

**Minutes of Neenah Central City Business Improvement District Board**  
**June 19, 2018 – 8:00 am**  
**City Hall – Hauser Room**

**PRESENT:** Board Members: Grant Birtch, Jane Lang, Michelle Bauer, Keith Peters, Steve Gries, Brian Gajewski, Bob Gillespie, Umer Sheikh, and Alex Noskowiak. Also present: Sara Hanneman (Future Neenah, Inc.), Mayor Dean Kaufert, and Office Manager Samantha Jefferson.

**Approval of Minutes:** MSC Birtch/Skyrms, the BID board to approve the minutes of the May 15, 2018 meeting. Motion carried.

**Public Appearances:** None

**Financials:**

- Bills for Approval: **MSC Gillespie/Birtch, the BID Board to approve bills in the amount of \$25,804.64. Motion carried.**
- Budget Status Report: The final bills for snow removal are in this month's packet.

**Executive Committee Report:**

- VP Nomination Meeting: Alex Noskowiak was nominated for Vice President. He accepted the nomination. **MSC Gillespie/Gajewski, the BID Board to approve Alex Noskowiak as Vice President of the BID Board. Motion carried.**

**Recruitment and Retention:**

- (ACTION) Retention and Recruitment Grants
  - **MSC Gillespie/Bauer, the BID board to approve the grant request for \$633.00 for a heating/cooling unit at 103 N. Church. Member Sheikh abstaining. Motion carried.**
  - **MSC Gillespie/Bauer, the BID board to approve the grant request for \$766.00 for a heating/cooling unit at 124 W. Wisconsin Ave. Member Sheikh abstaining. Motion carried.**
  - The application for the third grant (114 W. Wisconsin Ave.) was revoked by the owner as the work needed to be done immediately.
- Update from June 6 Meeting: The committee further discussed marketing packets and what those would look like.

**Public Relations and Marketing:**

- Update from June 14 Meeting:
  - Ultimate Ladies Day 2019 has been scheduled for April 13<sup>th</sup>, 2019.
  - A thank you card was sent to Keller Williams Realty for their help with clean-up in the Downtown.
  - Summer Madness will be August 2, 2018 from 10-6.
  - 116 customers participated in the gift certificate sale.
  - A secret shopper for the downtown is scheduled.
  - The DOT has said that downtown signage should be up by the end of July.
  - There was a great turnout for the Downtown History Event.
  - **MSC Birtch/Gillespie, the BID Board to allocate \$1,046 for two additional electrical box wraps in the Downtown (Church and Wisconsin). Motion carried.**

**Maintenance Committee Report:**

- Update from June 12 Walking Tour: Member Birch thanked the participants of the walking tour including the Mayor, Director Haese, and Deputy Director Schmidt. The walking tour took place the week after Streetball. A few issues that stood out were overflowing trash cans and debris in the street that needed swept. The BID Board discussed more control of events. The Public Works Department, the authority that awards special event permits, is aware of the issues and they will be addressed.
- \$2,450 is reserved in this year's budget for steam-cleaning the sidewalks and sand-blasting the trashcans.
- Decorative grating has been discussed for the Downtown.

**Future Neenah:**

- Summer Event Season has started!!!
- The Revival opened June 8, 2018.
- Cut and Run is June 23, 2018.
- Member Gries suggested that Gateway include bike racks especially when the trestle is completed.

**City of Neenah:**

- Mayor Kaufert is aware of the issues that occurred regarding streetball and plans to address them. The Cooperation Agreement between the City, Future Neenah, and the BID will be reviewed to make sure nothing gets missed in making the Downtown ready for business after events.

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

**Adjournment:** The Board adjourned at 9:00 a.m.

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Samantha Jefferson", written in black ink.

Samantha Jefferson  
Office Manager, Community Development