

**Minutes of Neenah Central City Business Improvement District Board**  
**September 18, 2018 – 8:00 am**  
**City Hall – Hauser Room**

**PRESENT:** Board Members: John Skyrms, Jane Lang, Alex Noskowiak, Brian Gajewski, Keith Peters, Bob Gillespie, and Grant Birtch. Also present: Sara Hanneman (Future Neenah, Inc.), Mayor Dean Kaufert, and Brad Schmidt (Community Development).

**Approval of Minutes:** MSC Birtch/Gillespie, the BID board to approve the minutes of the August 21, 2018 meeting after noted revisions. Motion carried.

- Member Skyrms would like the minutes to reflect that he voted against both retention and recruitment grant submittals. He would also like it noted that the purpose of the awning grant (repair, replace, and remove) was discussed.

**Public Appearances:** None

**Financials:**

- Bills for Approval: **MSC Birtch/Gajewski, the BID Board to approve bills in the amount of \$32,253.57. Motion carried.**
- Budget Status Report: Member Birtch would like the amount approved for the retention and recruitment grants for 121 & 123 W. Wisconsin to be reviewed. They were given \$7,500 but minutes only allude to \$5,000.

The BID has allotted \$3,300 for audit. Director Easker will be invited to the BID meeting in October or November to discuss audit and to explain the cost increase for the audit.

There were questions regarding the balance for maintenance. Snow removal = \$7,200 and \$2,450 for sandblasting and repainting garbage cans and cleaning sidewalks.

**Executive Committee Report:**

- No meeting. No Report
- Member Birtch suggested that the Future Neenah Board and the BID Board meet to discuss the open FNI Executive Director position. Sara will email job description to board.

**Recruitment and Retention:**

- No meeting. No report.
- Member Birtch discussed the retention and recruitment grants and wanted to confirm that the grants are being advertised adequately to non-board BID members. He also wanted to discuss if there should be limits on the amount of grant money that can go to BID Board members. He reviewed the minutes and discovered the grants in previous years went to the following:
  - 2016 = 4 outside of board/4 given to board members
  - 2017 = 4 outside of board/4 given to board members
  - 2018 = Almost all given to board members

The retention and recruitment committee will review and discuss. Member Skyrms agrees with the points made by Member Birtch but also suggested that BID board members have invested significant amount of money into their properties.

**Public Relations and Marketing:**

- Employee Appreciation Recap
  - Numerous downtown employees participated in Employee Appreciation Day. Several snacks were handed out and the dilly bars were gone in twenty minutes. Eight people attended lunchtime yoga. Member Birtch pointed out that the BID wasn't listed on the brochure as a sponsor.

**Maintenance Committee Report:**

- Updates from September 12 meeting
  - Brian Falk from Plexus was at the meeting for the first time as a new member.
  - Doty and Main has continued to be a problem corner where many have fallen in the winter months. A salt bin will be placed closer to the intersection.
  - The snow removal map will be out in October.
  - Only one bid was received for steam cleaning the sidewalks (\$6,000). The maintenance committee is pursuing another bid.
  - A new set of LED lights will be needed next year.
  - FNI and the city met about the flower beds. A decision on the responsibility of the maintenance has yet to be agreed upon. Deputy Director Schmidt explained that the hanging baskets would work in the downtown either sharing a pole with the banners or on only the poles without banners (depending on the type of basket). Memorial Florist may again be enlisted to continue with plantings.
  - Van's recycling contract is up for renewal – they have agreed to a three year contract at \$550/month.
  - Bulb Recycling – September 17 – 21.
  - Discussion regarding the fires in the dumpsters brought up having cameras in the areas. Deputy Director Schmidt will discuss with the IS department.

**Future Neenah:**

- BooFest – October 20<sup>th</sup>. Last day of Farmer's Market.
- Network Neenah – September 25<sup>th</sup> at Nicolet National Bank.
- A Very Neenah Christmas – December 7th

**City of Neenah:**

- Update on the S. Commercial Street Revitalization Plan and public survey – Deputy Director Schmidt gave an overview of the results of the public survey regarding the S. Commercial Street Revitalization Plan.
- Mayor Kaufert asked that the BID focus more on maintenance and setting aside budget dollars for this.

**Announcements and Future Agenda Items:** None.

**Adjournment:** The Board adjourned at 9:15 a.m.

**MSC Birtch/Gillespie to adjourn. Motion carried.**

Respectfully submitted,



Samantha Jefferson  
Office Manager, Community Development