempt
81005810000	CHANGJIANG LEE LLC	\$ 188,000	415 S COMMERCIAL ST	\$ 750.00	Commercial
81005820000	TMV PROPERTIES, LLC	\$ 865,000	425 S COMMERCIAL ST	\$ 2,551.75	Commercial
81005840000	DANIEL R. GOGGIN SR	\$ 180,500	429 S COMMERCIAL ST	\$ 750.00	Commercial
81005850000	SCANLAN PROPERTIES LLC	\$ 186,000	433 S COMMERCIAL ST	\$ 750.00	Commercial
81005860000	THE TAILORED HIDE CUSTOM LEATHER AND REPAIR, LLC	\$ 181,000	447 S COMMERCIAL ST	\$ 750.00	Commercial
81006020000	B.J.L. HOLDINGS, LLC, A NEW YORK LIMITED LIABILITY COMP	\$ 729,500	130 W FRANKLIN AVE	\$ 2,152.03	Commercial
81006130000	COMPUTER CORNER HOLDINGS LLC	\$ 318,000	105 W WINNECONNE AVE	\$ 938.10	Commercial

**APPENDIX D
LEGAL OPINION**

(To be inserted after Atty Godlewski reviews)

APPENDIX E

Wisconsin State *BID* Statute

66.1109 Business improvement districts.

(1) In this section:

(a) "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 subs. 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 detail 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 percent 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 percent 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.

(2m) A municipality may annex territory to an existing business improvement district if all of the following are met:

(a) An owner of real property used for commercial purposes and located in the territory proposed to be annexed has petitioned the municipality for annexation.

(b) The planning commission has approved the annexation.

(c) At least 30 days before annexation of the territory, the planning commission has held a public hearing on the proposed annexation. 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 a detail map showing the boundaries of the territory proposed to be annexed to the business improvement district shall be sent by certified mail to all owners of real property within the territory proposed to be annexed. The notice shall state the boundaries of the territory proposed to be annexed.

(d) Within 30 days after the hearing under par. (c), the owners of property in the territory to be annexed that would be assessed under the operating plan having a valuation equal to more than 40 percent of the valuation of all property in the territory to be annexed that would be assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property in the territory to be annexed that would be assessed under the operating plan having an assessed valuation equal to more than 40 percent of the assessed valuation of all property in the territory to be annexed that would be assessed under the operating plan, have not filed a petition with the planning commission protesting the annexation.

(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 one of the following:

1. If the cash balance in the segregated account described under sub. (4) equaled or exceeded \$300,000 at any time during the period covered by the report, the municipality shall obtain an independent certified audit of the implementation of the operating plan.
 2. If the cash balance in the segregated account described under sub. (4) was less than \$300,000 at all times during the period covered by the report, the municipality shall obtain a reviewed financial statement for the most recently completed fiscal year. The statement shall be prepared in accordance with generally accepted accounting principles and include a review of the financial statement by an independent certified public accountant.
- (cg) For calendar years beginning after December 31, 2018, the dollar amount at which a municipality is required to obtain an independent certified audit under par. (c) 1. and the dollar amount at which a municipality is required to obtain a reviewed financial statement under par. (c) 2. shall be increased each year by a percentage equal to the percentage change between the U.S. consumer price index for all urban consumers, U.S. city average, for the month of August of the previous year and the U.S. consumer price index for all urban consumers, U.S. city average, for the month of August 2017, as determined by the federal department of labor. Each amount that is revised under this paragraph shall be rounded to the nearest multiple of \$10 if the revised amount is not a multiple of \$10 or, if the revised amount is a multiple of \$5, such an amount shall be increased to the next higher multiple of \$10.
- (cr) The municipality shall obtain an additional independent certified audit of the implementation of the operating plan 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 and reviewed financial statements 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.
- (4g) A municipality may convert a business improvement district under s. 66.1110 if an owner of real property that is subject to general real estate taxes, that is used exclusively for residential purposes, and that is located in the business improvement district petitions the municipality for the conversion. If the municipality approves the petition, the board shall consider and may make changes to the operating plan under s. 66.1110 (4) (b).
- (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 percent 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 percent 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).
 - (c) Within 30 days after the filing of a petition under this subsection, the planning commission shall hold a public hearing on the proposed termination. 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 operating plan and a copy of a detail map showing the boundaries of the business improvement district shall be sent by certified mail to all owners of real property within the business improvement district. The notice shall state the boundaries of the business improvement district and shall indicate that copies of the operating plan are available from the planning commission on request.
 - (d) Within 30 days after the date of hearing under par. (c), every owner of property assessed under the operating plan may send written notice to the planning commission indicating, if the owner signed a petition under this subsection, that the owner retracts the owner's request to terminate the business improvement district, or, if the owner did not sign the petition, that the owner requests termination of the business improvement district.
 - (e) If after the expiration of 30 days after the date of hearing under par. (c), by petition under this subsection or subsequent notification under par. (d), and after subtracting any retractions under par. (d), the owners of property assessed under the operating plan having a valuation equal to more than 50 percent 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 percent of the assessed valuation of all property assessed under the operating plan, have requested the termination of the business improvement district, the municipality shall terminate the business improvement district on the date that the obligation with the latest completion date entered into to implement the operating plan expires.
- (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.
 - (d) If real property that is specially assessed as authorized under this section is of mixed use such that part of the real property is exempted from general property taxes under s. 70.11 or is residential, or both, and part of the real property is taxable, the municipality may specially assess as authorized under this section only the percentage of the real property that is not tax-exempt or residential. This paragraph applies only to a 1st class city.

APPENDIX F

2019 ANNUAL REPORT

The Neenah Central City Business Improvement District (BID) has successfully completed 18 full years of operation. We are pleased to report that as we review the accomplishments of this past year, many challenges and opportunities were addressed, and new partnerships were formed. Significant progress was made toward attaining the four goals and objectives of the BID, while also ensuring the long-term sustainability of the Neenah City Central Business Improvement District.

Served the Downtown as the central administrative hub:

- Continued implementation of a multi-party Cooperative Agreement between the BID, FNI and the City of Neenah to address volunteer and staffing solutions for maintenance and programming in the District. (All 3 parties met May 21, 2019, next meeting 2021.)
- Hosted BID annual meeting at Lion's Tail on March 26. Event is a casual, social gathering of district business where information about the year in review is presented.
- Continued investment in the Downtown community of over \$136,694.
- Director Hessel participated in the March 2019 Downtown Day at the Capital in Madison.
- Future Neenah awarded Bill Paul the 2018 Downtown Business of the Year.
- In accordance with state statute 66.1108, conducted a review of the BID's 2018 financials. With an annual budget of under \$300,000 and a change in the statute, we were able to save money with a review rather than an audit.
- Directors Hessel and Hanneman attended the October 2019 Wisconsin Downtown Action Council conference in Green Bay.
- Staff and BID board members represented Downtown Neenah at the Convention & Visitors Bureau annual meeting.
- Continued distribution of email blasts and newsletters to district businesses.

Sustained the competitiveness of Downtown through an ongoing program of marketing:

Enhanced the availability of BID information on the web:

- Media Management: Instagram account for Downtown Neenah. #downtownneenah (1,343 followers on November 1 * a 31% increase over 2018)
- From 1/1/19 to 11/1/19, the FNI website had 29,115 visitors and 54,814 page views. The top requested BID pages were in order from most popular: the Downtown business list, Warm Your Heart, Summer Madness Sale, gift certificates, the map and BID. *This site includes a password protected page exclusively for use by BID businesses.
- Utilized Future Neenah's 'MailChimp' email blast program (1,758 subscribers) to promote Downtown events and activities such as the Ladies Day, Warm Your Heart, Summer Madness Sale and Gift Certificate Sales.
- Utilized Facebook to implement a Small Business Saturday promotion the week prior to November 30 and a Countdown to Christmas Facebook promotion leading up to Christmas. We also paid to 'boost' exposure on the posts.

Events:

- Hosted the fifth Warm Your Heart event on February 9 to drive traffic in the district during the shoulder season. It was sold out with 255 in attendance. Sourced local mugs from Sunset Hill.
 - Hosted 14th Annual Ultimate Ladies Day which sold out with over 275 in attendance.
 - As a Future Neenah Farm Market sponsor, Central City businesses were also invited to utilize the BID booth for promotion at the Market. To effectively translate market traffic (15,000 attendees) to district shoppers, we used a gift certificate sale at the market (see stats below).
 - Sponsored Horse Drawn Carriage Rides at Future Neenah's A Very Neenah Christmas Event. 30 businesses participated with a living window mannequin display. (over 10,000 attendees).
 - The BID provided support for the Neenah Historical Society's September 21, 2019 Pow Wow which drew large crowds at Shattuck Park.
 - Hosted the sixth annual Summer Madness Sale, *Great Places, Great Prices, Great Fun*, on August 1. The popular sidewalk chalk art returned for its second year.
 - BID businesses participated in the BooFest Trick or Treat on October 19. Attendance was high with some businesses reporting 1,000 trick or treaters.
 - Hosted a successful third annual Downtown Neenah Employee Appreciation Day on September 12. Had to adapt the day's activities due to cold/rain.
 - 17 businesses took part in an October 3 gallery day displaying manhole covers from Future Neenah's Artworks Uncovered art project.
 - Second annual luminary pop-up event with a new cookie crawl on December 19, 2019.
 - Participated in Future Neenah's inaugural Kid's Week with games and giveaways downtown on August 19.
- Customer Service: Secret Shopper Program. (2 shops in 2019)

APPENDIX F

2019 ANNUAL REPORT

Continued...

Market analysis and branding study. Year 6 of implementation:

- Purchased additional personalized branded open/closed signs, window clings and note cards.

Community Partnerships:

- Worked with the NJSD and Historical Society to fund traffic box wraps at the corner of Church and Wisconsin.
- Facilitated students from Shattuck School to interview Downtown businesses owners in April. Students from NHS interviewed businesses and customers in November.
- Coordinated discounts from Downtown businesses for Alta Resources to post on their employee intranet.
- Future Neenah helped to bring Bass Fishing Tourney to Neenah in June resulting in overnight stays at the DoubleTree and spending at Downtown restaurants and retailers.

Destination Advertising/Marketing:

- Partnered with the Convention & Visitors Bureau:
 - Travel writers' tours.
 - Two full page co-op ad in the upcoming 2020 Convention & Visitors Bureau Guide with participating businesses and Downtown Neenah editorial copy featuring our brand/logo. Guide being reformatted in 2020.
 - Kiosk display at Fox River Mall during the month of October.
- Quarter page ad in the quarterly Future Neenah Magazine (circulation 6,000 & online).
- Supported the Navigate Neenah-Menasha project whenever possible. The Navigate Loop the Little Lake Trestle project brings trail users directly into our Downtown. Future Neenah hosted a Log Your Loops challenge for the one-year anniversary of the trestle loop to encourage traffic and awareness of the recreational trail.
- Updated printed Downtown directory brochure with Element Marketing.
- Ongoing work toward the design of directional/informational kiosks and signs for Gateway Plaza (to drive traffic into the district) and bump outs (to provide district info such as directions and shopping/dining options).

2019 Gift Certificate Program:

Sales Promotion Results:

- January 26 sale to boost post-holiday shoulder season sale at Downtown Businesses. 81 Sold. 9 customers were new to the program. District impact of \$4,050+
- June 15: 104 customers with a district impact of \$5,200+

Rewards Promotion Results:

- April 13: 269 rewards distributed with sales receipts totaling \$24,591+.
- November 1 & 2: 552 rewards distributed with sales receipts totaling \$41,642+. Distributed popular holiday happenings flier with BID business open houses/events to rewards customers.

Overall Program:

- Through October 31, 2019: Certificates valued at \$30,305 were issued.

Examined & pursued opportunities for business assistance, retention & recruitment:

- Toured and connected business prospects looking to relocate to the BID.
- Partnered with Relocate Fox Cities to recruit and retain talent.
- Because the aesthetics of the district are so important to our image, in 2019 the district continued the \$500 sign / awning grant to repair, replace or remove business signs or awnings that were in disrepair. Reinstated the \$100 sandwich board sign grant. As of November 1, 2019, 3 grants were issued (1 sign & 2 sandwich board). Paid out 2018 grant for \$498.75.
- 10 new businesses were recruited to the district. 1 business closed. 1 relocated within the district. 2 relocated out of the district. 1 business with new ownership.
- Promoted Retention & Recruitment Grant Program. App. G.: No grants awarded in 2019. Paid out 2017 grant for \$2,500.
- Promoted the façade improvement grant program and assisted businesses with the application process. Since program inception, 35 grant applications have been received. \$203,519 has been granted toward projects valued at \$455,672. Currently 1 project is under review. See Appendix K.
- Worked with Element Marketing toward a BID landing page on the website and a branded information folder.
- Updated Downtown Neenah Snapshot in conjunction with City of Neenah Community Development office.

APPENDIX F
2019 ANNUAL REPORT
Continued...

Analyzed, improved and responded to maintenance issues:

- Spring district wide cleanup day with Shattuck School student volunteers.
- Banners. Ordered “Event Today” flutter banners with bases to augment existing inventory.
- Maintained alley lighting for safety.
- Saved 236 bulbs from the landfill with our florescent bulb recycling program – spring and fall.
- Executed a single year contract to professionally plant and maintain flowers and tree beds including a perennial mix. Investigated alternative future flower options including hanging lamp post planters.

Downtown Refuse & Recycling:

- Contracted for recycling services with Vans for three years to 12/31/21.
- Worked with the city to obtain trash cans compatible with the new automated trucks. Purchased 8 new cans on a cost share.
- Removed 4,368 yards of recycling from 3 common use refuse stations.
- Power washed curbside cans in summer.
- Monitored corrals for cleanliness and misuse.

- Researched most effective snow removal practices. Updated the snow removal map and routes.
- Annual walking inspection tour of the district.
- City contracted for lower ‘bells’ of lampposts to be repainted.
- Worked with the City of Neenah to maintain seasonal décor such as tree lighting and lamp post garland.
- Fall – added cornstalks and bows to lamp posts at bump outs.
- Contracted with Sparkle Wash for sidewalk cleaning. (½ in 2019 and ½ in 2020) 2019 = 100 and 200 blocks of West Wisconsin Avenue and one corral.
- Work with city to replace tree lighting every other year. 2019 was a full replacement year.

APPENDIX G

Work Plans of Standing Committees

MAINTENANCE TASK FORCE **2020 WORK PLAN PRIORITIES**

- Year 2 of 3 contract for comingle removal.
- Manage garbage/trash and recycling. BID contracts for comingle recycling services in 3 corrals and the City contracts for garbage/trash.
- Address new/emerging maintenance issues that may arise with ongoing west end development.
- Coordinate efforts and manage snow removal process. Businesses=under 2”; Future Neenah Staff=common areas such as bumpouts, crosswalks and garbage corrals; Service Company=over 2”; City=public areas and parking lots.
- Continue steam cleaning of sidewalks for gum and grime with professional company.
- Work with City to purchase additional automated pick up trash cans.
- Upkeep of black & wooden district fixtures (cans & tables) including washing, painting, removing rust.
- Promote full utilization and maintenance of district green areas, especially tree and flower bed areas, through private contracted services.
- Continue ongoing clean-up work as needed to maintain a clean, attractive, inviting business district, and perform seasonal maintenance tasks (i.e. monitor dumpster corrals, power wash trash cans, sidewalk sweeping/scrubbing, snow removal, weed control, and leaf pickup).
- Continue implementation of on-going banner program and seasonal banner rotation plan.
- Work jointly with the City of Neenah on the holiday program of banners, lighting and décor.
- Continue florescent bulb recycling program.
- Stress personal business responsibility for property maintenance and upkeep of common areas.
- Showcase cleanliness of district prior to major community events, parade, marathon, etc.
- Continue to implement the updated Market Analysis and Branding Study as it pertains to maintenance during year 7. Such items may include, but are not limited to: Uniform maintenance personnel in branded attire to demonstrate the value of Future Neenah and the BID at work. Incorporate branding system graphics and elements in streetscape furnishings, seasonal décor, way finding signage/markers interpretive elements and Navigate Neenah-Menasha. Work to enhance and maintain the district’s common areas, public spaces and special features.

RECRUITMENT AND RETENTION COMMITTEE **2020 WORK PLAN PRIORITIES**

- Continue sign and awning grant programs to accept requests for either/both in 2020 for uniformity and aesthetics. Research and create sign standards.
- Host a joint meeting with the BID PR and Marketing Committee.
- Promote BID Recruitment and Retention and Facade Grant Funds and the small business loan program to new and existing businesses.
- Augment those important retention tools such as snow and recycling as needed.
- Ambassador visits both in and outside of the district.
- Continue to work with the BID to implement the updated Market Analysis and Branding Study as it pertains to retention & recruitment for year 7. Such items may include but are not limited to: Sharing information collected in the market analysis with businesses so they can track our market trends. Also, use this information as a benchmark and update it on a bi-annual basis with new Claritas data (2019) and by repeating the business survey. Maintain the list of available properties and distribute info to brokers. Collect testimonials from property owners to use in collateral materials. Devise fact sheet incorporating the new branding system which can be updated to promote our available tools such as our grant programs.
- Continue to monitor the need for refinements to parking and trash management policies with the City. Utilize data gathered by the LPR systems. Advocate for parking solutions including a new ramp.
- Educate. Conduct workshops/seminars & provide other educational opportunities and information.
- Continue exit interviews with businesses that leave the BID due to business closure or relocation.
- Assist service sector businesses in attracting and retaining employees.
- Host open house as needed to fill vacancies if needed.

Retention & Recruitment Grant Program Results:

Project #	Calendar Year	Property Owner	Business Name	Address	Grant Approved	Grant Awarded	Total Project Value	Status
1	2005	Cy & Vong Thounsavath	Art Affair	108 W. WI Ave.	\$5,000.00	\$5,000.00	\$25,000.00	complete
2	2005	James Busch	The Saint James	211 E. WI Ave.	\$5,000.00	\$5,000.00	\$250,000.00	complete
3	2005	Kyle & Debbie Rasmus	Cannova's	113 W. WI Ave.	\$5,000.00	\$5,000.00	\$40,000.00	complete
4	2007	Lester Fink	Mom & Pop Place	119 W. WI Ave.	\$5,000.00	\$5,000.00	\$45,000.00	complete
5	2007	Lester Fink	Mom & Pop Place	117 W. WI Ave.	\$5,000.00	\$4,076.69	\$15,000.00	complete
6	2008	Umer Sheikh	Investment Creations	107 Church Street	\$5,000.00	\$5,000.00	\$85,000.00	complete
7	2008	Jim & Sheila Hackstock	Appearances	206 S. Commercial	\$1,000.00	\$1,287.88	\$4,000.00	complete
8	2009	Cy & Vong Thounsavath	uncorked	108 W. WI Ave.	\$5,000.00	\$5,000.00	\$31,660.00	complete
9	2009	Ron Phillips	Vintage	131 W. WI Ave.	\$2,042.00	\$2,042.00	\$4,084.00	complete
10	2009	Ron Phillips	Lucy's Closet	129 W. WI Ave.	\$5,000.00	\$5,000.00	\$11,236.10	complete
11	2009	Jim Fletcher	Five Generations	134 W. WI Ave.	\$5,000.00	\$5,000.00	\$16,000.00	complete
12	2009	Ron Phillips	Vintage	131 W. WI Ave.	\$2,571.54	\$2,571.54	\$5,143.08	complete
13	2009	Amy Marrazzo	Red Radish	447 S. Commercial	\$5,000.00	\$5,000.00	\$12,469.00	complete
14	2010	Sherry Haskett	Cheveux	206 W. WI Ave.	\$2,487.50	\$2,487.50	\$4,975.00	complete
15	2010	Umer Sheikh	Investment Creations	130 W. WI Ave.	\$5,000.00	\$5,000.00	\$23,968.00	complete
16	2010	Sherry Haskett	Cheveux	206 W. WI Ave.	\$950.00	\$950.00	\$2,135.00	complete
17	2010	John Skyrms	Historic Neenah Prop	128 W. WI Ave.	\$5,000.00	\$5,000.00	\$15,900.00	complete
18	2011	John Skyrms	Historic Neenah Prop	145 W. WI Ave.	\$5,000.00	\$5,000.00	\$21,235.05	complete
19	2012	Kyle & Debbie Rasmus	Cannova's	113 W. WI Ave.	\$4,317.00	\$3,596.33	\$10,789.00	complete
20	2012	TaylorGreene, LLC	Greene's Pour House	134 W. WI Ave.	\$5,000.00	\$5,000.00	\$17,595.00	complete
21	2012	Umer Sheikh	Investment Creations	124 W. WI Ave.	\$5,000.00	\$5,000.00	\$27,694.50	complete
22	2012	John Powell	Holt's Jewelry	121 W. WI Ave.	\$1,108.33	\$1,075.00	\$3,225.00	complete
23	2013	Shelly Stone	Signature Events	125 W. WI Ave.	\$4,500.00	\$4,450.00	\$13,350.00	complete
24	2013	Future Neenah, Inc.	Future Neenah, Inc.	135 W. WI Ave.	\$5,000.00	\$5,000.00	\$16,501.00	complete
25	2014	Umer Sheikh	Investment Creations	116 S. Commercial	\$5,000.00	\$5,000.00	\$41,450.00	complete
26	2014	Bill Casper	Ignite Nutrition	202 W. WI Ave.	\$5,000.00	\$2,219.00	\$6,657.00	complete
27	2014	Adria Ramos	Mom & Pop Place	117/119 W. WI Ave.	\$1,894.00	\$1,894.00	\$5,682.00	complete
28	2014	Umer Sheikh	Investment Creations	124 W. WI Ave.	\$1,917.00	\$1,917.00	\$5,750.00	complete
29	2015	Bill Casper	Ignite Nutrition	202 W. WI Ave.	\$2,781.00	\$2,781.00	\$9,035.00	complete
30	2015	John Skyrms	Great Harvest	116 W. WI Ave.	\$5,000.00	\$5,000.00	\$16,994.00	complete
31	2016	Umer Sheikh	Red Door Mercantile	130 W. WI Ave.	\$1,752.08	\$1,652.08	\$4,956.25	complete
32	2016	Warren Tran	Pastry Pixie	214 W. WI Ave.	\$5,000.00	\$5,000.00	\$16,200.00	complete
33	2016	Leeann Wasinger	Tailored Hide	447 S. Commercial	\$2,127.90	\$1,363.25	\$6,383.70	complete
34	2017	Morgan Wiswall	The Natural Boutique	125 W. WI Ave.	\$3,390.00	\$3,390.00	\$12,180.00	complete
35	2017	Umer Sheikh	Polka Dot Umbrella	114.5 W. WI Ave.	\$3,333.00	\$3,333.00	\$30,350.00	complete
36	2017*	Mary Powell	Vacant/Open Space	123 W. WI Ave.	\$5,000.00	\$5,000.00	\$26,315.00	complete
37	2017**	Mary Powell	Apt.	121 W. WI Ave.	\$2,500.00	\$2,500.00	\$23,208.78	complete
38	2018	Umer Sheikh	Jessie's Beauty & Barber	103 Church Street	\$633.00	\$633.00	\$1,900.00	complete
39	2018	Umer Sheikh	My Sole Loves	124 W. WI Ave.	\$1,500.00	\$1,476.67	\$4,500.00	complete
40	2018	Umer Sheikh	Investment Creations	124 W. WI Ave.	\$766.00	\$766.00	\$2,300.00	complete
41	2018	Umer Sheikh	Chase Bank	111 E. WI Ave	\$5,000.00	\$5,000.00	\$100,000.00	complete

*paid out in June 2018

**paid out in March 2019

Total Approved	\$151,570.35		
Total Grants Awarded		\$146,461.94	
Total Project Value			\$1,015,821.46

APPENDIX G Work Plans of Standing Committees

MARKETING & PUBLIC RELATIONS COMMITTEE 2020 WORK PLAN PRIORITIES

Initiatives are ongoing to enhance the overall image and marketability of the District, as a way to attract a wide array of consumers, promote BID shops, restaurants, and other attractions and leverage the many positive changes in the District. New businesses and new investment opportunities are working together to create an exciting business mix.

Public Relations to raise awareness of the District and its unique shopping, dining, business and entertainment opportunities. Look into options for public signage including but not limited to Navigate trail and bump out signs.

Update Map and Directory (print & online) to help consumers find their way around and to locate specific businesses incorporating the new brand system.

Welcome any new employee groups that may join the district with potential Towers and West End developments.

Collaborative Marketing among a diverse group of merchants and vendors in an effort to leverage marketing funds and resources.

Website & Social Media that maintains current information on area businesses and contact information. Integrate elements of new brand. Effectively manage and promote the use of website in conjunction with the FNI web site. Continue to grow Instagram numbers.

Communication, including periodic District mailings or e blasts to keep businesses and property owners informed and updated on projects and initiatives. Continue use of newsletter format to distribute info to district businesses.

Support of Special Events (both new and existing) that bring attention to the District and encourage visitors to shop, dine and play.

Navigate Neenah-Menasha work to connect the loop with and to the district and our activities.

Secret Shopper Program to look at your business through a customer's eyes and provide feedback about your business' experience.

Host another group of travel writers.

Work to implement the Market Analysis and Branding Study as it pertains to marketing and PR for year 7. Ideas to include, but not limited to: Enhance the presence of Downtown Neenah in social media applications including promotions such VIE (very important employee) or Facebook Friday. Engage Downtown employees with an ongoing event or loyalty rewards

Brand Identity (Continued): Activities may include, but are not limited to: Create a limited-time marketing grant program offering a rebate to businesses utilizing branding system graphics in marketing materials and advertisements. Provide new branded elements for businesses to utilize such as: tags, store hours signs, window clings, branded merchandise (logoed shirts). Track brand usage investments made by Downtown area businesses. Promote public art projects.

Promote gift certificate program to increase district sales.

EXECUTIVE COMMITTEE 2020 WORK PLAN PRIORITIES

The Executive Committee of the Board will undertake activities in 2020 to strengthen the BID and improve service to businesses by:

- Partner with the city to promote any new parking and residential developments.
- Work to implement the Market Analysis and Branding Study during year 7.
- Monitor long term savings for continued investment.
- Assist with implementation of the recommendations in the City's 2040 comp plan.
- Remain involved with district development especially as it pertains to the district's western corridor.
- Do an annual compensation review for centralized management.
- Analyze BID priorities and allocate budget accordingly.

APPENDIX H

NEENAH CENTRAL CITY BUSINESS IMPROVEMENT DISTRICT 2020 MAYORAL BID BOARD APPOINTEES

Name	Company	Category	Term (years)	Term Expiration
Alex Noskowiak	Bergstrom Corporation	Property Owner	3	12/31/20
George Brownell	Associated Bank	Property Owner	3	12/31/22
Bob Gillespie	Knox Furniture Gallery of Neenah	Property Owner	3	12/31/21
Umer Sheikh	Investment Creations	Property Owner	3	12/31/22
Leeann Wasinger	The Tailored Hide/The Gift Gallery	Property Owner	3	12/31/21
Joe Ziemba	J. Anthony Jewelers	Property Owner	3	12/31/21
Grant Birch	Hesson & Birch, LLC	Business (Office/Professional)	3	12/31/22
Brian Gajewski	Subway	Business (Hospitality)	3	12/31/19
Sandy White	The Natural Boutique	Business (Service/Retail)	3	12/31/20
Michelle Bauer		Community Representative	3	12/31/22
Jane Lang	Third District Alderperson	City of Neenah Representative	1	4/1/20

**APPENDIX I
RESOLUTION**

(To be inserted after Council Approval of Op Plan.)

**APPENDIX J
REVIEW**

**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**
(A Component Unit of the City of Neenah)
Neenah, Wisconsin

FINANCIAL STATEMENTS

Including Independent Accountants' Review Report

As of and for the Year Ended December 31, 2018

**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**
(A Component Unit of the City of Neenah)

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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors
Neenah Central City Business Improvement District
Neenah, Wisconsin

We have reviewed the accompanying financial statements of the Neenah Central City Business Improvement District ("District"), a component unit of the City of Neenah, Wisconsin, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of district management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountants' Conclusion

Based on our reviews, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Report on Other Legal and Regulatory Requirements

We have also issued our report dated April 22, 2019 on our tests of its compliance with Wisconsin State Statutes Section 66.1109. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance.

Baker Tilly Virchow Krause, LLP

Madison, Wisconsin

April 22, 2019

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**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**

STATEMENT OF NET POSITION
As of December 31, 2018

ASSETS

Current Assets

Cash and investments	\$ 73,277
Assessment receivable	<u>136,694</u>
Total Current Assets	<u>209,971</u>

Noncurrent Assets

Capital assets	11,000
Less: Accumulated depreciation	<u>(7,150)</u>
Total Noncurrent Assets	<u>3,850</u>

Total Assets 213,821

LIABILITIES

Current Liabilities

Accounts payable	<u>21,537</u>
Total Current Liabilities	<u>21,537</u>

DEFERRED INFLOWS OF RESOURCES

Unearned revenue	<u>136,694</u>
Total Deferred Inflows of Resources	<u>136,694</u>

NET POSITION

Net investment in capital assets	3,850
Unrestricted	<u>51,740</u>

TOTAL NET POSITION \$ 55,590

See accompanying notes to financial statements and independent accountants' review report.

**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN
NET POSITION - ACTUAL AND BUDGET
For the Year Ended December 31, 2018

	Actual	Budget (Original and Final)	Variance
OPERATING REVENUES			
Assessments	\$ 136,529	\$ 136,529	\$ -
Total Operating Revenues	<u>136,529</u>	<u>136,529</u>	<u>-</u>
OPERATING EXPENSES			
Auto Allowance	81	15	(66)
Postage	-	55	55
Conferences and Meetings	505	805	300
Auditing	3,400	3,300	(100)
Banking Fees	180	180	-
Office Supplies	21	280	259
Professional	60,000	60,000	-
Outside Printing	-	750	750
Advertising and Publications	2,613	5,500	2,887
Promotional Activities and Events	5,747	5,100	(647)
Outside Services	225	225	-
Misc Expenditures	-	500	500
Signage	15,486	-	(15,486)
Secret Shopper	100	75	(25)
Gift Certificates	10,771	9,075	(1,696)
Brand Implementation	3,720	1,000	(2,720)
Awning Grant	2,478	2,000	(478)
Recruitment Tools & Workshops	269	-	(269)
Grant Program	7,876	15,000	7,124
Banners	2,708	3,250	542
Maintenance of Equipment	1,895	4,000	2,105
Misc. Insurance	-	220	220
Waste Removal/Recycle	6,137	6,500	363
Tree Lights and Holiday Décor	548	800	252
All Other Supplies	1,273	575	(698)
Storage Rental	630	720	90
Flower Beds	14,212	14,212	-
Paint and Stain Monument and Tables	-	2,450	2,450
Depreciation	549	-	(549)
Non-cash expenses	415	-	(415)
Total Operating Expenses	<u>141,839</u>	<u>136,587</u>	<u>(5,252)</u>
OPERATING INCOME (LOSS)	<u>(5,310)</u>	<u>(58)</u>	<u>(5,252)</u>
NONOPERATING REVENUES			
Investment Income	46	50	(4)
Total Nonoperating Revenues	<u>46</u>	<u>50</u>	<u>(4)</u>
Change in Net Position	<u>(5,264)</u>	<u>(8)</u>	<u>(5,256)</u>
NET POSITION - Beginning of Year	<u>60,854</u>	<u>60,854</u>	<u>-</u>
NET POSITION - END OF YEAR	<u>\$ 55,590</u>	<u>\$ 60,846</u>	<u>\$ (5,256)</u>

See accompanying notes to financial statements and independent accountants' review report.

**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**

STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2018

CASH FLOWS FROM OPERATING ACTIVITIES	
Received from customers	\$ 136,529
Paid to suppliers for goods and services	<u>(125,387)</u>
Net Cash Flows From Operating Activities	<u>11,142</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Investment income	<u>46</u>
Net Cash Flows From Investing Activities	<u>46</u>
Net Change in Cash and Cash Equivalents	11,188
CASH AND CASH EQUIVALENTS - Beginning of Year	<u>62,089</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 73,277</u>
RECONCILIATION OF OPERATING LOSS TO NET CASH FLOWS FROM OPERATING ACTIVITIES	
Operating loss	\$ (5,310)
Adjustments to reconcile operating loss to net cash provided from operating activities	
Depreciation expense	549
Change in assets, liabilities and deferred inflows or resources	
Assessments receivable	(165)
Accounts payable	15,903
Unearned revenues	<u>165</u>
NET CASH FLOWS FROM OPERATING ACTIVITIES	<u>\$ 11,142</u>
NONCASH ACTIVITIES	
None	

See accompanying notes to financial statements and independent accountants' review report.

**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Neenah Central City Business Improvement District (the "district") conform to accounting principles as applicable to governmental units. The accepted standard-setting body for establishing governmental accounting and financial reporting principles is the Government Auditing Standards Board (GASB).

A. DESCRIPTION OF REPORTING ENTITY

This report contains the financial information of the Neenah Central City Business Improvement District, which is a component unit of the City of Neenah, Wisconsin (the "city"). The financial activities of the district are not material to the city, and therefore have not been included in the city's financial statements.

The district was created under the provisions of Wisconsin Statute Section 66.1109. It is the purpose of that section to authorize municipalities to create one or more business improvement districts to allow businesses within those districts to develop, manage, and promote the districts and to establish an assessment method to fund these activities.

The district is a legal entity separate and distinct from the city. The district is governed by an eleven-member board appointed and approved by the common council. The members serve staggered, three-year terms. A majority of the board members shall own or occupy real property in the district.

B. BASIS OF ACCOUNTING/MEASUREMENT FOCUS

The accounting and financial reporting treatment applied to the district is determined by its measurement focus. The transactions of the district are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets, deferred outflows of resources, liabilities, and deferred inflows of resources associated with the operations are included on the statement of net position. Net position (i.e., total assets net of total liabilities) is segregated into "net investment in capital assets," "restricted," and "unrestricted" components.

The statement of net position and statement of revenues, expenses, and changes in net position are reported using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred, or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Assessments are levied upon all property within the district and are recognized as revenues in the year for which they are levied. Unbilled receivables are recorded as revenues when services are provided.

**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

B. BASIS OF ACCOUNTING/MEASUREMENT FOCUS (cont.)

The district distinguishes *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services in connection with the district's principal ongoing operations. The principal operating revenues of the district are charges to the district members. Operating expenses for the district include professional services, operation and maintenance, business development, and promotions. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

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 disclosure of contingent assets and liabilities 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.

C. SPECIAL ASSESSMENT METHOD

The district is authorized to levy special assessments to fund its operations. The method of levy is based on assessed valuation of all real property within the district except property used exclusively for residential and manufacturing purposes.

D. CAPITAL ASSETS

Capital assets are defined by the district as assets with an initial cost of more than \$5,000 and an estimated useful life in excess of one year. All capital assets are valued at historical cost or estimated historical cost if actual amounts are unavailable. Donated capital assets are recorded at their estimated fair value at the date of donation.

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Revenues, Expenses, and Changes in Net Position, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The estimated useful lives by type of asset are as follows:

Land improvements	20 Years
Machinery and equipment	15 Years

E. DEFERRED INFLOWS OF RESOURCES

A deferred inflow of resources represents an acquisition of net position that applies to a future time period and, therefore, will not be recognized as an inflow of resources (revenue) until that future time.

**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

F. EQUITY CLASSIFICATIONS

Equity is classified as net position and displayed in three components:

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances (excluding unspent debt proceeds) of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or 2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

When both restricted and unrestricted resources are available for use, it is the district’s policy to use restricted resources first, then unrestricted resources as they are needed. The district did not have equity in restricted net position as of year-end.

G. CLAIMS AND JUDGMENTS

Claims and judgments are recorded as expenses when the related liabilities are incurred.

H. OPERATING PLAN BUDGET

The budgetary information is derived from the annual operating plan budget and is presented using the same basis of accounting as described in Note 1.B.

NOTE 2 – DEPOSITS AND INVESTMENTS

For purposes of the statement of cash flows, the district considers all highly liquid investments with an initial maturity of three months or less when acquired to be cash equivalents.

Investment of district funds is restricted by state statutes. Available investments are limited to:

- a. Time deposits in any credit union, bank, savings bank, trust company, or savings and loan association maturing in three years or less.
- b. Bonds or securities of any county, city, drainage district, technical college district, village, town, or school district of the state. Also, bonds issued by a local exposition district, a local professional baseball park district, a local professional football stadium district, a local cultural arts district, the University of Wisconsin Hospitals and Clinics Authority, or the Wisconsin Aerospace Authority.
- c. Bonds or securities issued or guaranteed by the federal government.
- d. The local government investment pool.
- e. Any security maturing in seven years or less and having the highest or second highest rating category of a nationally recognized rating agency.

**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2018

NOTE 2 – DEPOSITS AND INVESTMENTS (cont.)

- f. Securities of an open-end management investment company or investment trust, subject to various conditions and investment options.
- g. Repurchase agreements with public depositories, with certain conditions.

The district has not adopted an investment policy.

The district's deposits at year-end were comprised of the following:

	Carrying Value	Bank Balance	Associated Risks
Deposits	\$ 73,277	\$ 73,277	Custodial credit risk

Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000 for time and savings accounts (including NOW accounts), and \$250,000 for demand deposit accounts (interest bearing and noninterest bearing). In addition, if deposits are held in an institution outside of the state in which the government is located, insured amounts are further limited to a total of \$250,000 for the combined amount of all deposit accounts.

Bank accounts are also insured by the State Deposit Guarantee Fund in the amount of \$400,000. However, due to the nature of this fund, recovery of material principal losses may not be significant to individual municipalities. This coverage has not been considered in computing custodial credit risk.

Custodial Credit Risk

Deposits – Custodial credit risk is the risk that in the event of a financial institution failure, the district's deposits may not be returned to the district.

The district does not have any deposits exposed to custodial credit risk.

NOTE 3 – CAPITAL ASSETS

	Beginning Balance	Additions	Deletions	Ending Balance
Capital assets being depreciated				
Land improvements	\$ 11,000	\$ -	\$ -	\$ 11,000
Total Capital Assets	11,000	-	-	11,000
Less: Accumulated depreciation for				
Land improvements	(6,601)	(549)	-	(7,150)
Total Accumulated Depreciation	(6,601)	(549)	-	(7,150)
Net Capital Assets Being Depreciated	\$ 4,399			\$ 3,850



INDEPENDENT ACCOUNTANTS' REVIEW REPORT ON COMPLIANCE

To the Board of Directors
City of Neenah
Neenah Central City Business Improvement District
Neenah, Wisconsin

We have reviewed the financial statements of the Neenah Central City Business Improvement District (the "district"), a component unit of the City of Neenah, Wisconsin as of and for the year ended December 31, 2018, and have issued our report thereon dated April 22, 2019. We conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA.

In connection with our review, nothing came to our attention that caused us to believe that the district failed to comply with Wisconsin State Statutes Section 66.1109, insofar as it relates to accounting matters. However, our review was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the district's noncompliance with the above-referenced statutes, insofar as it relates to accounting matters.

This report is intended solely for the information and use of the district's Board and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Baker Tilly Virchow Krause, LLP

Madison, Wisconsin
April 22, 2019

APPENDIX K

NEENAH FAÇADE IMPROVEMENT PROGRAM										
Project No.	Calendar Year	Owner/Agent	Business Name	Address	Action/Grant Approved	Grant Awarded	Owner Contribution	Total Project Value	Status	Improvements
1	2002/ 2005	Patrick and Sherry Haskett	Cheveux	206 W. Wisconsin Ave.	\$3,041.03	\$3,041.03	\$3,041.03	\$6,082.06	complete	Rear siding replacement, storm window replacement, install rear awning, replace light fixtures move gas meter, replace front entrance floor
2	2002	Sally Callaway Dey	Sassy Sal's	133 W. Wisconsin Ave.	\$2,182.50	\$2,182.50	\$2,182.50	\$4,365.00	complete	Tuckpoint front façade masonry
3	2003	James Busch	The Saint James Scharpf's Office Supply	211 E. Wisconsin Ave.	\$10,000.00	\$10,000.00	\$10,000.00	\$24,000.00	complete	Concrete and masonry work to extend front entrance, construct entrance roof
4	2004	Isaac Pabst		130 W. Wisconsin Ave.	\$2,500.00	\$2,500.00	\$2,500.00	\$5,000.00	complete	Replace 6 upper story windows, exterior and interior trim
5	2005	Les Fink	Erika's Bridal	117-119 W. Wisconsin Ave	\$10,000.00	\$10,000.00	\$10,000.00	\$21,506.40	complete	Replace storefront windows, trim, 3 doors, sill
6	2005	Cy and Vong Thounsavath	Art Affair	108 W. Wisconsin Ave.	\$2,386.00	\$2,386.00	\$2,386.00	\$4,772.00	complete	Remove shutters, repair and paint front and rear lower facades.
7	2006	Fox Meadows LLP	Paper City Pub	212 W. Wisconsin Ave.	\$7,000.00	\$7,000.00	\$7,000.00	\$14,000.00	complete	Restoration of lower façade glass
8	2006	Harry Kelderman	Soccer Locker	127 W. Wisconsin Ave.	\$7,237.75	\$7,237.75	\$7,237.75	\$14,475.50	complete	Tuckpointing, glass replacement upper story window replacement
9	2006	Downtown Neenah Properties	Planet Perk	124 W. Wisconsin Ave.	\$1,000.00	NA	NA	NA	withdrawn	Replace west door
10	2006	Downtown Neenah Properties	Great Harvest	116 W. Wisconsin Ave.	\$997.50	\$997.50	\$997.50	\$1,995.00	complete	Front door repairs
11	2006	Downtown Neenah Properties	Smile Creations	126 W. Wisconsin Ave.	NA	NA	NA	NA	app. withdrawn	
12	2007	Patrick and Sherry Haskett	Cheveux	206 W. Wisconsin Ave.	\$6,958.97	\$6,958.97	\$7,441.03	\$14,400.00	complete	Upper story façade renovation
13	2007	Robert and Peter Gillespie	Knox Furniture	111 W. Wisconsin Ave.	\$2,952.50	\$2,952.50	\$2,952.50	\$5,905.00	complete	Upper story window replacement
14	2007	David Priest	Cannova's	113-115 W. Wisconsin Ave.	\$3,592.50	\$3,592.50	\$3,592.50	\$7,185.00	complete	Upper story window replacement
15	2008	Umer Sheikh/Investment Creations		200 W. Wisconsin Ave. / 107 S. Church St.	\$20,000.00	\$18,753.00	\$18,753.00	\$37,506.00	complete	Upper and lower story windows, EIFS, cleaning of brick
16	2008	Pinnacle Photo and Portraits/ Edward Scanlon	Pinnacle	433 S. Commercial St.	\$10,000.00	\$8,118.00	\$8,118.00	\$16,236.00	complete	Paint trim and cedar shakes, replace windows
17	2008	Gordon Stillings	Stillings and Buchinger Law Office	251 E. Wisconsin Ave.	\$5,000.00	\$3,925.00	\$11,562.61	\$11,562.61	complete	Reconstruct 2 stone columns, replace front steps (railing also installed)
18	2008	Daniel Goggin	Goggin Law Office	429 S. Commercial St.	\$5,500.00	\$4,686.00	\$4,686.00	\$9,372.00	complete	Replacement of windows
19	2008	Bill Casper	Hang Up	202/204 W. Wisconsin Ave	\$10,000.00				pending owner approval, WHS review and estimating	Replacement of windows
20	2009	Gina Vendola	Cranked	200 Main Street	\$7,500.00	\$6,439.33	\$6,439.32	\$12,878.65	complete	Masonry repairs, window and door replacement
21	2009	Keith Miller/Thounsavath	UnCorked Bistro	108 W. Wisconsin Ave.	\$2,700.00	\$2,690.47	\$2,690.48	\$5,380.95	complete	Door and awning replacement
22	2009	Ron Phillips/Mike Law	Cook/Vintage	129-131 W. Wisconsin	\$7,800.00	na	na	na	app. withdrawn	Window replacement

23	2009	Shannon Zambrano	Five Generations	134 W. Wisconsin Av	\$10,000.00	na	na	na	withdrawn	Masonry repairs
24	2010	Dr. Chris Abel & Dr. Carrie Richter-Abel	Neenah Family Chiropractic	116 W. Columbian Ave.	\$3,500.00	\$2,072.50	\$2,072.50	\$4,145.00	complete	Painting/staining
25	2010	Kelly Mjaanes, Sandi Johnson, Sue Brautigam/Warren Tran	The French Flea	214 W. Wisconsin Ave.	\$275.00	NA	NA	NA	withdrawn	Replacement of awning
26	2010	Stacy Frakes/John Powell	Holt's Jewelry	121 W. Wisconsin Ave.	\$4,000.00	\$3,700.00	\$3,700.00	\$7,400.00	complete	Replacement of awning and lower façade tile
27	2011	Winnebago Community Credit Union	same	526 S. Commercial St.	App. Denied	NA	NA	NA	app. denied	Entrance
28	2012	Morgan Wiswall		125 W. Wisconsin Ave.	\$8,135.50	\$8,135.50	\$8,135.50	\$17,796.00	complete	Window and door replacement
29	2014	Future Neenah	same	135 W. Wisconsin Ave	\$10,000.00	\$10,000.00	\$16,859.00	\$26,859.00	complete	Windows, door, cornice, bulkhead
30	2015	Bill Casper	Ignite Nutrition	204 W. Wisconsin Ave.	\$1,150.00	\$1,150.00	\$1,450.00	\$2,600.00	complete	door and window replacement
31	2015	Investment Creations	Historic ERA	116 S. Commercial St.	\$10,000.00	\$10,000.00	\$10,000.00	\$20,975.00	complete	Doty Avenue entrance
32	2016	Historic Neenah Properties	Great Harvest	116 W. Wisconsin Ave.	\$10,000.00	\$10,000.00	\$10,000.00	\$48,275.00	complete	Storefront entrance/windows
33	2017	Mix Restaurant	Copperstill	211 E. Wisconsin Ave.	\$10,000.00	\$10,000.00	\$10,000.00	\$21,000.00	complete	Trim replacement
34	2018	Wisconsin Avenue Properties		121-123 W Wisconsin Ave	\$15,000.00	\$15,000.00	\$15,000.00	\$30,000.00	complete	window replacement
35	2019	Investment Creations		111 E. Wisconsin Ave	\$30,000.00	\$30,000.00	\$30,000.00	\$60,000.00	complete	window installation
				Total Grant (01, 02, 04, 05, 08, 09, 12, 13, 14, 15,16,17,18,19)	\$255,397.00					
				Total Approved	\$240,409.25					
				Total Granted	\$203,518.55					
				Total Owner Contrib.	\$218,797.22					
				Total Project Value	\$455,672.17					
				Total Projects In Progress /Pending						
				Total Projects	28					
				Projects in Progress						
				Projects Pending						
				Projects Under Review						
				Balance Available	\$51,878.45					
				Balance Less Committed	\$51,878.45	9/30/19				

**APPENDIX L
CO-OP PARTNERS WORK PLAN**

City of Neenah/BID/FNI Cooperation Agreement Original Approval 10/1/03

Amended 2011
Amended March 2013, March 2015, October 2017, May 2019

PARTNERS WORK PLAN

ITEM #	SERVICE PERFORMED	FREQUENCY	RESPONSIBLE PARTY	SCOPE OF DUTIES
	Street Sweeping:			
1	Machine Sweeping Streets & Alleys	Fridays-beginning at 2 a.m.	DPW	The BID Maintenance Committee will work with the businesses and City in how best to have leaves, debris, cigarette butts etc pushed into the street by Thursday p.m. or as sweeper is scheduled.
2	Special Purpose/Special Event	As needed/or requested	FNI/City + Event Host	The City and FNI/BID will coordinate scheduled street sweepings to coincide with special events when feasible. Special events permit will include an enforceable requirement for cleanup/garbage pickup at events like parades & marathon. (Reline cans, pick up candy, wrappers from candy tossed from floats, etc.) – reiterate this.
	Refuse Collection:			
3	Schedule & Route of Vendor & City	As Scheduled	DPW; Private	Garbage collected by City from 3 centralized dumpster locations. Commercial collection - there's a fee structure in place for trash. There have been recent charges for overages.
4	Recycling		BID/FNI/Private/DPW	BID/FNI currently coordinates a centralized co-mingle recycling dumpster program. Current Vans recycling contract runs to 12/31/21. For the long term, explore removing recycling as a BID responsibility. BID hosts 2 annual florescent bulb recycling weeks (spring & fall). Coordinate with Alta.
5	Maintenance/Repair of Corrals	Seasonal, as needed	City/DPW	Monitor gates in winter with snow /ice.

<p>KEY: BID = Business Improvement District, CD = Community Development, DPW = Department of Public Works, FNI = Future Neenah, Inc., PD = Police Department, PR = Parks & Recreation</p>
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PARTNERS WORK PLAN

ITEM #	SERVICE PERFORMED	FREQUENCY	RESPONSIBLE PARTY	SCOPE OF DUTIES
6	Clean-Up of Corrals	As needed/requested	DPW; FNI/BID	Spring/Fall (semiannual) power wash of corrals by City. City to do large item pick up. BID/FNI to perform ongoing upkeep. Public dumping issues esp. after weekends have resulted in overflow charges. Possibly add cameras as a deterrent.
7	Dumpster Change out/Replacement	Annually	FNI/BID/DPW	As requested.
8	Grease-Trap Barrels Change out /Clean Up	As needed/requested Minimally Annually	BID/FNI/DPW	City will supply "oil dry" drying agent for FNI/BID to apply when grease barrels overflow. City to clean up any large overflows or spills.
9	Sidewalk Trash Receptacles	Weekly city automated truck pick up + FNI staff removal of bags from nonautomated cans.	FNI/BID/DPW	City presently using automated pick up. FNI maintenance staff manually pulling bags from non-automated cans. Phase in purchase of automated cans over the next 2 years with a cost share.
	Snow Removal:			
10	Snow Removal – Municipal Lots & Ramps	As needed	City/DPW	Option to offer overnight snow emergency parking in the Church Street Ramp.
11	Snow Removal - Streets	As needed	City/DPW	Snow amount, timing of snowfall and size of available crew dictates removal method.
12	Snow Removal off Curb into Streets	As needed	BID/FNI	FNI/BID maintenance contractor and City to coordinate removal of snow from sidewalk/curb into street on a timely basis. Snow throw onto sidewalk from trucks a concern in areas where no terrace is present.
13	Snow Removal – Sidewalks	As needed	FNI/BID	BID/FNI to provide snow removal by use of a private maintenance contractor on a tiered priority list of areas. Routes reflect high traffic foot areas. Over 2" in coordination with City removal from parking lots and public area. Include City Maintenance in annual BID fall snow removal memo. Keep lines of communication open among all parties. Personal Responsibility – Continue to stress business engagement for snow removal

PARTNERS WORK PLAN

ITEM #	SERVICE PERFORMED	FREQUENCY	RESPONSIBLE PARTY	SCOPE OF DUTIES
	<i>Snow Removal – Sidewalks continued...</i>			or fines to make business more resp for removing their own snow up to the 2” threshold. City fine is \$105 for snow related complaints within 24 hours. City supplies 6 salt boxes. Desire to re-evaluate 24 hour period to possibly reduce timeframe to lesser amount of hours or to begin assessing snow removal fine. Critical pedestrian areas should be evaluated differently. City / BID to work together to maintain curbside accessibility to busses on Church Street for the handicapped bus riders.
	Municipal Parking Lots:			
14	Permit Program Management	On-going	City/Finance,PD,CD	Parking management modifications and added supply are vital to the continued success of the Downtown district. Investigating future needs for another ramp.
15	Parking Enforcement	Daily/weekdays	PD BID/FNI to monitor	LPR system in place. Re-parking now enforced, albeit selectively. 1 st citation for re-parking is a warning, not a ticket. Desire to evaluate need for ticketing in 4:00-7:00 pm window – potentially has a negative effect on dinner traffic.
16	Removal of Illegally Parked/Abandoned Vehicles	Complaint based	PD	
17	Graffiti Removal	Within 24 hours	FNI/BID; DPW	Personal/private property owner’s responsibility. FNI to report graffiti on public spaces. Neenah Police Dept. responsible for regularly communicating information related to incidents in BID to BID leadership. BID will in turn communicate information outward to businesses.
18	Landscape Area Maintenance	As needed	PR	Public spaces exclusive of Wisconsin Ave flowerbeds. 2019 = single year of three-year contract with landscaping partner.

PARTNERS WORK PLAN

ITEM #	SERVICE PERFORMED	FREQUENCY	RESPONSIBLE PARTY	SCOPE OF DUTIES
	Traffic Control:			
19	Pedestrian Crossings	As needed	PD/DPW	BID/FNI to monitor for safety and report back esp. in regard to events. Replacements made on red stamped cross walks on WI Ave. Flashing crosswalk added by Gateway. Spot patrols have been done to reduce future pedestrian incidents.
20	Traffic Signal Maint.	As needed	DPW	Bases of some posts and signals need painting.
	Sidewalks:			
21	Sweeping	Core Weekly, seasonal. Coordinate with street sweeper schedule.; Outer – As needed	FNI/BID	There is a tiered priority schedule of areas to be cleaned within the district. Personal respons. -- Stress business engagement & pride in ownership in regard to cleanliness and snow removal. Fall leaves – blow into gutter Thursday pm or garbage trucks can pick up yard waste bags from corrals. Ongoing “Roundup” of weeds. BID will be working with SparkleWash for cleaning of sidewalks.
22	Repair & Replacement	Annual based on need	DPW	BID to monitor conditions for lg cracks or shifts.
23	Sandwich Board & Other Private Advertising	Enforcement compl based	CD/BID	BID R&R has offered sandwich board sign grants in the past. City issued permits, code enforcement is responsibility of city.
24	Sidewalk Occupancy Permits- Ex: Benches/flowerpots/trash cans	Permit requests reviewed as received	DPW, CD	Streetscape ordinance is in place. Public works filing claim on table hit by car.
25	Sidewalk Cafes/Outdoor Food & Beverage	Permit requests reviewed as received	CD, City Council	New ordinance in place for licensing and regulation. 2011 New mobile vending ordinance passed spring '13.
	Trees and Flowers:			
26	Tree Plantings & Maintenance	As needed	PR	Back of sidewalk to building is property owner responsibility. Sidewalk to street is City responsibility.
27	Watering Trees	2X weekly initially. Routine sched. long term	PR	City to be responsible for watering trees after BID moves to hanging flower baskets.

PARTNERS WORK PLAN

ITEM #	SERVICE PERFORMED	FREQUENCY	RESPONSIBLE PARTY	SCOPE OF DUTIES
28	Flower Planting/Maintenance	Routine care as needed	FNI/BID	BID/FNI contracts with professional landscape service for planting, watering and maintenance of flowers and perennial mix in beds. Current contract runs through fall 2019. Evaluate installing hanging baskets on light poles. If BID discontinues flower beds – who maintains the beds? Some curb surrounds are crumbling/cracked.
29	Pruning	Scheduled as needed	PR	Trees aging growing larger – more difficult to light & impedes sight line to businesses.
30	Mulch	Scheduled as needed	BID/FNI	BID to level mulch once after vacating beds to use hanging planters.
31	Tree Lights	Annual	City;BID	City/BID to share equally the annual light purchase costs equally. DPW installation. FNI to coordinate placement. Remove lights every other year to allow for tree growth.
32	Tree Light Controller Boxes, Electrical System Maintenance			Annual / Ongoing Maintenance. BID working with Historical Society to get 2 traffic boxes at Church & WI wrapped.
	Glatfelter Mill Site:	As needed, On-going scheduled routine care.	City/BID/FNI	Resp. for the Mill site need to be listed & identified in agreement until site is developed.
33	Gateway Plaza	Ongoing development	PR/DPW/BID/FNI	Low frequency/higher cost (City) vs hi frequency/lower cost (BID) maintenance. Ongoing monitoring of this relationship w/ future projects. Treos does snow. Trestle loop completed June 2018.
	Banners, Public Decorations/Displays:			
34	Purchase/Ownership	Initial purch/season chgs	FNI/BID	Banners replaced as needed.
35	Installation	Seasonal changes	DPW	
36	Hardware	New purchase, repair/repl	DPW; FNI/BID	BID buys repl parts (brackets, etc), City installs. Purchased in cycle to ensure regular replacement.
37	Banner and Snowflake Cleaning/Storage	As needed	BID/FNI; DPW	
38	Policy Management	On-going	DPW, CD; FNI/BID	Banner and Decoration policy now in place.

PARTNERS WORK PLAN

ITEM #	SERVICE PERFORMED	FREQUENCY	RESPONSIBLE PARTY	SCOPE OF DUTIES
39	Maintenance of Monument at Commercial & Winnebago	On-going	BID/FNI; Dairy Queen	Jim Reiser maintains landscaping. BID seals/paints every 3 yr. Start planning/saving now for when/if the monument needs to be replaced.
	Bus Depot			
40	Cleaning	Daily	Valley Transit	BID picks up cigarette butts. City owns bldg. VT cleans.
41	Routine Maintenance	As needed	City/DPW; Valley Transit	BID to monitor and communicate any issues with Valley Transit. See #13 above. Addtl coord. needed to address handicapped bus access during snow removal season. BID removes snow, City monitors for ice build up.
42	Locking/Building security	Daily	Valley Transit	Security RE incident in Appleton
43	Capital Upgrades	As needed	Valley Transit	Desire for restrooms still present, but perhaps could be included in a future ramp with bus depot? If restroom installed, would need regular (3x daily) cleaning. Concerns present that this intersection not the safest/most conducive location for bus stop. Will be addressed in 2017/2018 City traffic study.
	Partnership Building:			
44	Joint Meetings	E/O Year or as needed	City; FNI	City/BID/FNI reps meet again in 2019 – partners appreciate format and want to keep to every other year meeting frequency. Will meet again in 2021.
45	Pre-Construction Conferences; Detour Route Planning & Signing; Communication to Property Owners/Businesses	Regularly scheduled with projects	DPW; BID/FNI	Reference successful joint effort of City/BID/FNI with 2010 W WI Ave reconstruction & 2013 S. Commercial Street Road Constr. Public works good at notification of periodic short term constr. Monthly email newsletter.
46	Communication & Contact Protocol	To be documented and implemented	City; FNI/BID	Share information, i.e., prioritized list of BID sidewalk snow removal, list of business owners and tenants, district-wide e-mail addresses. Keep City Maintenance & public works in the loop as well. New lit info sign nice addition.

PARTNERS WORK PLAN

ITEM #	SERVICE PERFORMED	FREQUENCY	RESPONSIBLE PARTY	SCOPE OF DUTIES
	Marketing/Public Relations:	On-Going	City; FNI/BID	Explore use of joint resources, including City newsletter, FNI website, Neenah Magazine, etc.
47	District & Destination Advertising	As Needed	FNI/BID	Wayfinding Signage off of I-41 completed 7/18, Partner with Visitors Bureau
48	Maintain Web Site and Social Media Presence	On-Going	FNI/BID	Work with City Hall on cross calendar population of events.
49	Host annual BID events	Annually	FNI/BID	Warm Your Heart, Ultimate Ladies Day, Employee Apprec, Summer Madness, Small Business Saturday, Luminary Pop-Up
50	Sponsor partner events with FNI & Other Entities	Annually	FNI/BID	A Very Neenah Christmas, Farmers Market, Historical Society PowWow
51	Directory Updates	Annually	FNI/BID	Website updated monthly (or more frequently) to reflect business changes, print guide and scanned version of print guide updated yearly.
52	Secret Shopper Program	On-Going	FNI/BID	
53	Gift Certificate Program	On-Going	FNI/BID	Explore every other year if moving to gift cards is more efficient than certificate program.
	Business Retention/Recruitment:	On-Going	City; FNI/BID	
54	Ret. & Recr. Grant Program	On-Going	FNI/BID	
54.5	Revolving Grant Programs	On-Going	FNI/BID	Awning, Sign, Sandw Bd – Based on needs each year
55	Exit Interviews	As Needed	FNI/BID	
56	Promote Façade Impr. Grants, Awning Grants	On-Going	City; FNI/BID	Funds still available from federal program
57	Ambassador Visits	As Needed	FNI/BID	
58	Recr. New Businesses & Retain Existing Businesses including second floor and office spaces	On-Going	CD; FNI/BID	Promote SBA loan program and other financial incentives including grant programs. Hold open houses in spring as needed. Discussed flow for handling conversations surrounding business inquiries in Neenah, regular communication between FNI/City good, perhaps a way to solidify communication flows for future.

PARTNERS WORK PLAN

ITEM #	SERVICE PERFORMED	FREQUENCY	RESPONSIBLE PARTY	SCOPE OF DUTIES
59	Market Analysis & Branding Study	As Needed	FNI, BID, Volunteer Steering Cmte., CD	In '13, update study done in 2003. Esri data updated in end of 2016. Note City has this software. Discussion on ownership of the "N Unequaled." brand. Agreed it can be shared for community purposes, when there is an existing partnership and when used to promote Neenah as a destination. Begin budgeting now for a future update to the current mkt analysis (2021?) BID contracted with Element in 2019 to create a web landing page, info folder and to update the directory brochure.
	Centralized District Management:			
60	Meeting Agendas & Minutes	On-going	City; FNI; BID	Comm Dev staff to take meeting Board minutes, FNI staff all other cmtes. City to post and publicly distribute Bd. agendas, FNI posts cmtes.
61	Meetings	Monthly/Quarterly/As Needed	City; FNI/BID	Annual meeting format changed to a more fun / engaging format in 2017.
62	Bill Payment & Reimb.	On-Going	FNI; Finance	FNI Acct. = Packet Assembly Effective '14 – City reimbursement to FNI is now annually.
63	Create Ann. Op Plan	Annually	City;FNI/BID	
64	Manage Gift Cert. Program	On-Going	FNI/BID	
65	Information Services	On-Going	FNI	BID page on Website, mo. newsletter, periodic emails.
66	Manage Bills & Budget	On-Going	Finance;FNI/BID	For the last two years, the City has not sent out letters regarding the BID Assessment fee and reminding business owners to pay it before it rolls onto taxes if they prefer. This has not been a problem and Future Neenah has not received any complaints. With a change in state statute, the BID does not need an annual audit, a review is sufficient thereby saving those extra fees that an audit brings.
67	Overhead – office, phone, computer, software, building	On-Going	FNI/BID	

APPENDIX M

Your Business Improvement District (BID) Investment At Work

Public Relations & Marketing	Maintenance	Retention & Recruitment	Administration
Downtown Directory Brochure	Keep district clean: sweep, weed, etc.	Grant Programs:	Office/Staff People/Information Services
BID Activities:	Purchase Banners	Retention & Recruitment Grant	Host BID annual meeting
Warm Your Heart (February)	Contract Flowers	Facade Grant Program	Communicate w/BID Newsletters & Email Updates
Ultimate Ladies Day (April)	Contract Centralized Recycling	Awning & Sign Grant Programs	Annual Operating Plan
Summer Madness Sale (August)	Snow removal over 2"	Office Space Open House & Ads	Agendas & Minutes
Small Business Saturday (November)	Bulb Recycling Program	Recruit New & Retain Existing Businesses	Bi-annual Co-op Meetings w/City, BID & Future Neenah
Employee Appreciation (Sept)	Seasonal decor: lights, bows, garland		Represent Downtown Neenah: WDAC & City of Neenah : Parking
Luminary Pop-Up & Cookie Crawl (Dec)	Purchase & maintain: benches, picnic tables, trash cans		
	Welcome monument at entrance to district		

Public Relations & Marketing Continued Next Page...

Community Event Partner: Pow Wow w/Historical Society, BooFest, Fishing Tourney & More

Gift Certificate Program

Destination Marketing:

Partner w/Convention & Visitors Bureau: Host Travel Writers & Advertise in Annual Guide

Loop & Bumpout Signage

Market analysis and branding study ongoing implementation

Increase Awareness & Visibility:

MailChimp & email blasts

Updated website & Online Presence incl. Instagram Acct.

Facebook posts

Exposure In Future Neenah Magazine

Advertising to Promote District

Customer Service

Secret Shopper Program