

Downtown Fond du Lac Partnership News Bulletin

October 2022

Important DFP Dates and Deadlines

Downtown Fond du Lac Farmers Market – Saturdays through October 29, 8:00 a.m. to noon

Shop Saturday & Win Sweepstakes – Saturdays through October

Witches Day Out - Saturday, October 22

Monster March – Saturday, October 29, 2022, 10:00 a.m. – Noon

Shop Small Sweepstakes – November 1-December 31

Holiday Kickoff Weekend – November 4-5

Indoor Winter Market - Saturdays beginning November 5, 8:00 a.m. to noon

Downtown Fond du Lac Partnership Board of Directors Meeting - Wednesday, November 9, 8:30 a.m. at Fox Valley Savings Bank

Holiday Wine Walk – Saturday, November 12, 1:00 p.m. – 5:00 p.m.

Deer Camp Weekend - November 18-19

Small Business Saturday - Saturday, November 26

Cookie Walk – Saturday, December 3, 11:00 a.m. – 3:00 p.m.

KFIZ Christmas Parade – Saturday, December 3, 4:15 p.m.

Businesses & Property Notes

Business Notes

- Main Street Depot, formerly Googles Inn, will be opening in late October at 8 N. Main Street.
- Domino's Pizza will be relocating to 82 N. Main Street, formerly Taco Johns.
- Bird Scooters are in operation through out the city. If your business has an issue with a misplaced or poorly parked scooter, please contact Bird hello@bird.co , 1.866.205.2442.

The Building Improvement Grant (BIG)

- Applications are now being accepted for the 2022 Building Improvement Grant. Applications can be found [here](#).
- The BIG is designed to incentivize property owners to undertake exterior property improvements, which will lead to increased property value and a better utilization of properties within downtown Fond du Lac. Grants are awarded based on the following criteria including, but not limited to: projected increase in property value, blight elimination, street front visibility, business track record, impact on surrounding neighborhood, a signed lease from a viable tenant, job creation, readiness to proceed, local economic impact, and new use of a high-profile property. If you are considering any improvements to your building façade, please contact [Amy Hansen](#) to begin the process of applying for a Building Improvement Grant.

Main Street Bounceback Grant

- Wisconsin Economic Development Corporation (WEDC) has announced the Main Street Bounceback Grant. The grant provides \$10,000 to businesses occupying previously vacant storefronts. Funds can be used to pay leases or mortgages, operational expenses and other business costs related to the newly opened location. Businesses need to be active commercial uses, be new or expanding businesses (not relocating) and to sign a 12-month lease or purchase a property between Jan. 1, 2021, and December 31, 2022.
- More information can be found on the [WEDC website](#). Please contact [Amy Hansen](#) with questions.

Security Grant Program

- The Downtown Fond du Lac Partnership is offering downtown property/business owners the opportunity to apply for the Downtown Building Security Program. The grant assists property/business owners with purchasing an exterior surveillance camera system (in partnership with the Fond du Lac Police Department) and/or a rapid entry system lock box (in partnership with the Fond du Lac Fire Department).
- Grant application can be found on the [DFP website](#).
- Please contact [Amy Hansen](#) with any questions.

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Promotion & Special Event Notes

Shop Saturday & Win! Presented by Fox Valley Savings Bank

- The DFP is offering \$500 in downtown gift certificates to three lucky shoppers. Shoppers can save their receipts from purchases made on Saturdays between August through October. Receipts must be time stamped between 6:00 a.m. – 1:00 p.m. Drop off or mail entry form and receipts (or copies) to DFP, 131 S. Main Street, Suite 101, Fond du Lac, WI 54935. Entries may also be emailed to info@downtownfdl.com.
- A monthly winner will be drawn on September 6 (for August entries), October 5 (for September entries), and November 7 (for October entries). Winners will receive \$500 in downtown gift certificates, which are accepted at 70+ downtown businesses. The winner for August entries was Sharleen Hahn. The winner for September was Norbert Roeseler.
- Participants will receive a contest entry for every \$10 spent at a downtown business on Saturdays. No purchase necessary; chances of winning do not improve with a purchase. Official Rules & Regulations can be found at <https://downtownfdl.com/4845-2>.

Downtown Fond du Lac Farmers Market

- The Downtown Fond du Lac Farmers Market runs through Saturday, October 29.
- Main Street will be closed from 6:00 a.m. - 1:00 p.m. weekly between Forest Avenue to Western Avenue. There is no overnight parking on Main Street from May through October.
- Vendor applications are available at the DFP office and [website](#).

Witches Day Out presented by Lillian's of Fond du Lac & Cujak's Wine & Spirits

- The DFP is planning a Witches & Warlocks Day Out for Saturday, October 22 with downtown specials like discounts for those in costume, tarot card readings, Bloody Mary bar, classes and a prize giveaway. All participating locations and specials are listed on our website <https://downtownfdl.com/witches-day-out/>.
- All participating locations will have a ballot you can pick up with no purchase necessary. One ballot, per person at each location. Fill out your ballot/s and bring them to Fat Joe's Burger's & Brew (15 W. Division) by 7:00 p.m.
- At 8:00 p.m. our proud sponsors of Witches Day Out will announce the random prize winners!
- Prizes include Dinner and a Show thanks to Fat Joe's Burger's & Brew and Thelma Sadoff Center for the Arts. \$100 gift certificate to Fat Joe's Burger's & Brew and a free bistro table for (4) to Natural satellite on Friday, November 18, 2022.
- Three lucky winners will walk away with downtown gift certificates. One \$500 winner, one \$300 winner and one \$200 winner.
- Two lucky winners will receive a \$50 & \$ 25 gift certificate to Fat Joe's Burger's & Brew. Must be present to win.

Monster March

- The Monster March will take place on Saturday, October 29 from 10:00 a.m. – noon on Main Street from Western to Merrill. Children and their families are encouraged to dress up to trick-or-treat with Main Street businesses and Farmers Market vendors.
- New this year, Main Street will be closed from Forest Avenue to Merrill Avenue as an added safety measure. Crossing guards will be in place on Forest, Sheboygan, Division and Merrill to assist with pedestrian safety.

Holiday Kickoff Weekend

- November 4-5 will be the downtown Holiday Kickoff Weekend. The DFP wants to remind shoppers this holiday season to put downtown Fond du Lac at the top of their shopping lists.
- If your business is interested in participating, please contact [Amber Bodart](#).

Winter Market

- The Winter Market will take place on Saturday's beginning November 5, 2022 – February 25, 2023, at 16 E. Second Street (formerly Personal Touch Flowers & Gifts) from 8:00 a.m. – noon.
- The Winter Market will host handmade, homegrown, and prepared foods vendors.

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- The DFP is currently accepting vendor applications on our website <https://downtownfdl.com/winter-market/>.

Holiday Wine Walk presented by Fox Valley Savings Bank

- Saturday, November 12 from 1:00 – 5:00 p.m. will be the Holiday Wine Walk. Tickets will go on sale on October 3rd.
- 600 tickets will be sold for sweet, dry or mocktail beverages. Tickets are on sale now <https://downtownfdl.com/event/holiday-wine-walk/>.

Deer Camp Weekend

- November 18-19 will be the first annual collective Deer Camp Weekend in downtown Fond du Lac. While the hunters are away, the shoppers will play! Much like the Holiday Kickoff Weekend, the DFP will collect and promote retail and restaurant/tavern specials from downtown businesses.
- If your business would like to participate, please contact [Amber Bodart](#).

Small Business Saturday

- Saturday, November 26 is Small Business Saturday. Our local presenting sponsor is Fox Valley Savings Bank. The DFP will again offer a \$500 Shop Small Sweepstakes promotion. Shoppers will receive an entry into the sweepstakes for every \$10 spent in downtown between November 1 – December 31.
- Details will be updated on the website soon and entry forms will be distributed to downtown businesses.

Cookie Walk

- The DFP is tentatively planning for a Cookie Walk on Saturday, December 3 from 11:00 a.m. – 3:00 p.m. This event would be geared towards children and families and would take place prior to the Christmas Parade. 200 tickets would be sold. If your business is interested in participating, please contact [Amber Bodart](#).

KFIZ Christmas Parade

- KFIZ and 107.0 The Bull present the 2022 Fond du Lac Christmas Parade of Lights. This year the theme is “HoliDazzle”! The parade steps off at 4:15 at the corner of Rees and Main and will travel downtown Main Street to Veteran’s Park.
- To enter a float in the parade, click [here](#).

Downtown Gift Certificates

- Downtown Fond du Lac Gift Certificates are accepted at 70 downtown businesses. Gift certificates are sold at the DFP office or [online](#) in denominations of \$10, \$25 or \$50.
- If your business would like to be added to the list, please contact [Amber Bodart](#).

Open Flags

- The DFP has purchased ‘OPEN’ flags for downtown businesses. The goal is to create a unified look throughout downtown and to highlight businesses that are open. The signs are available to businesses at no cost. If your business is interested in receiving one of the flags, please contact [Amy Hansen](#).

Volunteer Opportunities

- The DFP couldn’t accomplish all we do without dedicated volunteers. We are currently still seeking volunteers for: Monster March, Wine Walk, wrapping holiday garlands November 14 and 15, and poster distribution
 - Monster March – Duties include assisting children and families to cross the streets safely during the Monster March. Volunteers are needed by 9:45 and you will be finished by noon.
 - Holiday Wine Walk – Duties include checking ID’s and wrist banding 600 attendees. Volunteers are needed from 10:00 a.m. – 3:00 p.m. Volunteers would be needed the morning of the Wine Walk.
 - Holiday Garland Wrapping – November 14 and 15, 8:00 a.m. – 2:00 p.m. Volunteers are needed to wrap lights around holiday garlands with lights at the city garage.
- If you are interested in any of the listed volunteer opportunities, please contact [Amy Hansen](#) or [Amber Bodart](#).

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Organization Notes

- The Downtown Fond du Lac Partnership Board of Directors will be voting on a proposed change to the organization's bylaws. Changes to the DFP bylaws require a 10-day public notice. The DFP Board of Directors will be voting on this proposed change on Wednesday, November 9 at 8:30 a.m. at Fox Valley Savings Bank. This meeting is open to the public. You can find the proposed changes attached to this news bulletin.
- The proposed changes are under: ARTICLE IV Section 2, ARTICLE V Section 3 and ARTICLE VII Section 4. Please contact [Amy Hansen](#) with any questions.
- The DFP is proud to be one of the 863 Main Street Programs across the country to have earned an Accredited status which is Main Street America's top level of recognition. More information can be found on Main Street America's [website](#).
- The next DFP Board of Directors meeting will be held on Wednesday, November 9, at 8:30 a.m. at Fox Valley Savings Bank. This meeting is open to the public. If you would like to be added to our meeting notification list, please email [Amy Hansen](#).

Streetscape Design Notes

Downtown Planters

- In the downtown district, there are 48 flower planters that have been 'adopted' by businesses. Currently, all planters have been adopted. If you would like to be added to the waiting list, please contact [Amy Hansen](#).

Holiday Lights

- Holiday lights and garlands will be installed downtown in late November. A special thank you to our Holiday Lights Sponsor, Bespoke Salon.

Stay Connected

- **DFP Business and Property Owners Facebook Group** – This private group welcomes downtown business and property owners to discuss with one another or with DFP regarding questions, promotions, events, and services available to downtown businesses. [Biz Owners Group](#)
- **Downtown Fond du Lac Partnership Facebook Page** – Our public page showcases great things happening downtown! [DFP Facebook](#)
- **Downtown Fond du Lac Partnership Instagram Page** - [https://www.instagram.com/ @downtownfdl](https://www.instagram.com/@downtownfdl)
- **Downtown Events Collaboration Team Facebook Page** – [Events Collaboration Team](#)
- **Farmers Market Page** - [Farmers Market Facebook Page](#)

Contact Us

General inquiries or responses to items from this news bulletin can be sent to info@downtownfdl.com or reach us via phone at 920.322.2006.

Amy Hansen, Executive Director, amy@downtownfdl.com

Amber Bodart, Director of Communication and Special Events, amber@downtownfdl.com

Cindy Laubenstein, Bookkeeper and Research Assistant, bookkeeper@downtownfdl.com

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Downtown Fond du Lac Partnership, Inc.

131 S. Main Street, Suite 101

Fond du Lac, WI 54935

920.322.2006

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BYLAWS (Revision 9)
DOWNTOWN FOND DU LAC PARTNERSHIP, INC.
(a.k.a. Business Improvement District)

ARTICLE I
Members

All owners of assessed property (or their designee) located within the Business Improvement District (BID), shall automatically be members of the Downtown Fond du Lac Partnership (DFP). All owners of property assessed within the district are considered voting members. All leasers of property assessed within the district are considered non-voting members. All assessed property owners (or their designee) are eligible for board positions. All members can participate on councils and program committees. Assessed property owners may submit a written proxy to authorize another person as their designee for voting purposes.

ARTICLE II
Membership Meetings

Section 1. An annual meeting of the membership shall be held in each calendar year at such time and place as may be determined by the Board of Directors for the purpose of transacting such business as may be properly brought before the meeting.

Section 2. Special meetings of the membership shall be held at any time and place as may be designated in the notice of said meeting, upon call of the President or the Board of Directors either at their own request or upon written petition by at least 10 voting members.

Section 3. Written notice of every meeting of the general membership, stating the place, date and hour of the meeting shall be given either personally, by mail, or by electronic mail to each member not less than 15 nor more than 30 days before the date of the meeting. If mailed, such notice shall be deemed delivered when deposited in a United States Post Offices depository with postage thereon prepaid, addressed to the members at their addresses as they appear on the membership roster. Other interested parties shall be given such notice of meetings, as the Board of Directors shall deem appropriate.

Section 4. Twenty (20%) percent of the members, present or represented by written proxy, shall constitute a quorum for the transaction of business at all meetings of the members. If a quorum is not present or represented at any meeting of the membership, a majority of the members entitled to vote thereat, may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present or represented. If the adjournment is for more than 30 days, a notice of the adjourned meeting shall be given to each member.

Section 5. When a quorum is present or represented by written proxy at any meeting, the vote of a majority of the voting members present or represented by written proxy, shall decide any questions brought before such meetings, unless these Bylaws require a different vote, in which case such express provisions shall govern and control the decision.

Section 6. Roberts Rules of Order shall govern the parliamentary procedures at all meetings when not in conflict with these Bylaws. The order of business may be altered or suspended at any meeting by a majority vote of the voting members present.

ARTICLE III
Board of Directors

Section 1. The Board of Directors shall be composed of eleven (11) Directors of which three (3) or four (4) shall be selected annually to serve for three (3) years or until successors are elected and have qualified. The selected panel of eligible board members will be submitted to the City

Manager for City Council approval of appointment. No Director may serve more than two (2) complete terms on the Board. A Director that has served (2) complete terms is eligible to be re-elected to the board after a (1) one-year hiatus.

The members of the Board of Directors shall be comprised of small and large property owners, or designee of those owners. A reasonable combination of small, large and types of businesses shall be maintained. One voting member may be a representative from a non-assessed property from within the BID district. Any board member may be removed from the Board of Directors with a 2/3 vote.

The government and policy-making responsibilities of the DFP shall be vested in the Board of Directors, which shall control its property, be responsible for its finances, and direct its affairs. The Board of Directors shall annually approve an Operating Plan for the DFP, which will then be presented to City Council for approval.

The Fond du Lac City Manager will appoint a non-voting liaison from the City of Fond du Lac to serve on the DFP Board and Executive Committee. The President of Envision Greater Fond du Lac or their designee shall be ex-officio members of the Board without voting powers.

Section 2. At all meetings of the Board, a majority of the voting members (6) thereof, shall constitute a quorum for the transaction of business. If a quorum shall not be present at any meeting of the Board, the Directors present may adjourn the meeting from time to time, until a quorum shall be present.

Section 3. Any action required, or permitted to be taken, at any meeting of the Board of Directors may be taken without a meeting, if all members of the Board consent thereto in writing, setting forth the action so taken, and the writing or writings are filed with the minutes of the proceedings. Such consent shall have the same force and effect as a unanimous vote of the Board.

Section 4. All new members of the Board of Directors shall participate in an orientation program familiarizing them with the goals and objectives of the DFP and with their responsibilities. The DFP director will conduct the orientations.

ARTICLE IV Committees

Section 1. There shall be such standing committees as the Board may determine. The composition of any committee shall be at the discretion of the Board.

Section 2. Executive Committee. The Executive Committee shall serve ~~one-year~~ **two-year** terms and be composed of the President, Vice President, Secretary, and Treasurer. The Past President or an At-Large member who is selected from the Board of Directors will serve as a fifth member. Each of these members will have an equal vote. No fewer than three voting members must be present at any regular or special meeting in order to constitute a quorum. The DFP Director and City of Fond du Lac liaison will be non-voting ex-officio members of the Executive Committee.

In the interim between meetings of the Board, the Executive Committee shall have authority to exercise all the powers of the Board in the intervals between meetings in accordance with the policies of the DFP and subject to the general direction of the Board; except that it shall not fill vacancies on the Board, elect officers, amend the by-laws or do other acts which are prohibited by law. It may grant to any committee a reasonable amount of money for special works, provided the total amounts for such kind of work was previously approved by the Board of Directors. All recommendations for expenditures outside the budget shall be submitted to the Executive Committee, whose recommendations shall be submitted to the Board of Directors. The Executive Committee may refer matters brought before it to a proper standing committee that it may designate, or to the Board of Directors. The Executive Committee shall meet at the call of the President of the Board of Directors or DFP Director.

ARTICLE V
Officers

Section 1. The officers of the DFP shall consist of a President, Vice President, Secretary, Treasurer, and such other officers and assistant officers as may be deemed necessary.

Section 2. The Board of Directors at the December meeting of each fiscal year shall elect officers.

Section 3. Except as hereinafter provided, the officers of the DFP shall each have such powers and duties as generally pertain to their respective offices, as well as those that from time to time may be conferred by the membership of the Board of Directors. **All Executive Committee members shall serve two-year terms.**

- A. President. ~~The office of the President has a two-year term limit.~~ The President shall preside at all business meetings, but may at his or her discretion or at the suggestion of the DFP Director arrange for another officer to preside at other meetings. The President shall perform such duties as are usually incumbent upon that officer and such duties as may be directed by resolution of the Board of Directors.
- B. Vice President. The Vice President shall have such duties and responsibilities as the President or Board of Directors may from time to time prescribe.
- C. Secretary. The Secretary shall provide oversight and review of minutes of all meetings and all records and correspondence of the DFP, including monitoring communication of minutes and records to all members within 60 days from the conclusion of each meeting. The Secretary shall also have such other duties as may be assigned by the membership or the Board of Directors.
- D. Treasurer. The Treasurer shall maintain oversight and review of all financial records of the DFP. The Treasurer shall also have such other duties as may be assigned by the membership or the Board of Directors.
- E. Past President. The Past President shall act as an information resource to the current President to facilitate transition.
- F. Temporary Officers. In case of the absence or disability of any officer and of any person authorized to act in his or her place during such periods of absence or disability, the President may from time-to-time delegate the powers and duties of such officer to any other officer or any other member.

ARTICLE VI
Director

Section 1. The DFP Director shall be responsible for coordinating the implementation of policies, projects and other such duties as outlined in the operating plan and/or deemed necessary by the DFP Board of Directors.

ARTICLE VII
Finance and Disbursements

Section 1. Fiscal Year. The fiscal year of the DFP shall be the calendar year.

Section 2. Budget. Before the end of each August, the Executive Committee shall compile a budget of estimated expenses for the succeeding year and submit it to the Board of Directors. As approved by the Board of Directors, with or without modification, this budget shall be the appropriation measure of the DFP unless changed by subsequent action of the Board. No committee may exceed its appropriation without the consent of the Board of Directors of the DFP.

A. Per Wis Stat 66.1109, the operating plan will then be submitted to the Fond du Lac City Council for approval.

Section 3. Approval of Disbursements by the Board. No disbursements of funds contrary to the approved budget allowance or in addition to such allowances shall be made unless authorized and ordered by the DFP Board of Directors. All contracts must be authorized by the DFP Executive Director.

Section 4. Director – Disbursements. Upon the approval of the budget, the director is authorized in the exercise of ~~his/her~~ **their** discretion to make disbursements on account of expenses approved by the Board of Directors.

Section 5. Indebtedness. Except as otherwise provided herein, no committee or any other member shall contract any debt on behalf of the DFP which shall in any manner render it liable for the payment of any sum, unless the same has been approved by the DFP Board of Directors, or the contracting of said debt shall have been referred by the Board or Executive Committee to such committee with power to act.

Section 6. Dissolution. The DFP shall use its funds only to accomplish the objectives and purposes specified in these by-laws. In the event that DFP funds raised through special assessments are used to finance projects, such as, but not limited to, streetscape improvements or other long-term projects, the DFP may not be dissolved until all financial obligations have been met. In the event that the DFP ceases to exist - remaining financial assets will be dispersed as prescribed by Wisconsin State Statutes Section 66.1109.

Section 7. Annual Audit. The DFP shall require an audit of the books and accounts of the DFP. It is understood that the audit always will be conducted by a certified public accounting firm and that a report of the findings be presented to the Board of Directors of the DFP within 60 days of the conclusion of the audit.

ARTICLE VIII
Changes to Bylaws

Section 1. Except as provided in the Articles, these Bylaws, or any part thereof may be amended by eight (8) affirmative votes at any regular meeting or special meeting of the Board of Directors; provided that the proposed amendments shall have been submitted in writing at a previous meeting of the board held at least ten (10) days prior to such vote.

Section 2. These Bylaws may also be amended by two-thirds of the votes entitled to be cast by members present or represented by proxy at any membership meeting providing notice of such proposed change shall have been mailed to the membership at least ten (10) days prior to such meeting.